

**INTERIOR DESIGN CONTINUING EDUCATION HANDBOOK
INSTRUCTIONS, APPLICATIONS AND GENERAL INFORMATION
FOR INTERIOR DESIGN CONTINUING EDUCATION
PROVIDERS AND COURSES**

Application Checklist begins on page 14

*If you have any questions or need assistance completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

Applicants are cautioned to read questions thoroughly. Be certain that all questions are answered truthfully and that all requested information is submitted with the application.

PREAMBLE

The Florida Board of Architecture and Interior Design recognizes continuing education for the sole purpose of building upon the basic knowledge of interior design, thereby increasing protection of public health, safety and welfare. Section 481.215(3), Florida Statutes (F.S.), requires interior designers licensed by the state to complete 20 hours of continuing education within a given biennial renewal period in order to renew a license. Courses taken to fulfill this requirement must be approved by the board. This handbook is generated to familiarize those interested in becoming a provider with established requirements and afford licensees an in-depth understanding of the criteria necessary to maintain this mission.

For further information, you may contact the department at 850.487.1395 or write to the Department of Business and Professional Regulation, Division of Service Operations – Continuing Education Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

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DEFINITIONS

Automatic Provider and Course:

Organizations recognized by the board whose courses are automatically accepted for interior design continuing education without pre-review. The Interior Design Continuing Education Council (IDCEC), the National Council of Interior Design Qualifications (NCIDQ), The American Institute of Architects (AIA) (national level only) as reflected in their Continuing Education System (CES), the National Council of Architecture Registration Boards (NCARB), the Construction Specifications Institute (CSI) (national only), and providers and courses that have been approved for architecture continuing education. The board accepts continuing education providers and courses approved by the Construction Industry Licensing Board and the Building Code Administrators and Inspectors Board without pre-review.

Biennial Renewal:

A period of time consisting of two, 12-month years identified for the purpose of renewing a license. The biennium for renewal of an interior design license begins each odd numbered year on March 1 and continues for two consecutive years until February 28 in odd-numbered years.

Board:

The Board of Architecture and Interior Design establishes rules, guidelines and policies for the effective implementation of Chapter 481 Part I, F.S.

CEH:

Continuing education hour. One CEH is equal to 50 minutes contact (clock) time. Non-classroom hours will be reviewed on an hour for hour basis.

Course Levels

Level I:

Instruction level which teaches participants how to apply knowledge, practical concepts and basic professional skills to frequently encountered problems; includes acquisition, awareness, identification and review.

Level II:

Level of instruction which expands beyond basic professional skills including application, coordination, assessment and preparation.

Level III:

A level of instruction which teaches participants how to apply practical concepts and professional skills to complex problems, or newly emerging or highly specialized subject areas including mastery of skills, evaluation, management and supervision.

Department:

The Department of Business and Professional Regulation (DBPR).

Educational Instruction:

Programs of learning which contribute directly to professional competency following licensure.

Florida Building Code

Advanced Course:

Advanced instruction in the Florida Building Code curriculum as established or accredited by the Florida Building Code Commission of the Department of Community Affairs (DCA). This course is a renewal requirement for February 28, 2007 and subsequent renewals.

Log of Learning:

A log of learning may consist of diaries, summary of activities, photographs, receipts, etc., which are created contemporaneously during a specified period of study.

Optional Topics:

Any area associated with the practice of interior design not specified as a related topic.

- Provider:** A person or entity approved by the board who is directly responsible for making continuing education courses available to registrants.
- Qualified Course:** Course that meets board standards and has been approved by the board.
- Qualified Instructor:** Any individual or group which could include individual practitioners who by virtue of education, training or experience, possesses knowledge on a related or optional topic and can convey that knowledge in a structured course of study.
- Related Topics:** Technical and professional interior design subjects relative to safeguarding the public health, safety, and welfare.
- Reporting Certificates:** Forms which verify licensee attendance during continuing education courses.
- Self-Directed Study:** Studies related or optional topics which rely on a licensee's initiative as the method of gaining knowledge.
- Structured Study:** Course of related or optional topics prepared and formally evaluated by a qualified instructor and/or provider.

CONTINUING EDUCATION REQUIREMENT OVERVIEW

Requirements

Each registered interior designer must complete 20 CEHs per license biennium of educational instruction or training of study approved by the board. Such programs are intended to:

- Enhance the quality of the existing technical knowledge;
- Fill voids that may exist in the professional education and internship training;
- Provide knowledge of new technical areas; and/or
- Pursue courses which are focused on practical applications that impact the public health, safety and welfare.

A person initially licensed for less than 12 months prior to the end of a biennial period need not complete any continuing education as a condition of the first renewal. Individuals licensed 12 to 24 months prior to the end of the biennial renewal period are required to complete 20 CEHs.

Examples would be:

A biennial renewal period is March 1, 2005 through February 28, 2007, March 1, 2007 through February 28, 2009, and so on.

Individuals initially licensed July 30, 2005, would be required to obtain 20 hours of continuing education to renew for the first renewal of February 28, 2007. Individuals initially licensed August 2, 2006, would NOT be required to obtain continuing education to renew for the first renewal of February 28, 2007.

Individuals initially licensed March 1, 2005 through February 28, 2006 (20 hours of continuing education required for the first renewal).

Individuals initially licensed March 1, 2006 through February 28, 2007 (no hours are required for the first renewal).

All subsequent renewals require 20 hours of continuing education.

A minimum of 16 contact hours are required in related (health, safety, and welfare) topics and a maximum of four (4) hours are allowed in optional topics as noted in the definitions section. Of the 20 hours, a minimum of 16 contact hours are required in structured study and a maximum of four (4) contact hours are allowed in self-directed study as noted in the course information and course delivery section. All 20 hours may be earned in health, safety, and welfare.

Each licensee shall complete a two (2) hour specialized or advanced course on the Florida Building Code. The two (2) hour course counts toward the 20 hours of continuing education required and is considered related (health, safety, and welfare). This will be a requirement for the February 28, 2007 renewal and all subsequent renewals.

Disallowances

If the board determines that continuing education credits are to be disallowed, registrants shall have 180 calendar days after notification to substantiate the original claim or earn other continuing education credits to meet the minimum requirements.

Fraud or misrepresentation in certification of course attendance or any other aspect of fulfilling continuing education requirements will be disciplined in accordance with Section 481.2251(1)(h), F.S.

Exemptions or Deferrals

A licensee's continuing education requirement may be deferred if one of the following conditions apply:

- 1) Placement of a license into an inactive status. However, in order to reactivate a license, the licensee must provide evidence of completion of continuing education requirements that would have been required in order to maintain the license in an active status, not to exceed 40 hours.
- 2) Personal hardship limited to illness, death within an immediate family or acts of God, and will be considered on an individual basis provided that appropriate evidence substantiating the hardship is submitted.

Record Keeping

The licensee is responsible for retaining proof of participation in continuing education activities. Such verification includes the following as applicable:

- 1) A log showing activity claimed, sponsoring organization, location, duration, etc;
- 2) Attendance certificates;
- 3) Signed attendance receipts; and/or
- 4) Sponsor's list of attendees (signed by a person in responsible charge of the activity).

Records must be retained for a period of two (2) years following the last day of the applicable biennial renewal period. Copies must be furnished to the board for monitoring compliance with continuing education requirements if requested.

Reporting

Payment of fees associated with the timely renewal of a license will signify successful completion of continuing education requirements. Reporting or course completion certificates should be maintained by each licensee unless specially requested by the department to monitor compliance with continuing education requirements.

Architect and Interior Design continuing education course providers are exempt from reporting attendance rosters. However, course providers who have department-assigned provider and course numbers have the option to report continuing education credit hours. If reported, such hours will be posted to an individual's license record and will be reflected on the department's online services at www.MyFloridaLicense.com.

