

MISSOURI INTERIOR DESIGN COUNCIL



Interior Design Council
3605 MISSOURI BOULEVARD
JEFFERSON CITY, MISSOURI 65102

MAY 2022

The Honorable Michael L. Parson
Governor

Chlora Lindley-Myers, Director
Department of Commerce and Insurance

Sheila Solon, Division Director
Division of Professional Registration

Interior Design Council



STATE OF MISSOURI
Division of Professional Registration

This booklet is a publication of the Missouri Division of Professional Registration,
Interior Design Council

TABLE OF CONTENTS

CHAPTER 324

Interior Design Council

LAW		PAGE
324.400.	Definitions.....	10
324.402.	State and local governments prohibited from requiring use of registered interior designers.....	10
324.403.	Title of registered interior designer, use, when.	10
324.406.	Interior design council created, members, terms, removal for cause.	10
324.409.	Qualifications for registration.	11
324.412.	Powers and duties of division — rulemaking.	11
324.415	Applications for registration, form — penalties.	12
324.418.	Certificate of registration, renewal.	12
324.421.	Waiver of examination, when.	13
324.424	Fees — interior designer council fund, use.	13
324.427.	Unlawful use of title of registered interior designer.	13
324.430	Designation as registered interior designer prohibited, when.	13
324.433	Right to use title, nontransferable.	13
324.436	Refusal to issue, renew or reinstate certificate, when — complaint filed, procedures.....	14
324.439	Violation — penalty.	14

Rules

RULE	DESCRIPTION	PAGE
Chapter 1—General Rules		
20 CSR 2193-1.010	Definitions	18
20 CSR 2193-1.020	General Organization	18
20 CSR 2193-1.030	Name and Address Changes	19
Chapter 2—Registration Requirements		
20 CSR 2193-2.010	Application	20
20 CSR 2193-2.020	Qualifying Education.....	20
20 CSR 2193-2.030	Qualifying Experience.....	21
20 CSR 2193-2.040	Reciprocity/Waiver of Examination.....	21
20 CSR 2193-2.050	Renewal of License or Registration for Military Members.....	22
20 CSR 2193-2.055	Military Training to Meet Requirements for Licensure.....	23
Chapter 3—Registration and Renewal		
20 CSR 2193-3.010	Original Registration—Form and Content	24
20 CSR 2193-3.020	Renewal.....	24
Chapter 4—Fees		
20 CSR 2193-4.010	Fees.....	25
Chapter 5—Continuing Education		
20 CSR 2193-5.010	Requirements	26
Chapter 6—Complaint Handling and Disposition		
20 CSR 2193-6.010	Public Complaint Handling and Disposition Procedure.....	27
20 CSR 2193-6.020	Investigation	28
20 CSR 2193-6.030	Discipline	28

STATUTES

CHAPTER 324

CHAPTER 324

Interior Design Council

324.400. Definitions. As used in sections 324.400 to 324.439, the following terms mean:

(1) "Council", the interior design council created in section 324.406;

(2) "Division", the division of professional registration;

(3) "Registered interior designer", a design professional who provides services including preparation of documents and specifications relative to nonload-bearing interior construction, furniture, finishes, fixtures and equipment and who meets the criteria of education, experience and examination as provided in sections 324.400 to 324.439.

(L. 1998 H.B. 1601, et al. § 1, A.L. 2004 S.B. 1122, A.L. 2008 S.B. 788)

324.402. State and local governments prohibited from requiring use of registered interior designers.

The state or any county, municipality, or other political subdivision shall not require the use of a registered interior designer for any residential building, residential remodeling, residential rehabilitation, or residential construction purposes.

(L. 2004 S.B. 1122)

324.403. Title of registered interior designer, use, when.

No person may use the name or title, registered interior designer, in this state unless that person is registered as required by sections 324.400 to 324.439. Nothing in sections 324.400 to 324.439 shall be construed as limiting or preventing the practice of a person's profession or restricting a person from providing interior design services, provided such person does not indicate to the public that such person is registered as an interior designer pursuant to the provisions of sections 324.400 to 324.439.

