



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one) NO YES			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES			
If yes, enclose a detailed explanation and copies of all documents.			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS
APPLICATION FOR LICENSURE AS A CERTIFIED INTERIOR DESIGNER**

LICENSE TYPE: <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> INTERIOR DESIGNER				
CHECK ONE	TYPE OF APPLICATION	FEE	CRIMINAL HISTORY	TOTAL FEES
	EXAM (ARE)(LARE)	\$100	\$21	\$121
	RECIPROCITY	\$100	\$21	\$121
	NCARB*	\$100	\$21	\$121
	CLARB**	\$100	\$21	\$121
	NCIDQ***	\$100	\$21	\$121
	REINSTATEMENT OF LAPSED LICENSE (UP TO 2 YEARS)	SEE INSTRUCTIONS FOR FEE SCHEDULE	_____	_____

Office Use Only: 1446—\$100 2619—\$21.00
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Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
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PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE		DATE	

NAME: _____

EDUCATION

If **NOT** applying with an NCARB certificate or with an IDP record, please have an official copy of your college transcript(s) forwarded to this office

OTHER

If applying by reciprocity, list which state are you applying from AND enclose an original verification of current licensure from that state. _____

In which state did you take the national exam (ARE, LARE, NCIDQ) or equivalent? _____
Please provide an original verification of exam from that state.

APPLICANT'S CERTIFICATION AND SIGNATURE

Read the statement below and sign where indicated as your certification of the information provided on this application.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief.

I will not perform or contract for any certified interior designer services in the state of Maine until such time as this application is approved and a license has been granted to me by the Maine Board.

By submitting this application I understand that the Maine Board of Architects, Landscape Architects and Interior Designers will rely upon this information for issuance of my license and that this information is truthful and factual.

I further understand that sanctions may be imposed, including denial, suspension or revocation of my license if this information is found to be false.

Applicant's Signature _____ **Date:** _____

NAME: _____

PRACTICAL EXPERIENCE

THIS SECTION TO BE USED TO VERIFY QUALIFICATION FOR LICENSURE WHEN THE APPLICANT DOES NOT HAVE AN NCARB/CLARB/NCIDQ CERTIFICATION OR AN IDP RECORD. IN ADDITION TO COMPLETING THIS CHART, THE APPLICANT MUST ALSO PROVIDE A SIGNED EMPLOYMENT VERIFICATION FORM FOR EACH EMPLOYER LISTED.

***If part-time work is noted, state average number of hours per week. **If “other” kinds of work are noted, please describe.**

Each employer noted must also sign an employment verification form.

Full Name & Complete Address of Supervisors of work experience	Dates of Employment Give Month & Year	Total Time Employed		General Practice	Teaching & Research	Public Service	Other—Explain*
		Part* Time	Full Time				
	From						
	To						
	From						
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	To						

HOW TO BECOME LICENSED AS AN INTERIOR DESIGNER IN THE STATE OF MAINE

The certification of Interior Designers is a title law in this state. Anyone may provide interior design services, however, only persons so certified by this Board may use the title “Certified Interior Designer” or “Licensed Interior Designer”.

Applicants for certification must successfully complete the examination administered by the National Council of Interior Design Qualification (NCIDQ). To qualify for the examination applicants must meet the following education and training requirements as set forth below. NCIDQ may be contacted on the internet www.ncidq.org or by phone (202) 721-0220.

EDUCATION	WORK EXPERIENCE
5 YEARS	1 YEAR
4 YEARS	2 YEARS

Once the exam has been completed an application for certification shall consist of:

1. State of Maine Application
2. \$121 Application Fee (make checks payable to “Treasurer State of Maine”)
3. NCIDQ record (you must tell NCIDQ to send us your entire record, not just the exam score)
4. Evidence of Current Standing in another state (if applicable)

IF DENIED:	IF APPROVED:
Applicant will be notified in writing of deficiencies and has 30 days to appeal	Applicant sent approval letter
	License number is issued through licensing system
	Renew license annually on June 30. Renewal forms mailed out at the end of April.

**APPLICATION FOR REINSTATEMENT OF
A CERTIFIED INTERIOR DESIGNER LICENSE
WHICH HAS LAPSED MORE THAN 90 DAYS
BEYOND THE EXPIRATION DATE**

Licensees whose licenses have lapsed beyond 90 days after the expiration date must re-apply as a new applicant via NCIDQ **OR** via direct reciprocity with another state. All steps will be the same as noted previously for new applicants except for the fee schedule which is as follows:

Reinstatement fee:	\$100.00	This is a one time fee.
Back Renewal fees:	\$100.00	For each year beyond the expiration date.
Back Late fees:	\$ 50.00	For each year beyond the expiration date.

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 122 Northern Avenue, Gardiner, Maine.
What hours are you open? 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

- **Do I need a college degree to become licensed as a certified interior designer in Maine?** Yes, Maine requires interior design applicants to have a four or a five year CIDA accredited degree in interior design.
- **Is there an exam?** Yes, you must take and pass all sections of the NCIDQ exam.
- **Does Maine have a continuing education requirement for renewal?** No.
- **Is there a charge to send my registration history and/or exam scores to another state for a reciprocal license or to NCARB for certification?** Yes, the fee is \$10.
- **Are interior decorators required to have a license in Maine?** No, as long as you do not refer to yourself as a licensed certified interior designer, you may practice interior decorating in the state of Maine.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.