



December 30, 2020

Standards and Conditions of Non-Resident Registered Membership

Maintaining Your Registered Membership in Good Standing

Now that you are an IDNB Non-Resident Registered member, there are several membership requirements that you must meet annually and on an ongoing basis in order to maintain your membership in good standing. These requirements establish confidence in the public and the industry that IDNB members meet higher standards than non-members in New-Brunswick.

Non-Resident Registered Member Requirements

- Adhere to IDNB's code of Ethics and Standards of Practice;
- Have graduated from an interior design program of study granting a degree, which when combined with interior design work experience meets the NCIDQ examination eligibility requirements and have successfully completed the NCIDQ examination and provide verification of certification;
- Must hold an equivalent membership in a member Association of IDC and are members in good standing of that Association;
- Do not reside in New Brunswick;
- Upon Retiring, shall submit a resignation from the Association in written form to be addressed to the Secretary of the Association at the time of resignation;
- Meet the professional development (PD) requirements; see the accompanying IDCEC brochure;
- Maintain adequate professional liability insurance;
- Renew Non-Resident Registered membership annually by December 31st;
- Participate in one of IDNB's many events.

Responsibilities and Privileges of Non-Resident Registered Membership

Becoming a member of IDNB offers countless benefits and career possibilities.

- Are non-voting members;
- Authorization to use the designation "Non-Resident Registered Member of Interior Designers of New-Brunswick", or "Non-Resident Registered, IDNB", or "Interior Designer" after your name;
- Protection of the interior designer's right to practice through IDNB continued legislative efforts and support of the profession at various levels of government;

- Shall ensure that all technical submissions prepared or issued by him or her and filed with the authority having jurisdiction for the purpose of obtaining building permits or other approvals:
 - contain such Registered Member's signature and stamp;
 - contain the date on which it was approved; and
 - be identified as an interior design document;
- Shall, without limiting the generality of the previous clause, affix his or her stamp to working drawings issued for tender, construction, regulators, building permits, specifications or clarifications, addenda, change orders, progress claims, and final completion reports;
- Are responsible for informing the Registrar of changes of information for their listing in the IDNB register of members.

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 enforcement ethical standards of the Association;
- **“Ethical Conduct and Responsibilities to the Public”** recommends behaviours beyond that called for in the Rules of Conduct. It is intended as a philosophical recommendation for the professional conduct of members of Interiors 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 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.
- 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

Professional Development Reporting Cycle

Registered Members are required to accumulate a minimum of 30 education hours within the three-year cycle. A minimum of at least 15 hours must be IDCEC-accredited Continuing Education Units (CEUs), 8 of which must be Health, Safety, Welfare.

All current Registered, and Intern Members in good standing with IDNB start the program cycle at the same time. Members who join or change their membership status and/or category during a program cycle will have their required hours prorated and are advised of their requirement in writing by mail or email by IDNB.

Please refer to the accompanying IDNB and IDCEC 2019-2021 Professional Development Program brochure for full details on your annual PD requirements for the current cycle.