



HERITAGE
SCHOOL *of* INTERIOR DESIGN

2022

School Catalog



EMPOWER YOUR CREATIVITY WITH AN EDUCATION

*Seattle Offices and School Location:
5701 6th Ave Suite 204
Seattle, Washington 98108*

*Company Headquarters:
4039 N Mississippi Ave Suite 208
Portland, OR 97227*

877- 726-1158 | heritageschoolofinteriordesign.com

Volume V, Published November 20th, 2021

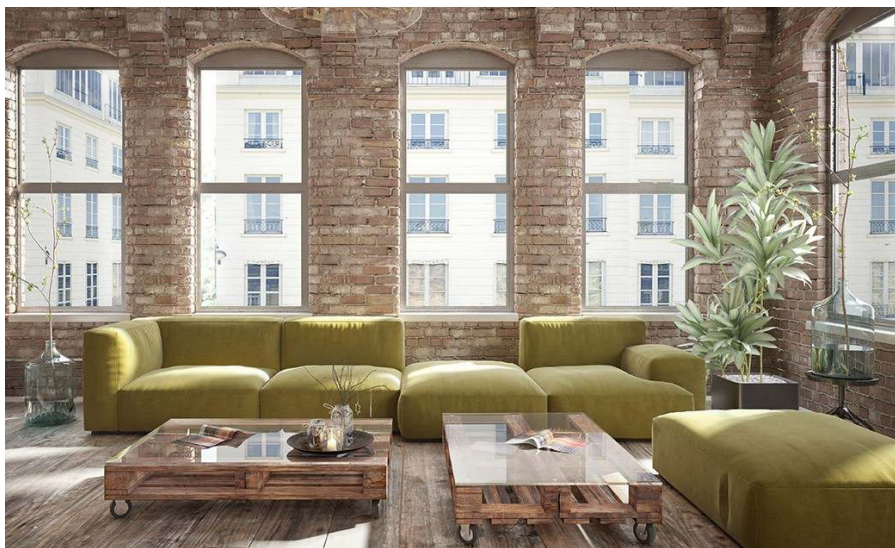
Vision, Values and Objectives.....	4
Mission Statement	4
Our Core Values	4
From the CEO/Executive Director	4
Education Goals and Objectives	5
Interior Design Programs Overview.....	6
Education Overview.....	6
Program Descriptions	7-10
Virtual Program Descriptions	7-11
Criteria for Enrollment	11
Enrollment Process.....	11
Reapplication Process	11
Admission of Physically or Mentally Challenged Student	11
Non-Discrimination Policy.....	11
Disability and Accommodations Policy	12
Transfer of Credits	12
Prior Credits and/or Experience	12
Refresher Courses	12
Graduation	12
The School.....	13
Facilities	13
Instructional Aids	13
Advisory Board.....	13
About the Owner	13
Student Policies and Responsibilities	14
Attendance	14
Makeup Work	14
Appearance and Conduct.....	14
Leave of Absence	15
Withdrawal	15
Probation.....	15
Termination	15
Appeals	16
Readmission	16

Personal Property	16
Placement Assistance & Career Guidance	16
Student Records	16
Student Evaluations	17
Course Incompletes/Repetitions	17
Program Investment	18
Payment Plan.....	19
Cancellation and Refund Policy (Compliance with WAC 490-105-130).....	19-20
Administrative Policies	21
Calendar, School Hours and Holidays	21
Consumer Information	21
Right to Terminate.....	21
Revision Policy	21
Weather Conditions/School Cancellations	21
Academic Policies	21
Transcripts	22
Grading/Progress Reports.....	22
Student Final Design Project Receives a Grade.....	23
Graduation Requirements For Certificates	22-23
Graduation Certificate.....	22-23
Director/Instructor Profiles	24
Stephanie Thornton Plymale, President & CEO & Executive Director	24
Jim Plymale, Director/Administrator.....	24
Amy White, Director of Communications	25
Laura Bowman, Student Relations Manager	25
Gwen Williams, Fundamentals of Interior Design Instructor.....	25
Summer Sterling, Fundamentals of Interior Design Instructor	26
J.D. Nesbitt, Virtual Fundamentals of Interior Design Instructor	26
Abigail West, AutoCAD & SketchUp Instructor	26
Paula Kennedy, Kitchen & Bath Design Instructor.....	27
Peter Benarcik, Commercial Design Instructor.....	27
Roark Congdon, Sketching & Hand Rendering Instructor	27
Leslie Eiler, Rebecca West, Katie Sargent, Paris Hossein, Elizabeth Teel, Advisors.....	28- 30

VISION, VALUES AND OBJECTIVES

MISSION STATEMENT

The mission of the Heritage School of Interior Design is to empower the creativity of aspiring interior designers with a quality, hands-on education to achieve personal growth and professional success.



HERITAGE CORE VALUES

- Empower the success of others
- Pursue growth and learning
- Be creative and open-minded
- Be passionate and determined
- Have the courage to change course
- Be humble and collaborative

OUR CORE VALUES

The Heritage School of Interior Design Core Values provide the unchanging principles that guide our educational philosophy, hiring, admission and recruiting practices and our decision making. We aspire to these values and seek to uphold them in our interactions with staff, students and client relationships.

FROM THE CEO/EXECUTIVE DIRECTOR

Finding a career that promotes creativity and empowers personal choice and growth while touching the lives of people where they live is what interior design means to those of us who have chosen this as our life's work.

I feel so privileged to have gained the knowledge and experience to touch many people's lives with my creativity and gifts and provide beautiful spaces that people appreciate and that add value to their homes and life.

As I've grown in my life and career, I have longed to share the lessons learned with others and to empower them to pursue their personal career passions and experience the joy of working with others to make the world a more beautiful place. The greatest reward for me is the appreciation of those I've worked with. I love helping people grow and thrive personally and professionally.



Following your dream takes courage. It's best done in a community of people who share your passions and values, and who can help encourage you through the challenges of growth.

My wish for you in this program is to see you grow personally and professionally and achieve a career that gives you the freedom to do what you love. I also want to develop a community that will provide an ongoing connection for you as you pursue your dreams. I look forward to our journey to your success together!

Stephanie Thornton Plymale, Executive Director

EDUCATION GOALS AND OBJECTIVES

The goal of The Heritage School of Interior Design Programs are to prepare you for success in a career as an interior design professional which includes self-employment as an independent Interior Custom Designer, sales, or service.