Courses that are automatically accepted for continuing education credit but not specifically assigned a course number by the department (i.e. IDCEC, NCIDQ, AIA, etc.) cannot be reported or manually entered into the department's computer system.

Please be advised that your online account will only reflect the hours voluntarily reported by course providers and may not be an actual reflection of the hours you have completed. This will not affect your ability to renew your license. In accordance with this continuing education handbook, you are required to maintain course completion certificates for two (2) years following the last day of the applicable biennial renewal period.

If you are selected by the department for the monitoring of compliance with continuing education requirements you will be required to produce course completion certificates to verify attendance. If you are an out of state licensee, you will also be required to submit a copy of your resident state statutes and rules as they pertain to continuing education. Please refer to the Out of State Licensee Information section.

Failure to Fulfill Required Hours

Failure to fulfill continuing education requirements may result in disciplinary action as outlined in Section 481.215(3), F.S. and Rule 61G1-12, Florida Administrative Code (F.A.C.).

- 1) If a license is placed into inactive status, registrants will be required to verify completion of all continuing education requirements as established for each biennium the license remained inactive not to exceed 40 hours. Licensees are prohibited from the practice of interior design during periods of license inactivity.

- 2) If a license is placed into a delinquent status, registrants will be required to immediately cease the practice of interior design in the state of Florida until such time as the license is fully renewed and activated. Licensees who continue to practice interior design during the time of license delinquency are subject to being fined in accordance with Rule 61G1-12.005(3), F.A.C.

Out of State Licensee Information

Florida will, in full or in part, recognize continuing education requirements of any NCIDQ jurisdiction with a monitored program as long as course content standards established by Florida are met.

The continuing education requirement can be met through submission of proof of compliance with the continuing education requirements of another state in which the interior designer is licensed, provided that the requirements of the other state are equal or exceed the completion of 20 contact hours in a two (2) year period, and that the education build upon the basic knowledge of interior design. Requirements for completing contact hours for the Florida Building Commission advanced code course still apply.

Licensees wishing to apply credits received from other jurisdictions should at all times be prepared to certify completion of same.

COURSE INFORMATION

The board has designated an application fee of \$25 for all course evaluations. Once approved, courses will be valid for two (2) years from the date of approval. Course approvals are not renewed. Apply at least ninety (90) days prior to the initial offering of the course or expiration date of a previously approved course. The course application fee is waived for the Florida Department of Community Affairs.

Continuing education courses presented for board review must be at least one contact hour in length and meet topic area guidelines as described herein. However, conference or seminar courses which contain both approved and non-approved content subjects may be submitted for board review provided the program is clearly divided into segments which contain no overlap of approved and non-approved topic areas and provided that a request for segment approval is sought in advance of the initial course review.

Courses are certified by the board based upon the information presented at the time of application. Changes to course content, structure or delivery method which occur after board approval and are not re-approved by the board may result in the suspension, revocation or removal of course certification.

Course Delivery Guidelines

Continuing education requirements can be satisfied through various course delivery methods. Licensees can secure credit through courses taught in traditional classroom settings, informal type gatherings or other means of independent study. Unless otherwise approved by the board, courses of study acceptable for this purpose shall be limited to:

Structured Study: A minimum of 16 credit hours must be obtained via any of the following methods; however, all 20 credit hours may be obtained through this method:

- 1) College or university sponsored courses which monitor student performance.
- 2) Correspondence courses which monitor student performance.
- 3) Courses offered by a professional or technical organization.
- 4) Courses offered by architectural and/or interior design firms.
- 5) Courses organized by individual practitioners who come together for such purpose.
- 6) Courses offered by individuals or organizations who demonstrate the ability to comply with the requirement of this rule.
- 7) Instructors, lecturers, panelists and discussion leaders for professional development courses shall be credited for continuing professional education purposes at twice the credit granted participants for the first presentation of a specific course or program, the same as the credit granted a participant for the second presentation and none thereafter. Co-panelists and co-discussion leaders shall be credited for the portion of specific courses or programs they must prepare to discuss and lead as a co-panelist or co-discussion leader.

