
MARYLAND BOARD OF CERTIFIED INTERIOR DESIGNERS

HOW TO SUBMIT A CONTINUING EDUCATION COURSE FOR APPROVAL

The Maryland Board will only consider courses for continuing education credit that meet the standard of enhancing the interior designer's ability to protect public safety, health, and welfare.

Please review the Law and Regulations online at our website, www.labor.maryland.gov. Click on Occupational and Professional Licensing, then Board of Certified Interior Designers.

Follow the directions below to submit courses for approval to the Maryland Board.

The submittal **MUST BE TYPED** on 8 ½ x 11 white paper in the following format. Please do not bind copies so that they can be produced.

Check-Off List (to assist you in completing your submittal)

Page 1 should contain the following information:

Submitted by:

- ____ Your Name
- ____ Complete Address/Daytime Telephone Number/email
- ____ Your Signature

Organization offering the Course:

- ____ Course Number, Title, Credit Units
- ____ One Time Course (local or conference)
- ____ Permanent Course
- ____ Date(s) to be given
- ____ Location of Instruction (facility, city, state)
- ____ Instructor's Name/Professional Affiliation
- ____ Complete Address and Daytime telephone number

Post-graduate course:

- ____ College/University
- ____ Course Number, Title, Credits
- ____ Dates to be taken/or taken
- ____ Instructor's Name, Complete Address and Daytime Telephone Number

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Page 2_____ Should contain a concise description of the course

Page 3_____ Course Outline/Syllabus distributed by the instructor
Must include a detailed timeline containing the time intervals of the class and topics covered during each period.

Page 4_____ Brief biography of instructor/one page (if not included in the outline/syllabus document)

Mail your submittal to:

**Maryland Board of Certified Interior Designers
100 S. Charles Street
Tower 1, 3rd Floor
Baltimore MD 21201
Telephone: 410-230-6261
Fax: 410-962-8483**

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