Interior Designers work with the spatial organization, colors, patterns, textures and harmony that define the space in which we live and work. Students of the program learn how to combine these elements to create a mood and style that expresses the individual desires and style of the client. The program focus is on existing interior spaces for residential and light commercial settings.

The Fundamentals of Interior Design instructional program (288 hours of instruction - Interior Custom Design Certificate) is personalized to ensure a learning environment in which professional goals can be met. While the development of design and sales skills are the primary focus, we believe that other areas deserve equal attention. Customer service, communication skills and styles,

professional practices, business procedures, product knowledge, presentation strategies and paperwork are covered throughout the program. In order to meet these objectives, a highly individualized mode of instruction with limited enrollment of 20 students per 1 instructor is offered. The average class size is 15 students. This creates a learning environment that encourages a professional attitude and habits and meets the individual needs of each student. A complete curriculum outline is available on the website and on the following pages.



Programs Overview

EDUCATION OVERVIEW

The Fundamentals of Interior Design instructional program (Interior Custom Design Certificate) is 12 weeks (Weekday Program) or 18 weeks (Saturday Program) of classroom “hands-on” participation and study. We encourage time in class for review, questions and student dialog. We strive to create an open learning environment, providing students with immediate feedback and personal attention.

Weekday and Saturday students have a morning and afternoon break with an hour for lunch. Students may bring their lunch and use the school’s refrigerator and microwave. There are many restaurants in the area near the school.



The Virtual Fundamentals of Interior Design instructional program (Interior Custom Design Certificate) is 18 weeks of a distance education classroom with weekly “live” class sessions requiring participation and study. We encourage time in class for review, questions and student dialog. This program meets virtually as a class twice per week. Additional activities, field visits in the student’s local area, recorded lectures and projects are required to be completed outside of the live class time. Students should expect to spend approximately 10 hours per week outside of class hours on activities, projects, and field visits.

This program requires some independent study. Approximately 10 hours per week should be set aside for outside study and project work. Please note that these hours are in addition to the specified clock hours of instruction listed on pages 7 - 8 of this catalog. The homework increases toward the last weeks of instruction. Heritage provides the necessary supplies and resources for design projects as well as check out privileges from the school library.

Note: Please do not take on any unnecessary obligations that would create stress while attending school. This education should be your primary focus and not complicated with outside activities.

The Professional Certification Program includes completion of the Fundamentals of Interior Design Program plus several supplemental courses listed on page 8. It is the most comprehensive instruction offered through Heritage School of Interior Design.

PROGRAM DESCRIPTIONS

Fundamentals of Interior Design Certification Program (288 clock hours of instruction)

This 12-week day course and 18-week Saturday course, will introduce students to 12 learning units in residential interior design, consisting of theories, concepts and application, preparing them with the knowledge and skills required to work in this widely varied field. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included.

Introduction to Interior Design
Drawing Tools & Techniques
Construction Documents
Color Theory
Materials Terminology & Specification
Design History & Styles
Lighting
Design Process
Business Process
Presentation & Critique Guidelines
Socially Responsible/Universal/Green Design
Architectural Terminology & Construction Teams
Installation

Virtual Fundamentals of Interior Design Certification Program (110 clock hours of instruction, 36 lessons including individualized study)

This 18-week distance education course meets virtually in a live class session twice per week*. The course will introduce students to 12 learning units over 36 lessons in residential interior design, consisting of theories, concepts and their application, and the knowledge and skills required to work in this widely varied field. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included. Students will need to spend approximately 10 hours per week on individualized study outside of live class sessions. Individualized study includes watching video lectures and demonstrations, unit exams, unit projects, reading assignments, field visits in the student's local area, and a final project.

**Live class is defined as a class session held through videoconferencing with the instructor.*

Introduction to Interior Design
Drawing Tools & Techniques
Construction Documents
Color Theory
Materials Terminology & Specification
Design History & Styles
Lighting
Design Process
Business Process
Presentation & Critique Guidelines
Socially Responsible/Universal/Green Design
Architectural Terminology & Construction Teams
Installation

Professional Certification Program (440 clock hours of instruction)

The Professional Certification Program requires completion of all of the following supplemental courses in addition to Fundamentals of Interior Design Certification. It is the highest level of certification available at Heritage School of Interior Design and provides students with a very comprehensive skill set necessary to obtain a job in the interior design field. Completion is recommended within 9-12 months and must occur within 2 years of enrollment.

- UNIT 1 Fundamentals of Interior Design Program
- UNIT 2 AutoCAD
- UNIT 3 SketchUp
- UNIT 4 Photoshop & Illustrator
- UNIT 5 Kitchen & Bath Design
- UNIT 6 Intro to Commercial Design
- UNIT 7 Hand Rendering
- UNIT 8 Business & Entrepreneurship Fundamentals
- UNIT 9 Masters Portfolio Studio

Virtual Professional Certification Program (292 clock hours of instruction, 36 lessons including individualized study)

The Virtual Professional Certification Program requires completion of all of the following supplemental courses in addition to Virtual Fundamentals of Interior Design Certification. It is the highest level of certification available at Heritage School of Interior Design and provides students with a very comprehensive skill set necessary to obtain a job in the interior design field. Units 2 through 8 meet virtually in a live class session once per week*. Completion is recommended within 9-12 months and must occur within 2 years of enrollment. **Live class is defined as a class session held through videoconferencing with the instructor.*

- UNIT 1 Virtual Fundamentals of Interior Design Program
- UNIT 2 Virtual AutoCAD
- UNIT 3 Virtual SketchUp
- UNIT 4 Virtual Photoshop & Illustrator
- UNIT 5 Virtual Kitchen & Bath Design
- UNIT 6 Virtual Intro to Commercial Design
- UNIT 7 Virtual Hand Rendering
- UNIT 8 Virtual Business & Entrepreneurship Fundamentals
- UNIT 9 Virtual Masters Portfolio Studio

COURSE DESCRIPTIONS

AutoCAD (24 clock hours of instruction)

This 12-week course will provide students with an introduction to the basic tools & technical skills needed to create 2-D drawings for interior design in AutoCAD (Computer Aided Design). Students will also develop a personalized template that they can use for any drafting project and will learn the tools necessary to draft floor plans, elevations, and details in AutoCAD. Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators.

