

# **Interior Designers Institute of British Columbia**

## **Registrant Policies & 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 registration categories. The following pages contain an explanation of the benefits and responsibilities of all registrants based on their registration category and status. Registrants are encouraged to become familiar with IDIBC.

IDIBC Board of Directors has authority and final responsibility for adoption of policies and procedures as recommended by IDIBC staff or Registration 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.

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

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## 1 – IDIBC Mandate

### VISION

To safeguard public interest through professional regulation that promotes leadership, excellence and the continuing education of registrants of the Interior Designers Institute of British Columbia.

## **MISSION**

The Interior Designers Institute of British Columbia regulates the profession of interior design using a progressive regulatory framework to serve the public interest and advance the profession.

## **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

The bylaws of the Society (IDIBC) provide that a registrant (member) may be reprimanded, suspended, or expelled if the registrant (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 registrants (members) involved in the profession of interior design. Registrants (members) may be held responsible for the failure of any person associated with the registrant (member) in the practice of interior design to comply with the Code of Ethics and Professional Conduct.

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

Registrants are bound by the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), set forth by IDIBC. For full details, please refer [IDIBC Bylaws](#). If any are violated, the registrant 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 registrants and examples of "day to day" ethical behavior.

Each registrant of IDIBC must perform to the highest standards of professionalism. Registrant compliance with the Code of Ethics and Professional Conduct ensures consistency in professional relationships and distinguishes IDIBC registrants 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

Registrants 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 registrants
- All professionals
- Employees
- Employers
- Manufacturers
- Suppliers

### VALUES

<b>INTEGRITY</b>	All registrants must conform to the Bylaws, including the Code of Ethics and Professional Conduct (Bylaw 15), in all professional relationships with others.
<b>HONESTY</b>	All registrants must practice truthfulness and fairness in dealing with others, and refuse to engage in fraud or deceit.
<b>EQUITABLE</b>	All registrants must be just, impartial and fair in dealings with others.
<b>ACCOUNTABLE</b>	All registrants are responsible for their own actions and conduct and are, if required, to give account of their behavior to the IDIBC Disciplinary Committee.
<b>PROFESSIONAL</b>	All registrants have a duty to follow IDIBC Bylaws, regulatory codes and bylaws, and laws to protect the health, safety, and welfare of the public.
<b>VALUE</b>	All registrants must provide quality service that is considered fair and competitive.
<b>TRUSTWORTHY</b>	All registrants must ensure discretion and confidentiality regarding all professional relationships with others.

## 1 – IDIBC Mandate

### REGISTRANT 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 IDIBC registrants for management purposes. All sensitive and personalized information requires will be kept secure from unauthorized access and remain confidential. Registration profile information is maintained within a secure database and any physical documents are accessed by authorized personnel only.

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

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

IDIBC reserves the right to respond to public inquiries, pertaining to a registrant’s category and/or current registration status.

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

## 2 – REGISTERED INTERIOR DESIGNER/IDIBC REGISTRANT 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 [Registration Categories](#) on the website.
- Step 2** Apply to be a **Student registrant** of IDIBC.
- Step 3** Upon graduation with a degree in interior design from a CIDA-accredited program, apply to IDIBC for **Intern registrant** status.
- Step 4** Within 5 years of becoming an Intern registrant of IDIBC, registrants are required to accumulate the required amount of supervised work experience and apply to write the [NCIDQ](#) 3-part exam. 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 registrants may then apply for **Registered** status.

## 3 – ADMISSION REQUIREMENTS FOR NEW REGISTRANTS

### Registered category

- Complete the “Application for Registered designation” form.
- Provide the application fee payment.
- 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 Interior Designers (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 dues annually.
  - Obtain an IDCEC number and begin tracking Continuing Education Units (CEUs).

**Note** As of January 1, 2019, new Registered Interior Designers will be required to have completed a BC Building Code Introductory Level course as part of their admission to IDIBC. Please refer to the IDIBC website page on [Registration Categories](#) for approved courses.

Additional course options are being reviewed by 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.

- Non-practicing Educator registrants must also qualify under the Registered category.

### Intern category

- Complete the “Application for Intern designation” form.
- Provide the application fee payment.
- Request an official transcript from your educational institution to be sent directly to 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 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 REGISTRANTS

### Intern category (continued)

- Provide contact information from a sponsoring reference. A sponsor is defined as a current IDIBC Registered Interior Designer (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 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 registrant 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 registrants 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 registrant competencies is conducted by CIDQ on behalf of 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 registrant 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 Interior Designer.