(L. 1998 H.B. 1601, et al. § 2, A.L. 2004 S.B. 1122)

324.406. Interior design council created, members, terms, removal for cause.

1. There is hereby created within the division of professional registration a council to be known as the "Interior Design Council". The council shall consist of four interior designers and one public member appointed by the director of the division. The director shall give due consideration to the recommendations by state organizations of the interior design profession for the appointment of the interior design members to the council. Council members shall be appointed to serve a term of four years; except that of the members first appointed, one interior design member and the public member shall be appointed for terms of four years, one member shall be appointed for a term of three years, one member shall be appointed for a term of two years and one member shall be appointed for a term of one year. No member of the council shall serve more than two terms.

2. Each council member, other than the public member, shall be a citizen of the United States, a resident of the state of Missouri for at least one year, meet the qualifications for professional registration, practice interior design as the person's principal livelihood and, except for the first members appointed, be registered pursuant to sections 324.400 to 324.439 as an interior designer.

3. The public member shall be, at the time of such person's appointment, a citizen of the United States, a

registered voter, a person who is not and never was a member of the profession regulated by sections 324.400 to 324.439 or the spouse of such a person and a person who does not have and never has had a material financial interest in the providing of the professional services regulated by sections 324.400 to 324.439. The duties of the public member shall not include the determination of the technical requirements for the registration of persons as interior designers.

4. The provisions of section 324.028 pertaining to members of certain state boards and commissions shall apply to all members of the council.

5. Members of the council may be removed from office for cause. Upon the death, resignation or removal from office of any member of the council, the appointment to fill the vacancy shall be for the unexpired portion of the term so vacated and shall be filled in the same manner as the first appointment and due notice be given to the state organizations of the interior design profession prior to the appointment.

6. Each member of the council may receive as compensation an amount set by the division not to exceed fifty dollars per day and shall be reimbursed for the member's reasonable and necessary expenses incurred in the official performance of the member's duties as a member of the council. The director shall establish by rule guidelines for payment.

7. The council shall meet at least twice each year and guide, advise, and make recommendations to the division on matters within the scope of sections 324.400 to 324.439. The organization of the council shall be established by the members of the council.

(L. 1998 H.B. 1601, et al. § 3, A.L. 1999 H.B. 343, A.L. 2008 S.B. 788, A.L. 2018 H.B. 1719 merged with S.B. 843 merged with S.B. 975 & 1024 Revision)

324.409. Qualifications for registration.

1. To be a registered interior designer, a person:

(1) Shall take and pass or have passed the examination administered by the National Council for Interior Design Qualification or an equivalent examination approved by the division. In addition to proof of passage of the examination, the application shall provide substantial evidence to the division that the applicant:

(a) Is a graduate of a five-year or four-year interior design program from an accredited institution and has completed at least two years of diversified and appropriate interior design experience; or

(b) Has completed at least three years of an interior design curriculum from an accredited institution and has completed at least three years of diversified and appropriate interior design experience; or

(c) Is a graduate of a two-year interior design program from an accredited institution and has completed at least four years of diversified and appropriate interior design experience; or

(2) May qualify who is currently registered pursuant to sections 327.091 to 327.171, and section 327.401 pertaining to the practice of architecture and registered with the division. Such applicant shall give authorization to the division in order to verify current registration with sections 327.091 to 327.171 and section 327.401 pertaining to the practice of architecture.

2. The division shall verify if an applicant has complied with the provisions of this section and has paid the required fees, then the division shall recommend such applicant be registered as a registered interior designer by the division.

(L. 1998 H.B. 1601, et al. § 4, A.L. 1999 H.B. 343, A.L. 2003 S.B. 492, A.L. 2004 S.B. 1122, A.L. 2006 S.B. 749, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.412. Powers and duties of division — rulemaking.

