

Interior Designers Institute of British Columbia (IDIBC) Membership Policies and Procedures Manual

FOREWORD

This manual outlines the Interior Designers Institute of British Columbia (IDIBC) policy and procedures for the Institute's Registered, Intern and Student membership categories. The following pages contain an explanation of the benefits and responsibilities of all members based on their membership category and status. Members are encouraged to become familiar with the [IDIBC website](#).

The IDIBC Board of Directors has authority and final responsibility for adoption of policies and procedures as recommended by the Membership Committee.

The policies and procedures within this manual contain general statements of Institute policy. They do not include fine details of each policy, form an expression of implied contract, nor promise the policies discussed in it apply in all cases. The Institute reserves the right to add, revoke or modify policies as required.

Members having questions about the policies and procedures shall contact the [IDIBC Administrator](#).

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1 – IDIBC Mandate

IDIBC MISSION STATEMENT

to be updated June 2021 following release of our Strategic Plan

IDIBC VISION STATEMENT

to be updated June 2021 following release of our Strategic Plan

CODE OF ETHICS AND PROFESSIONAL CONDUCT

The bylaws of the Society (IDIBC) provide that a member may be reprimanded, suspended, or expelled if the member has breached any of the bylaws or any provisions of the Code of Ethics and Professional Conduct.

The following Code of Ethics and Professional Conduct applies to all IDIBC members involved in the profession of interior design. Members may be held responsible for the failure of any person associated with the member in the practice of interior design to comply with the Code of Ethics and Professional Conduct.

Members shall not instruct others to carry out on the member's behalf, either with or without compensation, acts which if carried out by the member, would constitute a violation of the Code of Ethics and Professional Conduct.

Members are bound by the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), set forth by the IDIBC. For full details, please refer [IDIBC Bylaws](#). If any are violated, the member in question may be brought before the Disciplinary Committee.

The Disciplinary Committee is responsible for the development and definition of the core values of IDIBC members and examples of "day to day" ethical behavior.

Each member of IDIBC must perform to the highest standards of professionalism. Member compliance with the Code of Ethics and Professional Conduct ensures consistency in professional relationships and distinguishes IDIBC members from non-members. The focus of ethics in our field of practice ensures public interest is protected in terms of health and safety issues and financial matters.

1 – IDIBC Mandate

CODE OF ETHICS AND PROFESSIONAL CONDUCT (continued)

Members must follow the values established below when representing the profession and Institute in dealings with others, which include:

- the public or community
- Governing bodies
- Clients
- IDIBC members
- All professionals
- Employees
- Employers
- Manufacturers
- Suppliers

VALUES

Integrity	All members must conform to the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), in all professional relationships with others.
Honesty	All members must practice truthfulness and fairness in dealing with others, and refuse to engage in fraud or deceit.
Equitable	All members must be just, impartial and fair in dealings with others.
Accountable	All members are responsible for their own actions and conduct and are, if required, to give account of their behavior to the IDIBC Disciplinary Committee.
Professional	All members have a duty to follow the Bylaws of the IDIBC, regulatory codes and bylaws, and laws to protect the health, safety, and welfare of the public.
Value	All members must provide quality service that is considered fair and competitive.
Trustworthy	All members must ensure discretion and confidentiality with regard to all professional relationships with others.

1 – IDIBC Mandate

MEMBERSHIP PRIVACY AND CONFIDENTIALITY

A record of each applicant's education, employment and examination history is required for admission to IDIBC. These records will be kept and maintained on behalf of the IDIBC members for management purposes. All sensitive and personalized information requires will be kept secure from unauthorized access and remain confidential. Membership profile information is maintained within a secure database and physical documents are accessed by authorized personnel only.

It is the responsibility of the member to ensure the information kept on file with IDIBC remains current and accurate. Members shall notify the IDIBC Administrator, in writing, of change of address, change of employment or change in scope of practice. Additionally, members must advise IDIBC of failure to obtain Professional Liability Insurance or an application to waive the IDIBC insurance requirement.

Members shall reply promptly to any demand for information received from the IDIBC Administrator related to the professional conduct or competence of the member.

IDIBC reserves the right to respond to public inquiries, pertaining to a member's category and/or current membership status.

