



December 30, 2020

## **Intern Membership Application Form 2021**

Total Annual Fees: \$250.58

### **Objectives of IDNB:**

- To establish, maintain and develop standards of knowledge and skill among its members.
- To govern the practice of interior design in order that the public interest might be served.
- To enhance public awareness of professional quality interior design and its importance to the human environment.
- To advocate quality interior design education and practice throughout New Brunswick and Canada.
- To initiate support and seek the expansion of quality continuing education and professional upgrading among the members of the Association.
- To co-operate with and support the Interior Designers of Canada and its member and allied associations.
- To establish, maintain and develop standards of professional ethics among its members. (See 5 of the By-laws.)
- To advance the Objects set out in the Act

### **Qualification for membership:**

Intern membership shall be available to applicants who:

- have graduated from an interior design program of study granting a degree that meets the NCIDQ examination eligibility acceptable paths 1, 6 and 7 requirements;
- are residents of the Province of New Brunswick;
- are required to log hours of professional experience to be eligible to write NCIDQ examinations.

## Privileges and Limitations of Membership:

The responsibilities of Intern members include the following privileges and limitations:

Intern members,

- are non-voting members and are not entitled to hold office on the Executive Committee of the Association;
- are responsible for informing the Registrar of changes of information for their listing in the IDNB register of members;
- effective January 1, 2019 and thereafter shall complete twenty (20) contact hours or 20 (5 of which must be Health, Safety & Wellness) CEU credits of continuing education units in each three (3) year period preceding renewal of registration in accordance with such guidelines as are established by the Board from time to time.
- record-keeping of the CEUs is to be provided by IDCEC or an organization approved by the Board of Directors from time to time.
- shall carry professional liability insurance in the minimum amount required by the Board from time to time and submit proof of same with their annual membership fee renewal;
- Intern members shall use the designation **Intern** Interior Designer, **Intern** IDNB or **Intern** member;
- shall provide a work experience log book to be submitted with their annual membership fee renewal;
- upon qualifying for Intern membership in IDNB, shall successfully complete all sections of the NCIDQ examination, within three (5) calendar years of eligibility to write the NCIDQ exam. Failure to do so shall result in termination of membership;
- who do not successfully complete the NCIDQ examination within the time prescribed above, cease to be members of the Association and may apply for reinstatement after a period of one (1) calendar year following the date on which membership was terminated. As a condition of reinstatement, Intern members must undertake to write the NCIDQ examination during the next two (2) consecutive sittings of that examination;
- shall comply to the Code of Ethics at all times.
- shall pay an admission fee established by the Board to the Association upon completion of all requirements for registration under the Act and Bylaws.

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## Code of Ethics

This Code of Ethics serves not only as a guide to professional interior designers in dealing with complex business relationships but also as an assurance for their clients. All members of the Association will undertake as a condition of their membership to abide by this Code of Ethics.

The Code of Ethics for the Association is divided into two parts:

- "**Rules of Conduct**" are the enforceable ethical standards of the Association;
- "**Ethical Conduct and Responsibilities to the Public**" recommends behavior beyond that called for in the Rules of Conduct. It is intended as a philosophical recommendation for the professional conduct of members of Interior Designers of New Brunswick.

## Rules of Conduct

- A member will not make misleading, deceptive or false statements about professional qualifications, experience or performance.
- A member will not supplant a fellow designer who is already engaged on a project and will not knowingly accept any professional assignment on which another designer has been working, except with the agreement of the other designer, or unless satisfied that the former agreement has been properly terminated.
- A member will not permit his/her name to be used in conjunction with a design or project in which he/she was not directly involved.

- A member will disclose in writing to his/her employer or client prior to any engagement as a practicing member of Interior Designers of New Brunswick any financial interest that he/she may have that could affect his/her impartiality in specifying goods and services.
- A member will be required to state the method of compensation being received for design services to his/her client.
- A member will not receive any financial or other reward in addition to his/her professional form or remuneration.
- A member will not knowingly plagiarize the design of another designer.
- A member will treat his/her fellow designers with respect.
- A member will not disclose confidential information imparted to client or employer or release information concerning his/her said client, employer or business organization unless given prior consent.
- A member, in the case of a dispute not involving him/her directly during his/her engagement on a project, will take an independent position in total fairness to the parties in dispute.
- A member will, in competition with other designers, seek his/her engagement only through knowledge, skill, and by understanding and observing highest professional ethics.
- Notice of contravention of the above ethical standards must be made in writing. A member found in contravention of this Code of Ethics will submit to the ruling of the Executive Committee of the Association of Registered Interior Designers of New Brunswick.

