



Intern Membership Application Form

Application Fee: \$50.00 (non-refundable)

Membership Fee: to be paid upon approval of membership, refer to [IDNB Fee Structure](#)

Objectives of IDNB:

IDNB's objectives as a professional association are to:

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

Qualification for membership:

Intern membership shall be available to applicants who:

- have graduated from a CIDA-accredited Interior Design Education Program with a degree that meets the NCIDQ examination eligibility requirements;
- have graduated from an Interior Design Education Program granting a non-CIDA-accredited degree or diploma, and have successfully completed the ARIDO ICRS program (see Appendix C).
- are residents of the Province of New Brunswick;
- are required to log hours of professional experience to be eligible to write NCIDQ examinations.
- for a complete list of qualifications refer to [IDNB By-Laws, Section 2.2.1](#)

Privileges and Limitations of Membership:

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

Intern Members;

- are non-voting members and, with the exception of the office of the Secretary and Member at Large, are not entitled to hold office on the Executive Committee of the Association.
- can act as Intern Representative to the Executive Committee of the Association

- are responsible for maintaining and keeping up to date their Member Profile on the Interior Designers of New Brunswick website, granted upon review and approval of Membership
- shall complete twenty (20) CEUs in each three (3) year period preceding renewal of registration in accordance with the following and such guidelines as are established by the Board of Directors from time to time;
 - a minimum of five (5) CEUs must be IDCEC approved CEUs;
 - a maximum of fifteen (15) CEUs can be non-IDCEC approved CEUs.; a minimum of eight (8) CEUs must be Health, Safety and Welfare (HSW) CEUs, which can be either IDCEC or non-IDCEC approved;
- 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”;
- upon qualifying for Intern membership in IDNB, shall successfully complete all sections of the NCIDQ examination, within five (5) calendar years of eligibility to write the NCIDQ exam. Failure to do so shall result in termination of membership; refer to [IDNB By-Laws](#) for conditions of reinstatement.
- 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.
- shall pay such fees established by the Board for intern membership, refer to the [IDNB Fee Structure](#)
- for a complete list of privileges and limitations refer to [IDNB By-Laws, Section 2.2.2](#)

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.

Intern Application Form

Ensure the following is enclosed and submitted:

- Application form, completed and signed
- Application Fee \$50.00 (non-refundable)
- Education Transcript(s)
- Copy of Diploma and/or Degree
- Proof of successful completion of ICRS program, if applicable
- Proof of Liability Insurance
- Other certifications

Email completed application to vpresident@idnb-dinb.ca & registrar@idnb-dinb.ca

E-transfer payment to treasurer@idnb-dinb.ca (automatic deposit)

- Please include in the memo line of the e-transfer :
 - First Name, Last Name
 - Membership Category (Student, Intern, etc.)
 - Program Name and year currently enrolled

For additional information or questions, email secretary@idnb-dinb.ca

Applicant's Information:

Name:

First Name: _____ Last Name: _____

Address:

Street: _____ City: _____ Province: _____ Postal Code: _____

Contact:

Home Telephone: _____ Mobile Phone: _____ Email: _____

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 with the submission of this application.

Program 1:

Institution Name: _____ Program Title: _____

Years of Program: _____ Start Date: _____ Graduation Date: _____

Address:

Street: _____ City: _____ Province: _____ Postal Code: _____

CIDA Accreditation: Yes / No

Bachelor Degree Diploma Certificate Other (specify): _____

Program 2:

Institution Name: _____ Program Title: _____

Years of Program: _____ Start Date: _____ Graduation Date: _____

Address:

Street: _____ City: _____ Province: _____ Postal Code: _____

CIDA Accreditation: Yes / No

Bachelor Degree Diploma Certificate Other (specify): _____

Program 3:

Institution Name: _____ Program Title: _____

Years of Program: _____ Start Date: _____ Graduation Date: _____

Address:

Street: _____ City: _____ Province: _____ Postal Code: _____

CIDA Accreditation: Yes / No

Bachelor Degree Diploma Certificate Other (specify): _____

Examinations & Certifications:

Attach certificates of completion to this application. List other examination separately & attach to this application

NCIDQ : Yes / No In Progress Certificate No. _____

Sections Completed: IDFX: _____ IDPX: _____ PRAC: _____
Completed Completed Completed

Other Examination:

Organization Name: _____ Examination: _____

Organization Name: _____ Examination: _____

Organization Name: _____ Examination: _____

Continuing Education Units:

Please attach a copy of your Interior Design CEU transcript

Number of IDCEC credits earned for the current reporting cycle: _____

Number of non-IDCEC credits earned for the current reporting cycle: _____

Record of Professional Experience: (please list latest first)

Company: _____
Firm Name: _____

Address: _____
Street: _____ City: _____ Province: _____ Postal Code: _____

Employment: _____
Position: _____ Start Date: _____ End Date: _____

Contact: _____
Supervisor: _____ Phone: _____ Email: _____

Company: _____
Firm Name: _____

Address: _____
Street: _____ City: _____ Province: _____ Postal Code: _____

Employment: _____
Position: _____ Start Date: _____ End Date: _____

Contact: _____
Supervisor: _____ Phone: _____ Email: _____

Company: _____
Firm Name: _____

Address: _____
Street: _____ City: _____ Province: _____ Postal Code: _____

Employment: _____
Position: _____ Start Date: _____ End Date: _____

Contact: _____
Supervisor: _____ Phone: _____ Email: _____

Professional Experience Record Summary (please list latest first)

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

Name of Client: _____

Project Description: _____

Scope of Work: _____

Size of Project: (ft²) _____

Date Completed: _____

Total hours worked: _____

Name of Client: _____
Project Description: _____
Scope of Work: _____
Size of Project: (ft²) _____
Date Completed: _____
Total hours worked: _____

Name of Client: _____
Project Description: _____
Scope of Work: _____
Size of Project: (ft²) _____
Date Completed: _____
Total hours worked: _____

Professional References:
Please provide three (3) references

Reference: _____
Name: _____ Company: _____
Address: _____
Street: _____ City: _____ Province: _____ Postal Code: _____
Employment: _____
Position: _____ Start Date: _____ End Date: _____
Contact: _____
Phone: _____ Email: _____

Please describe your relationship with this reference: _____

Reference: _____
Name: _____ Company: _____
Address: _____
Street: _____ City: _____ Province: _____ Postal Code: _____
Employment: _____
Position: _____ Start Date: _____ End Date: _____
Contact: _____
Phone: _____ Email: _____

Please describe your relationship with this reference: _____

Reference:

Name: _____ Company: _____

Address:

Street: _____ City: _____ Province: _____ Postal Code: _____

Employment:

Position: _____ Start Date: _____ End Date: _____

Contact:

Phone: _____ Email: _____

Please describe your relationship with this reference: _____

Additional Information:

Are you a member of any other related professional organizations or associations:

Yes / No

Association: _____ Membership Status: _____ Date: _____

Association: _____ Membership Status: _____ Date: _____

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

Insurance Provider: _____

Policy Number: _____

Period of Coverage: _____

Contact Information: _____

Name: _____ Phone: _____ Email: _____

Confirmation & Consent:

I, _____ (print first and last 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.

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)

This space is for IDNB use only:

Membership: approved differed Not Approved

1. Signed by: _____ Date: _____

2. Signed by: _____ Date: _____

Comments: