



REQUEST FOR INACTIVE STATUS – REGISTERED INTERIOR DESIGNER

All registrants are required to be active and in good standing before a change to inactive status is approved. If your registration remains on inactive status for more than 5 years, you will be required to show proof that you have an active registration in another state, or you will be required to take the NCIDQ Examination before you can return your registration to active status. Continuing education requirements for each year your registration was inactive must be completed before returning to active status.

All Registered Interior Designers who have not passed a licensing exam must pass the NCIDQ exam no later than August 31, 2027 to remain licensed. The law applies to all statuses, including Inactive and Emeritus.

This form and your check must be received by TBAE before your expiration date or you will be required to pay your regular renewal fee plus any penalties that may accrue.

I. Name: _____ Registration Number: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Please keep this office advised in writing of any change of address. Check here if you wish to change your mailing address to the above. ☐

II. Please check one: ☐Resident or ☐Non-Resident

| | | |
|-------------------|--------------|---------------|
| Status change fee | \$ 65.00 | \$ 95.00 |
| Renewal fee | <u>25.00</u> | <u>125.00</u> |
| Total | \$ 90.00 | \$ 220.00 |

III. Please change my registration to inactive status. I have read rule 5.78 regarding inactive registration. I understand that I may not practice interior design while my registration is inactive.

Signature

Date

If you have questions, you may contact the Registration Records Coordinator at registration@tbae.texas.gov.

NOTICE TO PERSON COMPLETING THIS FORM: With few exceptions, upon request you are entitled to be informed about the information on the Texas Board of Architectural Examiners (TBAE) collects about you through this form. Pursuant to Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review such information. Pursuant to Section 559.004 of the Texas Government Code, you are entitled to have TBAE correct information about you that is incorrect.