



## AMERICAN ACADEMY OF HEALTHCARE INTERIOR DESIGNERS

### APPLICATION INSTRUCTIONS

#### GENERAL INSTRUCTIONS

Applicants are expected to satisfy ALL requirements identified on the eligibility requirements. The American Academy of Healthcare Interior Designers (AAHID) certification committee will review the application, references, and portfolio. If approved, a letter stating that the candidate is eligible to register for the exam will be mailed to the applicant.

#### FEE for application / portfolio only.

A \$100.00 application fee, payable to AAHID, is non-refundable.

#### FEE for Examination

A \$500.00 exam fee, payable to AAHID, is due at the time of exam registration.

#### CHANGE OF ADDRESS

The address provided on your application will be used for mailing your confirmation notice of exam eligibility. Please send all address changes to the same address listed under Mailing Instructions below.

#### MAILING INSTRUCTIONS

Please send applications and portfolio to:

AAHID  
1602 L Street, NW  
Washington, DC 20036

#### QUESTIONS

For questions please contact [pb@aaheed.org](mailto:pb@aaheed.org) 877-224-4360

#### ELIGIBILITY REQUIREMENTS

A complete application must include the following items in a letter size loose-leaf binder.

- Minimum of five (5) years experience in healthcare interior design.
- The application form completed in its entirety and signed by the applicant. The application form should be inserted at the beginning of the portfolio binder. A passport-size photograph autographed across the front in blue ink must be attached to the application form.
- Evidence of NCIDQ certificate required.
- Evidence (college transcript) of College Degree with a major in Interior Design or related field required.
- Three (3) letters of reference from clients containing specific language that indicates the applicant's specific role on the projects submitted with the portfolio.
- Portfolio or four (4) to six (6) projects from the past five years.

Portfolios shall contain a narrative statement of no more than one page per project describing each project, summarizing the program, emphasizing the role and responsibility of the applicant on that project. (Please include project date of completion.)

Portfolio shall include sufficient plans and other drawings to explain the project, and photographs or quality color copies of photos of the interior. The drawings and photos should not exceed three pages per project.

The applicant shall be required to submit promptly to the Board amendments to this application for any changes to the information supplied here.