Evening AutoCAD (24 clock hours of instruction) **This course is for virtual and Saturday students only.* Efficiently and accurately create professional drawings to present to clients using AutoCAD (2-D and 3-D Computer Aided Design drafting software). Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators. Learnings from this 8-week course culminate in each

student creating a 3-bedroom home.

SketchUp (14 clock hours of instruction)

This 7-week course teaches the basics of 3D modeling, tailored specifically for Kitchen & Bath Design. Students will learn both beginner and advanced techniques tailored to aid in the designing and presentation of design projects.

Photoshop, Illustrator & InDesign (18 clock hours of classroom instruction)

This 6-week course will provide students with basic Photoshop, Illustrator& InDesign skills that can be used to create professional visual presentations. Students will learn how to modify and transform images by changing the color, lighting, and size of photos that can be used to build their portfolio.

Kitchen & Bath Design (14 clock hours of classroom instruction)

This 7-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom.

Intro to Commercial Design (40 clock hours of classroom instruction)

This dynamic 10-week course examines the unique and diverse disciplines within the progressive field of Commercial Interior Design. Learn the fundamentals and elements essential to produce and manage a successful commercial project from initial client meeting to completion. Explore innovative hands-on methods, processes and skills to design engaging interior environments that enrich spaces functionally and aesthetically. Immerse yourself in the conceptual exploration of spaces that support programmatic and functional requirements. Identify, research and creatively analyze elements related to performance, specifications, functionality and quality of space.

Business & Entrepreneurship (14 clock hours of classroom instruction)

This 7-week course covers the fundamentals of starting and running your own design business that is uniquely tailored to define and meet your personal goals. In this course, you will create a strategic plan that is based on your unique capabilities and helps you to define and measure your goals culminating in the development and presentation of a business plan for your first year of business.

Master Portfolio Studio (8 clock hours of classroom instruction)

This 4-week course guides students through the process of curating a professional portfolio that showcases their brand, designs and projects to show potential clients and employers their skills as a professional designer. Course content also includes developing an initial online presence and professional brand. By the end of the 4 weeks, students will be prepared to present their Master Certification Program portfolio for graduation and to clients or employers. Note: This class is for students enrolled in the Master Certification Program only. This is the final course of the program. At the end of the course students will present their final portfolio.

Hand Rendering (24 clock hours of classroom instruction)

This 8-week virtual course will give students the knowledge they need to confidently hand render their designs for client presentations or on-the spot requests and revisions. Students learn quick-hatch methods in addition to classic and realistic full renderings, utilizing everything from graphite and pen and ink to color pencil, watercolor, Prisma marker and mixed media. All renderings will be relevant to the field of interior design. Each virtual class has instructor demonstration followed by student implementation.

Virtual AutoCAD (24 clock hours of instruction)

Efficiently and accurately create professional drawings to present to clients using AutoCAD (2-D and 3-D

Computer Aided Design drafting software). Such accuracy and efficiency in the design process facilitates more successful presentation of ideas and designs for the designer and improved communication and comprehension for clients or team collaborators. Learnings from this 8-week course culminate in each student creating a 3-bedroom home. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual SketchUp (14 clock hours of instruction)

This 7-week course teaches the basics of 3D modeling, tailored specifically for Kitchen & Bath Design. Students will learn both beginner and advanced techniques tailored to aid in the designing and presentation of design projects. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual Photoshop, Illustrator & InDesign (18 clock hours of classroom instruction)

This 6-week course will provide students with basic Photoshop, Illustrator & InDesign skills that can be used to create professional visual presentations. Students will learn how to modify and transform images by changing the color, lighting, and size of photos that can be used to build their portfolio. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual Kitchen & Bath Design (14 clock hours of classroom instruction)

This 7-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual Intro to Commercial Design (40 clock hours of classroom instruction)

This dynamic 10-week course examines the unique and diverse disciplines within the progressive field of Commercial Interior Design. Learn the fundamentals and elements essential to produce and manage a successful commercial project from initial client meeting to completion. Explore innovative hands-on methods, processes and skills to design engaging interior environments that enrich spaces functionally and aesthetically. Immerse yourself in the conceptual exploration of spaces that support programmatic and functional requirements. Identify, research and creatively analyze elements related to performance, specifications, functionality and quality of space. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual Hand Rendering (24 clock hours of classroom instruction)

This 8-week virtual course will give students the knowledge they need to confidently hand render their designs for client presentations or on-the spot requests and revisions. Students learn quick-hatch methods in addition to classic and realistic full renderings, utilizing everything from graphite and pen and ink to color pencil, watercolor, Prisma marker and mixed media. All renderings will be relevant to the field of interior design. Each virtual class has instructor demonstration followed by student implementation.

Virtual Business & Entrepreneurship (12 clock hours of classroom instruction)

This 7-week course covers the fundamentals of starting and running your own design business that is uniquely tailored to define and meet your personal goals. In this course, you will create a strategic plan that is based on your unique capabilities and helps you to define and measure your goals culminating in the development and presentation of a business plan for your first year of business. *This course is held as a weekly live class session through videoconferencing with the instructor.*

Virtual Master Portfolio Studio (8 clock hours of classroom instruction)

This 4-week course guides students through the process of curating a professional portfolio that showcases

their brand, designs and projects to show potential clients and employers their skills as a professional designer. Course content also includes developing an initial online presence and professional brand. By the end of the 4 weeks, students will be prepared to present their Master Certification Program portfolio for graduation and to clients or employers. Note: This class is for students enrolled in the Master Certification Program only. This is the final course of the program. At the end of the course students will present their final portfolio. *This course is held as a weekly live class session through videoconferencing with the instructor.*

ELECTIVE COURSES -

Revit (17.5 clock hours of classroom instruction)

This 7-week course will cover the fundamentals of Revit in a format that promotes information retention. Students will obtain a fundamental understanding of Revit Architecture as it relates to Interior Design and the skills and technical knowledge required to model, draft, and render small projects.

Home Staging (24 clock hours of classroom instruction)

This 3-day intensive course provides students with the business framework required to get their staging business started and the hands-on skills needed to be successful. Time will be spent both in the classroom and in the field, visiting successful staging business warehouses. The course covers the following topics:

- Staging Principles & Best Practices
- Client Demographics & Psychology
- Business Development & Marketing
- Pricing, Inventory, Warehousing
- Photography & Marketing

CRITERIA FOR ENROLLMENT

Heritage School of Interior Design accommodates a wide variety of students. Students must be 18 years of age or older and must possess a high school diploma, GED or equivalent. Previous experience is not necessary. The school director meets with applicants to determine their career interests, skills, attitude and motivation. Heritage criteria are based upon demonstrated maturity and the desire to complete and further one's career goals in interior design. Applicants fill out an application form which is discussed with the director. Students are accepted for enrollment during this meeting. Heritage School of Interior Design admits only those whom it believes will benefit from the education.