Membership details, including contact information, can be included in the [IDIBC RID Search registry](#). It is the obligation of the member to keep their public profile information current.

2 – REGISTERED INTERIOR DESIGNER / IDIBC MEMBER CAREER PATH

- Step 1 Register in a [CIDA-accredited interior design program](#), completing a bachelor's degree in interior design or equivalent as determined by education and work experience review conducted by the [CIDQ Alternative Review Program \(ARP\)](#). For further information, please refer to the [Membership Categories](#) on the IDIBC website.
- Step 2 Apply to be a **Student member** of the IDIBC.
- Step 3 Upon graduation with a degree in interior design from a CIDA-accredited program, apply to the IDIBC for **Intern member** status.
- Step 4 Within 5 years of becoming an Intern member of the IDIBC, members are required to accumulate the required amount of supervised work experience and apply to write the NCIDQ professional certification examinations. Additional requirements set out by the Board may also need to be completed at this time, prior to submitting a Registered application.
- Step 5 Upon successful completion of the required experience, education and examination requirements, Intern members may then apply for **Registered member** status.

3 – ADMISSION REQUIREMENTS FOR NEW MEMBERS

Registered membership category

- Complete the “Application for Registered membership” form.
- Provide payment of the IDIBC application fee.
- Submission of education transcripts or CIDQ Alternative Review Program (ARP)*. Transcripts will be provided by the CIDQ on behalf of the applicant or previously submitted with the IDIBC Intern application. Transcripts are only required if not currently on file with IDIBC.
- Proof of NCIDQ certificate completion – provided by CIDQ. Applicants must ensure their CIDQ jurisdiction is set to British Columbia prior to applying to IDIBC.
- Provide contact information for a sponsoring reference. A sponsor is defined as a current IDIBC Registered member (Practicing or Educator) or an Architect AIBC who is familiar with your interior design work experience.
- Once accepted, you will be required to comply with the following:
 - Provide proof of Professional Liability Insurance coverage or a completed and approved waiver.
 - Provide payment of Registered membership dues annually.
 - Obtain an IDCEC number and begin tracking Continuing Education Units (CEUs).

Note: **As of January 1, 2019, new Registered members will be required to have completed the BC Building Code Introductory Level course as part of their admission to IDIBC. The following are approved courses:**

- BCIT: BLDG 1830: Part 3 Introduction - Fire Protection, Occupant Safety and Accessibility
- BCIT: INTD 4360: Building Codes and Barrier Free for Interior Design
- Building Code Tutor (online program). Building Code Part 3: AIBC package of 23 modules

Additional course options are being reviewed by the IDIBC, but it is the applicant’s responsibility to either complete one of the approved courses or provide proof and appropriate documentation of equivalent building code knowledge.

Intern membership category

- Complete the “Application for Intern membership” form.
- Provide payment of the IDIBC application fee.
- Request an official transcript from your educational institution to be sent directly to the IDIBC, confirming completion of a minimum 4-year bachelor’s degree from a recognized interior design program*. Only CIDA-accredited programs are being accepted as of January 1, 2017. Transcripts shall be requested by the applicant and sent directly to the IDIBC mailing address in a sealed envelope, or by email directly from school administrator.
 - * For applicants who are educated outside of Canada or who have not completed a CIDA-accredited program, please see CIDQ Alternate Review Program (ARP) below.

3 – ADMISSION REQUIREMENTS FOR NEW MEMBERS

Intern membership category (continued)

- Provide contact information from a sponsoring reference. A sponsor is defined as a current IDIBC Registered member (Practicing or Educator) or an Architect AIBC who is familiar with your interior design work experience.
- Once accepted, you will be required to comply with the following:
 - Provide proof of Professional Liability Insurance coverage or a completed and approved waiver.
 - Provide payment of Intern membership dues annually.
 - Obtain an IDCEC number and begin tracking Continuing Education Units (CEUs).

CIDQ Alternative Review Program (ARP)*

In 2017, a CIDA-accredited degree in interior design was mandated as the minimum standard to apply for registration as a member to a provincial regulatory professional body in Canada.