- 8) Florida Building Code advanced courses count towards related topics (health, safety and welfare).
- 9) Licensees may receive up to four (4) hours of continuing education credit for attending a Florida Board of Architecture and Interior Design meeting which will count toward related topics (health, safety and welfare) credit. The credit is granted one time per biennial renewal period and is not granted to licensees attending the meeting for disciplinary action against their license.

Self-Directed Study: Only four (4) credits can be secured via this methodology provided a log of learning is maintained for each of the following:

- 1) Visiting architecturally and/or significant sites (travel time not included).
- 2) Reading or writing published books.
- 3) Utilization of video, cassettes or other instructive media.
- 4) Researching appropriate topics.
- 5) Participating in architectural or interior design study groups.

Methods of Instruction Guidelines

Methods of instruction used for course delivery includes in person presentation, on-line or internet, correspondence and video courses or other learning techniques which may be approved by the board. Instructional guidelines for the presentation of such courses include the following:

- 1) In-person presentation courses include any of the following:
 - a. Pre-course instruction book;
 - b. Course presentation and materials;
 - c. Question and answer; and/or
 - d. Evaluation.
- 2) Correspondence, video, and internet courses may include:
 - a. Pre-course instruction book;
 - b. Lecture;
 - c. Questions and answers;
 - d. Evaluation; and/or
 - e. Testing.

Please note that in-person classroom courses are evaluated on at least 50 minutes of instruction and non-classroom courses are evaluated on an hour for hour basis pursuant to Section 481.215(3)(4), F.S.

Course Content and Subject Matter Guidelines

Unless otherwise approved by the board, subject content acceptable for purposes of interior design continuing education shall be limited to:

Related Topics: Minimum 16 credits **required**.

Courses with content that covers the knowledge and practice of legal codes, building regulations, and product performance standards that are implemented to protect the public and the environment or that enhance the social, psychological, financial, and physical well being of the public.

Optional Topics: Maximum of four (4) credits allowed.

Courses with content that covers general knowledge regarding the interior design practice.

PROVIDER INFORMATION

The board has set forth the following criteria which will be reviewed in approving course providers, institutions, or persons.

- 1) Subject area expertise of provider(s) and/or instructor(s);
- 2) Experience or demonstrated ability in written instructional material and testing;
- 3) Experience of provider and/or instructor;

- 4) Provider's ability to meet deadlines;
- 5) Ability of provider to provide course evaluation forms to participants, if applicable; and
- 6) Ability of provider to provide reporting certificates to participants.

The following organizations are recognized by the board as approved course Providers; however, their courses must be reviewed and approved by the board.

- 1) Universities or colleges with Council for Interior Design Accreditation (CIDA) accredited programs.

Provider Fees

The following fees are hereby established:

The application fee for a new provider is \$25. The provider application fee is waived for applications made by the Department of Community Affairs. Continuing Education Providers are approved only for the biennium during which they apply or for which they have been renewed by the board. Continuing Education Providers shall renew by May 31st of odd-numbered years. The provider renewal fee is \$25.

