

ASIA PACIFIC INTERIOR DESIGNERS' ACCREDITATION PROGRAM (AP-ID-AP)

[AP-ID-AP GUIDEBOOK]

An initiative by
Asia-Pacific Space Designers Association
(APSDA)



TABLE OF CONTENTS

<u>About AP-ID-AP</u>	<u>1</u>
<u>Phases of AP-ID-AP.....</u>	<u>2</u>
<u>Accreditation Categories.....</u>	<u>3</u>
<u>AP-ID-AP Application Process.....</u>	<u>4-5</u>
• <u>AP-ID-AP Application Process - Successful Applicants</u>	<u>4</u>
• <u>AP-ID-AP Application Process - Unsuccessful Applicants</u>	<u>5</u>
<u>AP-ID-AP Application Timeline.....</u>	<u>6</u>
<u>Application Document Checklist.....</u>	<u>7</u>
<u>AP-ID-AP Fee Structure.....</u>	<u>8</u>
<u>AP-ID-AP Appeal.....</u>	<u>9</u>
<u>Softcopy Accreditation Certificate.....</u>	<u>11</u>



WHAT IS AP-ID-AP?

AP-ID-AP (ASIA PACIFIC INTERIOR DESIGNERS' ACCREDITATION PROGRAM)

AP-ID-AP is an initiative by APSDA (Asia-Pacific Space Designers' Association) to recognise the professional Interior Designers in the Asia Pacific region.

AP-ID-AP is the first and only accreditation program for Professional Interior Designers in the Asia Pacific region.



AIMS OF AP-ID-AP

Through the program, APSDA hopes to elevate the general standards of the Interior Design fraternity and to eventually pave the way for the mobility of the profession within the region.

2 PHASES OF AP-ID-AP A REGIONAL ACCREDITATION

PHASE 1

Beginning from 28th March 2024

Group A

APSDA Member Economies **WITH**
Common Assessment Scheme

PHASE 2

Beginning from July 2024

Group B

APSDA Member Economies
WITHOUT Common Assessment
Scheme

2 CLASSES OF ACCREDITATION CATEGORY



PHASE 1

PHASE 2



GROUP A

APSDA Member Economies **WITH**
Common Assessment Scheme

- a. *Valid Membership Certificate of applicant's respective economy's associations*
- b. *Valid Legislation or Accreditation Certificate of applicant's respective economy*

GROUP B

APSDA Member Economies **WITHOUT**
Common Assessment Scheme

- a. *Valid Membership Certificate of applicant's respective economy's associations*
- b. *Min 3 years interior design/interior architecture/architecture undergraduate degrees or equivalent*
- c. *Min 3 years of post-graduate professional working experience*
- d. *Professional Portfolio*

