State of Minnesota
Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

For certification as an **INTERIOR DESIGNER** in the State of Minnesota:

THE BOARD REQUIRES THAT YOU SUBMIT THE FOLLOWING TO OUR OFFICE:

1. The Minnesota Application for Certification.
2. Official transcript(s) **that show degree and date of graduation** (must arrive at the Board office in a sealed university envelope).
3. (1) One signed and dated copy of the Rules of Professional Conduct.
4. If any of your records are under a former name, you must submit a copy of your marriage certificate or legal name change.
5. Verification of passing the NCIDQ (National Council of Interior Design Qualification) Examination. Go to the NCIDQ website (www.ncidq.org). From the home page click on V*erify Your Credential Online* and follow the instructions.
6. Only if you are licensed or certified as an Interior Designer in another state, complete the "applicant" side of the Verification of Licensure or Certification form and mail it to that state Board for completion.

The experience record, within the application must be completed, listing the names and mailing addresses of your interior design or architectural supervisors for the experience which is being claimed. References must document required chronological work history. References may be from employers, co-workers and/or clients. At least two references must be from supervisors or employers. **For experience to count towards the required number of years, it must be verified by an Interior Designer, Certified Interior Designer, NCIDQ Certificate Holder or a licensed Architect.**

Following approval of your application, a certificate fee of $132* will be requested. A certificate number will be issued upon receipt of the certification fee. **DO NOT SUBMIT THIS FEE WITH THE APPLICATION.**

*The certification fee contains an electronic licensing surcharge. The Minnesota Office of Enterprise Technology (OET) recently sponsored and the Minnesota Legislature passed legislation requiring a 10% surcharge of no less than $5 and nor more than $150 on each business, commercial, professional or occupational license. The funding from this surcharge will go to OET, which will establish an electronic licensing system for the state. The surcharge will be in place through June 30, 2015. See Laws of Minnesota 2009, Chapter 101, Article 2, Section 59.