Provider Responsibilities

- 1) Course must be presented in the complete form as submitted for approval including all handouts, scheduling and course content.
- 2) Providers are required to identify on information sent to licensees, the instruction level (either level I, level II or level III) of courses being advertised.
- 3) Providers are required to update any changes to their program in writing to the board within 30 days of making the change. If a course is substantially revised it must be resubmitted to the committee and the board for re-approval. If an instructor(s) change takes place, an updated resume and credentials must be submitted for board approval.
- 4) Providers are required to dispense a reporting certificate to licensees upon completion of a course. Completion of a course is considered the end of the course. There are no partial credits. Reporting certificates are to be distributed only at the completion of a course. Reporting certificates should contain no less than the following information: participant's name; license number; address; phone number; provider name and address; provider number; course title; approved course number; instructor name; number of contact hours; date course given; provider or monitor signature.
- 5) Providers must maintain a copy of each reporting certificate dispensed for a period of two (2) years following the last day of the applicable biennial renewal period.
- 6) Providers must maintain security regarding the release of reporting certificates. Reporting certificates should only be completed and released to a licensee upon course completion. Duplication or falsification, as well as misuse, are grounds for disciplinary action.
- 7) Providers must identify course participants by way of their department license and one form of recognized official photographic identification, e.g. passport, driver license, student identification, etc., at both the beginning and end of the course.
- 8) Providers may contact licensees regarding courses. Providers can obtain a list of licensees on the department's web site at www.MyFloridaLicense.com > Licensee Download Files.
- 9) Providers cannot award partial credit for portions of courses taken. Only courses which are approved by the board to be offered in segments may have credits awarded for each part.
- 10) Providers shall monitor all attendees to ensure attendance for complete contact hour credit as follows.
 - a. Identify all attendees seeking department credit;
 - b. Provide reasonable times for break and meal recesses;
 - c. Review attendance after each break and recess; and
 - d. Other brief absences or tardiness during a course offering are discouraged; however, if necessary the total of the absence of the attendee from the course contact shall not exceed 10% of the course contact hour(s).
- 11) Administrative procedures and introductions shall be limited to no more than 10% of the course's approved contact hour credits. Specific course content shall utilize no less than 90% of the course contact hours.
- 12) It is the responsibility of the provider to offer a course in an environment and atmosphere appropriate to learning and the course being presented.

- 13) Providers must issue an Interior Design Education Course Evaluation Summary Form (DBPR ID 4002 – Part A) to attendees seeking department credit. The Provider should utilize the Provider Course Evaluation Summary Form (DBPR ID 4002 – Part B) to evaluate the overall course. The Provider shall maintain both forms along with the course attendance roster for a period three (3) years in the event the department monitors compliance with continuing education requirements and/or a complaint is filed against the provider.
- 14) All fees (optional or required) related to a course must be fully disclosed in all course offering materials prior to the registration including: all meals; administrative fees; fees charged for form processing; course books and/or materials, etc. Course offering materials include all brochures, newsletter bulletins, registration forms, etc.

Miscellaneous

- 1) Members of the Florida Board of Architecture and Interior Design and its Interior Design Continuing Education delegatee may visit courses for the purpose of reviewing content and rule compliance. For this purpose there shall be no fee charged to attend the course and no credit granted to the reviewer.
- 2) Providers are encouraged to publicize their Florida approved courses whenever and wherever offered, and to provide opportunities for taking courses outside the state of Florida.
- 3) Providers are encouraged to offer programs of intermediate and advanced levels.

Provider Discipline

Failure of a provider to comply with the requirements contained herein will result in suspension, revocation or removal of a provider approval.

LICENSEE RESPONSIBILITIES

Upon course attendance, licensees are required to:

- 1) Show the provider one form of official photograph identification and department license at the beginning and end of each course.
- 2) Obtain a reporting certificate at the end of a course.
- 3) Return one copy of a completed reporting certificate and *Course Evaluation Summary Form* to each course provider upon request.
- 4) Release copies of reporting certificates to the department only upon specific request by the department for that form.
- 5) Advise the board of any courses attended which were department approved but which:
 - a. Did not adhere to the guidelines and content; or
 - b. Course instructor did not utilize 90% of the contact hours for instruction.
- 6) Be present at all courses for the full approved number of course credit hours.
- 7) Maintain all reporting certificates for two (2) years following the last day of the applicable biennial renewal period.

