

NCIDQ Candidate Handbook

About this Handbook

The NCIDQ Candidate Handbook is the primary source of information for the NCIDQ Exam and provides individuals with everything they need to know and understand while going through the certification process. Candidates who are applying for and planning to take the NCIDQ Exam should read this handbook and familiarize themselves with the policies and procedures outlined. All individuals who go through this process must comply with the policies, procedures, and deadlines in this handbook and must attest to the fact that they have read and reviewed the [NCIDQ Candidate Agreement](#) when applying. The policies and procedures in this handbook help maintain process integrity and ensure test fairness and validity for all candidates and certificate holders.

CIDQ reserves the right, at its discretion, to change the standards, policies, procedures, application, and/or requirements for the NCIDQ Exam at any time. The most current and accurate information will be posted on the website at cidq.org and/or will be communicated directly to candidates via email.

Nondiscrimination Statement

CIDQ does not discriminate based on race, color, national origin, sex, gender identity, age, religion, sexual orientation, disability, or any other status that is protected by applicable law.

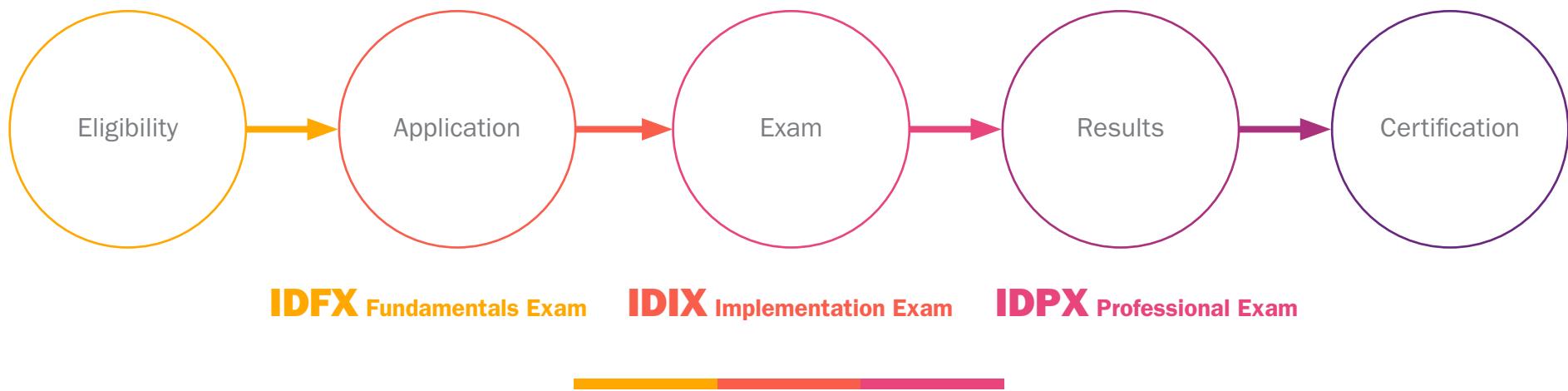
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NCIDQ Certification Process



NCIDQ Certification Process



The NCIDQ Exam is offered twice a year, in the spring (April) and in the fall (October). To be eligible to sit for the NCIDQ Exam, candidates must meet specific education and work experience requirements.

Once a candidate has been approved to sit for the exam, a candidate's application eligibility period will begin. For candidates applying for Route 1 (IDFX, IDIX (formerly PRAC), IDPX), their eligibility period is 10 exam administration periods (about five years). Candidates who do not meet the work experience requirement should apply using the Route 2, Part 1 (IDFX) exam application; their eligibility period is four (4) exam administration periods (about two years). Therefore, it is important NOT to apply until a candidate is ready to begin taking the NCIDQ Exam.

A candidate's eligibility timeline begins with the next exam administration period following application approval.

Preliminary exam results are usually sent to candidates by email within an hour of testing, but availability may differ. The official Score Report will be posted in a candidate's MyNCIDQ account for access approximately six (6) weeks after the close of the exam administration period.

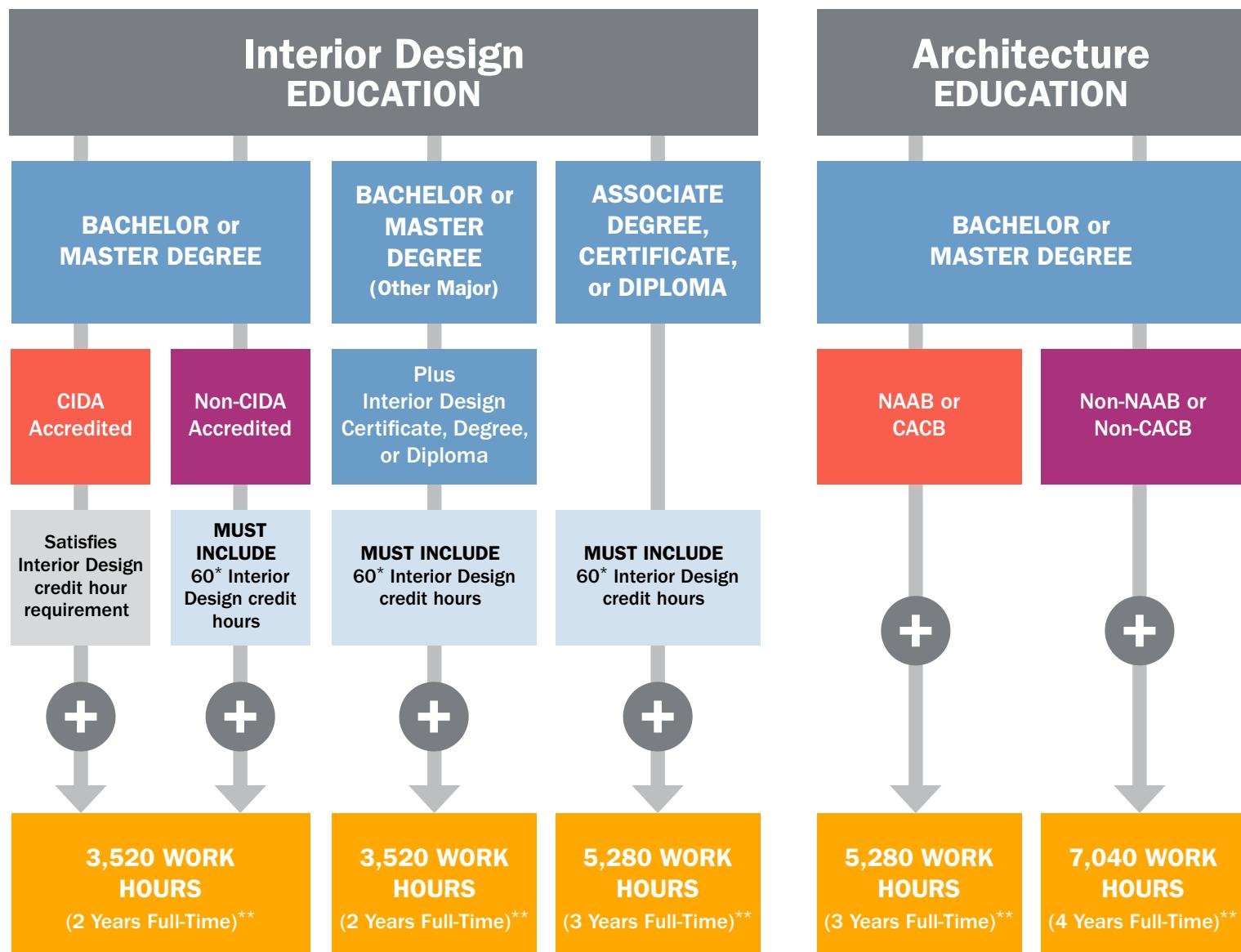
With a valid approved application on file, after passing all three (3) sections of the NCIDQ Exam within an application eligibility period, individuals will earn their NCIDQ Certificate and receive an NCIDQ Certificate number. Certificate Holders must renew their certificate annually to remain active.

Eligibility Requirements



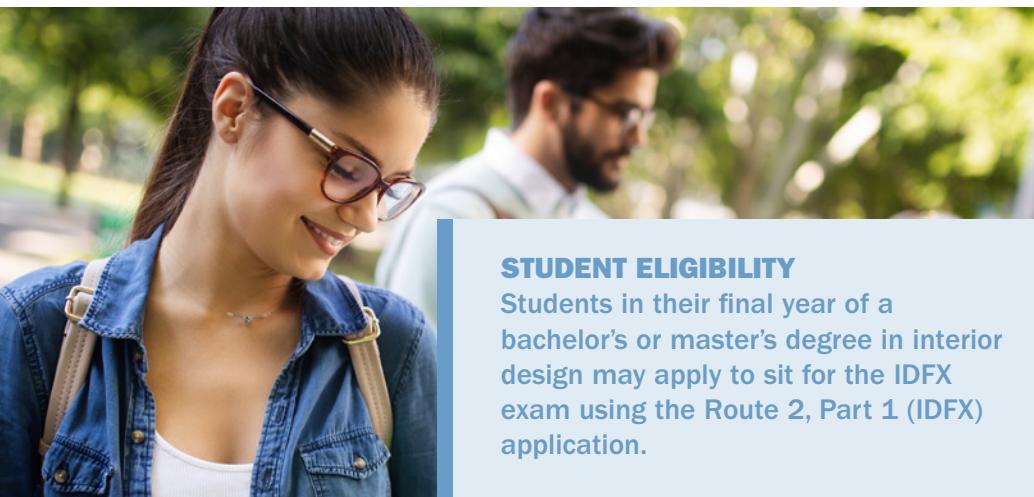
Eligibility Requirements

To be eligible to sit for the NCIDQ Exam, candidates must meet specific **education** and work **experience** requirements as outlined here.



*60 semester or 90 quarter
Interior Design credit hours

**Up to 1,760 hours of interior
design work experience,
earned prior to graduation,
may be included in overall
work experience total.



STUDENT ELIGIBILITY

Students in their final year of a bachelor's or master's degree in interior design may apply to sit for the IDFX exam using the Route 2, Part 1 (IDFX) application.

WORK EXPERIENCE VERIFICATION

Work experience hours must be earned and verified by a Direct Supervisor or Sponsor who meets one of the following criteria:

- NCIDQ Certified Interior Designer
- State/Provincial Licensed/Registered/Certified 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, 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, who agrees to review a candidate's professional progress and affirms interior design work experience hours. A sponsor may or may not work within the same organization as the candidate.

A sponsor must determine and be comfortable reviewing a candidate's presented work, whether past or present. This may include a review of drawings and plans; photographs; project portfolios; and references, as examples.

CIDQ recommends candidates meet quarterly with their Direct Supervisor or Sponsor to discuss and review the candidate's work experience. Meetings must occur via phone, video chat, or in person; email-only is not sufficient. It is the responsibility of the candidate to schedule meetings with their Direct Supervisor/Sponsor. Discussions with Supervisors/Sponsors should focus on the phases of a design project (Pre-Design, Programming, Schematic Design, Design Development, Contract Documents, Bidding/Tendering, Contract Administration, Project Conclusion, Ancillary/Additional Services) and the specific experience being gained. Particularly with sponsors, candidates should be prepared to convey a thorough description of their work and its applicability to the project phases.

Candidates will be required to [meet minimum work experience hours in various design categories](#).

SPONSOR REQUESTS

Complete the following checklist BEFORE contacting CIDQ for sponsorship assistance:

- I have a MyNCIDQ account and started an NCIDQ Exam application
- I have confirmed that my transcript has been received by CIDQ (you will receive an email confirmation from CIDQ upon receipt)

I DO NOT have anyone in my network who meets the criteria 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 is 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 sponsor with any documentation they request that will demonstrate your interior design knowledge so they feel comfortable verifying your work experience.

CANDIDATES FROM OUTSIDE THE U.S. OR CANADA

Candidates with an interior design education (degree, diploma, or certificate) or bachelor's degree (minimum) in architecture earned abroad may qualify for the NCIDQ Exam. Transcripts must

be translated and evaluated by an education evaluator such as [World Education Services](#) or [Education Credential Evaluators](#).

Submitted evaluations must include school name, major, degree type and date conferred and course titles with corresponding U.S. credit equivalency and grades to ensure education meets CIDQ's requirements of 60 semester or 90 quarter credit hours of interior design coursework.

ALTERNATIVE REVIEW PROGRAM (ARP)

Candidates who are unable to document the minimum educational requirements may be able to obtain exam eligibility through the Alternative Review Program (ARP). In order to apply via the ARP, a candidate must have a minimum of 8,800 hours (approx. 5 years) of interior design work experience to offset some formal education requirements. Contact CIDQ at inquiries@cidq.org or 202.721.0220 or go to our website for additional information about the [ARP process](#).



