

ARP Education Review Instructions

PURPOSE

This process was established to evaluate examination applicants who have the same competencies as measured by traditional routes, but who, for whatever reason, took a different path to gain those competencies. The purpose of the **Education Review Form** is to provide a mechanism for evaluators to review an applicant's educational background to determine which competencies were met during a post-secondary education.

The process is divided into three (3) steps:

1. **Education Evaluation Review**
2. Dossier Review
3. Personal Interview (*if required*)

CHECKLIST

- Applicant must provide a completed **Education Review Form** in electronic format.
- Applicant must provide an **official transcript** from the institution(s) attended. If multiple institutions were attended then a transcript for each must be provided. Transcripts must be submitted in addition to the **Education Review Form**.
- Applicant must include a copy of **course descriptions** during the time courses were taken from the educational institution, along with a statement of institutional accreditation by the US Department of Education or Canadian Provincial Ministry of Education.
- Enclose payment in the amount of U.S. **\$595** (non-refundable) made payable to *Council for Interior Design Qualification*.

Note: All documents, including supporting materials, **MUST** be completed in English. Any required translation must be performed by a certified translator.

SUBMIT

Send completed Educational Review Form, course descriptions, transcripts, and institutional accreditation via Dropbox or some other document exchange tool to:

Cornelia Springer at cspringer@cidq.org

INSTRUCTIONS

1. Complete the **Education Review Form** in electronic form. The form is divided into 4 columns. Columns 2-4 must be completed for all areas. Use N/A (not applicable) where necessary. No courses will be evaluated without a detailed and complete narrative in Column 4.

Column 1: Knowledge and Skill Requirements

Column 1 lists specific topics, experiences and requirements for application of knowledge and skills acquired throughout the course of the curriculum.

Column 2: Course Title, Number and Institution

Column 2 provides an area for you to list course titles and numbers for all courses that addressed the content/activities/experiences and requirements for application of knowledge and skills indicated in Column 1. You may use the same course title and number multiple times throughout this form. Where the following method was not used at your campus, provide from your college's numbering method on the transcript or catalog.

- 100-Freshman
- 200- Sophomore
- 300-Junior
- 400-Senior
- 500-Graduate

Note: *If you are submitting multiple transcripts, this column provides an area for you to identify from which institution you obtained the knowledge and skill.*

Column 3: Indicate Class Type

Column 3 provides an area for you to identify if the course was lecture, lab, studio, combination or other (i.e.: internship, community service).

Column 4: Narrative

Column 4 provides an area for you to describe in narrative how the courses identified in Column 2 addresses the content/activities/experiences and requirements for application of knowledge and skills indicated in Column 1. Please refer to words such as *identify, apply, provide, and demonstrate* to formulate your narrative. This narrative is critically important and will assist the education review team to understand your particular educational experience. Please complete the narrative section as comprehensively as possible.

EDUCATION REVIEW FORM EXAMPLE:

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Knowledge & Skill Requirements	Course Title, Number & Institution	Indicate Class Type: Le = lecture St = studio La = lab Ot = other*	Narrative
HEALTH, SAFETY, AND WELFARE			
Identify where in your academic program you acquired knowledge which illustrates your ability to achieve compliance with laws, codes, standards, and guidelines that impact fire and life safety:			
1. Compartmentalization –fire separation and smoke containment	ID170 – BC & STDS ID205 – ID 2	Le Le & St	Project documentation, names building type, occupancies, exiting, and fire separation.

SEND COMPLETED EDUCATION REVIEW FORM, COURSE DESCRIPTIONS, TRANSCRIPTS, AND INSTITUTIONAL ACCREDITATION VIA DOCUMENT EXCHANGE TOOL TO:

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