Non-Compliant Education: Individuals who do not meet this minimum standard of a CIDA-accredited degree will not be accepted as Intern members without further documentation. Applicants who have obtained a certificate or diploma in interior design are encouraged to complete additional education to obtain the equivalency of an interior design degree.

Applicants who are unable to traditionally meet the minimum educational requirement, may also demonstrate their competencies through interior design work experience. A review of member competencies is conducted by CIDQ on behalf of the IDIBC. Applicants can apply to the Alternate Review Program offered by CIDQ to have Subject Matter Expertise (SME) evaluators review the combination of education and work experience to determine the applicants practice experience.

Upon approval from CIDQ, an applicant is permitted to apply to IDIBC as an Intern member and sit for the NCIDQ exam.

Applicants who have already taken the NCIDQ exam may also be required to apply for the ARP if they are unable to traditionally document the minimum education required for IDIBC registration before they can apply as a Registered member.

For further information, please refer to [CIDQ Alternative Review Program \(ARP\)](#).

3 – ADMISSION REQUIREMENTS FOR NEW MEMBERS

Student membership category

- IDIBC membership dues for Student members are waived, until further notice.
- Students shall complete “Application for Student membership” form, noting current post-secondary education and date of expected graduation.
- To qualify as a Student member you must be a part-time or full-time student currently enrolled in a post-secondary interior design program in BC.
- Submit unofficial transcripts or other proof of enrollment, such as a receipt of current educational enrollment.
- Upon graduation, Student membership is extended to December 31 of the same year.
- Graduates may apply for Intern membership (if eligible) prior to January the year following graduation.
- CEU tracking is not a requirement in this category.

4 – MAINTAINING MEMBERSHIP IN GOOD STANDING

Registered member requirements

The Registered member is of good character and adheres to the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), set forth by the IDIBC.

The Registered member is responsible to complete the required professional development Continuing Education Units (CEUs), acquiring no less than 30 credits within the current three-year cycle. Prorated CEU requirements are available for Registered members who join mid-cycle. Current cycle started January 1, 2019 and ends December 31, 2021. Refer to [CEU Policies & Procedures](#) guide for further detail.

The member must maintain adequate Professional Liability/Errors and Omissions Insurance (E&O). A minimum coverage limit of \$1,000,000 per claim/\$1,000,000 aggregate is recommended, or the member must have received written release of E&O Insurance from the IDIBC.

Remittance of annual Registered membership dues is required no later than January 30 for the membership period January to December. Proof of E&O Insurance (or approved waiver) is required with annual renewal.

4 – MAINTAINING MEMBERSHIP IN GOOD STANDING

Intern member requirements

The Intern member is of good character and adheres to the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), set forth by the IDIBC.

An Intern member has completed the education requirements for acceptance to the Institute. Upon acceptance to the Institute, the Intern member agrees to accumulate the required amount of work experience and apply to write the NCIDQ examinations within a 5-year period. After five years enrolled as an Intern member, the member will be transferred to the Intern Extended category and the annual dues will equal that of a Registered member.

Intern members are responsible for completing an IDIBC-approved British Columbia Building Code Introductory Level course within 5 years of becoming an Intern member of IDIBC. Refer Building Code course requirements for Registered membership category above.

IDIBC-approved building code courses are eligible for Continuing Education Units (CEUs) if taken during Intern membership. If an Intern member has completed the building code course more than 5 years prior to the application date for Registered membership, the member must also complete code update seminar within one year of acceptance.

The member is responsible to complete the required professional development Continuing Education Units (CEUs), acquiring no less than 20 credits within the current 3-year cycle. Prorated CEU requirements are available for Intern members who join mid-cycle. Current cycle started January 1, 2019 and ends December 31, 2021. Refer to [CEU Policies & Procedures](#) guide for further detail.

The member must maintain adequate Professional Liability/Errors and Omissions Insurance (E&O). A minimum coverage limit of \$1,000,000 per claim/\$1,000,000 aggregate is recommended, or the member must have received written release of E&O Insurance from the IDIBC.

Remittance of annual Intern membership dues is required no later than January 30 for the membership period January to December. Proof of E&O Insurance (or approved waiver) is required with annual renewal.

5 – MEMBER RIGHTS AND PRIVILEGES

MEMBERSHIP CATEGORIES & DESIGNATIONS

Registered member

A Registered member may use the designation after the Registered member's name as follows:

- **Registered Interior Designer IDIBC** [preferred]
- **RID IDIBC** [preferred]
- RID
- Registered Interior Designer
- Registered Interior Designer, Interior Designers Institute of British Columbia [resume/CV]
- Registered Interior Designer of the Interior Designers Institute of British Columbia [resume/CV]

The designation shall be used in direct connection with the name of the individual Registered member only and shall not be modified in any way.

GUIDANCE

- A Registered member may add other valid credentials AFTER the IDIBC designation, i.e. First and Last Name, Registered Interior Designer IDIBC, LEED AP ID+C
- Education and or NCIDQ credentials are not required.

A Registered member receives all applicable Institute communications and is eligible to receive preferred rates for seminars and events hosted by the Institute.

A Registered member in good standing is eligible to hold an elected office in the Institute subject to voting at the AGM.

A Registered member in good standing shall be entitled to vote at Annual or Special Meetings of the Institute.

A Registered member has access to electronic contract documents, to be requested from the IDIBC Administrator. The Terms of Use agreement can be obtained from the IDIBC Administrator and must be completed prior to accessing the contracts.

5 – MEMBER RIGHTS AND PRIVILEGES

Registered member (continued)

SUMMARY

A Registered member in good standing is eligible to:

1. Hold elected office at the Institute.
2. Vote at Annual and Special Meetings.
3. Have a profile in the IDIBC RID Search registry at idibc.org.
4. Use the Registered Interior Designer designation per above.
5. Submit entries for the Shine Awards of Excellence.
 - Awards recipients will be included in an associated publicity campaign.
6. Receive preferred group rates on Professional Liability and CGL Insurance.
7. Use IDIBC-provided short and long form contracts.

Intern member

An Intern member may use the designation after the Intern member's name as follows:

- **Intern Interior Designer IDIBC** [preferred]
- Intern Interior Designer
- Intern Interior Designer, Interior Designers Institute of British Columbia [resume/CV]
- Intern Interior Designer of the Interior Designers Institute of British Columbia [resume/CV]

The designation shall be used in direct connection with the name of the individual Intern member only and shall not be modified in any way.

GUIDANCE

- An Intern member may add other valid credentials AFTER the IDIBC designation, i.e. First and Last Name, Intern Interior Designer IDIBC, NCIDQ, LEED Green Associate
- Education credentials are not required.

Intern members receive all applicable Institute communications and are eligible to receive preferred rates for seminars and events hosted by the Institute.

An Intern member is not entitled to vote at Annual or Special Meetings of the Institute.

An Intern member must adhere to the requirements set out above regarding the Intern membership or Intern Extended categories.

5 – MEMBER RIGHTS AND PRIVILEGES

Intern Extended member

An Intern Extended member has been enrolled as an Intern member of IDIBC for longer than 5 years. These members are working to accumulate the required amount of work experience and have already begun writing or are planning to apply to write the NCIDQ examinations in order to obtain a Registered designation. Intern Extended members must adhere to all requirements of Intern membership except that annual IDIBC dues are equal to that of a Registered member.

Student member

The IDIBC has no designation for Student members at this time. We encourage Student members to contact to their respective schools to determine suitable designations.

ADDITIONAL MEMBERSHIP SUBCATEGORIES

Fellow member

A Fellow member is one who is presently or was previously a Registered member and who, through distinguished service, has directly or indirectly contributed to the greater recognition or betterment of the Institute, the interior design profession or the applied arts. A Fellow member is recognized for outstanding contributions through award nominations by Registered members or other Fellow members to the Fellows Review Committee.

The Fellow Awards are appointed yearly at the AGM by the Board of Directors in consultation with the Board of Governors.

A Fellow member may use the designation after the Fellow member's name as follows:

- **Fellow IDIBC** [preferred]
- FIDIBC
- Fellow, Interior Designers Institute of British Columbia [resume/CV]
- Fellow of the Interior Designers Institute of British Columbia [resume/CV]

The designation shall be used in direct connection with the name of the individual Fellow member only and shall not be modified in any way.

GUIDANCE

- A Fellow member may add other valid credentials AFTER the IDIBC designation, i.e. First and Last Name, Fellow IDIBC, IDC, WELL AP
- Education credentials are not required.

5 – MEMBER RIGHTS AND PRIVILEGES

ADDITIONAL MEMBERSHIP SUBCATEGORIES

Fellow member (continued)

There are no membership dues associated with the Fellow membership category. The Fellow designation is appointed for life and can be used in conjunction with the Registered member designation or instead of the Retired designation.

A Fellow member shall receive all applicable communications and is eligible to preferred rates for seminars and events hosted by the Institute.

A Fellow member shall be entitled to all benefits of membership that are applicable.

A Fellow member who has retained Registered member status is entitled to vote at Annual or Special Meetings of the Institute.

Retired member

A Retired member is one who has been a Registered member of the Institute but has retired from the practice of Interior Design.

A Retired member may use the designation after the Retired member's name as follows:

- **Retired member IDIBC** [preferred]
- Retired member, Interior Designers Institute of British Columbia

The designation shall be used only in direct connection with the individual name of the Retired member and shall not be modified in any way.

A Retired member shall receive all applicable communications and is eligible to preferred rates for seminars and events hosted by the Institute.

A Retired member is not subject to annual dues and shall be entitled to all benefits of the general membership category.

A Retired member is not be entitled to vote at Annual or Special Meetings of the Institute.

A Retired member is encouraged to contact their Insurer to confirm appropriate levels of Professional Liability Insurance.

NOTE: The Board may propose to establish and prescribe other membership categories as deemed necessary by the Institute.

6 – MEMBERSHIP STATUS

Active status

An Active member is one who is in good standing in the Institute.

Inactive status

A member who wishes to apply for inactive status, must complete an application available from the IDIBC Administrator or member portal. Inactive members must be Registered or Intern member in good standing in the Institute at the time of the application. Inactive members must not be engaged in the practice of interior design due to any of the following reasons:

- currently seeking employment
- employment is not related to the profession of interior design in any capacity, including sales or educator
- maternity or parental leave
- has a debilitating illness or injury
- caregiver leave
- sabbatical
- a return to school as a student

Inactive status is only valid until December 31 of the current year. Renewal of Inactive status must be in the form of written request submitted to the IDIBC Administrator by January 30 of each year.

During a term of inactive membership, an Inactive member shall:

- not engage in the practice of interior design in any capacity
- pay the Dues as prescribed by the Board for the Inactive membership category
- not use any Institute designation, such as RID or Intern
- not be entitled to vote at Annual or Special Meetings of the Institute
- not be eligible to hold elected office in the Institute
- not use IDIBC contract documents or logo
- not be required to complete Continuing Education Units (CEUs) for the 1st year of inactive status**
- consult with their insurance company regarding the status of their Professional Liability Insurance policy during their inactive status and, where required for the protection of clients or the public, hold and maintain such insurance in good standing.

** Members are exempt from completing CEUs for the period of 1-year only. If the term of inactive membership is extended beyond 1-year, CEUs are required for the following years of inactivity. The number of CEUs required is equal to that of the category in which you were last a member, but would be prorated to not include the 1st year of inactive status. In the case of debilitating illness or injury, special consideration may be granted by the Board upon request. Staying current on Building Code knowledge and professional development requirements is required by IDIBC for members on extended inactive status.

6 – MEMBERSHIP STATUS

Inactive members – requesting return to previous status

An Inactive member may return to previous member status if the request is received within 5 years from date of inactive status. Please contact the IDIBC Administrator for re-admission. Dues, insurance and CEU requirements will be pro-rated as required.

Non-resident status

IDIBC does not have a non-resident status. Interior designers who reside outside the Province of British Columbia, but practice in the province, are encouraged to obtain an active membership from IDIBC. Non-practicing, non-residents can apply for inactive status, if they plan to return to the province of British Columbia within 5 years.

Resigned status

A resignation shall be in writing, submitted to the IDIBC Administrator, and shall take effect upon receipt by the IDIBC Administrator. The member's name and registration number are removed from the membership database and the member shall immediately cease all use of any designations associated with IDIBC on all written and verbal communication.

