NCIDQ Examination

ARP Alternative REVIEW PROGRAM

Dossier Review Form

CONTACT INFORMATION

Applicant Name:

Address:

City: State/Province: ZIP/Postal Code:

Phone:

Email:

Project Information:

Project Name #1

Project Name #2

Project Name #3

**Additional projects may be added if needed*

Project Name #

Project Name #

Project Name #

I hereby verify that the information I have provided above is correct. I release this information to NCIDQ for review of my application and dossier. By signing below I attest to the accuracy and truthfulness of the information given in this application and dossier and authorize NCIDQ to investigate statements made herein.

Signature: Date:

PROJECT #1

Project Name:

Project Location: Completion Date:

General Project Description: *(e.g. 10,000 SF addition to a 50,000 SF office building. Interior renovation of entire building including interior construction, new lighting, new furnishings, and new materials and finishes.)*

**Include PDF documents that best represent the general overview of the project to assist reviewer in understanding the project scope. (e.g. Floor Plans, Interior Elevations, Sections, Details, Photos, etc.)*

Primary Role on Project: *(e.g. Project Principal, Project Manager, Project Interior Designer, Intern, etc.)*

Describe Primary Project Responsibilities and Tasks: *(e.g. programming, space planning, finish selections, etc.)*

Identify Project #1 Content in Dossier*: (check all boxes that apply)*

- ☐ 1.0 Health, Safety & Welfare
- ☐ 2.0 Human Behavior
- ☐ 3.0 Design Process
- ☐ 4.0 Space & Form
- ☐ 5.0 Construction Documentation
- ☐ 6.0 Environmental Systems & Controls
- ☐ 7.0 Interior Construction & Building Systems
- ☐ 8.0 Professional & Business Practices

List References for Project #1: *(min. 1 licensed/registered/certified design professional or 2 design related professionals connected to the project)*

Name: Contact:

Name: Contact:

PROJECT #2

Project Name:

Project Location: Completion Date:

General Project Description: *(e.g. 10,000 SF addition to a 50,000 SF office building. Interior renovation of entire building including interior construction, new lighting, new furnishings, and new materials and finishes.)*

**Include PDF documents that best represent the general overview of the project to assist reviewer in understanding the project scope. (e.g. Floor Plans, Interior Elevations, Sections, Details, Photos, etc.)*

Primary Role on Project: *(e.g. Project Principal, Project Manager, Project Interior Designer, Intern, etc.)*

Describe Primary Project Responsibilities and Tasks: *(e.g. programming, space planning, finish selections, etc.)*

Identify Project #2 Content in Dossier*: (check all boxes that apply)*

- ☐ 1.0 Health, Safety & Welfare
- ☐ 2.0 Human Behavior
- ☐ 3.0 Design Process
- ☐ 4.0 Space & Form
- ☐ 5.0 Construction Documentation
- ☐ 6.0 Environmental Systems & Controls
- ☐ 7.0 Interior Construction & Building Systems
- ☐ 8.0 Professional & Business Practices

List References for Project #2: *(min. 1 licensed/registered/certified design professional or 2 design related professionals connected to the project)*

Name: Contact:

Name: Contact:

PROJECT #3

Project Name:

Project Location: Completion Date:

General Project Description: *(e.g. 10,000 SF addition to a 50,000 SF office building. Interior renovation of entire building including interior construction, new lighting, new furnishings, and new materials and finishes.)*

**Include PDF documents that best represent the general overview of the project to assist reviewer in understanding the project scope. (e.g. Floor Plans, Interior Elevations, Sections, Details, Photos, etc.)*

Primary Role on Project: *(e.g. Project Principal, Project Manager, Project Interior Designer, Intern, etc.)*

Describe Primary Project Responsibilities and Tasks: *(e.g. programming, space planning, finish selections, etc.)*