ENROLLMENT PROCESS

The first step of the enrollment process is to set up a personal interview with the director or staff member to discuss mutual goals and expectations. Information will be made available regarding fees for education, registration procedures and payment options. Enrollment papers are completed and accepted during this meeting. Enrollment may occur up until the day the course begins, space permitting.

REAPPLICATION PROCESS

If an applicant is denied enrollment, they may apply again once circumstances that may have interfered have changed and have been discussed with the director.

ADMISSION OF PHYSICALLY OR MENTALLY CHALLENGED STUDENT

Handicapped or physically challenged persons who meet the “criteria for enrollment” (described in the Criteria for Enrollment section above) are eligible for education.

NON-DISCRIMINATION POLICY

Heritage School of Interior Design encourages diversity and accepts applications from all minorities. Heritage does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Heritage acknowledges that information pertaining an applicant’s disability is voluntary and confidential and will be made on an individual basis.

DISABILITY AND ACCOMMODATIONS POLICY

Heritage acknowledges that information pertaining an applicant or student’s disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Heritage will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the vocational program, and must be able to perform the essential functions of the vocational program, either with or without reasonable accommodation; the academic standards are the same for all individuals enrolled.

TRANSFER OF CREDITS

Heritage School of Interior Design’s program is based on clock hours, not credits. The school does not guarantee the transferability of its credits to a college, university, or institution unless there is a written agreement with another institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

PRIOR CREDITS AND/OR EXPERIENCE

Prior educational credits or past experience is not transferable to Heritage School of Interior Design due to the unique nature of our program.

However, prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

REFRESHER COURSES

Graduates of the program may attend segments of the coursework at no additional cost as space permits. Students may retake the entire course at any time for half of the then current published rates.

DEVELOPMENTAL EDUCATION

Heritage does not offer any developmental nor remediation courses. A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 80 percent are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to students in the middle of the term, with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include online quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

GRADUATION

The graduation ceremony and celebration is held at the school on the last day of class.

THE SCHOOL

FACILITIES

Heritage School of Interior Design Seattle features a newly remodeled facility at the Seattle Design Center that adjoins the Seattle Design Center Designer Lounge. The school features a reception area, a private office for meeting with students and staff and one classroom. The adjoining designer lounge is available to students and features a kitchen with a microwave, sink and refrigerator. Training equipment includes worktables, drafting boards, a flat screen monitor for displaying. The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories, reasonable accommodation will be provided at the request of the student. The maximum class size is 20 and the maximum student/teacher ratio is 20 to 1.

INSTRUCTIONAL AIDS

Each classroom has a large flat screen monitor for displaying visual aids and PowerPoint slides. The school provides a variety of samples for school projects including fabric, rugs, window coverings, paint, design books, magazines, and product catalogs. Students are required to provide their own laptop or tablet. Wi-Fi internet connectivity is provided. Drafting boards and student software for technical courses is provided when it is available.

ADVISORY BOARD

The advisory board meets annually to provide input and guidance to the Interior Design Program. The board consists of 3 or more industry specialists that review and update the curriculum with the instructors. Please see Advisory Board bios on page 22-23 of this catalog.

ABOUT THE OWNER

Heritage School of Interior Design is owned and operated by Stephanie Plymale, a design industry leader and experienced entrepreneur. In February 2014, she purchased the school and has utilized the rich history and success of Heritage to transform the program. She has integrated the artistic and creative elements and principles of design and its history with the business and technology of design. To support this transformation, she has developed several new courses, which provide students with the well-rounded education they need to succeed in the industry.



Her professional background includes 18 years as an independent interior designer with experience in commercial design, residential design, staging for realtors, and custom window treatments and furnishings. The knowledge she gained helped her to grow not only as a designer, but also as a leader and business owner.

After a successful design career, and a thorough understanding of the value of hard work, her passion turned from working as an Interior Designer to empowering and inspiring others. It was soon after this realization that she was given the opportunity to purchase Heritage School of Interior Design, and the timing couldn't have been more perfect. Stephanie is committed to continuously enhancing the program and providing ongoing support and career opportunities for students and alumni.

STUDENT POLICIES AND RESPONSIBILITIES

ATTENDANCE

Attendance and punctuality is critical to success. If for any reason a student will be late to class or absent, we require notification. Tardiness and absence are recorded in the student file and discussed with the students personally. Students can miss a total of 24 hours of Fundamentals (not consecutive days) and still qualify to graduate. Allowances are made for absences resulting from emergency situations and are evaluated on a case-by-case basis. Students may be terminated and pick up in next class session for extenuating circumstances such as personal or family illness. If unexcused absences become excessive and prove detrimental to their education, termination may be required. Students are required to request an excused absence for personal reasons with the instructor. If a student is tardy to class (more than 15 minutes) 3 times, it is considered an unexcused absence for one full class day. After 3 tardies, a written warning will follow. If late arrival to class continues after the written warning the student will be put on probation.

MAKEUP WORK

Lessons and/or assignments missed due to absences must be made-up within seven business days of returning to school. Students should meet with their instructors to get missed

assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

APPEARANCE AND CONDUCT

Students are expected to dress for class and offsite visits as they would for a meeting with a prospective client and in accordance with the published dress code. Students are expected to treat instructors and each other with respect and consideration. Any student who violates policies or procedures or the spirit and purpose of the school is subject to probation and dismissal. 3 verbal and 1 written warning from staff could result in probation and/or dismissal. Infractions are noted in the student file.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

LEAVE OF ABSENCE

Only 1 leave of absence may be granted to a student at the discretion of the director for medical or serious personal reasons. Certification from a doctor is required for medical leave. Leave of absence will be evaluated on a case-by-case basis. A leave of absence results in rescheduling and any/all tuition fees paid will be honored.

WITHDRAWAL

Students are encouraged to seek counsel from the School Director before making the decision to withdraw. Withdrawal must be made in writing to the school. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the

student will be calculated using the last recorded date of attendance.

