

## Canadian ARP Dossier Application Instructions

### PURPOSE

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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 **Dossier Review Form** is to provide a mechanism for evaluators to review an applicant's experiential background to determine which competencies were met as a result of interior design practice experience.

The process is divided into three (3) steps:

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

**Note: The Dossier Review process will begin once the results of the Education Evaluation Review process have been completed and communicated.**

### CHECKLIST

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- Applicant must provide a completed **Dossier Review Form in electronic format.**
- Applicant must provide a complete **professional resume/vitae.**
- Applicant must submit a minimum of three **(3) projects** throughout this process. If more than 3 projects would illustrate the candidate's design practice experience to a greater degree, then additional projects should be included.
- Applicant must submit **one reference** from a registered design professional for each **project or two references** from non-registered design professionals that clearly describe the applicant's roles and responsibilities for each project.
- Applicant must submit a **dossier** in an electronic format of interior design professional practice work which illustrates your knowledge, skill or ability identified in each category within the dossier.

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

## SUBMIT

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*Send completed dossier review form, references, projects and supporting documentation via Dropbox or some other document exchange tool with appropriate file structure to:*

Cornelia Springer at [cspringer@cidq.org](mailto:cspringer@cidq.org)

## INSTRUCTIONS

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1. The **Dossier Review Form** you receive will identify which of the criteria has been previously met through the education review. Applicant must complete the **Dossier Review Form** to document clearly and completely that the remaining requirements have been met through professional interior design experience.
2. Complete **Project Information Form(s)** in electronic format provided for each project submitted.
3. Provide a professional resume/vitae which includes a brief description of the interior design tasks performed at each place of employment.
4. Complete the **Dossier Review Form** in electronic form. The form is divided into 4 columns. Columns 2-4 must be completed for all areas unless otherwise noted on **Dossier Review Form**.

### **Column 1: Knowledge and Skill Requirements**

Column 1 lists specific topics, experiences and requirements which illustrate the applicant's knowledge and skills acquired through interior design practice.

### **Column 2: Project**

Column 2 provides an area for the applicant to identify the project in their dossier that addresses the content/activities/experiences and requirements for application of knowledge and skills indicated in Column 1. You may indicate the same project for a number of categories, but you are required to include a minimum of three (3) projects throughout this form. You may submit as many projects as required to fully and completely illustrate the knowledge and skills required.

### **Column 3: Indicate Tab and reference of dossier**

Column 3 provides an area for the applicant to identify the location in their dossier where the project information can be found. (There may be a number of references within each tab of your dossier).

### **Column 4: Narrative**

Column 4 provides an area for the applicant to describe in narrative how the project 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

dossier review team to understand your particular interior design experience. Please complete the narrative section as comprehensively as possible.

**DOSSIER REVIEW FORM EXAMPLE:**

COLUMN 1	COLUMN 2	COLUMN 3	COLUM 4
<b>Knowledge &amp; Skill Requirements</b>	<b>Project</b>	<b>Tab</b> (project name/number) & <b>Reference</b> within that tab	<b>Narrative</b> (Use to support your project examples. In some cases a narrative only is required.)
<b>HEALTH, SAFETY, AND WELFARE</b>			
Identify where in your design career or design project work you applied evidence which illustrates compliance with laws, codes, standards, and guidelines that impact fire and life safety:			
1. Compartmentalization – Fire separation	ABC Office Project #333	Tab 1	Project documentation, names building type, occupancies, exiting, and fire separation.

Create your **Dossier** for every tab unless noted otherwise. It must be clear to the reviewer as to where you gained your knowledge for a task. The following examples offered are for the purposes of illustration only and should not be construed as required or as an inclusive list of items that must be evidenced:

- Floor plans, sections, elevations, details, schedules
- 3-D sketches and renderings by any medium manual or computer generated, that successfully communicates the design intent
- Word documents: meeting minutes, team organization charts, contracts, invoices, change orders, RFI, proposals
- Spreadsheets: fee estimates, project schedules
- Project management documentation, financial management documentation
- Proof of other means of learning about a specific area such as continuing education or seminars for specifics
- Photographs with caption
- Material and Finish documentation: specifications, photos, presentation boards
- LEED™ documentation: LEED™ forms, LEED™ reports, LEED™ project certificates, LEED™ AP certificates, material documentation / LEED™ required documentation

Applicant must highlight and note the specific area(s) within the drawings, etc. that relate to the criteria and must describe their contribution in the Narrative section on the **Dossier Review Form**. Applicant **MUST** highlight and note clearly the specific knowledge or skill requirement by labeling/bubbling, tagging and cross referencing to the relevant tab the pertinent portion of your drawing or submission.

### **ELECTRONIC FILE NAMING FORMAT:**

The Dossier is an electronic submission. Following is a description of the file format to be used for the submission. The required forms should be organized in the folder management format noted below. All documents must be saved as PDF files and stored in the appropriate folder.

- Each project should have a folder for the general project information requested on the Project forms.
- Each of the headings and sub-headings on the Dossier Review Form should have a separate folder for the required document.

### **ELECTRONIC FILE PROTOCOLS:**

**Applicant Information** (folder) / First.Last Name\_Date.PDF

**Project Information** (folder)

**Project 1** (folder)

Proj\_1\_Form.PDF

Proj\_1\_Reference.PDF

FloorPlan.PDF

Int\_Elev.PDF

\*Label all drawings and photos with titles that describe content

\*Applicant may add additional folders as required

**Resume/Vitae** (folder) / First.Last Name\_Resume.PDF

**Dossier Review Form** (folder) / First.Last Name\_Dossier\_Review\_Form.PDF

Tab 1 HSW (folder)

1.1.a (folder)

Save PDF files clearly noting the area of project (by labeling/bubbling, tagging and cross referencing to relevant tab) that demonstrates experience related to this criterion.

File Name: Project1\_plan/elev/RFS.PDF (name the file with the project number and the description of what the document is representing).

**SEND COMPLETED DOSSIER REVIEW FORM, REFERENCES, PROJECTS, AND SUPPORTING DOCUMENTATION VIA DOCUMENT EXCHANGE TOOL TO:**

**Cornelia Springer at [cspringer@cidq.org](mailto:cspringer@cidq.org)**