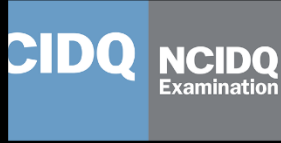


## New Work Experience Requirements FAQs

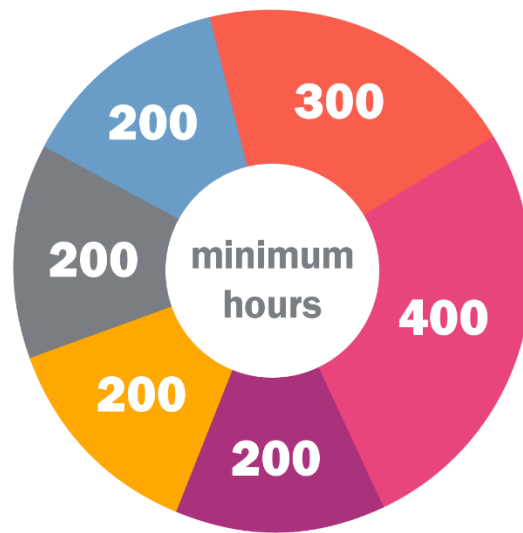
- 1. If a candidate has submitted an application prior to February 1, 2024 and it is in queue to be reviewed for eligibility, will the candidate have to satisfy the new work experience requirements?**  
**ANSWER:** If the application is submitted prior to February 1, 2024 and is subsequently approved, the candidate will be approved based on the existing work experience requirements. If, however, the application is not approved, then the new work experience requirements will apply.
- 2. If a candidate has a Work Verification Form that was uploaded in the previous Certification Management System (CMS) which was already signed off on by their supervisor or sponsor, will they need to have their supervisor sign off on those hours again?**  
**ANSWER:** No, CIDQ staff will be able to assist candidates in overriding the need to have the work experience that was previously verified by a direct supervisor/sponsor verified again.
- 3. When will candidates be able to start documenting their hours in their MyNCIDQ account in the format needed for the new requirements that go into effect on February 1, 2024?**  
**ANSWER:** Candidates can now begin documenting the minimum hours needed in the specific design categories. However, they will not be a requirement until February 1, 2024.
- 4. If a candidate applied for the IDFX (Route 2, Part 1) section of the exam and has completed/passed it prior to February 1, 2024, but has not yet gained the work experience to sit for the IDPX/PRAC, will they be required to adhere to the new requirements or will they be grandfathered in?**  
**ANSWER:** If the minimum work experience has not been acquired for the IDPX/PRAC exam application, and therefore has not been submitted/approved prior to February 1, 2024, candidates will need to adhere to the new work experience requirements.
- 5. Do the work experience changes affect interior design students who apply using the IDFX (Route 2, Part 1) during their senior year?**  
**ANSWER:** No, not initially. Candidates using the IDFX (Route 2, Part 1) application are only submitting their transcript and no work experience. However, if a candidate uses an internship as part of their work experience, they will need to document those hours as per the new minimum categories as of February 1, 2024.
- 6. Is there a tool available that could help candidates/students track their experience for each of the design categories?**  
**ANSWER:** No, it really is as simple as keeping an EXCEL spreadsheet of weekly hours worked per design category, almost like a timesheet.



**EFFECTIVE FOR ALL APPLICATIONS  
SUBMITTED ON & AFTER  
FEBRUARY 1, 2024**

**Minimum hours will be required in each of the following categories for all candidates:**

- **Programming/Pre-Design**  
200 HOURS
- **Schematic Design**  
200 HOURS
- **Contract Administration**  
200 HOURS
- **Design Development**  
300 HOURS
- **Construction Documents**  
400 HOURS
- **Professional Practice**  
200 HOURS



Total work experience hours needed remain unchanged. Remaining hours required beyond these minimums may be earned in any of the above categories.