SATISFACTORY ACADEMIC PROGRESS

Students will be allowed to redo assignments and/ or final class projects to achieve a passing grade as viewed permissible by the Director. A passing grade is considered a C (70% or higher).

ACADEMIC WARNING

Students who have fallen behind in coursework or are not demonstrating progress will be provided with 3 verbal warnings (recorded in student file), followed by 1 written warning from the director or instructor. Progress is assessed through quizzes, skill development tests, hands-on skill evaluation, and individual and group projects, instructor feedback on the student's academic progress and attendance or other infractions. Students are encouraged to meet with the director or appropriate staff member to identify any barriers, to develop success strategies and to investigate the various resources that may be of assistance.

PROBATION

A student may be put on probation if they fail to demonstrate satisfactory academic progress after receiving the verbal and written academic warnings. Progress is assessed through instructor feedback on the student's academic progress and attendance or other infractions. If issues are not resolved at that time, a student may be placed on probation for 3 days of class (student will continue to attend class to keep pace with the program). If issues are not resolved during the 3 days, the student will be terminated. Students are allowed 1 probation only. Students will be notified verbally and via email that they are on probation. A student that is on probation will be encouraged to meet with the director or staff member to develop a written student success plan that may include external resources from the school.

TERMINATION

Heritage School of Interior Design reserves the right to terminate a student for failure or inability to conform within the general spirit, policies, and rules of the school or conduct detrimental to the reputation of the school or education of other students. Also, student's failure to demonstrate satisfactory academic progress as assessed based on the student's progress report and/or instructor feedback on the student's academic progress, attendance requirements or financial obligations due to the school, can result in termination. In the event of withdrawal or termination, a student's financial responsibility re: tuition, fees, etc. are described under cancellation and refund policy in the school catalog. A terminated student may not reapply for admission but may choose to appeal their termination. Students will be notified verbally and in writing of a termination and of the appeal process (Please see Appeals section below).

APEALS

Students may appeal their termination in writing to the School Director within one week. The Director will review the circumstances and either reinstate the student or confirm the termination. Student's written appeal should include an explanation of extenuating circumstances as to why they were unable to meet Heritage's academic standards and why they think they will be successful if reinstated.

Students that are dismissed from the school who request re-entry must put the request in writing to the school director within one week of their termination. In cases where the student was dismissed for excessive absences (more than 24 hours) or financial concerns, it may be possible to re-enter the next quarter. In cases where the student was dismissed due to conduct issues, the student will need to meet with the Director before re-entering the school. The decision of the Director is final. The student will receive a letter within 5 business days stating the decision.

READMISSION

Students who withdraw in good standing and demonstrate that the factors inhibiting the attendance or academic progress have been addressed (financial obligations current, issues resolved personally or with the school) may re-enroll provided space is available.

PERSONAL PROPERTY

Heritage School of Interior Design will not be responsible for the loss of or damage to personal property. All notebooks and personal property should be labeled for identification.

PLACEMENT ASSISTANCE & CAREER GUIDANCE

Career guidance and counseling are an integral part of our program. Specific job search/interview methods are taught and examples provided in class. Students prepare in class for employment and/or self-employment through their independent business based on a series of work-specific studies. Graduates receive job and client leads as opportunities arise. The school maintains employment opportunities for graduates through email.

Heritage School of Interior Design cannot guarantee graduate employment.

STUDENT RECORDS

Students may examine their files, records or documents maintained by Heritage School of Interior Design which pertain to them. Please submit a written request and copies will be furnished upon payment of cost of reproduction. Student records will remain on file for 50 years. Should the school close, the closed school student records will be maintained by the Workforce Board for the remainder of the 50-year retention schedule. Heritage School of Interior Design complies with applicable requirements of the “Family Educational Rights and Privacy Act (FERPA).

STUDENT EVALUATION

Grade Requirements for Fundamentals of Interior Design course:

Students are expected to earn a (C) 70% or higher overall grade in the Fundamentals of Interior Design Course to pass the course.

- Fundamentals Final Project is equal to 30% of the course grade. Students must complete the final design project with a grade of B (80%) or better. Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.
- Fundamentals Final Exam is equal to = 10% of the final Grade
- Fundamentals Remaining Coursework: Students need to complete weekly in-class assignments, homework, and exams with a C (70%) or above.
- Attendance of at least 90% (264 clock hours) attendance is required

Grade Requirements for Virtual Fundamentals of Interior Design course:

Students are expected to earn a (C) 70% or higher overall grade in the Fundamentals of Interior Design Course to pass the course.

- Fundamentals Final Project is equal to 30% of the course grade. Students must complete the final design project with a grade of B (80%) or better. Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.
- Fundamentals Final Exam is equal to = 10% of the final Grade
- Fundamentals Remaining Coursework: Students need to complete weekly in-class assignments, homework, and exams with a C (70%) or above.

- Attendance of at least 90% (99 hours) of live instruction attendance is required

Grade Requirements for all Elective courses:

- Attendance of at least 90% of course sessions is required
- Completion of all course assignments and exams with a C (70%) or above

COURSE INCOMPLETES/REPETITIONS

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination. Students that do not complete the Interior Custom Design curriculum as scheduled with their enrollment agreement should refer to the published Readmission Policy.

PROGRAM INVESTMENT

Financial information including tuition fees and registration for Heritage School of Interior Design Programs are listed below:

	Fundamentals Program	Professional Program
Registration Fee:	\$100	\$100
Core Course Tuition Cost:	\$7,995	\$14,182
Books and Supplies:	Somewhat variable and subject to change. See Educational Equipment & Supplies List.	Somewhat variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available.
Supplemental Electives Course Tuition	Students may enroll in elective courses	Elective courses included within Professional Program tuition
<i>Advanced AutoCAD</i>	\$1,198	Yes
<i>SketchUp</i>	\$699	Yes
<i>Adobe Photoshop & Illustrator</i>	\$699	Yes
<i>Kitchen & Bath Design</i>	\$799	Yes
<i>Hand Rendering</i>	\$799	Yes
<i>Business Fundamentals & Professional Development</i>	\$699	Yes
<i>Intro to Commercial Design</i>	\$1,995	Yes

<i>Master's Portfolio Studio</i>	\$599	Yes
Professional Program Discount:	N/A	-\$1,300 discount
TOTAL PROGRAM COST:	\$15,482	\$14,182
<i>Revit</i>	\$699	No
<i>Home Staging</i>	\$1,995	No

The registration fee secures your place in class. Tuition and supplies fees include online access to the material and provided supplies, instruction and placement assistance. Graduates wishing to retake portions of the program may do so at half of the then published rate for tuition fees.