LICENSEES SEEKING INDIVIDUAL CREDIT

Individual licensees may request review and approval for courses other than those approved by the department by submitting a completed Continuing Education Program application along with any handout material supplied during course administration and a \$25 application fee. The course must meet all continuing education guidelines and rules. Although retroactive approval of a course may be secured, it is suggested reviews be requested prior to course attendance.

Professors and Educators should use this method to apply for course curriculum taught at a University or College. Refer to the course delivery, structured study section paragraph seven (7), located on page seven (7) of the handbook for credit allowance information.

Groups of licensees, who wish to submit courses for board approval, may do so by following the aforementioned procedure.

BOARD RESPONSIBILITIES

The board shall endeavor to:

- 1) Determine if courses address the health, safety and welfare of the public.
- 2) Regulate the performance of approved courses and providers to insure the course and provider meet standards set by rule and statute.
- 3) Discipline providers and licensees as may be appropriate.
- 4) Timely review each application.
- 5) Appoint Interior Design Continuing Education delegatee to perform the following.
 - a. Review program and provider applications;
 - b. Evaluate course material against course content guidelines; and
 - c. Verify course hours per actual contact hour and approve all applicable parts.

DEPARTMENT RESPONSIBILITIES

The department shall endeavor to:

- 1) Provide information on courses to licensees;
- 2) Make available licensee information via web site;
- 3) Maintain files regarding course content;
- 4) Perform monitoring of compliance with continuing education requirements of licensees;
- 5) Perform monitoring of compliance with continuing education requirements of providers (as directed by the board); and
- 6) Collect applicable fees from providers.
- 7) Provide licensees completion certificates for attendance at board meetings.

A Guide to Understanding Florida's Interior Design Continuing Education Course Numbering System

The Florida Board uses the current Interior Design Continuing Education (IDCEC) subject code index to assign course numbers to programs submitted and independently approved by the Florida Board. Related health, safety, and welfare (HSW) designations are not determined according to subject code. Each new course will be evaluated individually in order to determine if content meets criteria to receive (HSW) designation. For your convenience, the IDCEC subject code index is noted below.

Under each major subject classification you will find various sub-categories which further define course subject matter. The coding method is used to identify specific course subject matter being captured through each individual course and is used on the application for course approval.

1. Theory & Creativity
 1. Color
 2. Design Creativity
 3. Human Factors/Ergonomics
 4. Psychology
2. Interior Design
 1. Universal Design
 2. Design Processes
 3. Design Trends
 4. Furniture Design & Materials
 5. Future Issues
 6. Interior Landscaping
 7. Interior Signage & Graphics
 8. Lighting Design
 9. Programming & Planning
 10. Space Planning
 11. Special Populations
 12. Sustainable and/or Environmental Design
3. Interior Design
 1. Not used
 2. Instruction
 3. Research
 4. Theory
4. Design Specialties
 1. Corporate/Office Design
 2. Governmental
 3. Hospitality (clubs, hotels, restaurants)
 4. Industrial
 5. Institutional (detention/correction, educational/daycare, hospital, religious, retirement)
 6. Retail/Store Planning
 7. Residential
 8. Not used
 9. Specialty Miscellaneous (fitness/spas, kitchens/bathrooms, halls, theatres, etc.)
 10. Not used
 11. Not used
 12. Not used
 13. Facilities Management
 14. Historic Preservation/Adaptive Reuse
 15. Healthcare
5. Technical Knowledge
 1. Acoustics
 2. Audiovisual
 3. Building Constructions & Materials
 4. Ceiling Treatment
 5. Electrical & Telecommunications
 6. Energy Efficiency
 7. Finite Resources & Uses
 8. Floorcoverings
 9. HVAC
 10. Interior Environments
 11. Lighting
 12. Millwork/Cabinetry
 13. Paints
14. Plumbing
15. Security Systems
16. Textiles
17. Wall Coverings
18. Window Coverings
19. Ergonomics
6. Codes and Standards
 1. Barrier Free/ADA
 2. Building Codes
 3. Fire Safe Design
 4. Testing Standards
7. Communications Systems
 1. Computer systems and Applications (accounting, CAD, Facilities Mgt., Project Mgt., Online Training)
 2. Graphics
 3. Oral
 4. Written/Presentation
 5. Multimedia Presentations
8. Business & Professional Practice
 1. Contract Documents (Specification Writing/Working Drawings)
 2. Design Practice Managements, Client Relations, Consultant Relations, Contractor Relations, Facility Mgt. Relations, Financial Mgt./Budgeting, Managing & Motivating Designers, Marketing & Public Relations, Professional Fees & Compensation)
 3. Ethics
 4. Legal Issues, Legal Contracts, Professional Liability
 5. Personal & Professional Development
 6. Project Management, Bidding & Negotiating/Cost Estimate Construction Supervision/Installation, Post Oc. Evaluation
 7. Proposals
9. History and Culture
 1. Architecture
 2. Decorative Arts
 3. Not used
 4. Interior Design
 5. Travel Study
 6. Culture

