



MEMBERSHIP APPLICATION FORM

PERSONAL DETAILS:

Name: _____

Company Name: _____

Position: Owner/Director Employee Student Graduate
(Please Tick)

Company Size Sole Trader 1-5 5-10 >10

Address: _____

Telephone: _____ Fax: _____ Mobile: _____

website: _____

e-mail : _____

EDUCATIONAL DETAILS:

Qualification/s: _____

Duration of Course: _____

Accrediting Body: (City & Guilds, Rodhec, Fetac) _____

Address of Educational Body: _____

Qualification/s: _____

Duration of Course: _____

Accrediting Body: (City & Guilds, Rodhec, Fetac) _____

Address of Educational Body: _____

Membership type required: (See below for descriptions and minimum criteria)

Full Member Associate Student Graduate

If applying for Full Membership please tick which of the following best describes your business:

Architect Interior Architect Interior Designer Industry Related Supplier (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: _____ Name: _____

Tel No: _____ Tel No: _____

Email: _____ Email: _____

Nature of Relationship: _____ Nature of Relationship: _____

How did you hear of us?

What do you hope to achieve by joining the IA?

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

Signature: _____

Date: _____

MEMBERSHIP APPLICATION CATEGORIES AND FEES

Student Membership €25

Student membership is available for anyone studying interior design or a related discipline. Student membership is only provided until the following June. Students may extend their membership for a full year on submission of confirmation from the college that they are continuing a design course.

Please submit the following:

- a completed online application form
- a copy of a dated student ID card or a letter from their college confirming their status as a current student.
- an online payment or cheque for the annual membership fee. All applications are subject to approval and applicants not meeting the listed requirements will be refunded any membership fees paid.

Graduate Membership €50

Graduate membership is for recent graduates of interior design and interior architecture courses, up to a maximum of two years. Please submit the following:

- a completed online application form
- a copy of your recent qualification
- an online payment or cheque for the annual membership fee. All applications are subject to approval and applicants not meeting the listed requirements will be refunded any membership fees paid.

Associate Membership €110

Associate membership is available to any graduate of a course related to interior design yet to obtain the necessary experience for full membership. Associate members receive a listing only on the IA website, this does not include a portfolio of the Associates work.

Individuals applying for associate membership should please submit the following:

- a completed online application form
- a copy of their qualifications or a letter from their college, or a letter from their employer confirming their job title or a copy of their company / business name registration certificate
- an online payment or cheque for the annual membership fee. All applications are subject to approval and applicants not meeting the listed requirements will be refunded any membership fees paid.

Full Membership €195

Full Membership is for Interior Designers, Architects, Interior Architects and Interior Stylists / Decorators and Industry related Suppliers who are qualified by education and or experience to provide a level of professionalism and expertise to home owners and clients. Individuals applying for **full membership** in **any** of the below categories should please submit the following:

- a completed online application form
- 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
- an online payment or cheque for the annual membership fee. All applications are subject to approval and applicants not meeting the listed requirements will be refunded any membership fees paid.

Full Membership €350 / €550 / €750

Design Practice

(depending on number of employees)

A Design practice may apply for membership covering individual employees, provided each employee meets the individual criteria as an interior designer, interior architect, interior stylist etc.

Membership fees this category : 1-3 Members: €350 4-6 Members: €550 7-9 Members: €750

Interior Architect

The IA defines an Interior Architect 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 & Safety Plans.

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 and all those applying for membership as Interior Architects will be required to meet these standards. 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:

- 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 by portfolio, or
- 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 by portfolio, or
- 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 letter or by portfolio.

Interior Designer

The IA defines an Interior Designer 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.

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:

- Four year diploma / degree in interior design plus one year of practical professional experience, or
- Three year certificate / diploma in interior design plus two years of practical professional experience, or
- Two years certificate / diploma in interior design plus three years of practical professional experience, or
- One year certificate / diploma in interior design plus four years of practical professional experience, or
- Six years of professional experience

Interior Stylist

The IA defines an Interior Designer as an individual qualified, either by education or experience to offer the following services:

Furniture, Fittings and Finishes Specification, Project Management, Interior Staging.

The minimum criteria for registering as an Interior Stylist 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:

- Two years of practical professional experience, or
- Six month course in interior design / styling plus 18 months of practical professional experience, or
- One year course in interior design / styling plus one year of practical professional experience

The IA defines an Industry related supplier as an individual qualified, either by education or experience to offer a design related product or service that is relevant to the Interior Design industry. These suppliers may offer their product/service direct to interior designers to support their business needs or product requirements. Examples include artist, printmaker, craftsperson, lighting specialist, furniture maker, kitchen designer, 3D visual artist, photographer or any other product or service we deem relevant and beneficial to the interior design sector.

The minimum criteria for registering as an Industry related supplier 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 a design led discipline. Experience should be with a recognized individual or firm practicing specialised design. Any one of the following combinations may be acceptable:

- One year certificate / diploma in a design led discipline plus three years of practical professional experience,
- Two year certificate / diploma in a design led discipline plus two years of practical professional experience, or
- Three year certificate / diploma in a design led discipline plus one year of practical professional experience, or
- Five years of professional experience.

Membership fees this category :

Sole Trader: €195

Fewer than 5 Employees: €250

Greater than 5 Employees: €350

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 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.

Signature:

Date: