



National Council for
Interior Design Qualification

**Core Provisions
Of
Interior Design Registration**

**Model Regulatory Board
Rules & Regulations**

January 2010

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Foreword

Rules are created and passed by Regulatory Boards established by jurisdictional law, statutes or acts to manage the regulation of a profession. The jurisdiction's legislature sets the law to determine what is permitted and restricted. It falls to the Regulatory Boards themselves to define and establish the details and particulars of these laws, within those boundaries set by the lawmakers. Unlike jurisdictional statutes or laws that require legislative process for any changes, Regulatory Board rules can be modified, amended, and revised by the Regulatory Board to respond to the needs of administering the law. It is important to assess what is permissible and better to be in regulatory rules and not in jurisdictional law, since each occasion laws are re-addressed in the legislative process, those laws become exposed and vulnerable to changes which may be very undesirable.

For example, legislators shall require the passage of an examination to establish minimum competency for registration and the Regulatory Board may determine the standard for that examination. In the Rules and Regulations, the examination standard shall be the NCIDQ Examination. Another example would be determination by statutes for causes to discipline registrants as well as an acceptable range of penalties and fines. The process for disciplining would be defined by the Regulatory Board, as well as the extent of the penalties and the exact amounts of the fines to be levied in the Rules and Regulations.

This model language for Rules and Regulation document is written to serve all. Therefore, those jurisdictions that have multiple discipline Regulatory Boards vs. single discipline Regulatory Boards may have to adjust some language to suit their needs. All footnotes and much of the language are instructive, noting changes that each jurisdiction will have to customize to fit their own needs. Where practical, that language within the body of the text has been placed in brackets and italicized.

There is a requirement by legislative statute of formulating ethical and/or conduct guidelines for registrants related to the health, life safety and welfare of the general public. Rules of Conduct, while having the ability to be stand-alone documents are generally found within the Rules and Regulations rather than in the Act or Statute. Language within the Rules of Conduct must be clear, quantifiable and enforceable. Whereas a Code of Ethics is based more on moral judgments and is less enforceable by law, they are more the purview of professional organizations.

While rules supplement laws or statutes, they may never be more restrictive than those laws or statutes. Regulatory Boards are not permitted to overstep the boundaries for rules and "create laws" by rules. Oversight committees in jurisdictions may review rules to insure that such law-making through rules does not occur. The determination of the extent to which rules may be developed is defined by the jurisdiction's Administrative Codes and Guides, which should always be referenced.

If this model is being used to update an existing Rules & Regulations document, be sure to consult the jurisdiction's legislation for language that will enable these changes and/or additions.

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I. REGULATORY BOARD

- A. The purpose of the Regulatory Board is defined in [*the NCIDQ Model Legislation*].
- B. The Regulatory Board shall become a Member Board of the National Council for Interior Design Qualification (NCIDQ) or any successor in interest to that organization and appropriate in its annual budget the finances required for NCIDQ membership dues and attendance by at least one board member at NCIDQ's annual meeting.¹
- C. As a Member Board of NCIDQ:
1. The Regulatory Board shall designate an interior designer as Delegate to represent the Member Board on the NCIDQ Council of Delegates. The role of the NCIDQ Delegate shall be:
 - (a) To maintain accurate Regulatory Board contact information with NCIDQ.
 - (b) To ensure open lines of communication and contact with NCIDQ.
 - (c) To partake in Member Board meetings and informational exchanges.
- D. Joint or Multiple Professions Regulatory Board:
1. The organization and appointment of Regulatory Board members shall be per jurisdiction statutes.
 2. Regulatory Board members shall represent the profession of Registered Interior Design [*equally or proportionately*] to the other profession(s) represented on the Board.
 3. Regulatory Board members shall represent the profession of Registered Interior Design on a specialty and geographic basis.
 4. Regulatory Board terms and term limits shall be based on jurisdiction statutes.
 5. Parity shall be established in the numbers of professionals representing the professions of the Regulatory Board.
 6. A public/consumer member should be appointed to the Regulatory Board.
 7. All Regulatory Board members shall have the opportunity by Regulatory Board elections to hold an Officer position including the role of Chairperson.
 8. Regulatory Board Officer duties shall be per jurisdiction statutes.
 9. The Regulatory Board shall have an Executive Director whose sole duty is service to the Board.²
 10. The Regulatory Board shall be responsible for creating and amending the Administrative Rules and Regulations.
 11. The Regulatory Board shall have the ability to use its own funds and have discretion and oversight over its budget per jurisdictional statutes.
 12. The Regulatory Board shall create and manage Probable Cause Committees. Probable Cause Committee members shall be specialists in the purpose of that Committee.
 13. Shall be a Member Board of NCIDQ.
- E. Single Profession Regulatory Board:
1. The organization and appointment of members shall be per jurisdiction statutes.

¹ NCIDQ is an organization of Regulatory Boards and provincial associations in the United States and Canada whose core purpose is to protect the health, life safety and welfare of the public by establishing standards of competence in the practice of interior design.

² This is the most desirable but in small jurisdictions, or due to limited budgets, many Executive Directors oversee multiple Regulatory Boards.

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2. Regulatory Board members shall represent the profession of Registered Interior Design on a specialty and geographic basis.
3. Regulatory Board terms and term limits shall be based on jurisdiction statutes.
4. All Regulatory Board members shall have the opportunity by Regulatory Board elections to hold an Officer position including the role of chairperson.
5. A public/consumer member should be appointed to the Regulatory Board.
6. Regulatory Board Officer duties shall be per jurisdiction statutes.
7. The Regulatory Board shall have an Executive Director whose sole duty is service to the Board named in the statutes.³
8. The Regulatory Board shall be responsible for creating and amending the Administrative Rules and Regulations.
9. The Regulatory Board shall manage its own funds and have discretion and oversight over its budget per jurisdictional statutes.
10. The Regulatory Board shall create and manage Probable Cause Committees. Probable Cause Committee members shall be specialists in the purpose of that Committee.
11. Shall be a Member Board of NCIDQ.

F. Offices.

1. The Regulatory Board may provide its own quarters, in which case it shall bear the expenses incident to their maintenance.
2. The Regulatory Board may maintain offices in as many localities in the State as it finds necessary to carry out the provisions of this chapter.

G. Confidentiality of certain records of Regulatory Board; exceptions.

1. Except as otherwise provided in this section, the records of the Regulatory Board which relate to an employee of the Regulatory Board or an examination given by the Regulatory Board are confidential.
2. The records described in this section may be disclosed, pursuant to procedures established by regulation of the Regulatory Board, to a court or an agency of the Federal Government, any state, any political subdivision of this State or any other related professional Regulatory Board or organization.
3. Except as otherwise provided in this section, a complaint filed with the Regulatory Board, all documents and other information filed with the complaint and all documents and other information compiled as a result of an investigation conducted to determine whether to initiate disciplinary action against a person are confidential, unless the person submits a written statement to the Regulatory Board requesting that such documents and information be made public records.
4. The charging documents filed with the Regulatory Board to initiate disciplinary action pursuant to statute and all other documents and information considered by the Regulatory Board when determining whether to impose discipline are public records.
5. The Regulatory Board may report to other related licensing Regulatory Boards an applicant's score on an examination given by the Regulatory Board.

³ This is desirable but in small jurisdictions or due to limited budgets, many Executive Directors oversee multiple Regulatory Boards.

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6. The provisions of this section do not prohibit the Regulatory Board from communicating or cooperating with or providing any documents or other information to any other licensing Regulatory Board or any other agency that is investigating a person, including, without limitation, a law enforcement agency.

H. Designation of Attorney General as legal adviser.

1. The Attorney General is hereby designated as the legal adviser of the Regulatory Board.
2. Nothing in this section shall be construed so as to prevent the Regulatory Board from employing legal counsel as provided elsewhere in this chapter.

I. Enforcement of chapter; expenses.

1. The Regulatory Board shall be charged with the duty of enforcing the provisions of this chapter.
2. The Regulatory Board may incur such expense as shall be necessary, but such expense shall not exceed the revenue derived from the fees for examination, registration and other sources as provided in this chapter.

J. Subpoenas. In carrying out the provisions of this chapter the Regulatory Board may subpoena the attendance of witnesses or the production of books, papers and documents.

K. Attendance of witnesses.

1. If any person refuses to obey a subpoena issued by the Regulatory Board, the Regulatory Board may present a petition to the district court of the county in which such person resides, setting forth the facts, and thereupon the court, in a proper case, shall issue its subpoena to such person requiring his attendance before the court to testify or to produce books, papers and documents.
2. Any person failing or refusing to obey the subpoena of a district court may be proceeded against in the same manner as for a refusal to obey any other order of the court.

L. Fiscal year. The Regulatory Board shall operate on the basis of the fiscal year [*of their jurisdiction*].

M. Receipt, deposit and withdrawal of fees. All fees provided for by the provisions of this chapter must be paid to and receipted for by the Treasurer or Executive Director of the Regulatory Board. The Treasurer or Executive Director shall deposit the fees in banks or credit unions in this jurisdiction that are in the business of making investments. Fees so deposited may be drawn against only for the purposes of this chapter.

II. REGISTRATION

A. [*Jurisdictional Administrative Codes*] shall be referenced for process guidelines for registration, application, renewal, delinquencies and late filing.

