Program consultants

As a service to programs, the Council for Interior Design Accreditation (CIDA) maintains a list of individuals who have demonstrated the appropriate background and experience to provide consulting services to programs.

Individuals on the list of consultants have demonstrated:
- A strong understanding and practical experience in applying current CIDA standards during the accreditation process;
- A broad and in-depth knowledge of interior design education either through service as a CIDA site visitor, extensive experience as a faculty member at a CIDA-accredited program, or a combination of the two;
- Demonstrated commitment to quality interior design education through professional and service activities;
- Professional attributes, including strong communication skills, open-mindedness, ethical behavior, dependability, and timeliness.

Consultants serve in an advisory capacity as set forth in an independent service contract between the individual program and consultant. Programs may contract with a consultant to provide a broad range of services depending on the interests and issues affecting program development. The list of consultants includes each consultant's self-identified area(s) of expertise.

The individual program and consultant negotiate a service contract, including compensation for services rendered, independent of CIDA. Being added to CIDA's list of consultants does not guarantee that an individual will receive inquiries or contracts from programs to provide consulting services. CIDA does not maintain guidelines or provide advice to programs or consultants related to services and fees other than the Rules and Restrictions for consulting below.

CIDA rules and restrictions for program consultants

In order to be added to CIDA's list, consultants must sign a statement agreeing to abide by CIDA's confidentiality and conflict of interest policy. Consultants must also agree to disclose to CIDA the creation of a service contract with a program as soon as it is formed.

An individual who has served as a consultant to a program may in no way participate in the CIDA accreditation review of that program. Consultants may not be contracted to complete the Program Analysis Report or be in attendance at a CIDA site visit to the program.

The following italicized statement must be included in each service contract between a consultant and a program. Both the consultant and the program director must sign the service contract.

Both parties entering into this service contract understand that enlisting the services of a program consultant does not guarantee a successful outcome to a Council for Interior Design Accreditation (CIDA) accreditation review. When providing independent consulting services, consultants do not officially represent the views of CIDA. The consultant's recommendations and guidance related to program quality or any other aspect of the program does not replace the judgment of a CIDA visiting team or CIDA's Accreditation Commission.

To this end, the consultant's recommendations and guidance to the program will not be considered as part of the CIDA accreditation review process. While the program may state that third-party consultation was provided as part of the program assessment process, the consultant's specific recommendations or guidance to the program may not be submitted to CIDA as part of the Program Analysis Report or in any other form.

If CIDA receives documents that include the consultant's recommendations and guidance, the documents will be returned to the program without review. CIDA site visitors or Accreditation Commissioners having access to this information will not be allowed to participate in the accreditation review process for that program.

In accordance with CIDA's confidentiality and disclosure policy, CIDA will not provide a consultant with information related to a program's application or CIDA accreditation review beyond that available to the general public. A program, however, may choose to share information related to an accreditation review with a consultant.

Current CIDA Board members and Accreditation Commissioners may not provide consulting services to programs.

Council for Interior Design Accreditation Confidentiality and Disclosure

The Program Analysis Report, Visiting Team Report, Accreditation Report, and related correspondence notifying programs seeking accreditation of the accreditation decision are confidential. Documents may be disclosed only with prior approval from the program or in the event the program releases misleading or incomplete information.

Decisions rendered by the Accreditation Commission to award or deny accreditation, and the term of accredited status, are made public. CIDA does not disclose or make public applications on file or a program's intent to apply for accreditation, except in response to a specific request by the program deemed reasonable and appropriate by the Accreditation Commission.

The official list of accredited programs is available on CIDA's website at http://accredit-id.org/accreditedprograms.php. CIDA updates this list following each meeting of the Accreditation Commission (twice a year) and as changes take place. In addition, CIDA provides information regarding the accredited status of interior design programs to selected governmental agencies and professional organizations.

Programs are at liberty to disclose their accredited status to the public. The policy for program disclosure of accredited status can be found in CIDA's Accreditation Policy and Procedure, Section VI, Accreditation, page 4. This information is available for download on CIDA's website at http://accredit-id.org/accredmanual.php.

Conflict of Interest

The standard of behavior at the Council for Interior Design Accreditation (CIDA) is that all staff, volunteers, and board members scrupulously avoid conflict of interest between the interests of CIDA on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual and potential conflicts of interest, as well as the perception of conflicts of interest.

To this end, no CIDA representative, including members of the Board of Directors, Accreditation Commission, Standards Committee, site visitors, staff, and consultants, may participate in any way in decisions in which he or she has a financial or personal interest (or appearance of the same) or with respect to which, because of present business, organizational, institutional, or program association, he or she has divided loyalties or conflicts (or the appearance of same) pertaining to the outcome of the decision.

CIDA representatives must disclose financial or personal interests or affiliations that pose a conflict of interest. If an actual, potential, or perceived conflict of interest exists, the CIDA representative may not participate in discussions or vote on matters affecting the outcome or decision. This is not intended to restrict participation in discussions or decision-making that has no clear and direct impact on the business, organization, institution, or program with which the CIDA representative is associated.

An interior design program that is scheduled for evaluation by CIDA is responsible for identifying conflicts of interest and for requesting certain site visitor(s) be replaced. CIDA staff will do all that is reasonably fair in replacing individuals provided a clear conflict of interest is identified by the program in accordance with the above policy.

Examples of conflicts of interest include, but are not limited to, the following:
- Graduation from the program being evaluated for accreditation,
- A close personal and/or professional relationship with someone associated with the program being evaluated for accreditation,
- Service as a consultant to the program being evaluated for accreditation.

Becoming a program consultant

Individuals interested in being added to the Council for Interior Design Accreditation list of consultants must apply by submitting a cover letter, resume and letters of reference attesting to the individual's experience and ability to provide consulting services (see Program Consultant Application). A non-refundable application fee of $150 is required.

The Accreditation Commission reviews applications and decides if an individual meets the requirements to be added to the CIDA list of consultants. If the individual is or has been a CIDA site visitor, performance evaluations on file in the CIDA office will also be considered.

If the Accreditation Commission determines that an applicant is qualified, the applicant must sign a statement that he or she agrees to abide by relevant policies for program consultants. Once this signed statement is received, the applicant will be added to the list of program consultants.

Consultants are required to pay an annual maintenance fee of $50 in order to remain on CIDA's list. This modest maintenance fee helps defray administrative costs. Failure to pay the annual maintenance fee will result in removal from CIDA's list of consultants.

Consultants will be required to participate in training when CIDA Standards are revised. Consultants may also occasionally find it useful to attend an accreditation workshop or observe a site visitor training session in order to maintain a strong understanding of current accreditation process and procedure. Consultants will be notified of these opportunities and are individually responsible for all costs associated with attending accreditation workshops and other training activities.

Applying for and being added to CIDA's list of program consultants does not guarantee that an individual will be contracted to serve as a consultant to a program. The Accreditation Commission reserves the right to remove individual consultants from the list at its discretion.

Current CIDA Board members and Accreditation Commissioners are not eligible to provide consulting services to programs.