



**National Council for
Interior Design Qualification**

Candidate Authorization and Consent Form

INSTRUCTIONS: Print all pages of this form, print your name and control at the top of each page and sign both lines on the last page. Mail all the pages with your supporting documentation. Incomplete forms will not be accepted. Applications received without this form will be considered incomplete and will not be reviewed.

I, _____ (print your name), certify that all information contained in my application for the National Council for Interior Design Qualification Examination is true and accurate to the best of my knowledge. Further, I agree to promptly notify NCIDQ of any change in name, address, telephone number or e-mail.

I understand that NCIDQ will hold my incomplete application for one year, after which my application and all supporting documents will be destroyed.

I hereby authorize the National Council for Interior Design Qualification (NCIDQ), Inc. and its officers, directors, committee members, panel members, employees, and agents (“the above-designated parties”) to review my application and determine my eligibility to take the NCIDQ Examination. I agree to cooperate promptly and fully in any review of my application and examination by NCIDQ, including submitting such documents and information deemed necessary to confirm the information in my application. I authorize the above designated parties to contact any state/provincial and federal authorities, employers and others to confirm the information contained in my application to take the NCIDQ Examination.

I hereby waive all claims against NCIDQ arising out of my application and my participation in the NCIDQ Examination, including (but not limited to) claims arising out of (i) any release of information to state/provincial and federal authorities, licensing boards, employers and others and (ii) any investigation and review of my application and examination by NCIDQ.

I agree to indemnify NCIDQ for any third-party claims arising out of any action taken pursuant to the policies and procedures of NCIDQ with regard to my application or the examination. In addition, I agree to indemnify NCIDQ for any third-party claims arising out of my professional practice and related activities.

I agree to indemnify and hold harmless NCIDQ for any action taken pursuant to the policies and procedures of NCIDQ with regard to this application and the NCIDQ Examination, except claims based on gross negligence or lack of good faith by NCIDQ.

SHOULD MY APPLICATION BE ACCEPTED AND I AM ALLOWED TO TAKE THE NCIDQ EXAMINATION

I understand that I must take at least one section within five years of becoming eligible or my eligibility will be voided and I must reapply, meeting all requirements in affect at the time of my reapplication. I further understand that I must pass all sections of the NCIDQ Examination within a five-year window. If I do not, scores more than five years old will be voided and I must repeat those sections at my expense within a new five-year window.

I understand that NCIDQ reserves the right to refuse my admission to any NCIDQ Examination if I do not have the proper identification (valid photo ID and letter of admission) or if administration has begun. If I am refused admission for any of these reasons or fail to appear at the test site without cancelling in advance, I will not receive a refund of the application or examination fees and there will be no credit for future examinations. I understand that the proctors at my assigned test site will maintain a secure and proper test administration at their discretion. I acknowledge that in this capacity, the proctors may relocate me before or during the examination. I will not communicate with other examinees in any way.

As a condition of being permitted to take the NCIDQ Examination, I hereby agree that I understand that NCIDQ's responsibility is confined to compiling and administering an examination that tests minimum competency of practitioners in the field of interior design and that NCIDQ cannot provide individual assistance to examination candidates. In consequence, by my signature below I accept NCIDQ's determination of my examination score(s).

If, for any reason, NCIDQ is unable to provide me with the results of the Examination, NCIDQ shall have no liability beyond authorizing me to retake the Examination, with the Examination fee waived, at the next regularly scheduled Examination date.

Any person who fails to accurately and completely disclose information and/or who willfully makes misleading, deceptive or false statements on any form may be subject to disciplinary actions and/or refusal of service by NCIDQ.

I acknowledge that the NCIDQ Examination and the content contained therein are the sole and exclusive property of NCIDQ and are registered as such with the U.S. and Canadian Copyright Offices. I hereby agree not to disclose any NCIDQ Examination questions or their content and acknowledge that the disclosure of Examination questions or content is cheating as well as a violation of NCIDQ's copyright and the NCIDQ Confidentiality Agreement.

NCIDQ may impose any sanctions it deems appropriate for testing or confidentiality irregularities, and NCIDQ may pursue all legal remedies available to recover monetary damages caused by such conduct and to enjoin violations of its rights with respect to the NCIDQ Examination.

I understand that I may only seek admission to take the NCIDQ Examination for the purpose of seeking an NCIDQ Certificate or license in the field of interior design, and for no other purpose. Because of the confidential nature of the NCIDQ Examination, I will not take any examination materials from the test site, reproduce the examination materials, or transmit examination questions or answers in any form to any other person.

I understand that review of the adequacy of examination materials will be limited to computing accurate scoring; I waive all further claims of examination review. If circumstances cast doubt upon the validity of my NCIDQ Examination, I agree to cooperate fully in the investigation. Subsequent to such investigation, if it is determined that my behavior was not authorized or is prohibited by NCIDQ in connection with any NCIDQ Examination, I understand that my examination performance may be voided and such activity may be subject to legal action. In such a case where my examination performance is voided based upon my unauthorized or prohibited

behavior, I agree that I will not receive a refund of the application or examination fees, and there will be no credit for future examinations.

SHOULD I PASS THE NCIDQ EXAMINATION

I agree that NCIDQ may release my name and the fact that I have been granted an NCIDQ Certificate to newspapers and other publications. I agree that NCIDQ may release my name and address in a listing of NCIDQ Certificate holders to individuals and/or organizations interested in interior design as provided in the NCIDQ Privacy Policy.

SHOULD I BE GRANTED AN NCIDQ CERTIFICATE

I understand that if I wish to maintain active Certificate status, I must pay the annual renewal fee and otherwise remain in compliance with all NCIDQ requirements for maintaining Certificate status as they are now and as they may be revised in the future.

TRADEMARKS

The “NCIDQ” trademark and the stylized NCIDQ logo are the sole and exclusive property of NCIDQ and are subject to all applicable trademark and other rights of NCIDQ as owner under United States and Canadian intellectual property law and international conventions. I agree to abide by NCIDQ’s instructions regarding use of its intellectual property, and to not use this intellectual property in any way without the express prior written consent of NCIDQ.

I agree to correct at my own expense any inaccurate or unauthorized use by me of NCIDQ’s trademark and logo. I agree that if I refuse to make corrections, then NCIDQ 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 other intellectual property.

Signature

Date

INFORMATION RELEASE

Should I be granted an NCIDQ Certificate, I hereby acknowledge that I have authorized and permitted the National Council for Interior Design Qualification, Inc. to provide the information I have indicated in my MyNCIDQ record in the NCIDQ QSearch at www.ncidq.org and release my name, employment information and address as part of the NCIDQ mailing list.

Signature

Date