

## Who Can be a Direct Supervisor and/or Sponsor?

A direct supervisor and/or sponsor must be a design professional, defined as someone who meets at least one of the following three criteria:

- NCIDQ Certified Interior Designer
- State/Provincial Licensed/Registered/Certified/Regulated Interior Designer in the U.S. or Canada
- State/Provincial Licensed/Registered Architect in the U.S. or Canada who provides interior design services

A **Direct Supervisor** is a design professional, as defined above, who provides substantial oversight and control of a candidate's work and possesses detailed knowledge of the tasks performed.

A **Sponsor** is a design professional, as defined above, who agrees to review a candidate's professional progress and affirm interior design knowledge. A sponsor may or may not work within the same firm as the candidate.

Frequent and ongoing conversations are encouraged between candidates and supervisors/sponsors to ensure candidates have a well-rounded experience, including the design categories listed below. A supervisor/sponsor can sign off on current or previous work.

## Sponsor Requests

Complete the following checklist **BEFORE** contacting CIDQ for sponsorship assistance:

- ☐ I have a MyNCIDQ account and have started an NCIDQ Exam application
- ☐ I have requested my transcript be sent from my educational institution to CIDQ
- ☐ I have confirmed that my transcript has been received by CIDQ (you will receive an email confirmation from CIDQ upon receipt)
- ☐ I have established that I **DO NOT** have anyone in my network who meets the criteria listed above to verify my work experience

Once all boxes have been checked, you may reach out to CIDQ ([Kayla Karpp](#)), who will provide you with contacts from our volunteer sponsorship pool. It is **YOUR** (the candidate's) responsibility to reach out to these individuals to secure a sponsor who will be willing to verify your work experience. Sponsor requests should be sent **at least one month** before the application deadline (for spring and fall). You must provide the sponsors with any documentation that will demonstrate your interior design knowledge so that the sponsor feels comfortable verifying your work experience.