FEES DEFINED:

Interior Design Continuing Education Handbook and Forms	
Interior Design Continuing Education Provider/Course Application:	
Licensees seeking individual credit, including educational instructors	\$25
Established providers submitting one course	\$25
Non-established providers submitting one course (individual or business)	\$50
Provider only	\$25
Course is being submitted in conjunction with a department review to monitor compliance with continuing education requirements	\$0

APPLICATION CHECKLIST:

TRANSACTION	APPLICATION REQUIREMENTS
Interior Design Continuing Education Provider/Course Application	<input type="checkbox"/> Complete DBPR ID 4002 Interior Design Continuing Education Provider and Course Application

Please send your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

www.MyFloridaLicense.com

DBPR ID 4002 Interior Design Continuing Education Providers and Course Application

If you have any questions or need assistance completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

INTERIOR DESIGN CONTINUING EDUCATION PROVIDER/COURSE APPLICATION			
To ensure a complete and timely review, all questions must be answered even if N/A is appropriate. The program review will take approximately 90 days following receipt. Submit two (2) copies of the program for review.			
1. This program/course is submitted by:			
<input type="checkbox"/> A licensee seeking individual credit, including educational instructors; <input type="checkbox"/> An established provider (#_____expiration_____)submitting one course; <input type="checkbox"/> Non-established providers submitting one course; <input type="checkbox"/> Provider only; or <input type="checkbox"/> Course is being submitted in conjunction with a department review to monitor compliance with continuing education requirements			
Applicant Name			
Address			
City		State	Zip
Telephone Number		Contact Person Name	
Fax Number		E-mail address	
2. Program Title			
3. Description of the Program			
4. Identify the total number of contact hours being requested			
5. Suggest program schedule: Days of week:			
6. NOTE: Submit a step-by-step typewritten outline of the course, which must include specific time allocations for each portion of the program. If a program will be offered in segments, the course outline must clearly reflect the same. Individual course numbers will be assigned to segmented programs.			
7. Indicate teaching methods to be employed			
<input type="checkbox"/> Individual speakers <input type="checkbox"/> Panel <input type="checkbox"/> Workshop <input type="checkbox"/> Audio/Visual aids <input type="checkbox"/> Case Studies <input type="checkbox"/> Group participation <input type="checkbox"/> Individual projects		<input type="checkbox"/> Group projects <input type="checkbox"/> Video tapes <input type="checkbox"/> Handout materials <input type="checkbox"/> Case studies <input type="checkbox"/> Internet <input type="checkbox"/> Travel Study	
8. Identify specific skills and/or knowledge the practicing interior design can expect to gain from the course.			
9. What education and/or experience are prerequisites for this program?			

