

# APPLICATION FORM



## PERSONAL DETAILS:

<b>Name</b>							
<b>Company</b>							
<b>Position</b> (Please Tick)	Owner/Director		Employee		Student		Graduate
<b>Company Size</b>	>10		1-10		1		1
<b>Address</b>							
<b>Telephone</b>				<b>Fax</b>			
<b>Mobile</b>							
<b>e-mail</b>				<b>www</b>			

## EDUCATIONAL DETAILS:

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

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<b>Type of Membership</b> (See below for descriptions and minimum criteria)	<input type="checkbox"/> Student	<input type="checkbox"/> Graduate	<input type="checkbox"/> Associate	<input type="checkbox"/> Full membership
	<b>If applying for Full Membership please tick which of the following best describes your business:</b>			
	<input type="checkbox"/> Interior Architect		<input type="checkbox"/> Interior Designer	
Other (Please Specify)				
<b>Area Of Expertise</b>	<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial	
<b>No of years in Professional Practice</b>	_____			
<b>PI Insurance Provider</b> (If Any)	_____			
<b>Contact Details for Business Referees</b> (Client, Supplier, Lecturer, Employer, etc.)	<b>Name:</b> _____			
	<b>Tel No:</b> _____			
<b>Email:</b> _____				
<b>Nature of Relationship:</b> _____				
<b>Name:</b> _____				
<b>Tel No:</b> _____				
<b>Email:</b> _____				
<b>Nature of Relationship:</b> _____				
<b>How did you hear of us?</b>	_____			
<b>What do you hope to achieve by joining the IA?</b>	_____			

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

<b>Signature</b>		<b>Date</b>
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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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## MEMBERSHIP DETAILS:

<p><b>Student Membership</b> €25</p>	<p>Available to anyone <b>studying design</b>. Individuals applying for student membership should accompany their completed application form with a copy of a <b>current student ID card</b>.</p> <p>If the membership card does not show a date the applicant must submit confirmation from the college that they are still attending a design course there.</p> <p>Student membership is only provided until the following June. If an applicant would like to extend their membership for a full year then they must submit confirmation from the college that they will be attending a design course there the following year.</p>
<p><b>Graduate Membership</b> €50</p>	<p>Available to <b>recent graduates</b> of interior design and interior architecture.</p> <p>Individuals applying for graduate membership should accompany their completed application form with evidence of their recent qualification.</p>
<p><b>Associate Membership</b> €110</p>	<p><b>Associate membership</b> is available to any graduate of course related to interior design or anyone providing design consultancy services.</p> <p>Individuals applying for associate membership should accompany their completed application form with either</p> <ul style="list-style-type: none"> <li>• a completed application form (pages 1-3)</li> <li>• a copy of their qualifications, or a letter from their college confirming the qualification and date obtained, or a letter from their employer confirming their job title, or, if self-employed, a copy of their company / business name registration certificate</li> <li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li> </ul>
<p><b>Full Membership €195</b></p> <p><b>Interior Stylist / Decorator</b></p>	<p>The IA defines an <b>Interior Stylist</b> as an individual qualified, either by education or experience to offer the following services; Furniture, Fittings and Finishes Specification, Project Management, Interior Staging.</p> <p>The minimum criteria for registering as an Interior Stylist / Decorator with the IA is a combination of education and experience. Education should be in an accredited school or schools and experience should be with a recognized individual or firm practicing interior design or interior styling. Any one of the following combinations may be acceptable</p> <ul style="list-style-type: none"> <li>• One year course in interior design / styling plus one year of practical professional experience</li> <li>• Six month course in interior design / styling plus 18 months of practical professional experience, or</li> <li>• Two years of practical professional experience</li> </ul> <p>Individuals applying for full membership as Interior Stylist / Decorator should submit the following:</p> <ul style="list-style-type: none"> <li>• a completed application form (pages 1-3)</li> <li>• 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</li> <li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li> <li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li> </ul>