Meeting CIDQ's education and work experience requirements **does not** guarantee that a candidate will meet their jurisdiction's requirements to be a licensed/registered/certified interior designer. Please check the [jurisdictional requirements](#) to ensure you meet the requirements to become licensed, certified, or registered in the jurisdiction in which you want to practice.

APPLICATION ELIGIBILITY ROUTES

Route 1 (IDFX, IDIX, IDPX)		
IDFX	IDIX	IDPX

Candidates who meet both the education and work experience requirements at the time they submit their application, should apply for Route 1 (IDFX, IDIX, IDPX).

Application requirements for all three sections (IDFX, IDIX, IDPX) include:

1. Official transcript(s) must be sent directly by educational institution to CIDQ at transcripts@cidq.org. Once received and uploaded by CIDQ, email notification will be sent to candidate.
Note: Official transcript must show degree awarded and date conferred.
2. Add work experience to application in MyNCIDQ account and have direct supervisor/sponsor verify. Include separate entry for each position held.
3. Pay application fee and submit.
4. Applications are reviewed within 10 business days of submission. Upon review, an email notification will be sent indicating application status.

Route 2, Part 1 IDFX Only	
IDFX	

Candidates who meet **only** the education requirement, but have not yet acquired the necessary work experience, should apply for the Route 2, Part 1 (IDFX) exam. Additionally, students in their final year of a bachelor's or master's degree program in interior design are eligible to apply using the Route 2, Part 1 (IDFX) exam application.

Application requirements for the IDFX exam:

1. Official transcript(s) must be sent directly by educational institution to CIDQ at transcripts@cidq.org. Once received and uploaded by CIDQ, email notification will be sent to candidate.
2. Pay application fee and submit.
3. Applications are reviewed within 10 business days of submission. Upon review, an email notification will be sent indicating application status.

*If a transcript showing a completed degree was previously submitted with the Route 2, Part 1 (IDFX) application, the transcript does not have to be resubmitted and can be found in the library of the candidate's MyNCIDQ account.

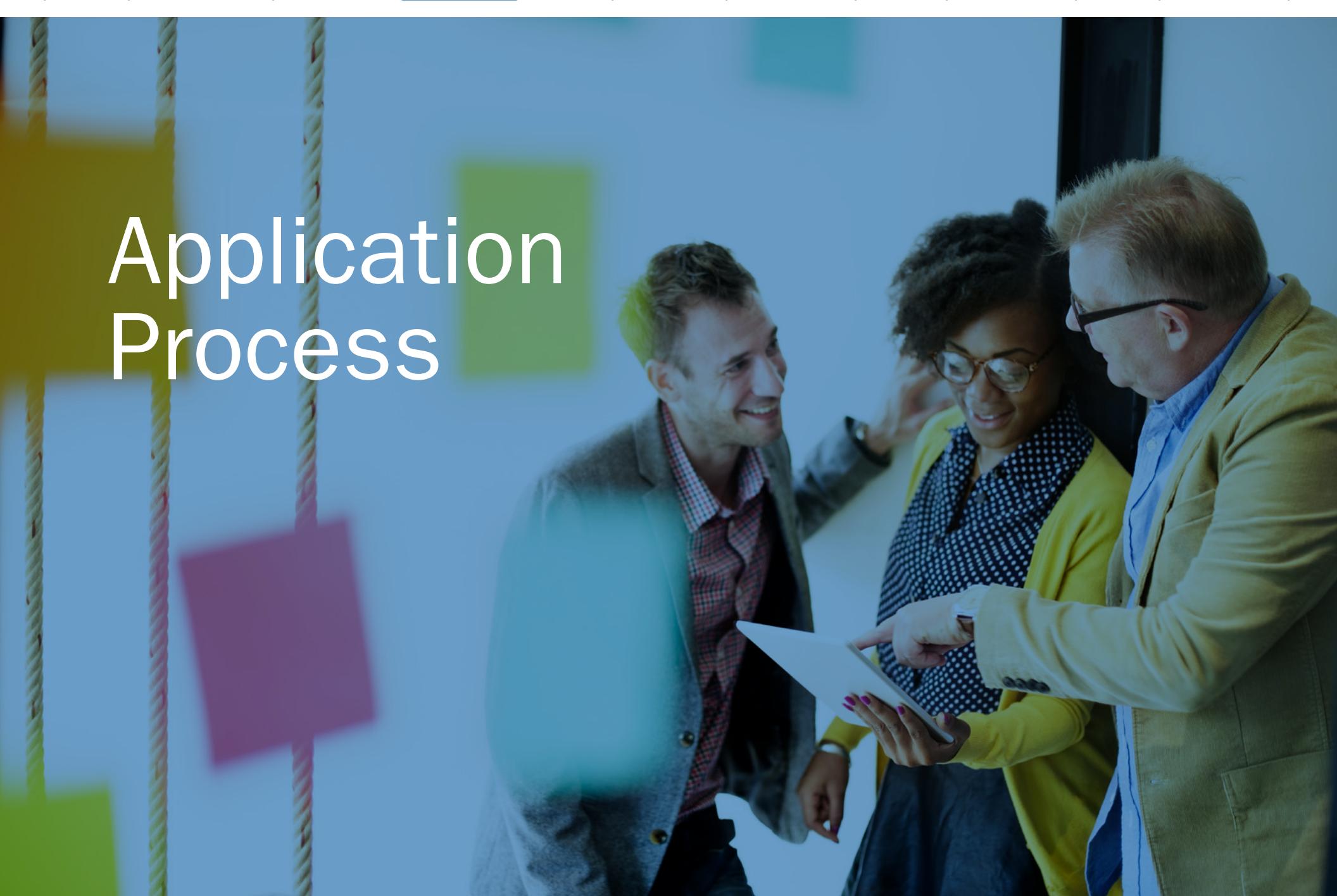
Route 2, Part 2 IDIX/IDPX	
IDIX	IDPX

Upon having an approved IDFX exam application and completing the required work experience hours, candidates must submit a new application with an **official*** transcript, work experience verified by their direct supervisor/sponsor, and application fee paid for the IDIX and IDPX exams.

Application requirements for IDIX/IDPX exams:

1. Official transcript(s) must be sent directly by educational institution to CIDQ at transcripts@cidq.org. Once received and uploaded by CIDQ, email notification will be sent to candidate.
Note: Official transcript must show degree awarded and date conferred.
2. Add work experience to application in MyNCIDQ account and have direct supervisor/sponsor verify. Include separate entry for each position held.
3. Pay application fee and submit.
4. Applications are reviewed within 10 business days of submission. Upon review, an email notification will be sent indicating application status.

Application Process



Application Process

FOLLOW THE STEPS BELOW TO APPLY FOR THE NCIDQ EXAM

1	Go to cidq.org and create a MyNCIDQ account .
2	In your MyNCIDQ account, enter first and last name as it appears on a valid (non-expired), original government-issued photo ID with signature.
3	Start the application.
4	Select the eligibility pathway that describes your education and/or work experience.
5	Have educational institution(s) email official transcript(s) directly to CIDQ at transcripts@cidq.org . Official transcripts from educational institution may also be mailed to CIDQ, 225 Reinekers Lane, Suite 210, Alexandria, VA 22314.
6	Add work experience to application in MyNCIDQ account and have direct supervisor/sponsor verify, if applying for Route 1 (IDFX, IDIX, IDPX) or Route 2, Part 2 (IDIX/IDPX) . Include a separate entry for each position held.
7	Once CIDQ has received and uploaded a candidate's transcript(s), an email notification will be sent to complete the application and pay the application fee.
8	Attest that you have read and will abide by the NCIDQ Candidate Handbook and the NCIDQ Candidate Agreement .
9	Submit completed application and payment to initiate application review. Applications will be reviewed and results communicated within 10 business days.
10	Once an application is approved, candidates have 10 exam administrations (about five years) to take and pass Route 1 (IDFX, IDIX, IDPX) . If applying for Route 2, Part 1 (IDFX) , candidates have four exam administrations (about two years) to take and pass the IDFX exam.

For expedited handling, official transcripts should be sent electronically directly from the educational institution to transcripts@cidq.org. When requesting transcripts, please ensure there are no restrictions to avoid access/download issues.

*If applying for the Route 2, Part 1 (IDFX) exam initially, the Route 2, Part 2 (IDIX/IDPX) application will need to be submitted once the work experience requirements are met.

POLICIES AND CANDIDATE AGREEMENT

The [NCIDQ Candidate Agreement](#) is a legally binding contract between the candidate and CIDQ and sets forth the terms and conditions under which CIDQ will permit candidates to apply, register and take the NCIDQ Exam. Candidates are required to review the Consent Agreement and agree to be bound by these policies when completing their application.

Deficient Applications

Candidates whose applications are deemed deficient during the review process will receive an email identifying the deficiency. They will be able to address/correct their deficiency and resubmit their application for another review. Candidates have until the application deadline date to resolve the deficiency. If the deficiency is not resolved by the deadline date, the application will be open for 3 years. After that time frame, the application will be closed and a new application will need to be created.

Testing Accommodations

CIDQ is fully committed to providing reasonable testing accommodations for a candidate's documented medical condition that constitutes a qualifying disability under the Americans with Disabilities Act (ADA). To request testing accommodations, a candidate must complete the [Testing Accommodations Request](#) form at the same time an exam application is submitted, and **prior to** scheduling an exam appointment with Prometric. Applicable approved testing accommodations will be valid for the duration of an exam application eligibility.

CIDQ is unable to add testing accommodations to an existing exam appointment. If a request for testing accommodations

is made after an exam appointment has been scheduled, the current exam appointment must be cancelled for testing accommodations to be reviewed, approved, and added to an active eligibility. Scheduling an exam appointment prior to receiving approval of testing accommodations may result in limited exam appointment options.

Any information provided regarding the need for accommodations will be treated with strict confidentiality; the need for the accommodation will only be shared by CIDQ with Prometric, our test delivery vendor, to facilitate the accommodation at the testing site. To find out about approved personal items allowed at testing locations without pre-approval go to www.prometric.com/pre-approved-items.



EXAM DATES & DEADLINES

The NCIDQ Exam is offered twice a year, in the spring (April) and in the fall (October). Applications are accepted throughout the year with specific deadlines for each exam administration.

	SPRING EXAMS	FALL EXAMS
Applications Accepted	August 1 – January 31 DEADLINE: JANUARY 31*	February 1 – July 31 DEADLINE: JULY 31*
Exam Payment & Scheduling Period	January 3 – March 31	July 1 – September 30
Exam Administration	April 1 – 30	October 1 – 31

*A complete and paid application must be received by 11:59 pm ET on the application deadline date to be reviewed for eligibility for that exam administration period. NOTE: If the application deadline date falls on a weekend, the deadline date will be the next business day at 11:59 pm ET.

EXAM FEES

Fees if Applying for Route 1 (IDFX, IDIX, IDPX)

(Candidates who meet both the education and work experience requirements should apply for Route 1 (IDFX, IDIX, IDPX).)

Application Fee**	Exams	Exam Fee	Exam Payment & Scheduling Period
\$235	IDFX	\$305	Spring: January 3 – March 31 Fall: July 1 – September 30
	IDIX	\$470	
	IDPX	\$365	

Fees if Applying in Two Parts

(Candidates who do not meet the work experience requirement and apply for Route 2, Part 1 (IDFX) first, must submit another application for the Route 2, Part 2 (IDIX/IDPX) once the work experience requirements have been met.)

Application Fee**	Exams	Exam Fee	Exam Payment & Scheduling Period
\$100	IDFX	\$305	Spring: January 3 – March 31 Fall: July 1 – September 30
	IDIX	\$470	
	IDPX	\$365	

** All fees are payable in U.S. Dollars. Application fees are non-refundable. Payments are made via credit card, using candidate's MyNCIDQ account. We do not accept check payments.

Once a candidate is approved to take the NCIDQ Exam, the applicable exam fees (see [website](#) for current rates) must be paid during the designated payment and scheduling period for the exam administration they intend to take.