B. Reactivation of Registration

1. A Registered Interior Designer who has requested inactive status or has become delinquent and who desires to become an active registrant may apply for reactivation. To do so they must meet the same continuing education requirements of an active registrant for all registration periods in which the registrant was delinquent. The necessary hours must be completed [*within a time frame established by the Regulatory Board.*] Past financial obligations to the Regulatory Board must also be brought up to date. These requirements shall be waived where the registrant reapplies to the Regulatory Board as a new registrant and meets requirements as such.⁴

⁴ The Regulatory Board may set a time frame for reinstatement of an inactive license before the necessity to reapply.

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C. Retirement of Registration Option:

A Registered Interior Designer in good standing may retire his/her registration, upon application to the Regulatory Board. To do so requires *[meeting the requirements established by the Regulatory Board]*. A permanent identification card shall be issued and the Retired Registered Interior Designer may then receive all rights and benefits as established by the Regulatory Board. Upon retirement of said registration, the retiree shall not practice the profession.

D. A Registered Architect:

An architect who is registered within the same jurisdiction is not required to obtain a certificate of registration to practice interior design. However, he or she must become a Registered Interior Designer to use the title "Registered Interior Designer".

III. DEFINITIONS

Definitions of terminologies included in the statutes shall not be duplicated in the Rules and Regulations. Additional terms, however, may be created and included to clarify their intent and meaning as required in the administration of the Rules and Regulations.

IV. RULES OF CONDUCT

A. The Regulatory Board shall adopt Rules of Conduct consistent with the constitution and laws of the jurisdiction, binding upon persons that are registered. Rules of Conduct shall have as its only purpose the maintenance of a high standard of integrity and professional responsibility to the public health, life safety, and welfare. They must be clear, quantifiable and enforceable.

B. Competence

1. When rendering professional services, a Registered Interior Designer shall:
 - (a) Exercise knowledge and skill in performing those services; and
 - (b) Comply with all federal, state, municipal and county laws, codes, ordinances and regulations relating to the practice of Registered Interior Design.
2. A Registered Interior Designer shall not perform or attempt to perform a professional service relating to interior design unless the Registered Interior Designer:
 - (a) Is qualified by education, training and experience to perform the professional service; or
 - (b) Associates himself with, or consults with, another person who is qualified to perform the professional service, to the extent necessary to perform that service competently.
 - (c) Exhibits the ability to discharge all fiduciary duties.

C. Disclosure

1. Before accepting a project, a Registered Interior Designer shall reasonably inform the prospective client of:
 - (a) The scope and nature of the project;
 - (b) The professional services relating to registered interior design that will be performed; and
 - (c) The method of compensation for those professional services.
 - (d) Disclosure of compensation. Before accepting a project, a Registered Interior Designer shall fully disclose to the prospective client all compensation that the Registered Interior Designer will receive in connection with the project. If the Registered Interior Designer accepts the project; the Registered

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Interior Designer shall not accept any compensation from any person with whom the Registered Interior Designer deals in connection with the project that has not been fully disclosed to the client.

2. If a Registered Interior Designer becomes aware that his employer or his client has decided to take an action regarding a project which is against the professional advice of the Registered Interior Designer, which violates any applicable federal, state, municipal or county law, code, ordinance or regulation and which, in the professional opinion of the Registered Interior Designer, will materially and adversely affect the safety, health or welfare of the public, the Registered Interior Designer shall:
 - (a) Report his opinion to the agency or Regulatory Board that is responsible for enforcement of the law, code, ordinance or regulation;
 - (b) Refuse to consent to the decision; and if the Registered Interior Designer reasonably believes that other such decisions will be taken notwithstanding his advice and objection, terminate his services in connection with the project. A Registered Interior Designer who terminates his services pursuant to this paragraph is immune from liability for damages sustained by his employer or his client as the result of terminating his services.

D. Prohibited conduct.

1. A Registered Interior Designer shall not:
 - (a) Knowingly violate any state or federal criminal law; or
 - (b) Counsel or assist a client in conduct that the Registered Interior Designer knows, or should know, involves fraud or other illegal acts; or gives, lends or promises anything of value to a public officer with the intent to influence or attempt to influence the judgment or actions of the public officer in connection with a prospective or existing project in which the Registered Interior Designer is interested; or
 - (c) sign or seal a drawing, specification or other interior design document not prepared by him or under his responsible control; or
 - (d) engage in conduct that involves fraud or wanton disregard of the rights of other persons.

V. ENFORCEMENT / ADMINISTRATIVE PROCEEDINGS

A. Complaint.

1. Any person may file a complaint with the Regulatory Board against a person who may be in violation of the statutes or rules and regulations of the jurisdiction.
2. The Regulatory Board will mail written notice of the charges to the last known address of the respondent by certified mail, return receipt requested. The notice must describe each allegation contained in the complaint.

