Instructions to Applicants Regarding the Submission Of Reference Forms for Certification as an Interior Designer

Five reference forms are to be completed by the applicant according to instructions given below. 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 of experience; the experience must be verified by an Interior Designer, Certified Interior Designer, NCIDQ Certificate Holder, or a licensed Architect.** The references are also listed on the application. The applicant is to send the forms directly to the references along with a stamped envelope addressed to the Board. The references are to return the completed forms directly to the Board office.

Type, in the upper left-hand corner of the forms, the name of the reference to whom the form is to be sent and enter the date. Enter your name as *Name of Applicant*. Sign and date the form where indicated. Beginning with question one, the remainder of the page is to be completed by the reference. In the case of your own firm, please use clients, architects, or other interior designers you have worked with.

To each reference form, attach a copy of your Practical and Professional Experience. Each reference is to be advised to initial next to each knowledge area they can verify that you performed.