10. What category would best describe this course?

- Level I** (teaches participants how to apply knowledge, practical concepts and basic professional skills to frequently encountered problems; includes acquisition, awareness, identification, review)
- Level II** (an expansion beyond basic professional skills including application, coordination, assessment, preparation)
- Level III** (teaches participants how to apply practical concepts and professional skills to complex problems, or newly emerging or highly specialized subject areas including mastery of skills, evaluation, management and supervision)
- Florida Building Code Advanced** (teaches advanced knowledge of the Florida Building Code. Courses must be accredited by the Florida Building Code Commission/DCA and specific to the profession)

11. Describe facilities required to administer this program.

12. List necessary equipment.

13. Provide copies of all actual handout material and list of publications required.

14. Total fee to program attendant:

15. List all instructors, panel members and alternates. Supply biographical data on each, with specific reference to qualifications to present this program.

16. Indicate if the program has been offered before: where, when, and to what audiences.

17. Target Audience		
	a. Identify the typical participant of this program: <input type="checkbox"/> Principal/Partner <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Interior Designer	
	b. Check those who may be interested in this program: <input type="checkbox"/> Contractors <input type="checkbox"/> Engineers <input type="checkbox"/> Students <input type="checkbox"/> Interns/Associates <input type="checkbox"/> Other Design Professionals <input type="checkbox"/> Other Construction Professionals <input type="checkbox"/> Manufacturer's Representatives <input type="checkbox"/> Facilities Managers and Space Planners <input type="checkbox"/> Others _____ _____	
	c. Maximum class size:	
	d. Minimum class size:	
18. Indicate if this course is to be: <input type="checkbox"/> A one-time course offering; or <input type="checkbox"/> An ongoing course offering		
19. Instructor(s) Name	Address	Phone Number
20. Reference(s) for instructor(s) teaching/public speaking ability.		
Instructor Name & Firm	Address	Phone Number
21. Individual to contact for additional information.		
Name _____		
Address _____		
City _____	State _____	Zip _____
Phone Number _____		
Signature _____ Date _____		
Print Name _____		

INTERIOR DESIGN EDUCATION COURSE EVALUATION SUMMARY FORM (DBPR ID 4002 – Part A)

This form must be filled out completely and returned to the provider.

Licensee Name (optional)	Date
Course Title	Course Number

Course Location (including city and state)

PLEASE CHECK THE MOST APPROPRIATE RATING FOR EACH QUESTION

Poor = 1, Fair = 2, Good = 3, Very Good = 4, Excellent = 5

	1	2	3	4	5	Total
A. Overall, I felt the course was:						
B. Instructor(s) ability to communicate:						
C. Presentation techniques used:						
D. Support material – handouts, etc.: (respond on if applicable)						
E. Course met personal expectations:						
F. The degree to which I can actually apply these techniques: (circle one)						
20%	40%	60%	80%	100%		

PLEASE CHECK THE MOST APPROPRIATE RESPONSE FOR EACH QUESTION

	Adequate	Inadequate
A. Instructor's use of visual aids		
B. Facilities were		

Comment section

The best feature(s) of this class

The worst feature(s) of this class

Additional comments

PROVIDER COURSE EVALUATION SUMMARY FORM (DBPR ID 4002 – Part B)

Course Title				
Course number				
Date(s) course offered				
Total Attendees				
1.	.-.		=	
Total sum question A		Number of attendees		Average
2.	.-.		=	
Total sum question B		Number of attendees		Average
3.	.-.		=	
Total sum question C		Number of attendees		Average
4.	.-.		=	
Total sum question D		Number of attendees		Average
5.	.-.		=	
Total sum question E		Number of attendees		Average
Total:	.-.	5	=	Overall Score

The aforementioned compilation is a true and accurate reflection of the information provided by course attendees.

Signature of Provider or Designee

Printed Signature

Date

IMPORTANT NOTICE TO PROVIDERS: Falsification of the information provided above may result in course and/or provider suspension. Please utilize this form to better evaluate your course. This provider course evaluation summary form, attendance roster and attendee course evaluation form shall be maintained with your records for a period of 3 years in the event of a department review to monitor compliance with continuing education requirements and/or a complaint is filed against the provider.