The division shall:

(1) Employ, within the limits of the appropriations for that purpose, such employees as are necessary to carry

out the provisions of sections 324.400 to 324.439;

(2) Exercise all budgeting, purchasing, reporting and other related management functions;

(3) Recommend prosecution for violations of sections 324.400 to 324.439 to the appropriate prosecuting or circuit attorney;

(4) Promulgate such rules and regulations as are necessary to administer the provisions of sections 324.400 to 324.439. Any rule or portion of a rule, as that term is defined in section 536.010, that is promulgated to administer and enforce sections 324.400 to 324.439, shall become effective only if the agency has fully complied with all of the requirements of chapter 536, including but not limited to, section 536.028, if applicable, after August 28, 1998. If the provisions of section 536.028 apply, the provisions of this section are nonseverable and if any of the powers vested with the general assembly pursuant to section 536.028 to review, to delay the effective date, or to disapprove and annul a rule or portion of a rule are held unconstitutional or invalid, the purported grant of rulemaking authority and any rule so proposed and contained in the order of rulemaking shall be invalid and void, except that nothing in this section shall affect the validity of any rule adopted and promulgated prior to August 28, 1998.

(L. 1998 H.B. 1601, et al. § 5, A.L. 1999 H.B. 343, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.415. Applications for registration, form — penalties.

Applications for registration as a registered interior designer shall be typewritten on forms prescribed by the division and furnished to the applicant. The application shall contain the applicant's statements showing the applicant's education, experience, results of previous interior design certification, registration or licensing examinations, if any, and such other pertinent information as the division may require, or architect's registration number and such other pertinent information as the division may require. Each application shall contain a statement that is made under oath or affirmation and that the representations are true and correct to the best knowledge and belief of the person signing the application. The person shall be subject to the penalties for making a false affidavit or declaration and shall be accompanied by the required fee.

(L. 1998 H.B. 1601, et al. § 6, A.L. 2004 S.B. 1122, A.L. 2009 S.B. 296, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.418. Certificate of registration, renewal.

1. The certificate of registration issued biennially to a registered interior designer pursuant to sections 324.400 to 324.439 shall be renewed on or before the certificate renewal date accompanied by the required fee. The certificate of registration of a registered interior designer which is not renewed within three months after the certificate renewal date shall be suspended automatically, subject to the right of the holder to have the suspended certificate of registration reinstated within nine months of the date of suspension if the person pays the required reinstatement fee. Any certificate of registration suspended and not reinstated within nine months of the suspension date shall expire and be void and the holder of such certificate shall have no rights or privileges provided to holders of valid certificates. Any person whose certificate of registration has expired may, upon demonstration of current qualifications and payment of required fees, be reregistered or reauthorized under the person's original certificate of registration number.

2. Each application for the renewal or reinstatement of a registration shall be on a form furnished to the applicant and shall be accompanied by the required fees and proof of current completion of at least one unit every two years of approved or verifiable continuing education in interior design or architecture, immediately prior to such renewal or reinstatement. Ten contact hours constitutes one continuing education unit. Five contact hours of teaching in interior design or architecture constitutes one continuing education unit. One college course credit in interior design or architecture constitutes one continuing education unit.

(L. 1998 H.B. 1601, et al. § 7, A.L. 2004 S.B. 1122)

324.421. Waiver of examination, when.

The division shall register without examination any interior designer certified, licensed or registered in a foreign country if the applicant has qualifications which are at least equivalent to the requirements for registration as a registered interior designer in this state and such applicant pays the required fees.

(L. 1998 H.B. 1601, et al. § 8, A.L. 2004 S.B. 1122, A.L. 2018 H.B. 1719 merged with S.B. 840 merged with S.B. 843)

324.424. Fees — interior designer council fund, use.

1. The division shall set the amount of the fees authorized by sections 324.400 to 324.439 by rules and regulations. The fees shall be set at a level to produce revenue which shall not substantially exceed the cost and expense of administering sections 324.400 to 324.439. All fees required pursuant to sections 324.400 to 324.439 shall be paid to and collected by the division of professional registration and transmitted to the department of revenue for deposit in the state treasury to the credit of the "Interior Designer Council Fund", which is hereby created.

2. Notwithstanding the provisions of section 33.080 to the contrary, money in the fund shall not be transferred and placed to the credit of general revenue until the amount in the fund at the end of the biennium exceeds three times the amount of the appropriation to the council for the preceding fiscal year. The amount, if any, in the fund which shall lapse is the amount in the fund which exceeds the appropriate multiple of the appropriations to the council for the preceding fiscal year.

(L. 1998 H.B. 1601, et al. § 9, A.L. 1999 H.B. 343, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.427. Unlawful use of title of registered interior designer.