ADDITIONAL FEES

Fee Type	Fee*	Details
Reschedule Fee	\$30/exam	<ul style="list-style-type: none"> Payable to Prometric. Reschedule requests made between five (5) and 30 days before the originally scheduled exam appointment. Reschedule requests apply to the current exam administration period ONLY.
Cancellation Fee	\$100/exam	<ul style="list-style-type: none"> Exams must be cancelled thru Prometric. A cancellation fee will apply for any exam cancelled after purchase up to five (5) days prior to a scheduled exam appointment. A cancellation fee will apply for exams purchased but not scheduled. Exam fees for unscheduled exams cannot be carried forward. Candidates who do not schedule an exam for the current administration must notify CIDQ to receive a partial refund. Without notification, exam fees will be forfeited. The cancellation fee will be deducted from the refund due and will be processed by CIDQ. Exams cannot be cancelled five (5) days or less prior to a scheduled exam appointment. Emergency cancellations** ONLY are permitted less than five (5) days prior to a scheduled exam appointment. Refunds for eligible exam cancellations will be processed weekly beginning mid-March and mid-September through the end of the exam administration period.
Annual Certificate Renewal Fee	\$85/year	<ul style="list-style-type: none"> Renewal fees due annually (April or October) based on date of exam passage.
Certificate Reinstatement Fee	\$170/year	<ul style="list-style-type: none"> Reinstate inactive certificate

* All fees are payable in U.S. Dollars. Application fees are non-refundable. Payments are made via credit card, using candidate's MyNCIDQ account. We do not accept check payments.

** Emergency cancellations are medical or personal emergencies that are unplanned events affecting the candidate and arise within five days of a scheduled exam appointment and prevent the candidate from taking an exam. An [Emergency Exam Cancellation](#) form and supporting documentation must be received no later than 10 days following a candidate's scheduled exam appointment. Requests are considered on a case-by-case basis.

SCHEDULING EXAM APPOINTMENTS

Candidates must be approved to sit for the NCIDQ Exam before being able to schedule an exam appointment. CIDQ partners with Prometric to deliver the three (3) sections of the NCIDQ Exam.

Once approved to sit for the NCIDQ Exam, candidates must pay the exam fee for the exam(s) they wish to take during that specific exam administration period. Once the exam fee(s) is paid, they may schedule an exam appointment by clicking on the scheduling link in their MyNCIDQ account for the testing option they prefer (test center or remotely proctored). This will take a candidate to the Prometric scheduling system. Candidates may schedule an exam appointment in person for any of the three exam sections (IDFX, IDIX, and IDPX) or they can select to test remotely, such as at their home or office, subject to verification that their computer system and testing environment meet Prometric's testing requirements.

For in person testing, candidates can search for [available test dates](#) at a Prometric Test Center before purchasing the exam. Candidates are encouraged to schedule an exam appointment sooner rather than later. Scheduling early increases a candidate's

chance to receive their preferred test date, time, and location. Should a candidate delay scheduling an exam appointment at an in person testing location and thus not find any availability, all fees will be forfeited.

If a candidate is considering the remotely proctored exam option, the following must be reviewed and confirmed before selecting this option.

- Review the [ProProctor User Guide](#)
- Conduct [System Readiness Check](#)
- Ensure location identified to take the exam meets environmental requirements as outlined in the ProProctor User Guide

NOTE: If a computer system is not compatible or a candidate is unable to comply with the environmental requirements, the candidate must choose to test in person at one of Prometric's test centers.

Candidates will receive an email from Prometric confirming their exam appointment. It is the responsibility of the candidate to confirm the correct date, time, and location (if applicable) of the scheduled exam appointment. CIDQ will not be able to reschedule missed appointments.



TESTING OPTIONS

Candidates have the option of taking the IDFX, IDIX, or IDPX exams in person at a Prometric Test Center OR from their home or office through remote proctoring. Both options are administered by Prometric, our test administration partner.

Name Changes

If you need to change your name for any reason once your application has been submitted, you must contact CIDQ to request a name change. To request a name change, follow the process below:

- Complete the [Name Change Form](#).
- Provide appropriate supporting documentation in the form of a driver's license, passport, marriage certificate, etc.
- Email the Name Change Form and supporting documentation to inquiries@cidq.org

If you have an exam already scheduled, you must submit a name change request **at least three (3) business days** prior to your scheduled exam appointment to allow time for processing.

Rescheduling Exam Appointments

Candidates may reschedule their exam appointment within the same exam administration period based on the following guidelines ONLY.

Time Frame	Reschedule Permitted	Stipulations
Request reschedule more than 30 days before a scheduled exam appointment	Yes	No fee applicable
Request reschedule five (5) to 29 days before a scheduled exam appointment	Yes	\$30 fee paid to Prometric

Request reschedule less than five (5) days before a scheduled exam appointment	No	Candidate will be considered a "no show" and will forfeit all exam fees
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To reschedule an exam appointment, candidates will need to log into their MyNCIDQ account and click on the "Reschedule" button next to the exam section/delivery method that they wish to reschedule.

Exam Cancellations

Candidates who wish to cancel exam appointments must do so **five (5) or more days** prior to their scheduled exam appointment. To cancel exam appointments, the following must occur:

- Candidates must cancel exam appointment(s) with Prometric by clicking on the "Cancel" button in their MyNCIDQ account next to the exam section they wish to cancel.
- Candidates who cancel an exam appointment for any reason after purchasing an exam will be assessed a \$100 cancellation fee per exam section. The cancellation fee will be deducted from the refund due. Refunds will be processed on a weekly basis beginning in mid-March and mid-September through the end of the exam administration period.
- A candidate who attempts to cancel an exam appointment less than five (5) days before a scheduled appointment or does not cancel will forfeit all exam fees.

Candidates who purchase an exam but never schedule an exam appointment, must notify CIDQ via email indicating that they

wish to cancel their exam registration to receive a partial refund of exam fee(s) paid. That request must occur no later than the end of the exam administration period for which the exam was purchased. If no notification is received the exam fees paid will be forfeited.

Medical or Personal Emergencies

Medical or personal emergencies are defined as unplanned events affecting the candidate or an immediate family member (spouse, child, or parent) that arise within five (5) days of the scheduled exam appointment and prevent the candidate from taking, rescheduling or canceling the exam.

An event that can be anticipated is not considered a medical or personal emergency. A candidate's inability to take the exam due to work commitments or insufficient or inappropriate preparation is not considered a personal emergency.

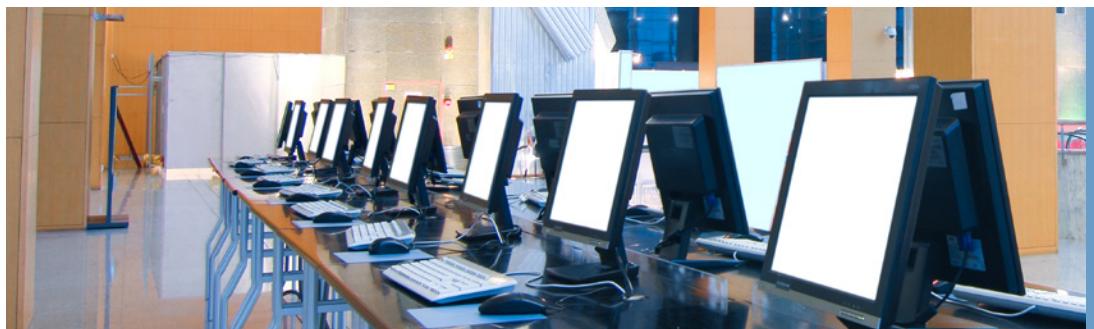
Candidates who experience medical or personal emergencies within five (5) days prior to a scheduled exam appointment must complete the [Emergency Exam Cancellation](#) form. Emergency

Exam Cancellation form must be accompanied by supporting documentation such as emergency medical or accident verification (i.e., hospital documents, police report, death certificate). Emergency cancellations will be reviewed on a case-by-case basis and must be submitted no later than 10 days after the scheduled exam appointment. If approved, candidates will be refunded the exam fee, minus a \$100 cancellation fee.

No Show Candidates

Candidates are considered "No Shows" if they:

- Do not appear for an exam appointment
- Arrive for their exam more than 15 minutes after the exam start time
- Do not cancel the exam appointment at least five (5) days before the scheduled exam appointment
- Do not have proper or valid identification
- Do not schedule an exam appointment with Prometric for the exam administration period for which an exam fee was paid



Candidates who do not reschedule or cancel an exam appointment or do not show up for a scheduled exam appointment will be considered a "no show" and will forfeit their exam fees.

Exam Overview



Exam Overview

The NCIDQ Exam is made up of three (3) sections: the Interior Design Fundamentals Exam (IDFX); the Interior Design Implementation Exam (formerly Practicum Exam) (IDIX); and the Interior Design Professional Exam (IDPX). These three (3) sections measure a candidate's competency in interior design principles and application of knowledge to protect the public health, safety, and welfare.

The NCIDQ Exam sections are administered by Prometric, CIDQ's test delivery vendor, in person at more than 8,000 testing centers in 180 countries as well as through Prometric's remotely proctored testing platform, ProProctor. All three (3) exam sections will include three and four (3 and 4)-option multiple choice questions as well as hot spot, drag and place, and fill in the blank questions to assess a candidate's knowledge of the content.

Some questions may include additional exhibits to supplement the information needed to assist in answering a question.

To experience the functionality of the different item types, please explore our [demo exam](#).

Exam Name	Format	Number of Questions	Duration
IDFX	Multiple Choice, Drag and Place, Fill in the Blank, Hot Spot	115*	3 hours
IDIX	Multiple Choice, Drag and Place, Fill in the Blank, Hot Spot	130*	4 hours
IDPX	Multiple Choice, Drag and Place, Fill in the Blank, Hot Spot	115*	3 hours

*The total number of questions includes 15 pre-test (unscored) questions per exam.



The duration of an exam appointment indicated in the confirmation email is 30 minutes longer than the time allotted to take the exam. The additional time is allocated for check in purposes, to review the confidentiality statement, go through a tutorial, and complete an end of exam survey.

EXAM CONTENT OUTLINES

CIDQ most recently conducted a Practice Analysis study in 2024 to identify current knowledge and skills that define a minimally competent professional in interior design. During the Practice Analysis study, subject matter experts define the overall interior design practice areas and distinct tasks, knowledge or skills required for competent performance. A survey is distributed to all certificate holders and applicants applying to take the exam asking them to rate the frequency in which an interior designer

performs the identified tasks and the critical impact to public health, safety, and welfare if they are performed incorrectly or not performed at all.

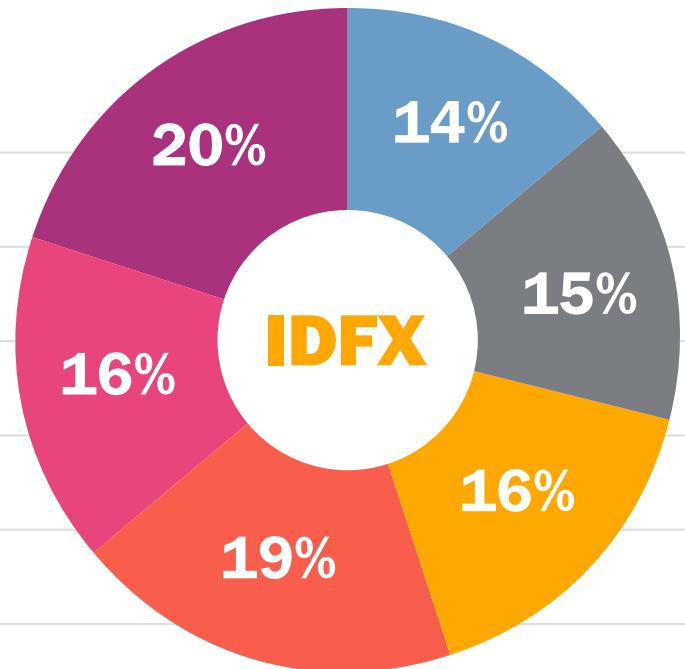
CIDQ uses the results of the Practice Analysis study to develop exam blueprints for the NCIDQ Exam sections, identifying what content is covered on each exam and the percentage of questions allotted for the various content areas.

IDFX Interior Design Fundamentals Exam

The Interior Design Fundamentals Exam (IDFX) **focuses on programming and conceptual design, and schematic design phases** of interior design, with an emphasis on Health, Safety, and Welfare.

See a complete list of the knowledge and skills covered on the [IDFX Exam](#).

