LETTER OF REFERENCE

Applicant Name _____
LAST FIRST MI

APPLICANT:

6-digit NCIDQ Control No. (if known) ☐ ☐ ☐ ☐ ☐ ☐

I have submitted an application as a candidate for the National Council for Interior Design Qualification (NCIDQ) Examination. The NCIDQ Examination will test my ability to protect health, safety and welfare through the competent practice of interior design. Passage of the exam is a prerequisite for state/provincial licensure/registration and professional membership in interior design associations.

Please complete this letter of reference and return it to me in a sealed envelope with your signature across the seal. As the reference is to be used only in the evaluation of my application for the examination, it will be confidential.

Applicant's Signature: _____ **Date:** _____

PROFESSIONAL REFERENCE:

This letter is a confidential report on the qualifications of the applicant named above for the NCIDQ Examination.

- ❐ Please return the completed form to the applicant in the envelope provided. If the applicant has not provided an envelope, use one of your own.
- ❐ Your signature on the seal of the envelope will ensure your confidentiality.
- ❐ You may use a letter in place of this form if you prefer.
- ❐ Please give a **brief** opinion of the applicant's professional ability and character.
- ❐ Comment on the qualities of the applicant which you believe to be pertinent to his/her success in the field of interior design, including comments on the scope of professional services performed by the applicant for you as employer or client, applicant's responsibilities on projects and extent of employment.
- ❐ Please make no statements that would indicate the applicant's race, color, national and ethnic origin, age or disability.

Please use the reverse side for your comments.

Name of Reference: _____ **Position or title:** _____

Address: _____

_____

Reference's signature: _____ **Date:** _____

C O N F I D E N T I A L