PAYMENT PLAN

Heritage offers tuition payment options that include:

Pay in Full: A one-time payment due by the start date of the Fundamentals of Interior Design course.

Fundamentals Program Payment Plan: 3 or 4 equal monthly payments; with the first installment due by the start date of the Fundamentals of Interior Design course and the final payment due before the term ends. Tuition must be satisfied prior to graduation from the Fundamentals of Interior Design course.

Professional Certificate Program Payment Plan: 3, 6, 9 or 12 equal monthly payments, with the first installment due by the start date of the Fundamentals of Interior Design course. Tuition must be satisfied prior to graduation from the Professional Certificate Program.

Extended payment plans may be available upon request on an as needed basis.

Tuition must be satisfied prior to graduation. Heritage School of Interior Design does not offer Federal Financial Aid.

CANCELLATION AND REFUND POLICY (COMPLIANCE WITH WAC 490-105-130)

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any

fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

VIRTUAL PROGRAM CANCELLATION AND REFUND POLICY (COMPLIANCE WITH WAC 490-105-130)

Should the student’s enrollment be terminated or should the student withdraw for any reason from the virtual program, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as

described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
Up to 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance in a live class*. **Live class is defined as a class session held through videoconferencing with the instructor.*
 - a. When the school receives notice of the student’s intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend live class sessions for 30 calendar days.

6. All refunds must be paid within 30 calendar days of the student’s official termination date.

ADMINISTRATIVE POLICIES

CALENDAR, SCHOOL HOURS AND HOLIDAYS

Heritage School observes the following holidays:



- New Year’s Eve Day and New Year’s Day
- Spring Break
- Independence Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day
- Memorial Day

The total hours of each program vary and are dependent upon the curriculum.

The Heritage School of Interior Design administrative office is open from 9:00AM to 5:00PM Monday - Friday and the school is open Monday - Friday 9:00AM until the end of scheduled classes for each term. Please check our website www.heritageschoolofinteriordesign.com or contact our administrative offices for current start dates of class sessions.

Occasionally, classes will be scheduled at alternate times

to accommodate seminars, holidays, illnesses, etc. Notice of such changes shall be provided to students.

CONSUMER INFORMATION

RIGHT TO TERMINATE

Heritage School of Interior Design reserves the right to terminate a student at any time during the 12 or 18-week program for violation of school standards and policies (academic, attendance and conduct). Please review the Cancellation and Refund Policy section of this catalog for more information on refunds.

REVISION POLICY

Heritage School of Interior Design reserves the right to make changes in instructors, guest speakers and charges after being approved by the Workforce Board. No change in curriculum, class scheduling, registration or tuition and fees will apply to currently registered or enrolled students.

WEATHER CONDITIONS/SCHOOL CANCELLATIONS

Classes at Heritage School of Interior Design will be cancelled when weather conditions are considered unsafe. For school closure/delayed start information, please contact the school after 7:15AM on your scheduled day of class for information from the Director (503-292-3343).

ACADEMIC POLICIES

TRANSCRIPTS

Students receive a copy of their program transcript at the completion of the program. The school may require the student to have their tuition and supplies fees paid in full prior to receiving their transcript from the school. The school maintains a copy of student cs for 50 years or as required by applicable law which can be requested by writing or emailing the school director. Should the school close, the closed school transcripts will be maintained by the Workforce Board.

GRADING TERMS

Each Term is comprised of 12 weeks. The Fundamentals of Interior Design Day course is graded over 12 Weeks while the Saturday Fundamentals of Interior Design course extends past a term for an 18-week grading period.

Elective courses within the 12-week term range in length from 6 weeks to 10 weeks.

GRADING/PROGRESS REPORTS

Each course assignment, quiz, exam, and final project/presentation is weighted on an overall percentage scale, as outlined in the course syllabus. It is the basis for the final grade. Students receive progress reports from the instructor or executive director at mid-term based on academic performance.

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

STUDENT FINAL DESIGN PROJECT RECEIVES A GRADE

Grading criteria is based on a written outline and provided to each student with complete instructions and expected outcomes.

GRADUATION REQUIREMENTS FOR FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE

1. Attend a minimum of 264 clock hours of class
2. Complete a final design project with a grade of B or better
3. Complete design board with final design project
4. Complete Final Exam with 80% or better accuracy.

GRADUATION REQUIREMENTS FOR VIRTUAL FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE

1. Attend a minimum of 99 clock hours of live class sessions
2. Complete a final design project with a grade of B or better
3. Complete design board with final design project
4. Complete Final Exam with 80% or better accuracy.

GRADUATION CERTIFICATE

Graduates of the education program will receive their Certificate for Interior Custom Design. The certificate is based on 288 career directed clock hours.

NOTE: Design projects/boards may be re-worked with instructor's input and suggestions (to meet the grade level graduation requirements) and returned within 15 days in order to receive their graduation certificate.

GRADUATION REQUIREMENTS FOR MASTERS PROFESSIONAL PROGRAM/ PROFESSIONAL CERTIFICATE OF INTERIOR CUSTOM DESIGN:

1. Completion of the Fundamentals of Interior Design course with a C (70%) or higher
2. Completion of required elective courses with a C (70%) or higher in all courses
3. Presentation to the Director of a final Master Portfolio

DIRECTOR/INSTRUCTOR PROFILES

Please refer to the Seattle Team page on our website for more information about our faculty

STEPHANIE THORNTON PLYMALE, CHIEF EXECUTIVE OFFICER



Stephanie Thornton Plymale is the owner and CEO of Heritage School of Interior Design. Heritage is headquartered in Portland, OR, and also operates in Denver, CO and most recently expanded to Seattle, WA. Heritage School of Interior Design is an intensive program designed to fully equip students for a career in interior design by combining a hands-on education with a full complement of technical courses. Stephanie is the author of *American Daughter*, her memoir, which became an Instant Amazon Best Seller!

Stephanie owned an independent design firm for eighteen years, serving hundreds of residential and commercial clients, prior to taking over Heritage School of Interior Design. Stephanie is also a mother of three and has been married for thirty years to her high school sweetheart.