- I. Existing Conditions 14%
- II. Pre-Design 15%
- III. Programming 16%
- IV. Space Planning 19%
- V. Preliminary FF&E and Finishes 16%
- VI. Schematics 20%

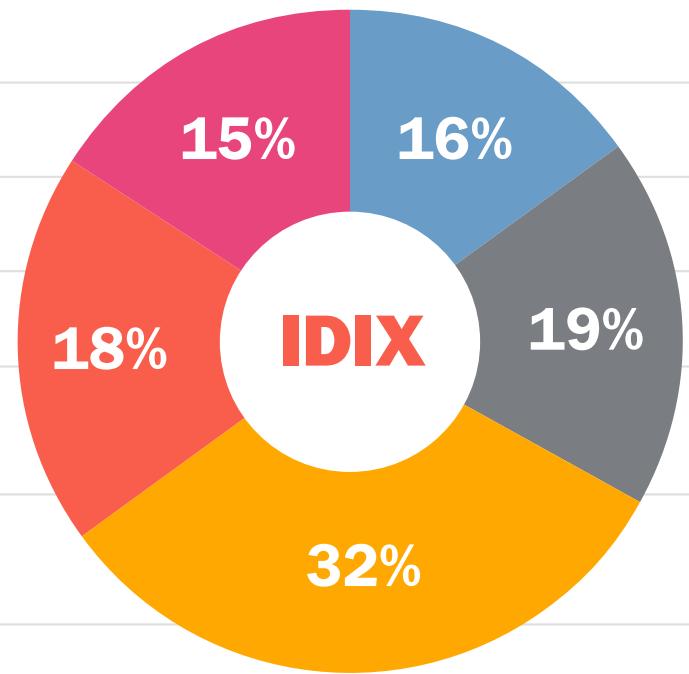


IDIX Interior Design Implementation Exam

The Interior Design Implementation Exam (IDIX) **focuses on the design development and construction documentation phases** of interior design, with an emphasis on Health, Safety, and Welfare.

See a complete list of the knowledge and skills covered on the [IDIX Exam](#).

- I. Codes and Life Safety 16%
- II. Integration and FF&E 19%
- III. Construction Documents 32%
- IV. Consultant Drawing Coordination 18%
- V. Construction Specifications and Schedules 15%

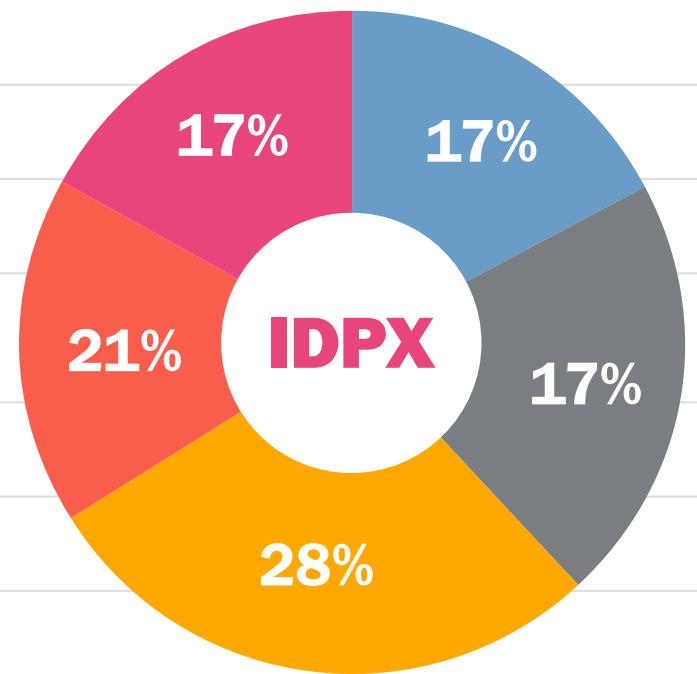


IDPX Interior Design Professional Exam

The Interior Design Professional Exam (IDPX) **focuses on the construction administration and project management phases** of interior design, with an emphasis on Health, Safety, and Welfare.

See a complete list of the knowledge and skills covered on the [IDPX Exam](#).

- I. Feasibility Studies 17%
- II. Scheduling and Budgeting 17%
- III. Contracts, Procurement, and Permitting 28%
- IV. Construction Process 21%
- V. Site Observation and Close-Out 17%



PREPARING FOR THE EXAM

Because CIDQ develops and administers the NCIDQ Exam as part of its mission of public protection, we do not offer or recommend specific study materials. However, CIDQ does have a [Study Page](#) on our website that provides information on available study groups; Test Your Knowledge sample questions for the IDFX and IDPX exams; Building Code Document, and an Exam Reference List.

PRE-TEST QUESTIONS

CIDQ is committed to offering fair, valid, and reliable exams. To achieve this goal, CIDQ uses questions (items) that have not been used on previous versions of the exam as pre-test or unscored questions. These questions are used on an exam to gather statistical data about how the items perform before

being included on an exam as a scored question in the future. Pre-test questions are:

- not distinguishable from other questions
- scattered throughout the exam so candidates will answer them the same way they would a scored question
- not counted in determining the final exam score

TAKING THE EXAM

The NCIDQ Exam is administered in highly secure Prometric testing centers worldwide. Additionally, all three (3) exams will also be administered via [ProProctor](#), Prometric's remote proctoring platform using live proctors as well as supplemental artificial intelligence technology for added exam security.



Online NCIDQ Exam Study Resources

- Exam Blueprints (Content Outlines)
- IDFX & IDPX Test Your Knowledge Questions
- Building Code document
- Study Group Information
- Exam Reference List

Exam Day Protocols



Exam Day Protocols

IDENTIFICATION REQUIREMENTS

All exam candidates will be required to provide proof of identity in the form of **one (1) valid (non-expired) original government-issued photo ID with signature**. The first and last name on the identification must be the same as the first and last name that appears in a candidate's MyNCIDQ account.

Acceptable Identification (non-expired):

- Valid driver's license with photo
- Valid passport with photo
- Military ID card with photo
- National ID card with photo

If the ID being used does not have a photo or signature, a second form of ID **MUST** be provided that contains the missing information. The name on the secondary ID must match the name on the primary ID.

Acceptable Alternate Identification (non-expired):

- Valid driver's license
- Valid passport
- Military ID card
- National ID card
- Student ID card
- State/province ID card
- U.S. passport card

Unacceptable Identification

- ID with no photo (unless accompanied by another form of ID with photo)
- Expired driver's license or passport
- Draft classification card
- Letter of identity from a notary
- Social Security card
- Credit card or bank card of any kind
- Employee identification

If a candidate does not have the proper ID when checking in to take an exam, a candidate may not be allowed to test. If a candidate is unable to test due to insufficient proof of identity, the candidate will forfeit their exam fee and will be unable to test during that specific exam administration period.

TEST CENTER RULES

Prometric Test Centers are supervised by trained proctors. Irregularities observed or suspected by proctors or identified by subsequent statistical analysis of a candidate's answers on the exam may result in the candidate's removal from participation in the exam or invalidation of exam score. Irregularities include but are not limited to creating a disturbance; giving or receiving unauthorized information or aid to or from other examinees; or attempting to remove materials from the testing room. CIDQ reserves the right to investigate each incident of misconduct or irregularity.

The following rules/guidelines are enforced at all **Prometric Test Centers** to ensure a secure, fair, and consistent testing experience for all test-takers.

- Candidates must present a valid (non-expired), original government-issued photo ID with signature. The name and photo on the ID must be an exact match to the name in a candidate's MyNCIDQ account or they will not be permitted to test.
- Candidates should arrive at the Prometric Test Center at least 30 minutes prior to scheduled exam appointment time. Late arrivals will not be admitted.
- Candidates will be asked to empty and turn out their pockets and may be wanded or go through a metal detector during the check in process for test security purposes.
- Lockers will be provided for candidates to store personal belongings such as purses, mobile phones, jackets, food, drinks, and medical supplies.
- The use of mobile phones, audible beepers or memory-capable devices are prohibited.
- Inspection of eyeglasses, jewelry, and other accessories will be conducted. Only wedding and engagement rings may be worn; all other jewelry is prohibited.
- Religious headwear may be worn into the testing room; however, it may be subject to inspection by a test center administrator before entry into the testing room is permitted.
- Accessing mobile phones or study materials after arriving at the testing center or during breaks is prohibited.
- All exams are monitored and may be recorded in both audio and video format.

- For security reasons, Test Center administrators will be conducting physical walkthroughs at least every 10 minutes.
- Smoking is prohibited at the testing center and during breaks.
- Other exams will be administered at the same time as the NCIDQ Exam. Examinees may hear ambient noises, such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones and/or earplugs may be requested to minimize impact.
- Candidates will be able to bring water into the testing room. Water must be in a clear container with all labels removed.
- Should a candidate experience a technical issue while taking the exam, candidate should raise their hand and alert a Test Center administrator.

BREAKS DURING EXAMS

Breaks are permitted during both in-person and remotely proctored exams. Please note:

- Candidates must alert the Proctor to initiate a break.
- After a break, any questions previously viewed will no longer be accessible — including flagged or unanswered questions.
- The exam clock will continue to run during breaks.
- You may not access your mobile device or study materials during breaks.

CALCULATORS & SCRATCH PAPER

Only the on-screen calculator may be used during any exam section. Handheld calculators are not permitted unless approved as a testing accommodation.

Scratch paper will be provided for all three (3) exams at an in person Test Center. Remote candidates will be required to use the on-screen whiteboard.

TEST CENTER CLOSURES

There are situations that require Prometric to temporarily close a testing site for a variety of reasons including unforeseen events, such as extreme weather, natural disasters, power outages, technical issues, pandemic impacts, or other circumstances.

Prometric tries to provide candidates with as much advanced notice as possible. When possible, such notifications will come in the form of an email and recorded phone message. Should there be a site closure, candidates may go to prometric.com/sitestatus for updates.

If a test site must temporarily close, a candidate's exam appointment will be cancelled. Prometric will work to reschedule candidates for the next available test date. If a candidate is unable to make the rescheduled exam date, the candidates should contact Prometric directly at 1-800-796-9860 so an alternate date can be obtained, if available. A candidate may also decide to test via Prometric's remotely proctored exam option as long as the [system and environmental requirements](#) can be met.

REPORTING TEST CENTER INCIDENTS

Candidates who experience any testing issues or have any comments or complaints about their testing experience must do the following:

1. Alert the test center administrator/remote proctor regarding the incident and have them file an incident report.

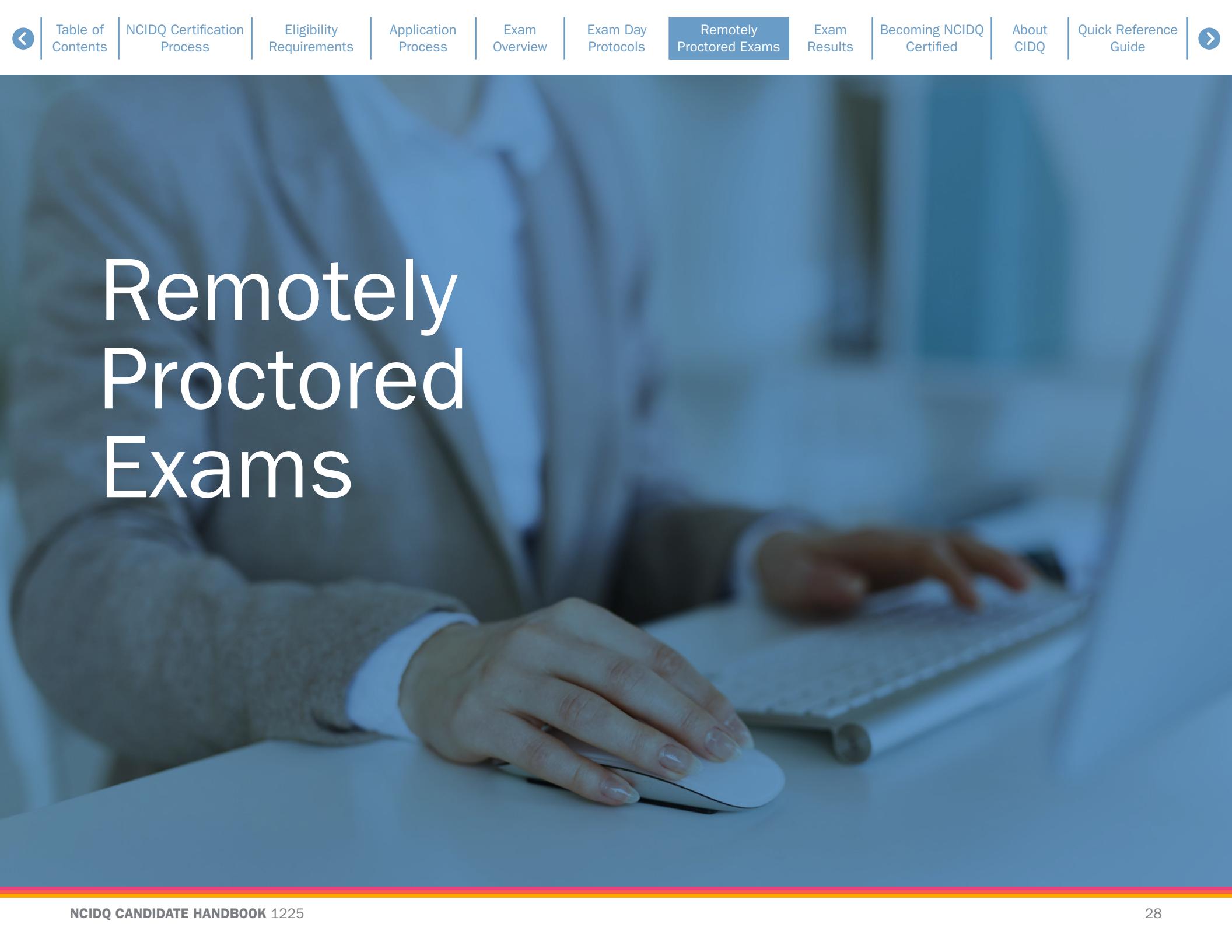
2. Contact CIDQ at inquiries@cidq.org within 10 days of a candidate's exam appointment to have the incident/issue reviewed.