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

### 3 – ADMISSION REQUIREMENTS FOR NEW REGISTRANTS

#### Student category

- Registration dues for Student registrants are waived, until further notice.
- Students shall complete “Application for Student registration” form, noting current post-secondary education and date of expected graduation.
- To qualify as a Student registrant 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 registration is extended to December 31 of the same year.
- Graduates may apply for Intern designation (if eligible) prior to January the year following graduation.
- CEU tracking is not a requirement in this category.

## 4 – MAINTAINING REGISTRATION IN GOOD STANDING

### Registered Interior Designer requirements

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

The Registered Interior Designer 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 Interior Designers who join mid-cycle. Current cycle started January 1, 2022 and ends December 31, 2024. Refer to [CEU Policies & Procedures](#) guide for further detail.

The registrant 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 registrant must have received written release of E&O Insurance from IDIBC.

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

## 4 – MAINTAINING REGISTRATION IN GOOD STANDING

### Intern registrant requirements

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

An Intern registrant has completed the education requirements for acceptance to the Institute. Upon acceptance to the Institute, the Intern registrant 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 registrant, the registrant will be transferred to the Intern Extended category and the annual dues will equal that of a Registered Interior Designer.

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

IDIBC-approved building code courses are eligible for Continuing Education Units (CEUs) if taken during Intern status. If an Intern registrant has completed the building code course more than 5 years prior to the application date for Registered designation, the registrant must also complete code update seminar within three years of acceptance or when new code updates are highlighted by IDIBC.

The registrant is responsible to complete the required professional development Continuing Education Units (CEUs), acquiring no less than 30 credits within the current 3-year cycle. Prorated CEU requirements are available for Intern registrants who join mid-cycle. Current cycle started January 1, 2022 and ends December 31, 2024. Refer to [CEU Policies & Procedures](#) guide for further detail.

The registrant 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 registrant must have received written release of E&O Insurance from IDIBC.

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

## 5 – REGISTRANT RIGHTS AND PRIVILEGES

### REGISTRATION CATEGORIES & DESIGNATIONS

#### Registered

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

- **Registered Interior Designer IDIBC**
- **RID IDIBC**
- 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 Interior Designer only and shall not be modified in any way.

#### GUIDANCE

- An RID 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.

IDIBC encourages RIDs to adapt the following guidance when communicating your RID qualifications.

Registered Interior Designers with the Interior Designers Institute of BC,

- Have met rigorous education ([CIDA-accredited program](#) or [CIDQ ARP](#)) and experience standards
- Have passed the Council for Interior Design Qualification [NCIDQ](#) 3-part exam
- Meet and maintain professional development requirements, with knowledge of the current BC Building Code and Building Accessibility Handbook
- Adhere to IDIBC Bylaws, including the Code of Ethics and Professional Conduct
- Carry Professional Liability and Commercial General Liability insurance

An RID receives all applicable Institute communications and is eligible to receive preferred rates for seminars and events hosted by the Institute.

An RID in good standing is eligible to hold an elected office in the Institute subject to voting at the AGM. An RID in good standing shall be entitled to vote at Annual or Special Meetings of the Institute.

An RID 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 – REGISTRANT RIGHTS AND PRIVILEGES

### Registered (continued)

#### SUMMARY

An RID 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 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

An Intern registrant may use the designation after the Intern registrant'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 registrant only and shall not be modified in any way.

#### GUIDANCE

- An Intern registrant 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 registrants receive all applicable Institute communications and are eligible to receive preferred rates for seminars and events hosted by the Institute.

An Intern registrant is not entitled to vote at Annual or Special Meetings of the Institute. An Intern registrant must adhere to the requirements set out above regarding the Intern registration or Intern Extended categories.

### Intern Extended registrant

An Intern Extended registrant has been enrolled as an Intern registrant of IDIBC for longer than 5 years. These registrants 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 registrants must adhere to all requirements of Intern registration except that annual IDIBC dues are equal to that of an RID.

### Non-practicing Educator

An Educator registrant of IDIBC may use the designation after the registrant's name as follows:

- **Educator IDIBC [preferred]**

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

#### **GUIDANCE**

- An Educator registrant may add other valid credentials AFTER the IDIBC designation, i.e. First and Last Name, Educator IDIBC, LEED AP ID+C
- Education and or NCIDQ credentials are not required.