Stephanie's greatest joy in owning and operating Heritage is fostering and promoting the success of its students. Heritage graduates over 100 students each year and these students have gone on to win prestigious awards and start wildly successful businesses and careers. A key reason for our success is the broader community support we've received for Heritage and its students.

JIM PLYMALE, PRESIDENT



Jim brings 25 years of startup and growth stage company leadership experience. In 2003 he founded Clinicient and pioneered cloud-based services to outpatient therapy practices. He has led Clinicient through years of revenue growth and raised more than \$25M in capital from local and national investors. Clinicient now employs more than 120 people in Portland, OR. Prior to Clinicient, Jim held senior marketing and management roles at several Oregon based companies including OrCAD where he helped lead the company to a successful IPO in 1996. Jim has

extensive experience in all aspects of building and growing businesses through innovative sales and marketing programs including educational marketing, online/digital marketing, social media marketing and traditional marketing.

AMY WHITE, DIRECTOR OF COMMUNICATIONS



Amy White brings her knowledge of marketing and her passion for interior design to Heritage School of Interior Design. She graduated from Portland State University with a business degree in Marketing and Advertising Management and worked in the marketing field for several years. Amy attended Heritage School of Interior Design where she learned the essentials of design and received her Certificate in Interior Custom Design.

Amy interned at Garrison Hullinger Interior Design as a Marketing Assistant, was the Social Media Coordinator for award winning builder Westlake Development Group LLC., and spent time working with an independent designer as a Design Consultant. Amy began working with Stephanie in 2015 to enhance the online presence of the school with an updated website, blog and social networks. Over the last several years her role has grown and she is now the Director of Communications at the school. Her role includes student relations, business management, website management and marketing.

LAURA BOWMAN, STUDENT RELATIONS MANAGER



Laura Bowman joined the Heritage team in 2020 as the Student Relations Manager at our Seattle location. Laura is a graduate of the inaugural Seattle Fundamentals of Interior Design course and we are so excited to have her back as a team member! Laura's various career paths paved the way for her to discover her true passion: Interior Design! Her previous endeavors helped her realize that a career in Interior Design truly encompasses all of the elements that bring her joy. It is her dream to work closely with clients to help cultivate beauty, meaning, and comfort from within their home. While Laura develops her Interior Design business, she is thrilled to be part of the Heritage Team, working alongside such inspirational people while helping students realize their potential and shape their futures within the design world!

GWEN WILLIAMS, FUNDAMENTALS OF INTERIOR DESIGN INSTRUCTOR



Gwen Williams is an interior designer who can't imagine a more fulfilling career. In business as Space Transform, Gwen works mainly with residential clients to create harmonious spaces that are perfectly suited to their lives. She utilizes interior design along with feng shui principles to optimize the beauty and functionality as well as the energy of the environments she touches. Gwen received her undergraduate education in the fields of biology and psychology and started her career in science and technology before being called to follow a creative path.

She studied interior design at Bellevue College and feng shui at the Blue Mountain Feng Shui Institute, and started her design career as an architectural lighting designer before starting her business in 2005. Since then Gwen has been based in both Seattle and the San Francisco Bay Area, working with hundreds of clients and continuing to find her chosen profession a rich source of joy, interesting challenges,

and constant learning. She aims to empower the students at Heritage with the tools and inspiration to follow their own rewarding creative paths.

SUMMER STERLING, FUNDAMENTALS OF INTERIOR DESIGN INSTRUCTOR



After earning a degree in Economics, working in California state politics, and a 15-year stint in K-12 education, Summer enrolled in an Intro to Interior Design class at Bellevue College for enrichment. Just a few weeks into the class, she was surprised to realize she had just landed on her next career and dove headfirst into design school. While earning a bachelor's degree in interior design, Summer noticed the need for inclusivity within the design industry and vowed to create residential design "for the rest of us." As solopreneur of her company, Tavish Interiors, Summer strives to provide down-to-earth, approachable, and practical design solutions for her clients. Summer believes in good design for all, regardless of budget, and strives to help her clients achieve spaces that support them and their goals. While it is a lofty ideal in theory, she loves to maintain a light and humorous approach to projects and encourages clients to embrace imperfection. With a personal interest in sustainability and color, Summer has earned certifications in GREENleader and Wellness Within Your Walls, and is certified as a Vegan Designer, Design Psychology Coach, and a True Colour Expert. She is on the board of NWSID Seattle and is also a member of IDS Seattle and NKBA.

J.D. NESBITT, FUNDAMENTALS OF INTERIOR DESIGN INSTRUCTOR



J.D. is a serial entrepreneur and designer with nearly 20 years of experience in the design industry. His experience includes high-end residential, light commercial, custom hardware, publishing, graphic and kitchen & bath design both on the West Coast and in the Midwest. Much like the students he teaches, his career started on a different path. His first degree, and career, was in Corporate Accounting and then transitioned into Business Management for a high-end residential design firm. Attending classes primarily at night and on the weekends, J.D. took six years to obtain his Bachelor of Science in Interior Design while working full time and starting his own firm.

In addition to establishing a residential design/build business, J.D. also co-founded a successful publishing company that produced a local, county wide home magazine created to not only serve as a marketing vehicle for the design firm, but also to support the community by giving small business owners a more affordable way to advertise directly to their target local market. After several years, J.D. and his family made the decision to sell everything and move to Seattle to facilitate the next steps in his career. He now is an owner and investor in four different businesses in the PNW. J.D. 's goal is to impart on his students the experiences of being an interior designer and business owner in order to help facilitate their transition to a new career.

ABIGAIL WEST, TECHNOLOGY INSTRUCTOR



Abigail is an Interior Architect by degree with 20 years of experience in the design field. She first began her career in Entertainment Design, working with The Walt Disney Imagineers creating various Disneyland attractions around the world. She then branched into Production Design where she spent the last 10 years directing the art for a myriad of feature films, television shows, and commercials – all spanning many different styles and genres. When she is not in production, Abigail is a practicing interior designer for commercial, residential, and hospitality projects across the country. She says that at the base of all her work lays the fundamental love for design, no matter the arena she is practicing it in. It brings her so much joy!