If the above parameters are met, CIDQ will do its best to investigate the issue and provide an emailed response. CIDQ may not be able to confirm incidents that have not been reported to and witnessed by the administrator/proctor. CIDQ is under no obligation to investigate incidents where the above two criteria are not met.

VIOLATIONS AND INVESTIGATIONS

If CIDQ receives information that an individual has violated the terms of the [NCIDQ Candidate Agreement](#) or the [NCIDQ Certification Appellation Code of Ethics](#), or engaged in any conduct that may compromise the integrity or validity of NCIDQ Certification, CIDQ will investigate the matter to gather all relevant facts. If it is determined that an individual's behavior was not authorized or is prohibited by CIDQ in connection with any NCIDQ Exam, an individual may have their exam scores voided, be sanctioned, and be subject to legal action. CIDQ investigations of suspected or potential violations of the NCIDQ Candidate Agreement will be carried out in accordance with this [Violations and Investigations and Appeals Policy](#).

Remotely Proctored Exams



Remotely Proctored Exams

Remotely proctored exams are supervised by trained proctors. Irregularities observed or suspected by proctors or identified by artificial intelligence (AI) technology and statistical analysis of a candidate's answers on the exam may result in the candidate's removal from participation in the exam or invalidation of exam score. Irregularities include but are not limited to obtaining unauthorized information or aid while taking the exam. CIDQ reserves the right to investigate each incident of misconduct or irregularity. The following rules/guidelines are enforced during a remotely proctored exam to ensure a secure, fair, and consistent testing experience for all test-takers.

REMOTELY PROCTORED EXAM RULES

- Candidates must present a valid (non-expired), original government-issued photo ID with signature. The name and photo on the ID must be an exact match to the name in a candidate's MyNCIDQ account or they will not be permitted to test.
- Candidates should log into the Prometric [ProProctor](#) site at least 30 minutes prior to scheduled exam appointment time to complete a self-service check in process; conduct a system readiness check; and ensure their environment is ready for testing. Late arrivals will not be admitted.
- A Prometric Readiness Agent will perform three security checks:
 - Confirmation of personal information (ID verification, etc.) via video chat
 - 360-degree environmental check of room via webcam
 - Person check of candidate by Agent (includes but is not limited to standing up and emptying/turning out pockets, raising pant legs, sleeves and eyeglasses check)
- The testing location must be an enclosed room with solid walls, a closed door, and covered windows or glass panels. It should be free from noise and other distractions.
- The testing environment should include a desk that is free from papers, books, electronics and clutter.
- Large jewelry, watches, and other accessories should not be worn while testing.
- Religious headwear may be worn; however, the Readiness Agent may ask to inspect before testing is permitted.

- Hair should be pulled back to ensure nothing is attached to ears (i.e., Bluetooth earpiece, headphones).
- Changing location, turning off lighting or audio, speaking to anyone while testing is strictly prohibited.
- No third party may be present or enter the room including pets for the duration of the exam. If this occurs the exam will be terminated and/or results invalidated.
- Eating, drinking (a liquid other than water from a clear, labelless container), smoking, and chewing gum are prohibited during the exam.
- Candidates are allowed water during the exam; the container must be clear and free of labels.
- Candidates will be monitored throughout their time taking the exam.
- Breaks are allowed during both in-person and remotely proctored exams.
 - Candidates must alert the Proctor to initiate a break.
 - After a break, any questions previously viewed will no longer be accessible — including flagged or unanswered questions.
 - The exam clock will continue to run during breaks.
 - You may not access your mobile device or study materials during breaks.
 - Upon returning from a break, candidates must complete another 360-degree environmental check.

Exam Results



Exam Results

The NCIDQ Exam is designed to measure a candidate's performance against a predetermined standard of minimal competence of an interior design professional. Meeting the passing standard for all three (3) exam sections and achieving NCIDQ Certification demonstrates that a candidate is competent to practice in a way that protects the health, safety, and welfare of the public. The passing point does not change based on where you are located, the number of candidates taking the exam, or the performance of other candidates taking the exam.

HOW SCORES ARE DETERMINED

The passing scores for the IDFX, IDIX, and IDPX exams are set in collaboration with interior design practitioners, educators, and testing professionals. To determine the passing point of any new version of the exam, CIDQ holds a Standard Setting Meeting. At this meeting, a diverse group of subject matter experts (SMEs), all NCIDQ Certificate holders, work with CIDQ's test development vendor to analyze the exam using a statistical process known as the Modified Angoff Method. The Modified Angoff Method instructs SMEs to examine the content of each test question on a particular exam and then predict how many minimally qualified candidates would answer an exam question correctly. The average of the SMEs predictions for a test question becomes its

predicted difficulty. The sum of the predicted difficulty values for each question averaged across the SMEs and the total number of questions on an exam is the recommended cut score (passing point). The final passing point for each exam section is formally approved by the CIDQ Board of Directors.

SCORING INFORMATION

All three (3) sections of the NCIDQ Exam (IDFX, IDIX, and IDPX) are scored by computer and are reported as a scaled score. The range of possible scores is from 200 to 800 with the passing point being set at 500.

Preliminary exam results will not be available following the exam in Spring 2026; we anticipate resuming this practice in Fall 2026.

Final official exam results for all three (3) sections of the exam are processed within six (6) weeks after the close of the testing period. Candidates will receive an email notification once the official exam scores have been processed and are available in their [MyNCIDQ account](#). The score report will include a candidate's scaled score, exam date, and a breakdown of performance by content domain. It is recommended that candidates who did not receive a passing score on the exam focus their future preparation efforts on the content area(s) in which they were the weakest.

DATA CONFIDENTIALITY

CIDQ values candidate privacy and endeavors to protect the confidentiality of personal information in accordance with [CIDQ's Privacy Policy](#). Please review this policy for information regarding the use and protection of personal information.

RETAKING THE EXAM

Candidates who are unsuccessful in passing an exam section may retake that section of the NCIDQ Exam as many times as needed to pass the exam during their application eligibility period. Each exam section may only be taken once per exam administration. Candidates who applied using the Route 1 (IDFX, IDIX, IDPX) application have up to 10 exam administrations (about five years) during which to take and pass the exams.

If a candidate does not pass all three (3) exam sections during this time, any exam(s) that the candidate passed will be voided and the candidate will have to submit a new application with supporting documentation (transcripts and verified work experience). The eligibility requirements in place at the time of submitting a new application will have to be met. Candidates will have to pass all three (3) sections during a new 10 exam administration (about five years) application eligibility period.

Candidates who applied using the Route 2, Part 1 (IDFX) application have four exam administrations (about two years) during which to take and pass the IDFX exam. If a candidate does not pass the IDFX exam during this time, they will have to reapply submitting either another Route 2, Part 1 (IDFX) application or Route 1 (IDFX, IDIX, IDPX) depending on which eligibility requirements are met.



Becoming NCIDQ Certified



Becoming NCIDQ Certified

BECOMING A CERTIFICATE HOLDER

Candidates who apply to take the exam directly through CIDQ and pass all three (3) sections of the NCIDQ Exam during their application eligibility period will achieve NCIDQ Certification and receive a certificate and certificate number. They will be able to use the NCIDQ appellation after their name if they maintain active status of their certificate.

Candidates who are approved to take the NCIDQ Exam by their jurisdiction and pass all (3) sections of the NCIDQ Exam will NOT receive a certificate/certificate number. To receive an NCIDQ certificate/certificate number, jurisdiction approved candidates must submit the NCIDQ Exam application along with an official transcript and have their work experience verified by a direct supervisor/sponsor to meet CIDQ's eligibility requirements and pay the application fee. Once that is received, if approved, a certificate/certificate number will be issued.

ONLINE CERTIFIED DIRECTORY

NCIDQ Certificate Holders are included in a searchable database of NCIDQ Certified interior designers. Certificate holders can be found by using several different criteria including name, certificate number, and state/province. The [searchable database](#) can be found on our website.

USING NCIDQ CREDENTIAL

Individuals who have earned the NCIDQ Certificate and maintained active status may use the NCIDQ appellation to



display their professional expertise and achievement.

Certificate holders should protect the integrity of their credential. Examples of how to use the NCIDQ appellation properly include:

- John Smith, ARIDO, IDC, NCIDQ
- Amy Smith, FASID, NCIDQ, LEED AP

If the certification is no longer active, immediately discontinue using the appellation.

MAINTAINING AN ACTIVE CERTIFICATE

For certificate holders to remain active, they must renew their certification on an annual basis by:

- Meeting the continuing education requirements of the state/provincial regulatory board of which the certificate holder is a member.
- If certificate holder:
 - Is not registered with the local state/provincial regulatory board and/or live in an unregulated jurisdiction;
 - they must complete the required 5 hours of Health, Safety, Welfare focused continuing education.*
- Agreeing to abide by the [NCIDQ Appellation Agreement](#) and the [Code of Ethics](#).
- Paying the annual certificate renewal fee of \$85 either in April or October.

Certificate holders need to renew their certification annually by logging into their MyNCIDQ account and following the steps to renew. Renewal payments made after the certification expiration date are subject to an added reinstatement fee of \$85, for a total amount due of \$170.

Renewal notifications are sent to the current email address listed in a certificate holder's MyNCIDQ account. CIDQ is not responsible for misdirected or unopened emails. To ensure receipt of these important notifications, CIDQ recommends using a personal email address to which the NCIDQ Certificate holder will have consistent access and can manage filters and permissions for email delivery. When paying the renewal fee, a receipt will be generated and sent to the email address included in your MyNCIDQ account.

REPLACEMENT CERTIFICATES

An official, replacement NCIDQ Certificate is available for purchase for \$35 in your MyNCIDQ account.

* To ensure compliance, CIDQ will conduct random audits to verify continuing education hour requirements.

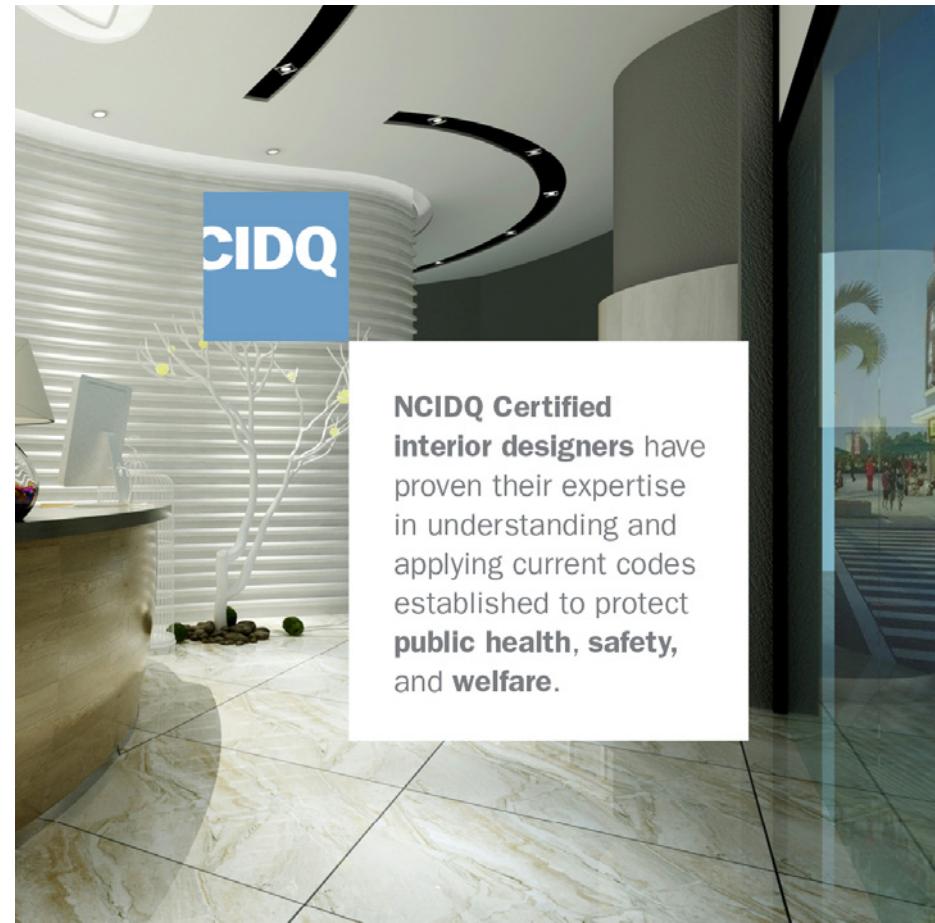
About CIDQ

About CIDQ

The Council for Interior Design Qualification (CIDQ) protects public health, safety, and welfare by identifying interior designers who have the knowledge and experience to create interior spaces that are not just aesthetically pleasing, but also functional and safe. Since 1974, CIDQ's mission has been to protect the health, safety, and welfare of the public by serving as the recognized leader in evaluating the competency of interior design practitioners.

CIDQ develops and administers a three-part NCIDQ Exam (Interior Design Fundamentals Exam (IDFX), Interior Design Implementation Exam (IDIX), Interior Design Professional Exam (IDPX)), which tests interior designers' knowledge of core competencies required for professional practice in the industry. The exam is based on CIDQ's independent, comprehensive analysis of the profession and the daily practice of interior design in a range of settings.

CIDQ is a membership organization comprised of regulatory boards from across the United States and Canada which oversee the practice of interior design. As such, the organization takes seriously its responsibility to protect the public's health, safety, and welfare. The NCIDQ Certification meets legal and regulatory standards for the interior design profession as established by more than half of the states across the U.S. and most Canadian provinces.



Quick Reference Guide

CIDQ

- Address: 225 Reinekers Lane, Suite 210, Alexandria, VA 22314
- Phone: 202.721.0220
- Website: cidq.org
- General Questions/Information: inquiries@cidq.org
- Transcript submission email: transcripts@cidq.org
- To apply for the NCIDQ Exam create a [MyNCIDQ account](#)
- To schedule, reschedule, or cancel an exam appointment, go to candidate's [MyNCIDQ account](#)

Prometric

- For test site emergency closure information, visit prometric.com/sitestatus.
- Should the need arise to contact Prometric directly, call 800.796.9860.
- To schedule approved testing accommodations call the Prometric Testing Accommodations Team at 800.967.1139



NCIDQ Candidate Agreement

The NCIDQ Candidate Agreement (the “Candidate Agreement”) is a legally binding contract between you and the Council for Interior Design Qualification, Inc. (“CIDQ”) that sets forth the terms and conditions under which CIDQ will permit you to take the NCIDQ Exam (the “NCIDQ Exam”). You must read, acknowledge and accept the terms of this Candidate Agreement at the time you apply for NCIDQ certification and before you are permitted to register for, schedule and take the NCIDQ Exam. If you do not agree to the terms of this Candidate Agreement, you cannot be deemed eligible for NCIDQ certification and you will not be permitted to register for or take any NCIDQ Exam. Adherence to the Candidate Agreement is necessary to enable CIDQ to maintain fair examinations, ensure the validity of examination results and maintain the integrity of the NCIDQ certification process.

By clicking “YES”, below the Candidate Agreement, I am affirming to CIDQ that all of the below representations and statements to CIDQ are true and correct, and I am acknowledging that I have read and understand all of these requirements, rules and policies, and that I agree to abide by them.

Incorporation of the NCIDQ Candidate Handbook and Additional Policies

I understand that my participation in the NCIDQ certification process, is governed by the terms contained in this Candidate Agreement, the [NCIDQ Candidate Handbook](#) and all applicable policies of CIDQ posted and/or made available on its website at <https://www.cidq.org/terms-policies-bylaws/> (collectively, the “Additional Terms”), and I agree to abide by the Additional Terms, which are made part of and incorporated into the Candidate Agreement.

Application for Certification and Affirmation of Identity and Application Contents

Prior to taking the NCIDQ Exam, I must complete and submit to CIDQ an application for NCIDQ certification. CIDQ will use the information in my application and other information it may have about me to determine my eligibility, and accordingly, I authorize CIDQ, its contractors, committee members, volunteers, and any other persons engaged by CIDQ for this process (collectively the “CIDQ Parties”) to use and disclose my information in connection with confirming the information contained in my application and determining my eligibility to take the NCIDQ Exam. I am further authorizing CIDQ to contact and disclose my application information to any jurisdictional, state, and federal authorities, current and former employers, and other third parties who may have information about matters relevant to my application to confirm the information I provided and to, in CIDQ’s sole discretion, request additional information about me.

I am taking the CIDQ Exam for the purpose of pursuing NCIDQ certification and for no other purpose. I affirm that I am not taking the NCIDQ Exam on behalf of any other person and have not and will not attempt to have another person take the NCIDQ Exam on

my behalf.

I affirm that I am the person whose name and address appear on my CIDQ certification application, my registration for this NCIDQ Exam, and the government-issued photo identification that I will present or have presented at the time of taking the NCIDQ Exam. I affirm that all information that I provided to CIDQ in connection with my certification application and my registration for the NCIDQ Exam and at any time thereafter is and will be complete, accurate and true in every respect and that, if any of the information that I previously provided to CIDQ has changed since the time I provided it, I am obligated to promptly submit updated information that is complete, accurate and true, and reflects all such changes. I understand that providing false, misleading or incomplete information to CIDQ shall be considered a violation of the Candidate Agreement and may subject me to one or more of the consequences provided herein for violations of the Candidate Agreement. If I fail to accurately and completely disclose information and/or make incomplete, misleading, deceptive, or false statements to CIDQ, CIDQ may deny certification to me in its sole discretion and prohibit me from taking the Exam, withhold, invalidate or cancel my Exam scores, and/or have my existing NCIDQ certification suspended or revoked.

If my application is incomplete, CIDQ will maintain my application and all submitted materials in CIDQ’s application system for up to three (3) years from the date my application was submitted, after which time my application will be deemed expired. I understand that expired applications cannot be used to support my pursuit of CIDQ certification and that, if I wish to reapply for NCIDQ certification or register for the NCIDQ Exam after my application has expired, I will be required to submit a new application and resubmit all required information and materials and pay all current NCIDQ application and Exam fees at that time.

I will not represent myself as NCIDQ certified unless and until I receive an official written communication from CIDQ advising me that CIDQ has determined that I have met all requirements of certification and that CIDQ has granted me the certification for which I have applied.

Test Center Identity Verification and Security Screening Procedures

As a condition of taking the NCIDQ Exam in-person at a test center, I am subject to verification of my identity and security screening prior to admission and re-admission to the building and/or room where the NCIDQ Exam is administered. I further understand and agree that the security screening process for in-person testing at a test center will include requiring me to: (1) produce a valid government-issued personal photo-identification that complies with CIDQ’s identification policies set forth in the Candidate Handbook; (2) remove any backpack, bag, jacket, non-corrective eyewear, jewelry, sunglasses,

coat, hooded sweatshirt, scarf, headwear or hat that I may be wearing or holding (except for a genuine religious purpose) and secure them in a locker or locked bag provided at the test center, (3) turn in and/or secure all wristwatches, cell phones (unless CIDQ has previously issued a written approval for an ADA accommodation that requires my use of a cell phone or mobile connected device for the sole purpose of monitoring a medical condition) and all other personal electronic devices in a locker, (4) submit corrective eyewear for inspection by a test administrator, (5) demonstrate that no prohibited items are concealed in any part of my clothing or hair; (6) be subject to screen monitoring, video surveillance, behavior and activity documentation, (7) comply at all times with the security screening requests and instructions of the test center administrator and staff; and (8) comply at all times with any new CIDQ exam candidate policies or test center policies enacted after electronically accepting this Agreement. I will not be permitted to take or resume taking the examination if I refuse to submit to security screening as described above prior to entering the room where the NCIDQ Exam is administered, at the sole discretion of test administrators.

Remote Proctored Exam Administration

CIDQ permits Candidates to take the NCIDQ Exam via remote proctored exam administrations through a test administration vendor approved by CIDQ. I understand and agree that if I am taking a remote online proctored NCIDQ Exam through CIDQ's approved test administration vendor, I have the sole and exclusive responsibility to ensure that I have the required computer device that includes a compatible camera and microphone, computer operating system, software, browser, uninterrupted Internet connection and electric power required to take the NCIDQ Exam remotely. I understand that these requirements are explained in detail in the Candidate Handbook, and in further technical detail at links included in the Candidate Handbook to additional online resources provided by CIDQ's approved test administration vendor. I acknowledge that it is entirely my responsibility to create a suitable testing environment and successfully complete the test administration vendor's system check prior to taking a remote online proctored NCIDQ Exam, which is available at <https://rpcandidate.prometric.com/>. I have carefully reviewed all additional details and requirements about CIDQ's remote online exam administration process and procedures in the Candidate Handbook and the test administration vendor's technical requirements. I understand that CIDQ is not responsible for any technical problems with my computer devices, camera, microphone, operating system, software, browser, Internet connection or electric power that may interrupt, delay, or interfere with my ability to start, take or complete a remote online proctored NCIDQ Exam. If I experience a technical problem in any of these areas during the administration of a remote online proctored NCIDQ Exam, I understand that I must notify the remote proctor immediately, and follow the proctor's instructions.

Personal Data Processed in Connection with NCIDQ Exam Administrations

CIDQ, its authorized and trusted test centers and test administration vendors and partners acting on behalf of CIDQ will take and use still digital photographs of me, video and

audio recordings of me, and collect and use other personally identifiable information from me and about me for the purpose of monitoring, administering, proctoring and/or supporting NCIDQ Exam administrations, all of which will be retained and processed as part of my NCIDQ Exam administration records. For remote online proctored NCIDQ Exams, CIDQ's authorized and trusted test administration vendors, partners, test administrators and proctors acting on behalf of CIDQ will monitor live video and audio feeds of me and the physical location where I am testing (for example, the room in my home or office where I will test) all of which will be recorded, processed and retained as part of my NCIDQ Exam administration records. I understand that if CIDQ's approved test administration vendor observes or detects certain prohibited actions or conditions during a remote online proctored NCIDQ Exam administration, my exam administration may be terminated and CIDQ may take action against me under this Candidate Agreement. I understand and agree that if I am taking a remote online proctored NCIDQ Exam from my home or office, I am obligated to take and submit digital photographs of my testing environment, my government-issued valid photo identification and my face. I understand that I can obtain additional information concerning the collection, transmission, processing and retention of my personal data (including, without limitation, photographs and video and audio recordings) by reading CIDQ's Privacy Policy.

Prohibited Conduct

I understand and agree that the following conduct, whether attempted or completed before, during or after administration of a NCIDQ Exam, is strictly prohibited:

- Copying, capturing, recording, collecting, reconstructing, memorizing, discussing, soliciting, transmitting, broadcasting, streaming or distributing NCIDQ Exam content;
- Giving or receiving unauthorized assistance on a NCIDQ Exam;
- Viewing the content of another examinee's computer display, whiteboard, scratch paper or examination papers during a NCIDQ Exam administration;
- Possessing or accessing prohibited items while inside a room where a NCIDQ Exam is being administered;
- Taking a NCIDQ Exam on behalf of another person;
- Having another person take a NCIDQ Exam on my behalf;
- Accessing a large language model or generative artificial intelligence platform (for example, but not limited to, "ChatGPT") by any means during a NCIDQ Exam administration;
- Possessing, accessing or using a cellular phone or any device that connects to a cellular network or the Internet while inside a room where a NCIDQ Exam is being administered or in any location during unscheduled examination breaks, other than the computer on which I am taking the examination (unless CIDQ has previously

issued a written approval for an ADA accommodation that requires my use of a cell phone or mobile connected device for the sole purpose of monitoring a medical condition);

- Possessing, accessing or using any electronic device, camera, recording device, or photographic equipment of any kind while inside a room where a NCIDQ Exam is being administered;
- Possessing, accessing or using any books, notes, papers, note-taking materials, study materials or test-taking aids of any kind while inside a room where a NCIDQ Exam is being administered or in any location during unscheduled examination breaks;
- Creating handwritten or electronic notes during an exam administration in any medium, format or manner that can be removed or transmitted from the test center, including during breaks;
- Failing or refusing to submit to security screening or the inspection of personal items upon request by a test administrator or test center staff at any time prior to or during a NCIDQ Exam administration;
- Failing or refusing to strictly comply with the instructions and requests of a test administrator or test center staff at any time prior to or during a NCIDQ Exam administration;
- Engaging in disruptive, threatening, abusive or disrespectful behavior in or near any building where a NCIDQ Exam is being administered or directed (even via remote proctoring, telephone or email) at CIDQ staff or contractors; and
- Talking or communicating with anyone other than a test administrator or test center staff while inside a room where a NCIDQ Exam is being administered.