AP-ID-AP Application Process For Successful Applicants



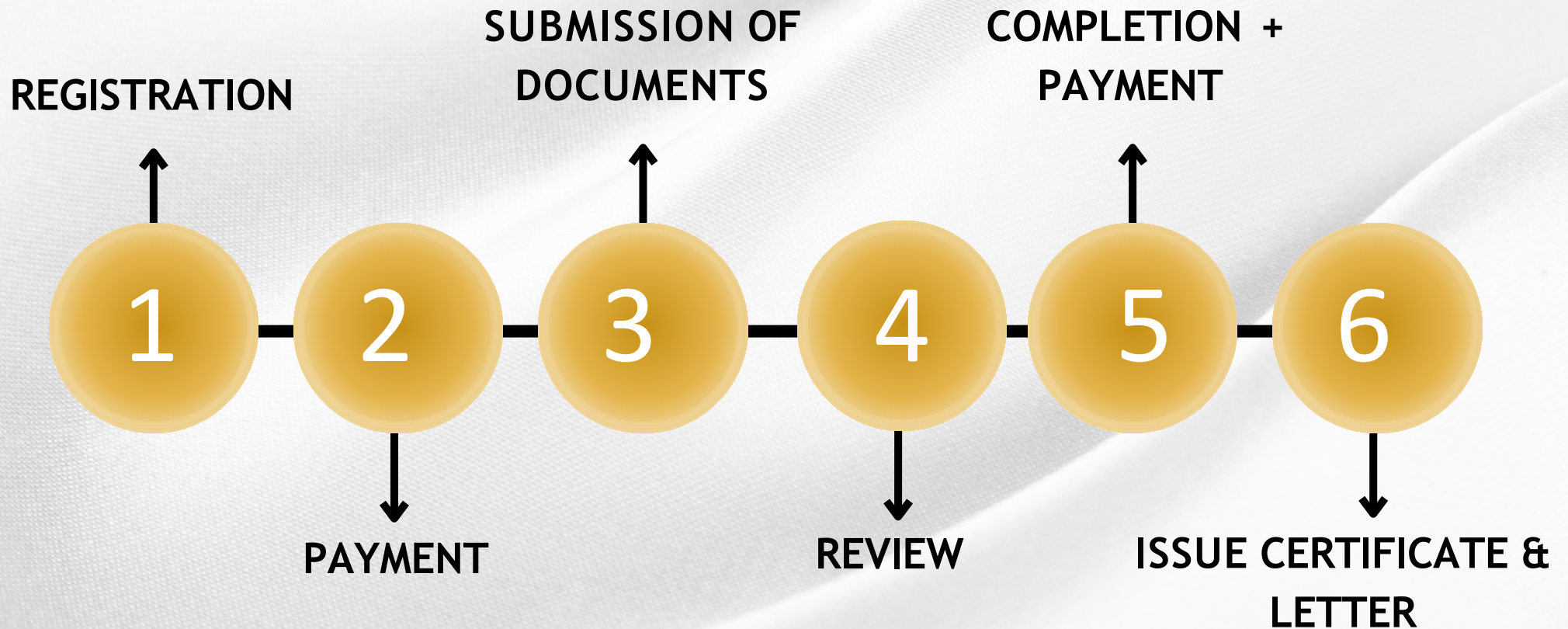
AP-ID-AP Application Process For Unsuccessful Applicants



AP-ID-AP Application Timeline

6 Steps

Estimate Processing Time | 6 Weeks



Application Document Checklist

Application Document Checklist

Photograph of Applicant (Most Recent)

Group A

Group B

•

•

Softcopy of National Association Membership

•

•

Any relevant Practicing Licence

•

Resume / Curriculum Vitae (CV)

Employment History with Job Title(s) & Job Scope(s)
Minimum 3 years' experience in Interior Design

Education Journey

Achievements

•

Softcopy of any relevant 3 years Academic Degree or equivalent that relates to the practice of Interior Design

•

Professional Portfolio

Nature of projects they are handling (i.e. Interior Architecture / Interior Design)

Roles within the project

Skills & competencies demonstrated within that project

Min 5 completed interior design projects (max 2 on-going project)

Floor plan(s) / Elevation(s) of the projects

6 real-life photos of each project (max 2 rendering)

Verification of the projects submitted (a self-declaration term containing such relevant information as the Council may require which relates to the verification of the projects submitted)