A member who has resigned from the Institute shall not in any way hold out to the public that the member continues to be a member of the IDIBC or that the member is in any way affiliated with IDIBC. They must also refrain from use of IDIBC's contract documents.

Terminated status

Termination of membership can occur as a result of the following:

- Non-payment of dues
- Non-compliance with proof of Professional Liability Insurance or waiver
- Non-compliance with Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15)
- Non-compliance of professional development reporting, at the discretion of the Board and Disciplinary Committee

7 – TERMINATION OF MEMBERSHIP

When membership in the Institute is terminated, the IDIBC Administrator shall remove the name from the membership database, and the member shall immediately cease all use of any designation associated with IDIBC on all written and verbal communication.

A member whose membership has been terminated shall not in any way hold out to the public that the member continues to be a member of the Institute or that the member is in any way affiliated with the Institute.

Non-payment of dues

Any member whose dues remain unpaid by a date set by the Board by resolution each year shall be notified in writing.

The notice shall refer to this Section and advise that if dues remain unpaid 90 days after the date of the letter, membership shall be terminated without further notice.

There shall be a penalty for late payment of dues, set by the Board, which shall be outlined in the written notice, and dues shall not be considered paid in full until receipt of the total amount owing.

Non-compliance with Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15)

If the Discipline Committee finds that a member has committed an act of professional misconduct, it may make an order to direct the IDIBC Administrator to revoke the member's "in good standing" classification.

Non-compliance to NCIDQ exam writing deadline or BC Building Code course completion

Intern members have 5 years from date of admission to the IDIBC to successfully complete all parts of the NCIDQ exam and the BC Building Code course.

Upon successful completion of the NCIDQ exam and BC Building Code course, they may apply for Registered member status. If the Intern member fails to complete the NCIDQ/BC Building Code requirements in the timeframe allowed, they will be given the option to continue their Intern member status. However, the Intern member dues will equal that of a Registered member. The rights and privileges will remain as per the Intern membership category. Intern members will be advised by the Institute following their 5-year term, at which point they will automatically be registered in the Intern Extended membership category.

8 – REINSTATEMENT OF MEMBERSHIP

A written request must be submitted to the IDIBC Administrator. Please see below for other requirements based on membership category.

Registered member

Registered members reinstating within 1-year of lapse, termination or resignation must:

- Submit a letter requesting reinstatement with detailed reasons for request.
- Remit full payment of all outstanding dues for current year, plus \$50 reinstatement fee.

Registered members reinstating after 1-year

- Apply anew and will be treated as a new Registered member applicant. Applicants must comply with current education, experience and examination requirements.

Intern member

An Intern member reinstating within 1-year of lapse, termination or resignation must:

- Submit a letter requesting reinstatement including detailed reasons for request.
- Remit the current annual Intern member dues, plus \$50 reinstatement fee.

Intern members reinstating after 1-year since termination or resignation must:

- Apply anew and are treated as a new Intern applicant under the current standards.

9 – MEMBERSHIP DUES

Dues of members shall be prescribed by the Board and published annually. Dues shall be payable in advance of membership, upon receipt of invoice. Once paid, dues are non-refundable and non-transferable.

Membership dues per Ordinary Resolution at 2019 AGM

Category	2021 Dues	IDCEC Annual Fee	CEU Admin and Audit Fee	Total before GST
Registered	\$444	\$6	\$10	\$460
Educator	\$444	\$6	\$10	\$460
Intern (year 6 and beyond)	\$444	\$6	\$10	\$460
Intern (year 1–5)	\$247	\$6	\$10	\$263
Student (4-year degree)	waived	\$0	\$0	waived
Inactive Registered	\$81	\$0	\$0	\$81
Inactive Intern	\$58	\$0	\$0	\$58
Retired	\$0	\$0	\$0	\$0

NOTE:

- Students in their graduation year carry their membership through to January of the next year when they would apply as Intern members.
- Intern and Registered Inactive members in year 2 or beyond are responsible for completing professional development CEUs and therefore IDCEC Annual Fee and CEU Admin and Audit Fee will be added to the above dues.
- As of September 2019, the IDIBC no longer collects and remits Interior Designers of Canada (IDC) membership dues.