B. Written response; failure to file response deemed admission.

1. Within 15 days⁵ after receipt of the notice of charges, the respondent shall file with the Regulatory Board a written response to the notice of charges. Upon the request of the respondent, the Regulatory Board may extend the time to file a response.
2. The response must include:
 - (a) If the complaint has been resolved, a statement describing the resolution of the complaint; or
 - (b) If the complaint has not been resolved:
 - (1) A statement describing in detail whether the respondent admits or denies each allegation in the complaint;

⁵ The number of days may need to be set by the Regulatory Board in compliance with their jurisdictional administrative code which may already be specified in state law.

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- (2) A statement of the facts relating to the allegations in the complaint; and
 - (3) The defenses to the complaint, if any, relied upon by the respondent.
3. The response must be signed by the respondent, his attorney or another authorized representative of the respondent, and include the name, address and telephone number of the respondent and his attorney or other authorized representative, if any.
4. The failure to file a response in accordance with this section without good cause shall be deemed an admission by the respondent of all the allegations in the complaint and the Regulatory Board may resolve the complaint against the respondent.

C. Investigation of complaint; recommendations of Executive Director.

1. Upon receipt of a complaint, the Executive Director or a person otherwise authorized by the Regulatory Board shall appoint a member of the Regulatory Board's staff to conduct an initial investigation of the complaint. The investigator shall submit a written report to the Executive Director or a person otherwise authorized by the Regulatory Board which describes the results of his investigation.
2. The Executive Director or a person otherwise authorized by the Regulatory Board shall review the written report and recommend that the Regulatory Board:
 - (a) Dismiss the complaint;
 - (b) Negotiate a resolution of the complaint;
 - (c) Authorize the creation of a Probable Cause Committee to review the complaint in an informal conference with a Probable Cause Committee; or
 - (d) Schedule a formal hearing.

D. Probable Cause Committees: Establishment; appointment of members; provisions applicable to members.

1. The Regulatory Board will, when appropriate, establish a Probable Cause Committee to:
 - (a) Provide assistance in an area that the Regulatory Board considers necessary; or
 - (b) Assist the Regulatory Board in the review of a complaint which has been filed pursuant to procedures contained herein.
2. The Executive Director or a person otherwise authorized by the Regulatory Board shall appoint members to a Probable Cause Committee from a list of volunteers. The list of volunteers must consist of Registered Interior Designers (and other professions represented on the Regulatory Board if it is a joint Regulatory Board) or other persons approved by the Regulatory Board, Executive Director or a person otherwise authorized by the Regulatory Board. If the Probable Cause Committee is established to assist the Regulatory Board in the review of a complaint, the majority of members appointed must, if practicable, be registered in the same profession or discipline as the respondent. The Executive Director or a person otherwise authorized by the Regulatory Board shall designate one member of the Probable Cause Committee to serve as the chairman of the committee.
3. Members of a Probable Cause Committee:
 - (a) Serve at the pleasure of the Regulatory Board;
 - (b) Are prohibited from participating in a proceeding in which a member of the Regulatory Board would be required to abstain under similar circumstances; and
 - (c) Serve without compensation, but are entitled to travel expenses and subsistence allowances from the Regulatory Board.

E. Duties of Probable Cause Committee; use of recommendations by Regulatory Board; obligations of respondent upon acceptance or rejection of recommendations.

1. A Probable Cause Committee established to assist the Regulatory Board in the review of a complaint shall:
 - (a) Review the complaint and the written report submitted by an investigator to determine whether probable cause exists that the respondent has violated a provision of this chapter

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- (b) Hold an informal conference; and
 - (c) Work with the respondent to arrive at a resolution of the complaint.
2. Within 30 days after the informal conference, the chairman of the Probable Cause Committee shall submit to the Regulatory Board a report which summarizes the informal conference and the recommendations of the Probable Cause Committee concerning the disposition of the complaint.
 3. The findings and recommendations of the Probable Cause Committee must be supported by substantial evidence.
 4. The Regulatory Board is not bound by the recommendations of a Probable Cause Committee concerning the disposition of a complaint.
 5. If the respondent accepts the recommendations of the Probable Cause Committee, he shall, within 30 days⁶ after receipt of the recommendations from the Executive Director or a person otherwise authorized by the Regulatory Board, execute a proposed settlement agreement with the Regulatory Board concerning a resolution of the complaint. Such an agreement is not effective until the agreement has been signed by the respondent and approved by the Regulatory Board.
 6. If the respondent rejects the recommendations of the Probable Cause Committee, or fails to notify the Regulatory Board that he accepts the recommendations within 30 days after receipt of the recommendations, the Regulatory Board will take further action on the complaint that it considers necessary.

