



## Application for Candidacy

Application is hereby made by:

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Interior Design Program

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Department, School, College, Division

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Institution

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Name of program coordinator

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Phone number and e-mail address of program coordinator

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**This application is authorized by the chief executive officer** or an institutional administrator authorized to act on behalf of the institution applying for candidacy of the interior design program identified herein, and attests to the following:

1. This institution is voluntarily seeking candidacy by the Council for Interior Design Accreditation (CIDA), recognizing that such candidacy status may not be specifically required by state licensure, eligibility for government funding, or other purposes external to CIDA.
2. Institution officials and program administrators have CIDA Standards and other supporting materials.
3. Institution officials and program administrators fully accept and support the concept of candidacy as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.
4. Institution officials and program administrators understand that, in applying for candidacy, the interior design program:
  - a) voluntarily submits itself to a periodic review and a reasoned judgment by CIDA as to the program's qualifications;
  - b) has every opportunity, as part of the candidacy process, to demonstrate compliance with CIDA Standards;
  - c) assumes an obligation to be forthcoming, complete and accurate in presenting information to and answering questions posed by CIDA;
  - d) can exercise the right to appeal a denial of candidacy by CIDA, thereby assuring an independent review; and
  - e) voluntarily accepts responsibility to comply with CIDA Standards.
5. The institution is legally established and reported as such to the appropriate state and provincial agencies and other accrediting bodies.
6. Candidacy status does not indicate that a program is accredited, nor does it guarantee eventual accreditation of that program by CIDA.

The Interior Design Program is legally entitled to offer a program leading to

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*List all degrees the program awards and CIDA to review for candidacy. Do not list credentials awarded from programs that are not eligible for and are not seeking candidacy.*

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Signature (Chief Executive Officer or institutional administrator entitled to act on his/her behalf)

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Title

**The application form must be accompanied by documentation** that all eligible institution and eligible program requirements are met as follows.

*A program seeking candidacy status must demonstrate that it is housed within an institution that is accredited by:*

- An institutional accrediting body that is recognized by the U.S. Department of Education, or
- A provincial ministry of education in Canada.

*A program seeking candidacy status must demonstrate that:*

- It culminates in a minimum of a bachelor's degree.
- It requires a minimum of thirty (30) semester credit hours of diverse college-level liberal arts and sciences for graduation from the program (see Definition of Liberal Arts and Sciences and Documenting Liberal Arts and Sciences, page 5).
  - Credit hours in the liberal arts and sciences must be attained from an institution recognized by an appropriate institutional accrediting body.
  - Credit hours in the liberal arts and sciences must be taken prior to or concurrently with discipline-specific coursework.
- The program has been in operation for at least two full academic years.

A program **located in a non-English-language institution** must confirm that:

- CIDA will be provided with English translation of all program documents (published materials, course outlines, handbooks, project statements, etc.).

### **Programs Located Outside the US and Canada**

*In addition to demonstrating the institutional and program eligibility requirements, programs housed in institutions located outside the United States and Canada must demonstrate that:*

- The institution is part of the U.S. or Canadian educational system (for example, is a satellite or branch campus of a U.S. or Canadian institution) and is accredited as such by the institutional accreditor or provincial ministry.
- The institution acknowledges that CIDA Standards are educational standards based on interior design practice in the U.S. and Canada. CIDA does not seek input from the interior design profession outside the U.S. and Canada in developing standards for interior design educational programs, and criteria for evaluation may or may not reflect professional preparation required in countries outside the U.S. and Canada.

**The application form must also be accompanied by** a brief (no more than 2 page) description of methods used to assess program readiness to seek candidacy by the Council for Interior Design Accreditation. The program should address the extent to which the Council for Interior Design Accreditation Standards were used to assess readiness.

**A \$400 (U.S.) application fee is required.** The application is valid upon acceptance by the Accreditation Commission and becomes invalid two years from the date of acceptance if the Program Candidacy Report has not been submitted.

### **Before mailing your application the CIDA office, please be sure the following items are included:**

\_\_\_\_\_ A complete application form, signed by the chief executive officer or institutional administrator

\_\_\_\_\_ Documentation that all eligible institution and eligible program requirements are met (typically a college catalog with appropriate pages tagged)

\_\_\_\_\_ A brief (no more than 2 page) description of methods used to determine program readiness to seek candidacy by the Council for Interior Design Accreditation

\_\_\_\_\_ \$400 application fee

If any of the above items are not included, the application will be returned to the program.