### **Ethical Conduct and Responsibilities to the Public**

To be a professional involves the acceptance of responsibilities to the public. The Association's Rules of Conduct are minimum levels of acceptable conduct and are mandatory and enforceable.

Ethical conduct requires unswerving commitment to honorable behavior, even at the sacrifice of personal advantage.

- A member will at all times give his/her professional best to be a worthy member of the Association.
- A member will practice his/her profession by offering knowledge, skill and understanding in the solving of environmental, people and space related problems to individuals, the public and other professions.
- A member may take out advertising space in any media to advertise his/her professional services providing it is within the framework of the Code of Ethics and under the following conditions:
  - when advertising in any media, must not mention any fees, nor take credit for work not solely his/hers without giving credit to other participating parties;
  - by using a temporary project sign where work is being carried out;
  - by using a letter or brochure to a potential client;
  - by using an announcement for the introduction or completion of a project.
- Intern members shall use the designation Intern Interior Designer, Intern IDNB or Intern member on business cards and stationery, temporary project signs, building plaques, professional documents, office identification signs, building directories and similar professional notices.
- Members will not discriminate against any business associate, employee or applicant because of race, religion, sex, national origin, age, handicap or sexual orientation.
- Members should conduct themselves in a professional manner to inspire the confidence, respect and trust of their clients and of the public.

## Member's profile

.....  
Name:

.....  
Home address: City: Prov: Postal Code:

.....  
Home Telephone: Cell: E-mail: Fax:

.....  
Current Employer Position in firm:

.....  
Business address: City: Prov: Postal Code:

.....  
Business Telephone: Cell: E-mail: Fax:

Please write address and information you want listed in the IDNB Directory & posted on the website:

Name:

Current employer:

Address:

Tel/fax/email:

Please indicate which address you prefer to have **mail** sent to:

Residence address       Business address

Please indicate the address to which you would like your **emails** sent to:

Residence address       Business address

**Record of education** (please list latest first)

\*Each applicant is required to provide an official transcript and certification of their interior design post-secondary education along with application.

.....  
1) Institution Name: Program:

.....  
Address: Tel:

.....  
Years of Program Start Date: Grad Date: CIDA Accreditation (circle): Yes / No  
 Degree  Diploma  Certificate  Other .....

.....  
2) Institution Name: Program:

.....  
Address: Tel:

.....  
Years of Program Start Date: Grad Date: CIDA Accreditation (circle): Yes / No  
 Degree  Diploma  Certificate  Other .....

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.....  
3) Institution Name: Program:

.....  
Address: Tel:

.....  
Years of Program Start Date: Grad Date: CIDA Accreditation (circle): Yes / No  
 Degree  Diploma  Certificate  Other .....

**Examinations/Certifications**

\*Attach certificates of completion to this application. List other examinations separately & attach to this application

NCIDQ:  Yes  No  In Progress Certificate No.

Sections Completed:  IDFX .....  IDPX .....  PRAC .....  
Completed: Completed: Completed:

**Other Examinations:**

.....  
Organization Name: Examination:

.....  
Organization Name: Examination:

.....  
Organization Name: Examination:

**Continuing Education Units:**

\*Please attach copy of your Interior Design CEU transcript

Number of IDCEC Credits earned for the current reporting cycle (2019-2021): .....

Number of Non-IDCEC Credits earned for the current reporting cycle (2019-2021): .....

**Record of Professional Experience** (please list latest first)

.....  
1) Company Name: Address:

.....  
Tel: Firm Email: Employment Start & End Dates:

.....  
Position: Supervisor:

.....  
2) Company Name: Address:

.....  
Tel: Firm Email: Employment Start & End Dates:

.....  
Position: Supervisor:

.....  
3) Company Name: Address:

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Tel: Firm Email: Employment Start & End Dates:

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Position: Supervisor:

**Professional Experience record summary**

If working as an independent designer, please list all projects since graduation, list latest projects first

Name of client/ Description of project: .....  
Scope of work : .....  
Size of project (sq feet)/Date completed/Total hours worked:.....

Name of client/ Description of project: .....  
Scope of work : .....  
Size of project (sq feet)/Date completed/Total hours worked:.....