F. Informal conference between Probable Cause Committee and respondent.

1. If a Probable Cause Committee is established to assist the Regulatory Board in the review of a complaint, the Executive Director or a person otherwise authorized by the Regulatory Board shall schedule an informal conference between the Probable Cause Committee and the respondent. The Executive Director or a person otherwise authorized by the Regulatory Board shall provide written notice of the time and place of the conference to:
 - (a) Each member of the Probable Cause Committee;
 - (b) The respondent; and
 - (c) Each witness whose appearance has been requested at the informal conference.
2. In conducting an informal conference, the Probable Cause Committee is not bound by the technical rules of evidence. The chairman of the Probable Cause Committee shall rule on the admissibility of evidence and accept all evidence which is relevant to the complaint. All evidence admitted is confidential.

G. Decline by respondent to participate in review of complaint.

1. If a respondent declines to participate in a review of the complaint by a Probable Cause Committee, the Executive Director or a person otherwise authorized by the Regulatory Board shall refer the complaint to the Regulatory Board for any further action that the Regulatory Board considers necessary.

H. Formal hearing; failure to appear; request for continuance.

1. If the Regulatory Board schedules a formal hearing, it will give written notice of the time and place of the hearing to the petitioner and respondent by certified mail, return receipt requested. A hearing may be held at any location in the State, but the Regulatory Board will attempt to hold a hearing at a location which is convenient for the petitioner and respondent.

⁶ The number of days may need to be set by the Regulatory Board in compliance with their jurisdiction's administrative code which may already be specified in state law.

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2. If a party fails to appear at a hearing and no continuance has been requested or granted, the Regulatory Board may:
 - (a) Grant or dismiss the complaint with or without prejudice;
 - (b) Take evidence from the parties and witnesses present at the hearing and make a decision on the merits;
or
 - (c) Continue the hearing until a date set by the Regulatory Board.
3. At least 15 days⁷ before the date of a hearing, a party may submit to the Regulatory Board a written request for a continuance of the hearing. The request must be signed by the party requesting the continuance or his attorney and include a statement of the reason for the request. The Regulatory Board may, within its discretion, grant or deny the request for a continuance.

I. Procedure for hearing; exhibits; prehearing motions; informality of proceeding.

1. The Chairman of the Regulatory Board will call the hearing to order, note the appearances of the parties and act upon any pending motions, petitions, stipulations or preliminary matters. Upon request and within the discretion of the Chairman, the parties may make opening statements.
2. The petitioner will present his case-in-chief first, followed by the respondent's case-in-chief. Both parties will have the opportunity to cross-examine, redirect and recross-examine the witnesses.
3. Upon request and within the discretion of the Chairman, the parties may make closing arguments.
4. The Regulatory Board may:
 - (a) Exclude inadmissible, repetitious or irrelevant evidence;
 - (b) Examine witnesses;
 - (c) Examine a party on issues of law or fact; and
 - (d) Require written briefs from the parties in lieu of oral arguments.
5. If exhibits will be presented during the hearing, the petitioner and the respondent must provide the Regulatory Board with copies of the exhibits not less than 20 days⁸ before the hearing. Copies must be distributed as follows:
 - (a) One copy for the file;
 - (b) One copy for each member of the Regulatory Board;
 - (c) One copy for the witness packet; and
 - (d) One copy for opposing counsel.
6. Prehearing motions must be submitted in writing and filed with the Regulatory Board within 10 days after the receipt of the exhibit to which the motion applies. A party who opposes the motion may file a response to the prehearing motion not later than 7 days after the date of service of the motion. Upon a showing of good cause, the Regulatory Board may allow a party to file a prehearing motion or response within such other times as the Regulatory Board deems appropriate.
7. In conducting a hearing or informal proceeding, the Regulatory Board is not bound by the technical rules of evidence. A decision or order of the Regulatory Board may not be invalidated based upon the informality of the proceeding upon which the decision or order is made.

J. Conditions of probation. Regulatory Board may impose the following conditions of probation on a registrant against whom disciplinary action is imposed:

⁷ The number of days may need to be set by the Regulatory Board in compliance with their jurisdiction's administrative code which may already be specified in state law.

⁸ The number of days may need to be set by the Regulatory Board in compliance with their jurisdiction's administrative code which may already be specified in state law.

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1. Require the registrant to provide information to the Regulatory Board concerning each project he works on during the term of probation, including, without limitation:
 - (a) The name of the person for whom the project is performed;
 - (b) The name of the project, if any;
 - (c) The location of the project;
 - (d) The type and scope of work that the registrant will perform on the project; and
 - (e) The size of the project;
2. Require the registrant to be supervised by a person approved by the Regulatory Board; and
3. Other conditions that the Regulatory Board considers necessary.