Engaging in any of the above-described prohibited conduct shall be considered a violation of the Candidate Agreement. I will follow the instructions and requests of all test administrators, remote proctors and CIDQ staff, and understand that my failure or refusal to follow instructions or comply with requests from a test administrator or proctor shall be considered a violation of the Candidate Agreement.

I affirm that I am not taking this NCIDQ Exam in my capacity as a test preparation agent or tutor, or for the purpose of obtaining such employment. I affirm that I will not be employed as a test preparation agent or tutor for NCIDQ Exams for a period of three (3) years following the completion of any NCIDQ Exam.

Confidentiality and CIDQ Copyright Ownership of NCIDQ Exam Content

I am aware that NCIDQ Exams are confidential exams, and that their contents are disclosed to me at the time of test administration in a limited context to permit me to test in pursuit of the NCIDQ certification for which I have applied, and for no other purpose. I understand that the NCIDQ Exam and all questions, reading passages, answer choices,

graphic images and all related examination content contained within the NCIDQ Exam ("NCIDQ Examination Content") are protected by United States and international copyright laws and that NCIDQ Examination Content orally, in writing, on the Internet, or through any other medium existing today or invented in the future. I agree that I will not copy, reproduce, adapt, disclose, or transmit NCIDQ Examination Content, in whole or in part, or assist or solicit anyone else in doing the same. I further agree that I will not reconstruct NCIDQ Examination Content from memory, by dictation, or by any other means, for any purpose. I understand that prohibited acts under these terms include, but are not limited to: describing questions, answer choices, hypothetical scenarios, reading passages, images or graphics from any NCIDQ Exam; identifying terms or concepts contained in exam questions or responses; sharing answers to questions; entering NCIDQ Examination Content into a large language model or generative artificial intelligence platform; referring others to information I saw on the exam; reconstructing a list of topics on the test; and soliciting or discussing exam questions, answer choices, reading passages, images, graphics, or topics in person, through telephonic or electronic communication, or on Internet "chat" rooms, social media, private or public groups, message boards, forums, or through any other means of communication.

I am not permitted to possess, solicit, read, study from, study or otherwise use confidential information about the NCIDQ Exam during my own exam preparation. I affirm that I have not engaged in such conduct prior to taking this NCIDQ Exam and that I will not engage in such conduct during or after the exam. I also agree not to ask any other individual to disclose NCIDQ Examination Content to me or to seek out actual live, confidential NCIDQ Examination Content from any other source. I agree that if I receive or have access to information or material in any form and from any source, including but not limited to email, instant messages, text messages, website content, social media posts, electronic bulletin boards, Internet-based groups, digital or electronic files and/or paper documents, that I reasonably believe contains confidential NCIDQ Examination Content, or has been represented to contain NCIDQ Examination Content, I will immediately report its existence to CIDQ. I agree that I will fully cooperate with any investigation by CIDQ related to my receipt or access to information believed or represented to contain NCIDQ Examination Content.

Statistical Analysis of NCIDQ Exam Response Data and CIDQ Right to Invalidate Scores

CIDQ reserves the right to use statistical and psychometric analyses to evaluate the validity of examination response data and scores. CIDQ utilizes these reliable scientific methods to determine whether scores should be withheld, invalidated, canceled or investigated further to determine whether a candidate violated the terms of the Candidate Agreement. I further understand and agree that, if CIDQ has a reasonable basis to question the validity of any CIDQ Exam response data or examination result, whether identified through the use of statistical analysis, psychometric analysis or any other reliable method or source of information, CIDQ reserves the right, in its sole discretion, to withhold, cancel and invalidate examination scores, without any requirement to demonstrate

that I or any other candidate violated the terms of the Candidate Agreement. I agree that if CIDQ invalidates my examination score, I have no right to appeal CIDQ's decision under this Agreement or any other policy of CIDQ, I will not be entitled to a refund for the examination, and I will be required to pay the established fee to take the examination again, if I am permitted by CIDQ to take the examination again.

CIDQ Right to Investigate and Candidate Obligation to Cooperate

CIDQ reserves the right to, but is not obligated to, investigate any alleged violation of this Candidate Agreement or any alleged activity or circumstance that may compromise the validity, integrity, or security of any portion of a CIDQ Exam, or the results thereof. If CIDQ in its sole discretion initiates an investigation under this section, it will do so in accordance with CIDQ's [Violations and Investigations and Appeals Policy](#). Upon receiving notice from CIDQ that it is conducting an investigation related to the examination, I understand and agree that I am required to:

- fully cooperate with the investigation;
- disclose to CIDQ all knowledge that could potentially relate to the investigation;
- produce all documents, data and materials reasonably requested by CIDQ;
- upon request, submit to an in-person or remote interview, in CIDQ's sole discretion, conducted by or on behalf of CIDQ; and
- truthfully and completely answer all questions asked by CIDQ.

I also understand and agree that if I provide false or misleading information to CIDQ at any time, violate the terms of this Candidate Agreement, refuse to comply with any directions given to me by a test administrator, engage in any activity that may compromise the validity, integrity, or security of any NCIDQ Exam, or fail to fully cooperate in any investigation related to the NCIDQ Exam, that CIDQ may, in its sole discretion, directly or through its authorized representatives:

- Interrupt, suspend and/or terminate the administration of my NCIDQ Exam;
- Confiscate any item from me during a NCIDQ Exam administration that a test administrator reasonably believes constitutes or contains evidence of a potential violation of this Candidate Agreement, including, but not limited to, notes, electronic devices and other prohibited items;
- Withhold, cancel or invalidate my examination scores, before or after the scores are reported, without a refund;
- Prohibit or disqualify me from taking the NCIDQ Exam for a fixed period of time or permanently;
- Impose special conditions of taking the NCIDQ Exam in the future;
- If I previously passed the NCIDQ Exam and obtained NCIDQ certification, suspend or revoke my NCIDQ certification for a fixed period of time or indefinitely;

- Notify interested third parties about my conduct and/or CIDQ's findings related to my conduct and any related sanctions imposed by CIDQ, including but not limited to federal and/or state and/or provincial government licensure boards, regulators, agencies and current and former employers; and
- Pursue a civil lawsuit against me based upon my conduct in violation of the Candidate Agreement and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction.

Compromises in the Exam Process and Group Irregularities

CIDQ takes steps that are intended to provide me with a standardized testing process. However, circumstances may prevent this from occurring in some cases. Those circumstances include, but are not limited to:

- Deviations from standard testing procedures such as events that cause testing to be canceled or interrupted, or a mistiming on any part of the test;
- Concerns regarding whether testing can be safely conducted considering health or other conditions affecting a testing location;
- Errors, delays, or other non-standard circumstances in (a) processing test registrations; (b) delivering tests; (c) administering tests; (d) uploading test responses; (e) preparing, handling, shipping, receiving, processing, or scoring tests; or (f) reporting scores;
- Disruptions at the test location;
- Evidence of group irregularities or compromises (which includes, but is not limited to, evidence of advance access to or disclosure of test content, unusual statistics associated with a group of examinees, or evidence that a room or center was impacted by prohibited behavior); or
- Any other events that disrupt or compromise any part of the Certification Process.

In the event such a circumstance occurs, CIDQ will examine the situation and determine whether it needs to take any action including, but not limited to, not proceeding with a scheduled test administration, not scoring tests, or canceling scores. CIDQ may determine that no further action is necessary, and that decision is final. However, if CIDQ determines that it needs to take action, CIDQ will in its sole discretion: (a) correct the error (if an error occurred and CIDQ believes correction is feasible); (b) cancel the test administration, not score tests, or cancel scores, including all completed sections of the test ("discontinue the exam process"); (c) discontinue the exam process and offer each affected person the option to retest at no additional fee; or (d) discontinue the testing process and offer a refund. CIDQ may take any action pursuant to this section regardless of whether I caused or benefited from the compromise or irregularity. To the extent permitted by applicable law, the remedies listed in this section are the exclusive remedies available to me for the circumstances described in this section. Decisions made by CIDQ pursuant to this section are final.

Use and Disclosure of Candidate Information

I consent to the use and disclosure of my information as described in the CIDQ Privacy Policy. In addition, CIDQ may release my name and contact information to the jurisdictional board (if any) that corresponds to my designated jurisdiction(s), and such board or boards may be notified of the results of any individual NCIDQ Exam section. I agree that CIDQ may also include my NCIDQ Certificate Number, my name, city, state/province, zip, certificate status, and website (where applicable) in a publicly available listing of NCIDQ Certified interior designers and that my contact information may be shared with individuals and/or organizations interested in interior design (the directory). I understand that I may opt out of having my name listed in such directory by emailing inquiries@cidq.org. I understand and agree that CIDQ may capture images or record video and/or audio of me and my testing environment in connection with the testing process and may use the images or recordings at any time for the purpose of protecting test security, improving services, or as otherwise allowed under the CIDQ Privacy Policy and/or applicable law. Because some cases of prohibited behavior are substantiated and/or significant in nature, such as evidence of theft of CIDQ's intellectual property or my participation in organized test fraud activities, I understand and agree that CIDQ reserves the right to communicate its observations, the actions it has taken, and the reasons for those actions with any federal, state, and local agencies, including law enforcement agencies and applicable regulators of the profession and associated bodies.

Licensure

I understand that the appropriate registration authority in the jurisdiction in which I apply for licensure is the sole and exclusive authority for all decisions concerning my eligibility for licensure and that I must satisfy all of the laws, rules and requirements of such jurisdictions for licensure. I further understand that it is my responsibility to contact the registration authority in the jurisdiction(s) in which I wish to become licensed. I acknowledge that CIDQ does not make any decisions regarding licensure in any jurisdiction.

Maintaining Your NCIDQ Certificate

If I have earned an NCIDQ Certificate, there are certain requirements I must meet to keep it active. For example, I must pay the annual renewal fee and remain in compliance with all CIDQ requirements published by CIDQ from time to time. These include continuing education fulfillment requirements as they are now and as they may be revised in the future. I must also adhere to the CIDQ Code of Ethics and Appellation Agreement. In addition, any existing certification I have with CIDQ may be suspended or revoked if I violate any term of this Agreement.

CIDQ's Certification Trademark

I acknowledge that the "NCIDQ" Certification trademark and the stylized "NCIDQ" logo are the sole and exclusive property of CIDQ and are subject to all applicable trademark and other rights of CIDQ as owner under U.S. and Canadian intellectual property law and international conventions. I further acknowledge that the stylized "NCIDQ" logo is a

registered trademark of CIDQ. I agree to abide by CIDQ's instructions regarding use of its trademark and to use this trademark only in accordance with the Appellation Agreement, which may be found at <https://www.cidq.org/terms-policies-bylaws/>, and may be amended by CIDQ from time to time. If I misuse the "NCIDQ" Certification trademark and/or logo, I agree to immediately correct any inaccurate or unauthorized uses at my own expense, within 30 days of notification. I understand that CIDQ is entitled to obtain all relief permitted by law, including but not limited to injunctive relief to enforce its rights with respect to the protection of its name, trademark, logo, and all other intellectual property, and that if I refuse or fail to make the required corrections or if I intentionally misuse the mark, I agree to pay CIDQ's fees, including attorney fees and costs, incurred in enforcing its rights under this Agreement.

