

APPLICATION FORM

Specialist Membership



PERSONAL DETAILS:

Name				
Company				
Position (Please Tick)	Owner/Director	<input type="checkbox"/>	Employee	<input type="checkbox"/>
Company Size	>10	<input type="checkbox"/>	1-10	<input type="checkbox"/>
Address				
Telephone			Fax	
Mobile				
e-mail			www	

EDUCATIONAL DETAILS:

Qualification/s:	
Duration of Course	
Accrediting Body (City & Gills, Rodhec, Fetac)	
Address Of Educational Body	
Qualification/s:	
Duration of Course	
Address Of Educational Body	
Accrediting Body (City & Gills, Rodhec, Fetac)	
Address Of Educational Body	

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Type of Specialist Designer Membership (See below for descriptions and minimum criteria)	Sole Trader		Less than 5 employees		More than 5 employees	
	<i>Please tick which of the following best describes your business:</i>					
	Art			Furniture		
	Lighting			Print		
	Craft			3D Drawings		
	Kitchen Design			Interior Stylist		
Other (Please Specify)						
Area Of Expertise	Residential			Commercial		
No of years in Professional Practice						
PI Insurance Provider (If Any)						
Contact Details for Business Referees (Client, Supplier, Lecturer, Employer, etc.)	Name: Tel No: Email: Nature of Relationship:					
	Name: Tel No: Email: Nature of Relationship:					
How did you hear of us?						
What do you hope to achieve by joining the IA?						

I confirm that all the information that I have provided above is truthful and accurate.

Signature		Date
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IA CODE OF ETHICS

A member shall not consciously assume or accept a position in which his personal interests conflict with his professional duty.

A member shall not work simultaneously on assignments which are in direct competition without informing the clients or employers concerned, except in specific cases where it is customary for the designer to work at the same time for various competitors.

A member shall treat all knowledge of his client's intentions, production methods and/or business organisation as confidential and shall not, at any time, divulge such information without the consent of his client. It is the designer's responsibility to ensure that all members of his staff are similarly bound to confidentiality.

If requested to proceed with work on which the member has reason to believe another interior architect / designer is engaged the member should make efforts to inform such other interior architect / designer.

A member must be fair in criticism and shall not denigrate the work or reputation of a fellow designer.

A member shall not accept instruction from his client which knowingly involves plagiarism, nor shall he consciously act in a manner which might bring about plagiarism.

A member who collaborates with others on the design of a project shall do their utmost to ensure that any publicity relating to it accurately and fairly reflects the contribution of his colleagues.

A member who is asked to advise on the selection of designer shall accept no payment in any form from the designer recommended.

A member shall not evade his/her responsibilities to his/her client, suppliers or sub-contractors. Any advertising or publicity material must contain only truthful factual statements. It must be fair to clients and other designers and in accordance with the dignity of the profession.

A member shall not imply skills not attested to by his qualifications nor use his qualifications in a misleading way.

A member, before accepting a commission, shall satisfy him/herself that s/he can provide the technical, financial and administrative resources required to complete it to a reasonable professional standard.

When undertaking a commission shall, a member should confirm, in writing, to the client the scope of the services agreed and the terms & conditions of the agreement.

A member shall be honest and truthful in their dealings with clients, contractors and suppliers. A member shall comply with all the statutory procedures and regulations.

A member accepts professional responsibility to act in the best interest of the ecology and of the natural environment.

Members are advised to carry Professional Indemnity Insurance and any other insurance required.

Please sign our code of ethics to indicate your acceptance of them.

NAME _____

SIGNATURE _____

DATE _____

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<p>Specialist Designer</p>	<p>The IA defines a Specialist Designer as an individual qualified, either by education or experience to offer expertise products or services relevant to the interior design industry. These specialist designers may also offer their product/service direct to interior designers to support their business needs or products requirements. This can include art, print, craft, lighting, furniture, kitchen design, 3D drawings, or other services which we deem relevant and beneficial to the interior design sectors.</p> <p>The minimum criteria for registering as a Specialist with the IA are a combination of education and experience. Education should be in an accredited school or schools offering courses leading to a certificate, diploma or degree in their specialized area of expertise. Any one of the following combinations may be acceptable:</p> <ul style="list-style-type: none"> • Three year certificate / diploma in their specialized field plus one year of practical professional experience, or • Two year certificate / diploma in their specialized field plus two years of practical professional experience, or • One year certificate / diploma in their specialized field plus three years of practical professional experience or • Five years of professional experience <p>Individuals applying for full membership as a specialist designer should submit the following</p> <ul style="list-style-type: none"> • a completed application form (pages 1-3) • a copy of their qualification/s, or a letter from their college confirming the qualification and date obtained, or drawings and documents to indicate the scope of service provided on two of their most comprehensive projects • a copy of their company / business name registration certificate or a letter from their employer confirming their job title • a payment for the annual membership fee, which will not be cashed until your application has been approved.
<p>Fees for Specialist Designer</p>	<p>Sole Trader €195 Less than 5 Employees €250 Greater than 5 Employees €350</p> <p>The IA also accepts existing members of the following organizations: BIID, SBID and IDI.</p>