K. *Penalties shall be set by the Regulatory Board and according to jurisdictional requirements.*

VI. SEALS AND PLANS

A. A Registered Interior Designer shall be issued a Registration Seal as prescribed by the Regulatory Board. Interior design contract documents, i.e. construction drawings, plans, specifications and other data produced to communicate the extent of work, that is to be submitted to a jurisdiction or local building department for the purpose of obtaining a building permit, shall bear the seal and signature of the Registered Interior Design Professional in responsible control of the work, with the date of issuance. The seal shall attest that the documents were prepared and reviewed by the registered design professional. Interior design contract documents bearing the seal of the Registered Interior Design Professional shall be accepted for review and filing by the appropriate jurisdiction or local building department.

B. When a registrant signs, stamps or seals a document containing the work of others, the registrant represents that the entire document has been prepared by him or prepared under his responsible control, unless he includes a written statement adjacent to his signature, stamp or seal identifying the portion of the document that was prepared by him or prepared under his responsible control. A registrant who signs, stamps or seals a document which was not prepared by him but was prepared under his responsible control is subject to disciplinary proceedings as if he prepared it himself.

C. Plans, specifications, reports and any other documents which are issued by a registrant with the intent that they be considered as formal or final documents must be stamped with the seal of the registrant before they are delivered to or filed with any public authority; with the exception of the following documents:

1. An as-built plan or record plan;
2. A report that includes observations concerning the progress of the construction of a project; or
3. An estimate of the costs of a project.

D. Contents of plans, specifications and certain other documents submitted to public authority.

1. Plans submitted to a public authority must include:
 - (a) The name, address and telephone number of the firm that submits the plans;
 - (b) The name and location of the project for which the plans are submitted;
 - (c) The date the plans were issued for printing; and
 - (d) A statement that indicates whether the plans are preliminary or final.
2. Each sheet in a set of contract documents submitted to a public authority must bear the date, the original or electronic seal and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.

3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
 - (a) Indicates the professional discipline that is the source of each specification; and
 - (b) Contains the stamp of, and is signed and dated by, each registrant who provided the responsible control under which the work in that professional discipline was performed. The seal, signature and date may be in original or electronic format.
4. Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the registrant who provided the responsible control under which that report, study, test result, certification or calculation was submitted. The seal, signature and date may be in original or electronic format.

VII. FEES

A. The Regulatory Board shall determine the fees by Rule and shall establish fees to only generate enough funds to cover the amount appropriated by the Legislature.⁹

B. A fee schedule will be utilized and posted as public information. Below is a sample fee schedule in 2010:

Application Fee.....	\$150.00
Initial registration fee.....	the Board pro-rates fee at time of approval
Annual registration renewal fee.....	\$125.00
For the late renewal of an expired certificate within 1 year after its expiration.....	\$175.00 + proof of CEUs (fee includes the \$125 renewal rate and \$50 late fee)
For the late renewal of a certificate which has been expired for more than 1 year but not more than 2 years.....	\$350.00 + proof of CEUs (fee includes the \$250 renewal rate and \$100 in late fees)
For the late renewal of a certificate which has been expired for more than 2 years but not more than 3 years.....	\$525.00 + proof of CEUs (fee includes the \$375 renewal rate and \$150 late fee)
For the reinstatement of a revoked certificate with Board Approval.....	\$525.00
For replacement of a certificate.....	\$ 30.00
Retired Status with Board Approval (Non Practicing)	one time fee \$100.00

VIII. EDUCATION

A. Requirements: Proof of graduation from a program defined and accredited by the Council for Interior Design Accreditation (CIDA) or any successor in interest to that organization or approved by the Regulatory Board of the Jurisdiction through proof of equivalency to the CIDA program.

All coursework used to satisfy the eligibility requirements must be taken for college credit. Continuing education, audit and non-credit courses will not be accepted. Education is evaluated based on review of college or university transcript(s) and, when necessary, copies of course descriptions from college or university catalog in force at the beginning of coursework or course syllabi.

⁹ It is important to consider that fees are neither excessive nor too low to adequately cover the cost of administering the regulations in order for any profession to remain regulated. Regulatory Boards that operate with insufficient funding are vulnerable to de-regulation and elimination since jurisdictions will not maintain regulations which are not self-funding.

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B. Proof of Education

1. The applicant shall direct his institution to submit directly to the jurisdictional Regulatory Board transcripts of grades, a description of courses taught at the time the applicant took the courses and verification of completion of graduation requirements.