PAULA KENNEDY, KITCHEN & BATH INSTRUCTOR



An Interior Designer of 21 years, Paula Kennedy’s firm Timeless Kitchen Design is a second career post-Corporate America. A love of kitchen and bath design offered her the opportunity to combine left-brain technical skills with the ability to play with right-brain space and color. Paula is an NKBA Certified Master Kitchen & Bath Designer (CMKBD), a Certified Architectural Color Consultant (CACC), and has received her CLIPP Certified Living in Place designation through the Living in Place Institute. This award-winning designer, who was honored with the NKBA Lifetime Ambassador achievement in 2017, has been published locally and nationally, and gives back to the design community by speaking, teaching, curriculum creation, mentoring and writing, most recently embracing the topics of creativity, innovation, tech, inclusive design and color. Inspiring others feeds her passion for design, mentorship and teaching.

PETER BENARCIK, COMMERCIAL DESIGN INSTRUCTOR



Peter is a designer, educator and craftsperson with over 25 years of professional industrial, architectural and interior design experience. Growing up in Delaware and exposed to both his mother’s flower shop as well as his father’s home improvement center, his love for design and craft is in his DNA. Peter started his professional teaching career in 2000 with the opening of the Art Center College of Design SF campus where he taught Furniture Design and Fabrication. Additionally, he has held positions at Rhode Island School of Design Department of Industrial Design, the Boston Architectural Center, Bellevue College Department of Interior Design as well as guest lecturing at SPU and UW. He runs multi-disciplined design studio, Five Ply Design, primarily focusing on architectural and interior design commissions, product, and hand-crafted furniture and custom fixtures. His work has been featured in publications such as The New York Times, Interior Design Magazine, Dwell and Seattle Magazine with product placement in stores across the country including the Museum of Modern Art, San Francisco Museum of Modern Art, The

Museum of Arts and Design and the Smithsonian collections. When not in the studio, you will most likely find Peter out racing bicycles on the road or in the mud, rebuilding his house or out and about searching for the best gin cocktail in Seattle.

ROARK CONGDON, HAND RENDERING & SKETCHING INSTRUCTOR



Roark Congdon is an instructor of technology, drawing, and art history at several colleges and universities in Seattle. He has taught 3D modeling, rendering, sculpture, drawing, art history, and design at the university and high school levels in both in the U.S. and China for over 15 years.

Congdon is a McNeel certified Rhinoceros trainer, and the author of *Architectural Model Building, Tools, Techniques, and Materials*.

LESLIE EILER, ADVISOR



Leslie has been working directly with homeowners for nearly a decade, guiding clients through the design and construction process of residential interior design, new construction, and remodeling. Armed with Bachelor's and Master's degrees in Interior Design, her work has always focused on real-world, functional design. As the Design Manager of CRD Design Build in Seattle, Leslie guides her team of architects and designers as they transform clients' homes into spaces that reflect who they are and how they want to live. Leslie has a passion for education and sharing her experience with the next generation interior designers. Her experience in luxury architecture, turn-key interiors, construction, permitting, estimating, and project management proves that a well-rounded designer is so much more than “someone with good taste.”

REBECCA WEST, ADVISOR



Rebecca may call herself an “accidental entrepreneur” but it was a happy accident! A decade after needing to reinvent her own post-divorce home this ex-Peace Corps Volunteer and once-upon-a-time ballroom dance instructor not only leads the team at her design firm Seriously Happy Homes, she also authored the book *Happy Starts at Home*, and coaches other aspiring designers on their path to operating successful and joy-filled businesses. Whether she’s helping someone redesign their living room or reshape their business, she encourages folks to ignore well-meant but ill-fitting advice and figure out what *they* need in order to thrive. To this day Rebecca doesn’t care if anyone buys a new sofa (and built a business that separates product from profit so that she never has to rely on mark-ups to make a living) – she just cares that our homes, businesses, and lives work for us. In addition to proudly serving on the board of Heritage Design School, Rebecca has been seen at Town Hall Seattle, Ignite Seattle, Seattle Magazine, Success Magazine, Bustle, New Day Northwest, and Seattle Refined, and is the proud recipient of the MBA design award for “modest budget, big impact” - an award in perfect alignment with her business and life values. Rebecca is a world traveler and a Scotch drinker. She can’t resist a costume party or a cat video, and has a weakness for Oreos and Taco Bell. Email: design@seriouslyhappyhomes.com

KATIE LARGENT, ADVISOR



With a background in psychology, Katie formerly worked with the board game company Cranium before moving into interior design. After working at Plantation Design in Los Angeles for more than a decade, she returned home to Seattle with her husband and two kids and co-founded Arden Home. She finds her life as a small business owner and interior stylist to be the ideal way to blend her three personal passions: interiors, business, and psychology. As she proved in launching our Seattle store, Katie is unstoppable when she puts her mind to something. On a daily basis, she applies that determination to finding the perfect pieces for her clients and designing thoughtful, inspiring spaces that are genuine reflections of her clients' distinct tastes and characteristics.

PARIS HOSSEIN, ADVISOR



individual styles, stories, and lifestyles.

Having moved across the country from Virginia to Seattle, Paris was inspired by the creative energy that flowed through the city, drawing her towards the field of interior design. Her unique skillset combines her creativity, deep knowledge of color theory, and distinctive sense of style to create unified harmony within a space. After graduating from Bellevue College, Paris joined the International Interior Design Association (IIDA) and held the Events Chair position where she planned events, developed and designed interactive sales and marketing collateral, and managed promotional operations. Her education in interior design combined with her vigor and originality allow her to create authentic interiors that unify

ELIZABETH TEEL, ADVISOR



Elizabeth Teel joined the Seattle Advisory Board as our first Heritage Alumni Member! She worked in the public relations and marketing industry for 6 years before ultimately deciding to follow her life-long passion for creativity and interior design. She currently works as a design assistant with KP Spaces where she is involved in all facets of client projects; from drafting floor plans and elevations to materials selection, space planning, presenting at client meetings, designing built-ins and more. Elizabeth plans to start her own interior design business, designing residential and boutique commercial spaces, within the next few years.



HERITAGE

SCHOOL *of* INTERIOR DESIGN

GRIEVANCE POLICY

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors and officials. Should this procedure fail, students may contact:

**Workforce Board, 128 - 10th Ave. SW
Box 43105, Olympia, Washington
98504-3105**

Web: workforce@wtb.wa.gov

Phone: 360-709-4600

Email Address: pvs@wtb.wa.gov

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

**Workforce Board, 128 - 10th Ave. SW
Box 43105, Olympia, Washington
98504-3105**

Web: wtb.wa.gov

Phone: 360-709-4600

Email Address: pvs@wtb.wa.gov