Name of client/ Description of project: .....  
Scope of work : .....  
Size of project (sq feet)/Date completed/Total hours worked:.....

Name of client/ Description of project: .....  
Scope of work : .....  
Size of project (sq feet)/Date completed/Total hours worked:.....

## Professional references

Please provide three (3) contacts

.....  
**Name of Reference 1:**

Company: .....

.....  
Business address:

City:

Prov.:

Postal code .....

.....  
Business telephone:

Cell:

E-mail:

Fax: .....

Please describe your relationship with this individual: .....

.....  
**Name of Reference 2:**

Company: .....

.....  
Business address:

City:

Prov.:

Postal code .....

.....  
Business telephone:

Cell:

E-mail:

Fax: .....

Please describe your relationship with this individual: .....

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**Name of Reference 3:**

Company: .....

.....  
Business address:

City:

Prov.:

Postal code .....

.....  
Business telephone:

Cell:

E-mail:

Fax: .....

Please describe your relationship with this individual: .....

**Additional information**

Are you a member in any other related professional organizations or associations?  Yes  No  
If so, please provide the names and description of these organizations or associations:

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1) Association	Membership status	Date
.....		
2) Association	Membership status	Date
.....		
3) Association	Membership status	Date

**Professional Liability Insurance**

Intern, Registered and Non-Resident Registered Members are required to have liability insurance as outlined in the Regulations. If applicant does not have insurance at the time of application, any acceptance into the association will be pending proof of insurance. Please attach a copy of Insurance Certificate.

Coverage:  Firm Coverage  Individual Coverage  
If Individual Coverage, please provide the following as well as proof of insurance:

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Insurance Provider:	Policy Number:
.....	
Period of Coverage:	Contact Information:



I, \_\_\_\_\_ (print your name), hereby make application for membership in the Association of Interior Designers of New Brunswick. If accepted, I agree to abide by the Act, Regulations and By-Laws of this Association and accept any decisions of the Board of Directors.

I hereby grant Association of Interior Designers of New Brunswick (IDNB) to request and obtain information related to my education, current and past employment and any association membership records and other information that is required for the purposes of applying to IDNB for membership.

I hereby authorize IDNB and its officers, directors, panel members, employees, and agents (the above designated parties) to review my application and determine my eligibility to become a member of IDNB. I authorize the above-designated parties to contact any state/provincial and federal authorities, employers and others to confirm the information contained in my application to become a member of IDNB.

I agree to cooperate promptly and fully in any review of my application; including submitting such documents and information deemed necessary to confirm the information in my application.

I hereby waive all claims against IDNB arising out of my application and my information in the membership application, including (but not limited to) claims arising out of (i) any release of information to state/provincial and federal authorities, licensing boards, employers and others and (ii) any investigation and review of my application.

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Signature: ..... Date: .....

Applications will be reviewed within 30 days of receipt of application fee, all required forms and documentation. Any information that is missing or not submitted could cause delays in the review. If an applicant is accepted, a letter will be issued along with an invoice for the annual membership dues. A list of the annual dues can be found on the IDNB website on the membership page. Membership will commence upon receipt of payment of dues and proof of liability insurance.

If your membership is accepted, please confirm your consent to receive email communications from the Association of Interior Designs of New Brunswick. These communications from IDNB include email notices of meetings, seminars, social functions and other association related events and issues. By signing the consent, you also agree that IDNB can list your name, address, phone number and email address on their website under the membership listing.

- Yes, I agree to receive email communications as part of my membership with IDNB.
- No, do not send me any email communications. (Note that meeting notices are only sent via email)

Application Fee Payment (non refundable): \$50.00

Payment Type:       Cash       Cheque       E-Transfer (automatic deposit to info@aridnb.ca)

**Enclosed:**

- Application fee \$50.00
- Education Transcripts
- Copy of Diploma and/or Degree
- Proof of Liability Insurance
- Other Provincial Association Certificates

**For additional information:** email at [info@aridnb.ca](mailto:info@aridnb.ca) or call 1-506-459-3014

**Mail Application & Fee to:**

Attention: Membership Committee  
Interior Designers of New Brunswick  
P.O. Box 1541  
Fredericton, NB  
E3B 5G2

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This space is for IDNB use only:

Membership:     approved     differed     Not Approved

Signed by: 1..... Date: .....

2..... Date: .....

Comments:

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