C. Process to prove equivalency of education to CIDA standards shall be according to the Alternate Education Review process as administered by National Council for Interior Design Qualification (NCIDQ) or any successor in interest to that organization.

IX. EXPERIENCE

A. 3,520 hours of supervised interior design experience is required. Because education builds an essential foundation for successful practice, an applicant must complete most or all of their education before beginning their interior design experience. Only up to 1,760 hours of work experience can be earned before education is completed. All work experience used to satisfy the eligibility requirements must be in the field of interior design. Work experience can be full-time or part-time. Work experience shall be under the direct supervision of an NCIDQ Certificate holder, a Registered Interior Designer, or an architect who offers interior design services.

B. Experience Requirements: A balanced program of professional interior design experience shall target critical training and experiences in the following task areas:

1. Programming
2. Schematic Design
3. Design Development
4. Contract documents
5. Contract Administration
6. Professional practice

Within the following recognized fields of experience:

1. Commercial/Corporate Design
2. Residential Design
3. Educational Design
4. Facilities Management
5. Governmental Projects
6. Health Care
7. Hospitality
8. Industrial/Manufacturing
9. Kitchen/Bath
10. Store Planning/Retail
11. Historic Preservation/Restoration
12. Institutional

C. Credit for Experience.

1. [*Refer to Requirements for Registration in Core Provisions of Interior Design Registration Model Legislation; as well as the NCIDQ IDEP program at www.ncidq.org*]

D. Proof of Experience.

1. A signed statement from former employer (s) regarding period of employment, hours worked during the period, tasks executed and project field(s) is required.¹⁰

X. EXAMINATION

A. The approved examination shall be the examination prepared by National Council for Interior Design Qualification (NCIDQ) or any successor in interest to that organization.

XI. CONTINUING EDUCATION

A. A Registered Interior Designer shall be required to continue learning and stay abreast of current knowledge in the profession by completing continuing education units (CEUs).

B. Continuing education shall be gained through coursework delivered in education units. [*The quantity and content designation of education units (CEUs) shall be determined by the Regulatory Board¹¹ through Rules.*]

C. Reporting of Continuing Education Hours.

1. The Regulatory Board shall accept the NCIDQ CE Registry Documentation recording and verification for continuing education units (CEUs).¹²
2. Registrants shall retain proof of compliance with continuing education program requirements (e.g., certificates of attendance) and supporting documentation (e.g., for waivers, modifications, extensions of time or exemptions from the requirement) for a period of four (4) years. Registrants shall certify on an annual registration statement that they have completed the appropriate number of credit hours and are in full compliance with the continuing education program rules and these regulations and guidelines. The Regulatory Board will have the authority to conduct random audits to verify compliance.

D. The Interior Design Continuing Education Council (IDCEC)¹³ or any successor in interest to that organization identification and measurement system for approval of continuing education programs shall be accepted for compliance by the Regulatory Board. IDCEC approved courses shall bear the following designations, depending on course content:

1. HS; HEALTH SAFETY¹⁴ - This designation will be awarded if more than 75% of the course content covers knowledge and practice of legal codes, building regulations and product performance standards and topics

¹⁰ Consideration should be made as to what would legally be acceptable for proof when documents for experience can no longer be obtained directly from the employer. Notarized letters from former co-workers or clients while employed at the firm may also be considered for proof of experience in lieu of forms from employers who are no longer in business, deceased, or otherwise not available for this process.

¹¹ The reference should be made to the quantity of contact hour requirements of other professions in the same jurisdiction for guidance.

¹² The NCIDQ CE Registry offers, for a fee, permanent record-keeping of all continuing education experience regardless of location or instruction. It is suggested that the jurisdiction adopt this Registry and its form as the acceptable method and source for record validation.

¹³ IDCEC is a Council comprised of representatives from interior design professional organizations including ASID (American Society of Interior Designers), IIDA (International Interior Design Association), IDC (Interior Designers of Canada), and IDEC (Interior Design Educators Council). The comprehensive standards include evaluation of instructor credentials, course content, and level of difficulty beyond the basic level of learning. More information at www.idcec.org

¹⁴ Some provisions are generally made for acceptance of some self-study or study outside structured instructional environments. Each jurisdiction should consider guidelines for this study, and a method for validating and reporting.

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including, but not limited to, energy efficiency, acoustics, lighting and fire and life-safety systems that are implemented to protect the public and the environment.¹⁵

2. W; WELFARE - This designation will be awarded if more than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial and physical well-being of individuals and the environment. The course content may include, but not limited to, business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues, appropriate selection and use of products and materials and methods of construction detailing¹⁶
3. NO "HS" OR NO "W" (NO DESIGNATION) - General Interior Design Professional Knowledge (no HS or W) coursework without a designation covers general knowledge regarding interior design practice. (Less than 75% of the course content covers knowledge and practice of applicable legal codes, building regulations and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial and physical well-being of individuals and the environment).