Identify Project #3 Content in Dossier*: (check all boxes that apply)*

- ☐ 1.0 Health, Safety & Welfare
- ☐ 2.0 Human Behavior
- ☐ 3.0 Design Process
- ☐ 4.0 Space & Form
- ☐ 5.0 Construction Documentation
- ☐ 6.0 Environmental Systems & Controls
- ☐ 7.0 Interior Construction & Building Systems
- ☐ 8.0 Professional & Business Practices

List References for Project #3: *(min. 1 licensed/registered/certified design professional or 2 design related professionals connected to the project)*

Name: Contact:

Name: Contact:

The following guidance is provided to promote consistent understanding of the referenced criteria. Examples offered are for the purposes of illustration only and should not be construed as required or as an inclusive list of items that must be evidenced. Applicants MUST show where they gained knowledge in all tasks. All pdf files provided should be labeled/bubbled, tagged and cross referenced to the relevant tab.

- Floor plans, sections, elevations, details, schedules
- 3-D sketches and renderings by any medium manual or computer generated, that successfully communicates the design intent
- Word documents: meeting minutes, team organization charts, contracts, invoices, change orders, RFI, proposals
- Spreadsheets: fee estimates, project schedules
- Project management documentation, financial management documentation
- Photographs with caption
- Material and Finish documentation: specifications, photos, presentation boards
- LEED™ documentation: LEED™ forms, LEED™ reports, LEED™ project certificates, LEED™ AP certificates, material documentation / LEED™ required documentation

Knowledge & Skill Requirements	**Project #**	**Tab** (project name/number) & **Reference** within that tab	**Narrative** (Use to support your project examples. In some cases a narrative only is required.)
HEALTH, SAFETY, AND WELFARE (TAB 1) *Responsible qualified interior designers design interior environments with the goal of increasing positive experiences, adding value to people's quality of life and thereby improving the human condition.*			
1) Identify where in your design career or design project work you applied evidence which illustrates your knowledge and application of sustainability concepts and practices, principles and theories of sustainable site selection, water efficiency, energy efficiency, material selection, waste diversion and indoor air quality; building codes, standards and regulations:			
a) **sustainability guidelines** including LEED™, CHPS, Energy Policy Act 2005, California 01350, REGREEN ™, etc. (Examples include: LEED™ checklist and forms, material documentation complying with sustainability requirements, etc.)			
b) **building codes** including health codes, federal, state/provincial, and local codes such as the International Building Code (IBC) and the National Building Code of Canada, etc. (Examples include: building code review, etc.)			
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HEALTH, SAFETY, AND WELFARE (TAB 1) *continued from previous page*

Knowledge & Skill Requirements	Project #	Tab/ Reference	Narrative
c) **profession's regulations and standards** including regulations for government projects, education projects such as daycare, governing work in historic districts or on historic properties, American National Standards Institute (ANSI), accessibility guidelines, Americans with Disabilities Act (ADA), etc. (Examples include: drawings, compliance review, memos, etc.)			
2) Identify where in your design career or design project work you applied evidence which illustrates compliance with laws, codes, standards, and guidelines that impact fire and life safety:			
a) **Compartmentalization:** fire separation and smoke containment.			
b) **Movement:** access to the means of egress including stairwells, corridors, exit ways.			
c) **Detection:** active devices that alert occupants including smoke/heat detectors and alarm systems.			
d) **Suppression:** devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.			

HUMAN BEHAVIOR (TAB 2)

The work of interior designers is informed by knowledge of behavioral science and human factors. Designers understand that social and behavioural norms may vary from their own and are relevant to making appropriate design decisions.

1) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of theories of human behavior. (Refers broadly to how interior design impacts occupant wellbeing and performance.)			
a) Select, interpret, and apply **human factors** including ergonomics, anthropometrics and proxemics, etc.			
b) Apply **universal design and accessibility concepts** including Americans with Disabilities Act (ADA).			
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HUMAN BEHAVIOR (TAB 2) *continued from previous page*			
Knowledge & Skill Requirements	**Project #**	**Tab/ Reference**	**Narrative**
c) Address the **needs of various populations** including ages, abilities and socio-economic levels.			
d) Apply **wayfinding systems** including graphic identification, such as signage. *Applicant must include a narrative along with your project to explain wayfinding strategy.*			
e) Analyze and synthesize **human perceptions and behavior patterns** to inform design solutions			
2) Identify where in your design projects you applied evidence which illustrates your knowledge of interiors, architecture, art and the decorative arts within a historical and cultural context, including:			
a) Movements and traditions in architecture, stylistic movements and periods of art, application of historical precedent to inform design solutions, selection and application of art and accessories.			
DESIGN PROCESS (TAB 3) *Interior Designers need to apply all aspects of the design process to creative problem solving. Design process enables designers to identify and explore complex problems and generate creative solutions that support human behavior within the interior environment.*			
1) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of **programming**:			
a) Compile and define relevant aspects of a design problem including goals, objectives, performance criteria, space allocations, client interviews, budget, etc.			
2) Identify where in your design projects you applied evidence which illustrates your knowledge of **site analysis**:			
a) Document, measure and record, and evaluate existing site conditions. (Examples include: as-builts, furniture inventory, etc.)			
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DESIGN PROCESS (TAB 3) *continued from previous page*			
Knowledge & Skill Requirements	**Project #**	**Tab/ Reference**	**Narrative**
3) Identify where in your design projects you applied evidence which illustrates your knowledge of **synthesis**:			
a) Generate program document. (Examples include: adjacencies/matrices, bubble and/or block diagrams, etc.)			
b) Generate multiple design responses to programmatic requirements. (Examples include: sketches, plans, etc.)			
4) Identify where in your design projects you applied evidence which illustrates your knowledge of **design concepts**:			
a) Justify design solutions relative to the goals and objectives of the project program. (Examples include: client budget, use, occupants' needs, code review, etc.)			
b) Demonstrate creative thinking and originality through the ability to rapidly visualize concepts. (Examples include: sketching, ideation drawings, preliminary 3-D sketches, renderings, etc.)			
SPACE AND FORM (TAB 4) *Interior Designers apply knowledge of design theories, elements and principles; two and three dimensional design; color principles, theories, and systems to create design solutions (schematic design and design development).*			
1) Identify where in your design career or design project work you demonstrate competence in:			
a) **2-dimensional design** elements and principles in interior design projects. (Examples include: space plans, elevations, sketches, renderings, etc.)			
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SPACE AND FORM (TAB 4) *continued from previous page*

Knowledge & Skill Requirements	Project #	Tab/ Reference	Narrative
b) **3-dimensional design** elements and principles in the development of the spatial envelope including volumes of space, visual continuity and balance, visual passages, interconnecting elements. (Examples include: study models, sketches, perspectives, paralines, models, renderings, etc.)			
c) Interaction of **color and light** and their impact on one another and interior environments. (Examples include: sample boards, collages, mock-ups, digital representations, study models, sketches, renderings, etc.)			
d) Select and apply **color** with regard to its multiple purposes including functional, behavioral, aesthetic, perceptual, cultural and economic. (Examples include: sample boards, collages, mock-ups, digital representations, study models, sketches, renderings, etc.) *Applicant must include a narrative along with your project to explain your color selection.*			

CONSTRUCTION DOCUMENTATION; FURNITURE, FIXTURES & EQUIPMENT; BIDDING; AND CONSTRUCTION ADMINISTRATION (TAB 5)

Interior Designers produce contract documents, FF&E documents, bid documents and construction administration services including coordinated working drawings, details, schedules, and specifications.

1) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of construction documentation:			
a) **Working drawings** in both imperial and metric scales. (Examples include: floor plans, demolition plans, reflected ceiling plans, power and data plans, furniture plans, sections, elevations, constructions details, etc.)			
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CONSTRUCTION DOCUMENTATION; FURNITURE, FIXTURES & EQUIPMENT; BIDDING; AND CONSTRUCTION ADMINISTRATION (TAB 5)

continued from previous page

Knowledge & Skill Requirements	Project #	Tab/ Reference	Narrative
b) **Custom interior elements**. (Examples include: architectural woodwork/millwork, furniture, case goods, floor patterning, textiles, etc.)			
c) **Finish and door schedules**.			
d) **Specifications**. (selection and application of materials and products on the basis of their properties, performance and maintenance criteria, including sustainability attributes and life cycle costs)			
2) Identify where in your design projects you applied evidence which illustrates your knowledge of selection of FF&E on the basis of their properties and performance criteria.			
a) Detailed **specification** of FF&E including durability, flammability, maintenance, VOC emissions, sustainability attributes and life cycle costs, etc.			
b) Detailed and developed **floor plan** of FF&E.			
c) Installation observation and **deficiency /punch list**.			
3) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of **bidding**:			
a) Bid review, analysis and contract award.			
4) Identify where in your design projects you applied evidence which illustrates your knowledge of construction administration services:			
a) **Contract administration** and site review services. (Examples include: review of shop drawings, on-site observation reports, punch/deficiency lists, etc.)			
b) Post-occupancy **assessment processes**. (Examples include: post-occupancy evaluation, qualitative analysis tools, user satisfaction surveys, life cycle assessment, etc.)			

ENVIRONMENTAL SYSTEMS AND COMFORTS (TAB 6)

Interior Designers apply knowledge of the principles of lighting, acoustics, thermal comfort, and indoor air quality to enhance the health, safety, welfare, and performance of building occupants.

Knowledge & Skill Requirements	Project #	Tab/ Reference	Narrative
1) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of:			
a) Natural and artificial **lighting design**. (Examples include: daylighting and photometric studies, lighting plans and schedules, etc.)			
b) **Acoustical design** including noise control, sound distribution, speech privacy and sound masking. (Examples include: material specification, floor and ceiling plans, details, etc.)			
c) **Thermal design**. (Examples include: shading systems, space planning, etc.)			
d) **Indoor air quality**. (Examples include: pollutant source controls, VOC emissions, space planning, etc.)			

INTERIOR CONSTRUCTION AND BUILDING SYSTEMS (TAB 7)

Interior Designers utilize their understanding of interior construction and the integration of building systems to design interiors.

1) Identify where in your design career or design projects you applied evidence which illustrates your knowledge of:			
a) **Structural** systems and methods including wood-frame, steel-frame, masonry, concrete, etc.			
b) **Non-structural** systems including ceilings, flooring, and interior walls.			
c) **Distribution** systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing.			
d) Energy, security, and building **controls** systems.			
e) The **interface** of furniture and construction systems.			
f) **Vertical circulation** systems.			
g) **Environmental impact** of construction			

PROFESSIONALISM AND BUSINESS PRACTICE (TAB 8)

Interior Design is a business enterprise which uses ethical and standard business practices, including project and financial management. Interior Designers collaborate with other professionals and are committed to professional development and the value of their contribution to the built environment.

Knowledge & Skill Requirements	Project #	Tab/ Reference	Narrative
1) Provide a written narrative of your understanding of design firm management **business practices**. (200-300 words)	n/a	n/a	Provide separate attachment
2) Provide a written narrative of your understanding of project management. (300-400 words)	n/a	n/a	Provide separate attachment
3) Provide a written narrative of your understanding of project team **collaboration**. (300-400 words)	n/a	n/a	Provide separate attachment
4) Provide a written narrative of your understanding of legal recognition for the profession and professional **ethics**. (200-300 words)	n/a	n/a	Provide separate attachment
5) Impact of a **global market** on design			
6) Breadth and depth of interior design's **impact and value**			
7) Types of professional **business formations**			