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<p><b>Specialist Designer</b></p>	<p>The IA defines an <b>Specialist Designer</b> as an individual qualified, either by education or experience to offer expertise in one of the following areas; Furniture, Kitchens, Bathrooms, Lighting, etc</p> <p>The minimum criteria for registering as a Specialist Designer 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 interior design or furniture design. Experience should be with a recognized individual or firm practicing specialised design. Any one of the following combinations may be acceptable:</p> <ul style="list-style-type: none"> <li>• Three year certificate / diploma in interior / furniture design plus one year of practical professional experience, or</li> <li>• Two year certificate / diploma in interior / furniture design plus two years of practical professional experience, or</li> <li>• One year certificate / diploma in interior / furniture design plus three years of practical professional experience or</li> <li>• Five years of professional experience</li> </ul> <p>Individuals applying for full membership as a specialist designer should submit the following</p> <ul style="list-style-type: none"> <li>• a completed application form (pages 1-3)</li> <li>• 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</li> <li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li> <li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li> </ul>
<p><b>Interior Designer</b></p>	<p>The IA defines an <b>Interior Designer</b> as an individual qualified, either by education or experience to offer the following services; Spatial Planning of Internal Architectural Elements, Spatial Planning of Furniture, Construction Detailing of Interiors Elements, Furniture, Fittings, Finishes and Equipment Specification, Project Management</p> <p>The minimum criteria for registering as an interior designer 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 interior design. Experience should be with a recognized individual or firm practicing interior design. Any one of the following combinations may be acceptable:</p> <ul style="list-style-type: none"> <li>• Four year diploma / degree in interior design plus one year of practical professional experience, or</li> <li>• Three year certificate / diploma in interior design plus two years of practical professional experience, or</li> <li>• Two years certificate / diploma in interior design plus three years of practical professional experience, or</li> <li>• One year certificate / diploma in interior design plus four years of practical professional experience, or</li> <li>• Six years of professional experience.</li> </ul>

# APPLICATION FORM



	<p>Individuals applying for full membership as an interior designer should submit the following:</p> <ul style="list-style-type: none"> <li>• a completed application form (pages 1-3)</li> <li>• 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</li> <li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li> <li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li> </ul> <p>The IA also accepts existing members of the following organizations: BIID, SBID and IDI.</p>
<p><b>Interior Architect</b></p>	<p>The IA defines an <b>Interior Architect</b> as an individual qualified, either by education or experience to offer the following services; Guidance On Construction Projects, Spatial Planning Of Internal Architectural Elements, Construction Detailing Of Internal Architectural Elements, Furniture, Fittings, Finishes And Equipment Specification, Project Management, Planning Applications, Opinions On Compliance Optional Services - Fire Certificate Applications, Preliminary Health &amp; Safety Plans.</p> <p>The minimum criteria for registering as an interior architect with the IA are a combination of education and experience. The IA has adopted the standards of the European Charter of Interior Architecture Education. Education should be in an accredited school or schools offering courses leading to a certificate, diploma or degree in interior architecture. Experience should be with a recognized individual or firm practicing interior design. Any one of the following combinations may be acceptable:</p> <ul style="list-style-type: none"> <li>• Five years of professional education plus one year of professional practice in an Interior Architects or Architects office, or as a self-employed Interior Architect, proven by employers recommendation letter or portfolio, or</li> <li>• Four years of professional education plus two years of professional practice in an Interior Architects or Architects office, or as a self-employed Interior Architect, proven by employers recommendation letter or portfolio, or</li> <li>• In the case of insufficient education, 1.5 years of professional practice is required as a substitute for every year of missed education, proven by employers recommendation or portfolio</li> </ul> <p>Individuals applying for full membership as an interior architect should submit the following</p> <ul style="list-style-type: none"> <li>• a completed application form (pages 1-3)</li> <li>• 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</li> <li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li> <li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li> </ul>