It is unlawful for any person to advertise or indicate to the public that the person is a registered interior designer in this state, unless such person is registered as a registered interior designer by the division and is in good standing pursuant to sections 324.400 to 324.439.

(L. 1998 H.B. 1601, et al. § 10, A.L. 1999 H.B. 343, A.L. 2004 S.B. 1122, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.430. Designation as registered interior designer prohibited, when.

No person may use the designation registered interior designer in Missouri, unless the division has issued a current certificate of registration certifying that the person has been duly registered as a registered interior designer in Missouri and unless such registration has been renewed or reinstated as provided in section 324.418.

(L. 1998 H.B. 1601, et al. § 11, A.L. 1999 H.B. 343, A.L. 2004 S.B. 1122, A.L. 2018 H.B. 1719 merged with S.B. 843)

324.433. Right to use title, nontransferable.

The right to use the title of registered interior designer shall be deemed a personal right, based upon the qualifications of the individual, evidenced by the person's current certificate of registration and such certificate is not transferable; except that, a registered interior designer may perform the interior designer's profession through, or as a member of, or as an employee of, a partnership or corporation.

(L. 1998 H.B. 1601, et al. § 12, A.L. 2004 S.B. 1122)

324.436. Refusal to issue, renew or reinstate certificate, when — complaint filed, procedure.

1. The division may refuse to issue any certificate required pursuant to sections 324.400 to 324.439, or renew or reinstate any such certificate, for any one or any combination of the reasons stated in subsection 2 of this section. The division shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of the person's right to file a complaint with the administrative hearing commission as provided in chapter 621.

2. The division may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of a certificate of registration required by sections 324.400 to 324.439 or any person who has failed to renew or has surrendered the person's certificate of registration for any one or combination of the following reasons:

(1) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, or of any country, for any offense directly related to the duties and responsibilities of the occupation, as set forth in section 324.012, regardless of whether or not sentence is imposed;

(2) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration issued pursuant to sections 324.400 to 324.439 or in obtaining permission to take any examination given or required pursuant to sections 324.400 to 324.439;

(3) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(4) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of the profession regulated by sections 324.400 to 324.439;

(5) Violation of, or assisting or enabling any person to violate, any provision of sections 324.400 to 324.439, or of any lawful rule or regulation adopted pursuant to such sections;

(6) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use the person's certificate or diploma from any school;

(7) Disciplinary action against the holder of a certificate of registration or other right to perform the profession regulated by sections 324.400 to 324.439 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(8) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(9) Issuance of a certificate of registration based upon a material mistake of fact;

(10) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed, as it relates to the interior design profession.

3. After the filing of a complaint pursuant to subsection 2 of this section, the proceedings shall be conducted in accordance with the provisions of chapter 536 and chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the division shall censure or place the person named in the complaint on probation for a period not to exceed five years or may suspend the person's certificate for a period not to exceed three years or may revoke the person's certificate of registration.

(L. 1998 H.B. 1601, et al. § 13, A.L. 2018 H.B. 1719 merged with S.B. 843, A.L. 2020 H.B. 2046)

324.439. Violation — penalty.

After twenty-four months after August 28, 1998, any person who violates any provision of sections 324.400 to 324.439 shall be guilty of a class A misdemeanor.

(L. 1998 H.B. 1601, et al. § 14, A.L. 1999 H.B. 343)

RULES

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2193—Interior Design Council
Chapter 1—General Rules

20 CSR 2193-1.010 Definitions

PURPOSE: This rule defines terms used in the rules of the Interior Design Council.

- (1) “Applicant”—An individual submitting an application for registration as a registered interior designer pursuant to sections 324.400 through 324.439, RSMo.
- (2) “Council”—Interior Design Council.
- (3) “NCIDQ”—National Council for Interior Design Qualification.
- (4) “Registrant”—An individual registered as a “registered interior designer” pursuant to sections 324.400 through 324.439, RSMo.
- (5) “FIDER”—Foundation for Interior Design Education Research.
- (6) “Division”—Division of Professional Registration.
- (7) “CIDA”—Council for Interior Design Accreditation.
- (8) “CIDQ”—Council for Interior Design Qualification.