LIMITATION OF LIABILITY AND DAMAGES

To the extent permitted by applicable law, the total aggregate liability of the CIDQ Parties to me, or anyone claiming by or through me or on my behalf, for any claims, losses, costs, expenses, demands, or damages arising out of, resulting from, or in any way related to the Certification Process, the Exam and the rights and obligations of the Parties set forth in this Agreement from any cause (each, a "Claim"), shall not exceed the test registration and/or application fee I paid to CIDQ in the one-year prior to any Claim. To the extent permitted by applicable law, in no event shall one or more of the CIDQ Parties be liable to me, or anyone claiming by or through me or on my behalf, for:

- a. Any indirect, special, consequential, speculative, incidental, loss of opportunity (regardless of whether or how these are classified as damages), exemplary, or punitive damages;
- b. Attorneys' fees or expenses;
- c. Expert witness fees;
- d. Other costs, whether arising out of claims for breach of contract, tort (including negligence), strict liability, product liability, or otherwise and regardless of whether such loss or damage was foreseeable, or I have been advised of the possibility of such loss or damage.

Updates to the Candidate Agreement

Updates to this Agreement typically occur annually, after the windows for taking the Exam have closed for the calendar year, and prior to the opening of the window for receiving applications during the next calendar year. However, in rare cases, the Agreement may be updated at other times, such as may be needed to reflect mid-year changes to the Certification Process. If the Agreement changes, CIDQ will email me the updated Agreement using the email address CIDQ has on record for me. I may opt out of the updated Agreement by notifying CIDQ of my decision within 30 days of CIDQ sending such email. If I opt out of the updated Agreement, the version I last agreed to will continue to apply; however, I understand that I will not be able to submit future applications, register for future exams, or renew my certification without agreeing to the updated Agreement.

Governing Law/Jurisdiction

This Agreement shall be governed, enforced, performed, and construed in accordance with the laws of the Commonwealth of Virginia (excepting those conflicts of law provisions which would serve to defeat the application of Commonwealth of Virginia substantive law). Unless prohibited by applicable law, I agree to submit to the exclusive jurisdiction of the federal and state courts of the Commonwealth of Virginia.

Survival

The provisions of this Agreement which by their nature are intended to survive termination or expiration shall remain in full force and effect following such termination or expiration. Without limiting the foregoing, the provisions relating to confidentiality, limitation of liability, and dispute resolution shall survive the termination of this Agreement.

Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way; and, to the fullest extent possible, the invalid, illegal, or unenforceable provision shall be modified so that it is valid, legal, and enforceable and, to the fullest extent possible, reflects the intention of CIDQ and me as originally set forth in this Agreement.

Assignment

I may not assign or transfer this Agreement or any of my rights and obligations hereunder.

ACCEPTANCE AND AGREEMENT

By clicking “YES” on the screen below, I am representing to CIDQ that all of the information, statements and affirmations that I have provided to CIDQ are true, accurate and complete, including but not limited to all of the affirmations contained in this Candidate Agreement. I am further confirming my agreement to all of the terms and conditions set forth in this Candidate Agreement, including, without limitation, the consequences for making false, incomplete or misleading statements to CIDQ, and for violating any term of this Candidate Agreement. CIDQ may enforce the terms of this Agreement without limitation in its sole discretion.

If there is any part of this Candidate Agreement that I do not understand or agree with, I am not permitted to apply for NCIDQ certification or register for, schedule or take the NCIDQ Exam.

Violations and Investigations and Appeals Policy

If CIDQ has a reasonable basis to believe that an individual has violated the terms of the NCIDQ Candidate Agreement, failed to follow test center or online proctoring rules, engaged in inappropriate or unprofessional behavior that may compromise the integrity or validity of any NCIDQ Exam score, the NCIDQ Certification or certification processes, or has information related to an NCIDQ Exam security breach, CIDQ reserves the right in its sole discretion to investigate the matter, gather all relevant facts and determine what actions, if any, must be taken in response. CIDQ investigations of suspected or potential violations of the NCIDQ Candidate Agreement will be carried out in accordance with this Violations and Investigations and Policy.

Below are examples of security violations before, during and after the administration of an NCIDQ Exam. This is not intended to be an exhaustive list of all exam security violations.

- Copying, capturing, recording, collecting, reconstructing, memorizing, discussing, soliciting, transmitting, broadcasting, streaming or distributing NCIDQ Exam content.
- Giving or receiving unauthorized assistance on a NCIDQ Exam;
- Viewing the content of another examinee's computer display, whiteboard, scratch paper or examination papers during a NCIDQ Exam administration;
- Possessing or accessing prohibited items while inside a room where a NCIDQ Exam is being administered;
- Taking a NCIDQ Exam on behalf of another person;
- Having another person take a NCIDQ Exam on your behalf;
- Accessing a large language model or generative artificial intelligence platform (for example, but not limited to, "ChatGPT") by any means during a NCIDQ Exam administration;
- Possessing, accessing or using a cellular phone or any device that connects to a cellular network or the Internet while inside a room where a NCIDQ Exam is being administered or in any location during unscheduled examination breaks, other than the computer on which I am taking the examination (unless CIDQ has previously issued a written approval for an ADA accommodation that requires my use of a cell phone or mobile connected device for the sole purpose of monitoring a medical condition);
- Possessing, accessing or using any electronic device, camera, recording device, or photographic equipment of any kind while inside a room where a NCIDQ Exam is being administered;
- Possessing, accessing or using any books, notes, papers, note-taking materials, study materials or test-taking aids of any kind while inside a room where a NCIDQ

Exam is being administered or in any location during unscheduled examination breaks;

- Creating handwritten or electronic notes during an exam administration in any medium, format or manner that can be removed or transmitted from the test center, including during breaks;
- Failing or refusing to submit to security screening or the inspection of personal items upon request by a test administrator or test center staff at any time prior to or during a NCIDQ Exam administration;
- Failing or refusing to strictly comply with the instructions and requests of a test administrator or test center staff at any time prior to or during a NCIDQ Exam administration;
- Engaging in disruptive, threatening, abusive or disrespectful behavior in or near any building where a NCIDQ Exam is being administered or directed (even via remote proctoring, telephone or email) at CIDQ staff or contractors;
- Failing to notify CIDQ if you have seen, been provided access to or received any exam content represented as or reasonably suspected of including actual NCIDQ Exam content through any means of communication, including third-party study materials, study groups, online forums, social media, coworkers, or any other source;
- Altering, editing, or misrepresenting the information on an NCIDQ score report; and
- Talking or communicating with anyone other than a test administrator or test center staff while inside a room where a NCIDQ Exam is being administered.

If you have seen, received, been provided with access to or discussed any exam content that reasonably appears to be or has been represented as confidential NCIDQ Exam content through any means of communication or distribution, including through materials made available by third-party test preparation providers, you have an obligation to immediately report this information to CIDQ by emailing NCIDQSecurity@cidq.org.

In addition to the above potential grounds for CIDQ to initiate an investigation, any suspected or potential violation of the Candidate Agreement will be handled by CIDQ in accordance with this Violations and Investigations Policy.

If CIDQ initiates an investigation, you will be advised in writing of the suspected violation, and you will have an opportunity to provide information that you consider relevant to the matter. During CIDQ's investigation, your NCIDQ exam scores may be delayed or withheld, if they have not been reported previously and you may not be permitted to register for, schedule, or take a subsequent NCIDQ Exam until CIDQ decides, in its sole

discretion, whether you violated the Candidate Agreement.

Upon receiving notice from CIDQ that it is conducting an investigation under this provision, a candidate shall:

- fully cooperate with the investigation;
- disclose to CIDQ all knowledge that could potentially relate to the investigation;
- produce all documents, data and materials requested by CIDQ;
- upon request, submit to an in-person or remote interview, in CIDQ's sole discretion, conducted by or on behalf of CIDQ; and
- truthfully and completely answer all questions asked by CIDQ.

A person's refusal to cooperate with any investigation or presenting false, incomplete or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and shall serve as a separate and independent basis for CIDQ to take action against the candidate as described below. CIDQ may, in its sole discretion, take any one or more of the following actions upon finding that you violated any term of the Candidate Agreement:

- Withhold, cancel or invalidate your examination scores, before or after the scores are reported, without a refund;
- If you previously passed the NCIDQ Exam and obtained NCIDQ certification, suspend or revoke your NCIDQ certification for a fixed period of time or indefinitely;
- Prohibit or disqualify you from taking the NCIDQ exam for a fixed period of time or permanently;
- Notify interested third parties about your conduct in violation of the Candidate Agreement and/or CIDQ's findings related to your conduct and any related sanctions imposed by CIDQ, including but not limited to federal and/or state and/or provincial government licensure boards, regulators, agencies and current and former employers;
- Require you to reimburse CIDQ for its out-of-pocket investigative and legal costs and expenses for investigating and documenting your violation of the Candidate Agreement; and
- Pursue a civil lawsuit against you based upon your conduct in violation of the Candidate Agreement and/or refer the matter for criminal prosecution by state and/or federal authorities or any government agency with jurisdiction.

In addition to the above-described sanctions and legal remedies available to CIDQ, if CIDQ determines that you violated the Candidate Agreement, the factual findings of CIDQ's investigation related to your conduct will become part of your MyNCIDQ account. Your score report (if applicable) and your MyNCIDQ account will include a summary of

the factual findings of CIDQ's investigation related to your conduct. CIDQ also reserves the right to require special procedures for future administration of the NCIDQ exam if CIDQ allows you to register for and take future examinations, at your sole expense.

Appeals for Investigation Disputes

After a candidate has received a written notice of violation and applicable sanctions to be imposed by CIDQ, the candidate will have thirty (30) calendar days to file a written request for appeal pursuant to CIDQ's candidate appeals process. The sole consideration on appeal is whether CIDQ acted reasonably and in good faith in accordance with its own policies and procedures when making its decision in relation to its investigation. The candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, to CIDQ, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from CIDQ. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired. The initial appeal will be decided by CIDQ staff, who will render a written decision on the appeal within thirty (30) calendar days of receiving all of the candidate's submissions, which time period may be extended by CIDQ in its sole discretion.

This appeals process shall not apply to or address any NCIDQ score invalidation based on a determination in CIDQ's sole discretion that there is a reasonable basis to question the validity of any CIDQ Exam response data or examination result, whether identified through the use of statistical analysis, psychometric analysis or any other reliable method or source of information. Nor is this appeals process available based on a candidate's failure to pass any NCIDQ exam section or a candidate's challenge to individual examination questions, answers or scores.

Although a candidate pursuing an appeal may have a legal representative assist them in the appeals process, all expenses and costs related to such legal representation shall be paid exclusively by the candidate. CIDQ shall not under any circumstances be liable for the fees or costs associated with candidate's representation by legal counsel, regardless of the outcome of the appeal.

If CIDQ determines that a written request for appeal is filed in a timely manner and notifies the candidate in writing that it has upheld CIDQ's original decision, the candidate may then submit a second and final-level appeal to the Candidate Appeals Committee, which consists of three members of the CIDQ Board of Directors. The Candidate must request a final-level appeal (a "Notice of Final Appeal") in writing within five (5) calendar days of receiving written notice that the original CIDQ decision was upheld. The candidate's Notice of Final Appeal must be in writing and must contain all information and arguments of the candidate in support of the final-level appeal. No new facts may be presented by the candidate in the final-level appeal.



The Candidate Appeals Committee will then review the record of the case and decide the final-level appeal. The sole consideration on the final level of appeal is whether CIDQ acted reasonably and in good faith in accordance with its own policies and procedures when making its decision.

Prior to the Candidate Appeals Committee's review and consideration of the appeal, CIDQ will provide all relevant documents and evidence from the investigation to the Candidate Appeals Committee.

The Candidate Appeals Committee:

- Will consider only the information contained in the materials provided by CIDQ and the underlying evidence collected by CIDQ in the investigation, including the information provided by the Candidate during the investigation.
- Will convene privately in one or more synchronous in-person or remote virtual meetings to discuss the appeal, deliberate and reach a decision.
- May seek legal advice and consult with CIDQ legal counsel in the course of deciding an appeal.

Neither the candidate who submitted the final-level appeal nor their legal representative (if any) may attend the Candidate Appeals Committee's deliberations or meetings and there will be no hearing or taking of testimony or presentation of oral arguments. The decision of the Candidate Appeals Committee must be made by the majority of its members. The Candidate Appeals Committee will issue a written decision to CIDQ within sixty (60) calendar days of the Candidate's submission of a Notice of Final Appeal, including a summary of the factual basis and rationale for the decision. No member of the Candidate Appeals Committee will issue any dissent or other written statement contrary to the decision of the Candidate Appeals Committee.

Within ten (10) calendar days of CIDQ's receipt of the Candidate Appeals Committee's decision, CIDQ will notify the candidate in writing of the decision.

The decision of the Candidate Appeals Committee is final and binding as to all matters related to the appeal. The candidate expressly waives the right to file a lawsuit or make any legal claims against CIDQ arising out of any investigation dispute.