•

AP-ID-AP Fee Structure

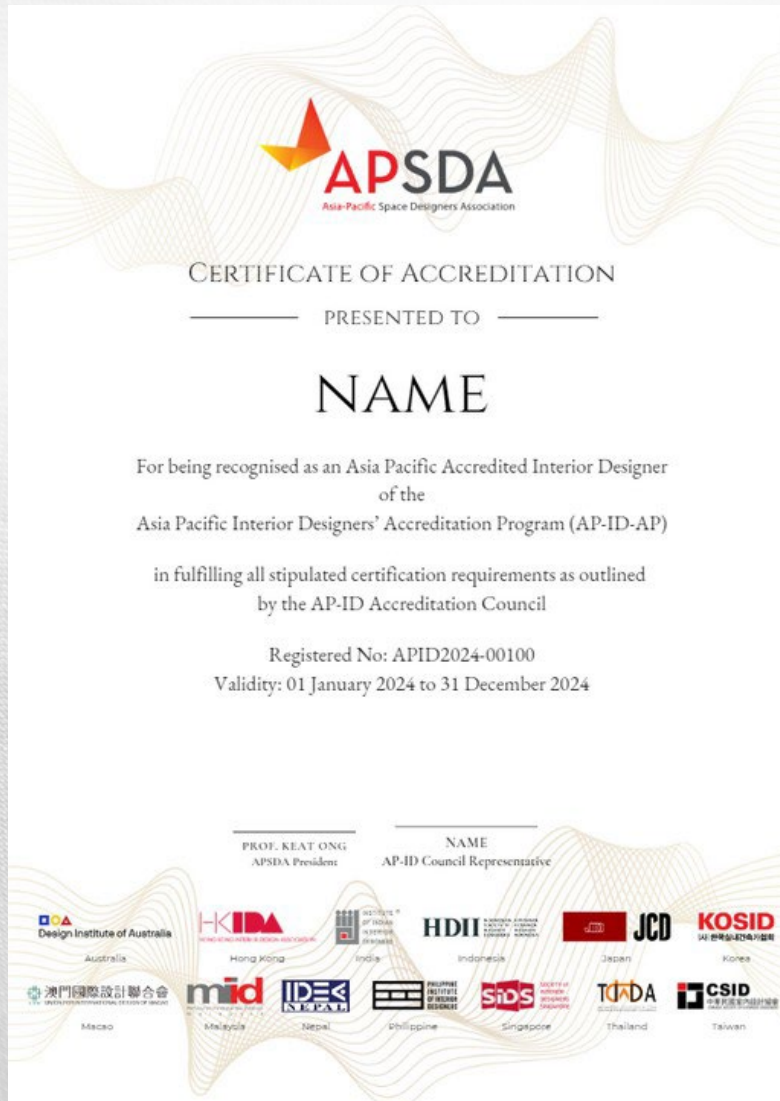
- | | | |
|---|---|--|
| 1 | Application for Accreditation - Interior Designer practicing in APSDA Member Economies with Common Assessment Scheme (GROUP A) | USD 80 + Bank Charges (As Applicable) |
| 2 | Application for Accreditation - Interior Designer practicing in APSDA Member Economies without Common Assessment Scheme (GROUP B) | USD 80 + USD 50 (one time review fee) + Bank Charges (As Applicable) |
| 3 | Accreditation Renewal Fee - with & without Common Assessment Scheme (GROUP A & B) | USD 80 + Bank Charges (As Applicable) |
| 4 | Late Renewal Fee | USD 20 + Bank Charges (As Applicable) |

AP-ID-AP Application Appeal

An appeal against any decision by the Review Panel to refuse an accreditation result or any imposed conditions must:

1. Be submitted within 30 days of the appellant receiving notification of the Review Panel's decision
2. Be directed to the Secretariat via official email "secretariat@apsda.org"
3. Be accompanied by the following documents:
 - a. The notification letter for the accreditation result
 - b. An appeal letter indicating the reason and any supporting documents
 - c. Any other correspondence between the Council and the appellant regarding the refusal to issue the accreditation certificate or the imposed conditions.
4. Any subsequent decision after the appeal shall be considered final, no further appeal shall be accepted.

Softcopy Accreditation Certificate & Suffix



Accredited Interior Designers will be issued with an official Accreditation Certificate (softcopy) signed by the APSDA President & AP-ID Council Representative.

Accredited Interior Designers will be allowed to use the following suffix after their names.

For example:
IDr Joey Ng, APID

Continuing Professional Development (CPD) Guideline

Continuing Professional Development (CPD) is a lifelong learning process to ensure accredited Interior Designers and Interior Architects stay current with the industry best practices, regulatory changes, and essential new skills. CPD enhances or increases their knowledge and skills to meet societal needs and incorporates advanced knowledge, skills, and ethical values for professional practice, self-directed research, and multidisciplinary specialization.

*****CPD Points are being reviewed for 2026.***

Contact Us

Asia-Pacific Space Designers Association (APSDA)

**Address: Level 19, Menara 2 (B01-D), KL Eco City, 59200
Pantai Baru, Kuala Lumpur, Malaysia**

Tel: +6012-206 3245 / +6014 - 361 9747

Email: secretariat@apsda.org

Website: www.apsda.org