XII. GENERAL REQUIREMENTS

- A. Notice of change of address or place of employment. Each Registered Interior Designer who holds a certificate of registration shall advise the Regulatory Board in writing of any change of address or place of employment within 30 days after the change.
- B. Registered Interior Designers shall notify the Regulatory Board of changes in their email address.
- C. Use of corporate or fictitious names. [For Practice Legislation only]
 1. Every corporate or fictitious name proposed for use by a registrant's firm, partnership, association, limited liability company or corporation must be submitted to the Regulatory Board for review and approval before it is adopted and used by the firm, partnership, association or corporation.
 2. A registrant's firm, partnership, association, limited liability company or corporation may do business under a fictitious name if the name is submitted to the Regulatory Board for review and is approved by the Regulatory Board before it is adopted and used by the business. The decision by the Regulatory Board to approve or disapprove the name will be based upon whether the proposed name complies with the wording and intent of the Regulatory Board's applicable code of ethics, guidelines for corporate and fictitious names for Registered Interior Designers.
 3. The name of a registrant's firm, partnership, association, limited liability company or corporation may include names of natural persons only as follows:
 - (a) The name of a living registrant who is a member of the business or a former registrant who is or was a member of the business and who is retired or deceased. The status of a retired member must be indicated on the letterhead of a registrant's business by the word "retired." The status of a deceased member must be indicated on the letterhead of a registrant's business by the word "deceased" or numerals showing the years of the member's birth and death.
 4. A firm, partnership, association, limited liability company or corporation which is authorized by the Regulatory Board to use a corporate or fictitious name shall file with the Regulatory Board the name of each stockholder, director or other member of the business and shall display all the names and the professional status of each registrant on its letterhead.

¹⁵ Some course content may overlap as long as a minimum of 75% relates distinctly to the HS or W designation.

¹⁶ same as footnote 15

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5. Every Registered Interior Designer firm, partnership, association, limited liability company or corporation shall notify the Regulatory Board in writing within 30 days after:
 - (a) Any change in the ownership, management or qualifier of the firm, partnership, association, limited liability company or corporation;

Instruction Sheet for Creating Title

Model Regulatory Board Rules & Regulations

NCIDQ endorses a practice act to regulate the profession of registered interior design. Practice acts restrict activities that affect the public health, safety and welfare. Title acts do not. Because NCIDQ's mission is to protect the public by establishing standards of competence in the practice of registered interior design, NCIDQ no longer develops model title act legislation. Should the need arise through the political process to submit legislation that restricts only the title, this document will assist you in modifying the model rules and regulations document.

Instructions	Model Language
<p>Page 13 - General Requirements: <i>Words with strikethrough should be deleted and words with underline should be added.</i></p>	<p>General Requirements:</p> <p>C. Use of corporate or fictitious names. [For Practice Legislation only]</p> <p>1. Every corporate or fictitious name proposed for use by a registrant's firm, partnership, association, limited liability company or corporation must be submitted to the Regulatory Board for review and approval before it is adopted and used by the firm, partnership, association or corporation.</p> <p>2. A registrant's firm, partnership, association, limited liability company or corporation may do business under a fictitious name if the name is submitted to the Regulatory Board for review and is approved by the Regulatory Board before it is adopted and used by the business. The decision by the Regulatory Board to approve or disapprove the name will be based upon whether the proposed name complies with the wording and intent of the Regulatory Board's applicable code of ethics, guidelines for corporate and fictitious names for Registered Interior Designers.</p> <p>3. The name of a registrant's firm, partnership, association, limited liability company or corporation may include names of natural persons only as follows:</p> <p style="padding-left: 40px;">(a) The name of a living registrant who is a member of the business or a former registrant who is or was a member of the business and who is retired or deceased. The status of a retired member must be indicated on the letterhead of a registrant's business by the word "retired." The status of a deceased member must be indicated on the letterhead of a registrant's business by the word "deceased" or numerals showing the years of the member's birth and death.</p> <p>4. A firm, partnership, association, limited liability company or corporation which is authorized by the Regulatory Board to use a corporate or fictitious name shall file with the Regulatory Board the name of each stockholder, director or other member of the business and shall display all the names and the professional status of each registrant on its letterhead.</p> <p>5. Every Registered Interior Designer firm, partnership, association, limited liability company or corporation shall notify the Regulatory Board in writing within 30 days after:</p> <p style="padding-left: 40px;">(a) Any change in the ownership, management or qualifier of the firm, partnership, association, limited liability company or corporation;</p>