

10. Applicants who hold a **current** license/certificate:

A. Do you hold a **current** (non-Virginia) license or certificate issued by a regulatory board or government entity?

No If no, skip to question #11.

Yes If yes, have you held this license/certificate for at least 3 years?

No If no, you do not qualify for the Universal license. You may apply using the Board's certification application.

Yes

B. Did your current state or your state of original licensure/certification require you to pass an examination?

No If no, you do not qualify for the Universal license. You may apply using the Board's certification application.

Yes If yes, did that state require you to complete any education, training and/or experience requirements to obtain this license/certificate?

No If no, you do not qualify for the Universal license. You may apply using the Board's license/reciprocity application.

Yes

C. Complete the following table and include all **current** and **expired** licenses and/or certification issued from any state, territory, possession, or jurisdiction of the United States.

Complete the [Verification of Interior Designer Examination and Certification Form](#) to provide evidence of having passed the NCIDQ examination.

State/Jurisdiction	License, Certification or Registration Number	Did you pass an examination?	Expiration Date
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	

D. Do you have any unresolved complaints or investigations pending against you at the time you submitted this application?

No

Yes If yes, please give a brief description of this complaint/pending investigation:

Skip to question #12.

11. For applicants who **do not hold a current** license or certificate.

A. Do you work in a state, or jurisdiction of the United States (other than Virginia) that does not regulate your profession?

No If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes If yes, have you worked in this profession for a least three years?

No If no, you do not qualify for a Universal License at this time. You may apply using the Board's license application.

Yes

B. Have you ever passed an examination for this profession in any state or territory of the United States?

No If no, you **may** be required to take the Virginia examination upon the Board's review of your application. Applicant will be notified by the Board when they are eligible to sit for the examination.

Yes If yes, provide the [Verification of Interior Designer Examination and Certification Form](#) to provide evidence of having passed the NCIDQ examination.

C. List all the state or jurisdiction of the United States where you have practiced this profession:

State/Jurisdiction	Profession/Occupation	Dates of Employment*	
		Start (MM/YY)	Finished (MM/YY)

*Show a minimum of 3 years of employment.

D. An [Experience Verification Form](#) must be complete and submitted along with this application. Is one attached?

No Yes If yes, provide a completed Interior Designer [Experience Verification Form](#).

12. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor** ?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____