The Interior Design Professional Exam (IDPX) focuses on analyzing and applying the project management coordination of the interior design process with an emphasis on Health, Safety and Welfare. The IDPX exam covers competencies in: project assessment and sustainability; project, process, roles and coordination; professional business practices; code requirements, laws, standards, and regulations; integration with building systems and construction; integration of furniture, fixtures & equipment; and contract administration.

**I. Project Assessment and Sustainability**

15%

**Ability to understand and analyze:**
- square footage standards (e.g., building codes, BOMA calculations and terminology)

**Demonstrate understanding of:**
- environmental and wellness attributes (e.g., energy and water conservation, renewable resources, indoor air quality, resiliency, active design)
- existing conditions analysis (e.g., hazardous materials, seismic, accessibility, construction type, occupancy type)
- project drivers (e.g., stakeholder requirements, space usage, preferred culture and branding, goals and objectives, budget)

**II. Project Process, Roles, and Coordination**

15%

**Understand and identify:**
- scope of project team members (e.g., architects, engineers, specialty consultants, contractors, construction managers)
- role of stakeholders (e.g., management, identification, level of interest, level of influence, managing expectations)

**Demonstrate understanding of:**
- project budgeting/tracking (e.g., value engineering, alternates, timing and responsibility)
- critical path (e.g., design milestones, sequencing, design phases, deliverables)
- design phase criteria (e.g., deliverables, approval, sign-off, quality control, meeting project goals and objectives)
- allied professionals’ drawings (e.g., mechanical, electrical, and structural engineering, architecture, security, specialty consultants)
- specification types and format (e.g., prescriptive, performance, proprietary, divisions)
- phased construction plan
- post occupancy evaluation (e.g., metrics, timing, scope, analyzing data, evaluating criteria, commissioning, employee surveys)
III. Professional Business Practices
10%

Demonstrate understanding of:
- **scope of practice** (e.g., legal liability, laws and regulations, certification vs licensure, practice and title act)
- **business structures** (e.g., LLC, joint ventures, sole proprietor, partnership, corporation)
- **business management** (e.g., applicable taxes, accounting, liability and insurance)

Ability to understand and develop:
- **proposals** (e.g., time and fee estimation, Request for Proposals, process, project scope, presentation, exclusions, add services)
- **contracts** (e.g., legal considerations, liabilities, terms and conditions)
- **project budgeting principles and practices**

IV. Code Requirements, Laws, Standards, and Regulations
20%

Demonstrate understanding of:
- **environmental regulations** (e.g., indoor air quality, energy conservation, material conservation, water conservation)
- **reference standards and guidelines** (e.g., ADA/Accessibility, BIFMA, ASHRAE, OSHA, NFPA, IBC)
- **zoning and building use**
- **permit requirements** (e.g., processes, timing, awareness of jurisdictional differences)

VI. Integration of Furniture, Fixtures, & Equipment
10%

Identify and apply appropriate:
- **product components** (e.g., system furniture vs ancillary furniture, power integration of furniture, acoustic panels vs non-acoustic panels, modular wall systems)

Demonstrate understanding of:
- **equipment integration** (e.g., appliances or specialty equipment within the design, accessibility and code compliance)
- **and parameters of maintenance** (e.g., warranties, manuals, cleaning protocols, documents)
- **processes for procurement, delivery, and installation** (e.g., sequencing, purchase orders, prepayment requirements, Customer's Own Material, liabilities, shop drawings, lead time)

Ability to conduct and communicate:
- **budgeting and cost estimating** (e.g., quantity takeoffs, product cost, install cost, overage, attic stock, life cycle costing, Return on Investment)

VII. Contract Administration
15%

Demonstrate understanding of:
- **and application of documentation and procedures** (e.g., transmittals, contemplative change orders, change directive, change order, addenda, bulletin, purchase orders, Request for Information (RFIs))
- **project accounting** (e.g., payment schedules, invoices, contractor pay applications and approvals)

Ability to lead:
- **project meetings** (e.g., management, protocol, minutes)

Demonstrate understanding and utilization of:
- **site visits and field reports**
- **shop drawings and submittals**
- **construction mock-ups**
- **punch lists/deficiency list**