To qualify for the Educator IDIBC designation, an Educator IDIBC registrant has fulfilled all requirements of the Registered Interior Designer (RID) upon admission to IDIBC and has maintained their Educator designation by adhering to the Educator category requirements including part-time or full-time employment for a post-secondary interior design program in BC.

Non-practicing Educator registrants with the Interior Designers Institute of BC,

- Have achieved the qualification standards of a Registered Interior Designer (RID) through rigorous education ([CIDA-accredited program](#) or [CIDQ ARP](#)) and experience standards
- Have passed the Council for Interior Design Qualification [NCIDQ](#) 3-part exam
- Meet and maintain professional development requirements specific to the Educator IDIBC category
- Adhere to IDIBC Bylaws, including the Code of Ethics and Professional Conduct
- Are not engaged in the practice of interior design, but is contractually engaged in full time or part-time teaching or directing of interior design programs in post- secondary schools, colleges or universities
- May waive the requirement to carry Professional Liability and Commercial General Liability insurance by completing the IDIBC waiver form

An Educator registrant receives all applicable Institute communications, may serve on committees and attend meetings, and is eligible to receive preferred rates for seminars and events hosted by the Institute.

#### **Student registrant**

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

## 5 – REGISTRANT RIGHTS AND PRIVILEGES

### ADDITIONAL MEMBERSHIP SUBCATEGORIES

#### Fellow member

A Fellow member is one who is presently or was previously an RID 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 RIDs 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.

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 practicing Fellow member shall be entitled to all benefits of RID status that are applicable.

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

## 5 – REGISTRANT RIGHTS AND PRIVILEGES

### ADDITIONAL MEMBERSHIP SUBCATEGORIES

#### Retired member

A Retired member is one who has been an RID 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 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 – REGISTRATION STATUS

### Active status

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

### Inactive status

A registrant who wishes to apply for inactive status, must complete an application available from the IDIBC Administrator or registrant portal. Inactive registrants must be Registered or Intern registrant in good standing in the Institute at the time of the application. Inactive registrants 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 registration, an Inactive registrant shall:

- not engage in the practice of interior design in any capacity
- pay the Dues as prescribed by the Board for the Inactive registration 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 1<sup>st</sup> 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.

## 6 – REGISTRATION STATUS

### Inactive status (continued)

\*\* Registrants are exempt from completing CEUs for the period of 1-year only. If the term of inactive registration 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 registrant, but would be prorated to not include the 1<sup>st</sup> 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 registrants on extended inactive status.

### Inactive registrants – requesting return to previous status

An Inactive registrant may return to previous registrant 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 designation 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 registrant's name and registration number are removed from the registration database and the registrant shall immediately cease all use of any designations associated with IDIBC on all written and verbal communication.

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

## 6 – REGISTRATION STATUS

### Terminated status

Termination of registration 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 DESIGNATION

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

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

### **Non-payment of dues**

Any registrant 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, registration 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 registrant has committed an act of professional misconduct, it may make an order to direct the IDIBC Administrator to revoke the registrant's "in good standing" classification.

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

Intern registrants have 5 years from date of admission to 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 status. If the Intern registrant fails to complete the NCIDQ/BC Building Code requirements in the timeframe allowed, they will be given the option to continue their Intern registrant status. However, the Intern registrant dues will equal that of an RID. The rights and privileges will remain as per the Intern category. Intern registrants will be advised by the Institute following their 5-year term, at which point they will automatically be registered in the Intern Extended category.

## 8 – REINSTATEMENT OF DESIGNATION

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

### Registered

Registered Interior Designers 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 Interior Designers 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 registrant reinstating after 1-year since termination or resignation must:

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

## 9 – REGISTRANT DUES

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

### Annual Registration dues

Category	Dues	CEU Admin IDCEC Fee	Total before GST
Registered	\$471	\$16	\$487
Intern (year 6 and beyond)	\$471	\$16	\$487
Intern (year 1–5)	\$262	\$16	\$278
Student (4-year degree)	waived	\$0	Waived
Inactive Registered	\$86	\$16	\$102
Inactive Intern	\$61	\$16	\$77
Non-Practicing Educator	\$289	\$16	\$305
Retired	\$0	\$0	\$0

#### NOTE

- Students in their graduation year carry their registration through to January of the next year when they would apply as Intern registrants.
- Intern and Registered Inactive registrants 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.