AUTHORITY: section 324.400, RSMo 2016, and section 324.412, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-1.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-1.010, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed May 22, 2013, effective Nov. 30, 2013. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.400, RSMo 1998, amended 2004, 2008 and 324.412, RSMo 1998, amended 1999.

20 CSR 2193-1.020 General Organization

PURPOSE: This rule describes the organization and general method of administration and communication concerning the Interior Design Council.

- (1) The division and the council, in collaboration with each other, will, for the health, safety and welfare of the inhabitants of this state, regulate the use of the title “registered interior designer”; protect against the unlawful use of the title “registered interior designer”; and implement and sustain a system for the regulation of the use of the title “registered interior designer.”
- (2) Annually, the council shall elect a chairperson and vice-chairperson by a majority of council member votes and in the absence of the chairperson the vice-chairperson shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.
- (3) The director of the division or a designated representative of the division shall be responsible for keeping the minutes of the council proceedings and perform other duties requested by the

division or council.

(4) Council meetings shall consist of performing the business of regulating the use of the title “registered interior designer” including, but not limited to, establishing requirements for issuance and renewal of registration; reviewing applications; interviewing applicants; investigating complaints and inquiries; reviewing and approving continued competency requirements; and determining disciplinary actions.

(5) Any person requiring information, an application, or a complaint form from the council may contact the council by writing to the Interior Design Council, P.O. Box 1335, Jefferson City, MO 65102-1335 or by calling (573) 522-4683. The telecommunications device for the deaf (TDD) is (800) 735-2966.

AUTHORITY: sections 324.406, 324.412 and 324.436, RSMo 2000.* This rule originally filed as 4 CSR 193-1.020. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-1.020, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007.

*Original authority: 324.406, RSMo 1998 amended 1999; 324.412, RSMo 1998, amended 1999; and 324.436, RSMo 1998.

20 CSR 2193-1.030 Name and Address Changes

PURPOSE: This rule outlines procedures to be followed for name and address changes.

(1) A registrant shall not display or present to the public a certificate of registration that does not bear the current legal name and address of that individual.

(2) A registrant whose name, address, and/or telephone number has changed shall within thirty (30) days of the change:

(A) Notify the division in writing of the change and provide a copy of the appropriate document indicating a change of name;

(B) Request from the division a new certificate of registration bearing the individual’s new legal name and/or address if applicable; and

(C) Return the current certificate of registration bearing the former name or address, if applicable.

(3) A registrant may request a replacement wall-hanging certificate of registration by paying the wall-hanging replacement fee.

AUTHORITY: section 324.412, RSMo Supp. 1999.* This rule originally filed as 4 CSR 193-1.030. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-1.030, effective Aug. 28, 2006.

*Original authority: 324.412, RSMo 1998, amended 1999.

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2193—Interior Design Council
Chapter 2—Registration Requirements

20 CSR 2193-2.010 Application

PURPOSE: This rule is to prescribe the regulations necessary to administer the initial application procedures of section 324.415, RSMo for “registered interior designers.”

(1) An applicant may apply for registration as a “registered interior designer” by submitting the required application fee and the following information and documents to the council:

- (A) Fully completed application on forms prescribed by the division;
- (B) Official transcripts from the accredited institutions attended by applicant showing completion of the registration education requirements, if applicable;
- (C) Verification from Council for Interior Design Qualification (CIDQ) (or a successor) of passing the full National Council for Interior Design Qualification (NCIDQ) examination administered by CIDQ, if applicable;
- (D) Verification from CIDQ of having taken and passed the building or barrier free portion of the NCIDQ examination administered by CIDQ, if applicable;
- (E) Verification of passing the American Institute of Interior Designers accreditation examination, if applicable;
- (F) Authorization to the council to verify current registration of the applicant pursuant to sections 327.091 to 327.171, RSMo, and section 327.401, RSMo, pertaining to the practice of architecture and the architect’s registration number, if applicable; and
- (G) Any other pertinent information and forms as are required by law or the council.

(2) If after review of the application the division decides the evidence provided is inadequate to establish the applicant’s qualifications for registration, the applicant shall provide further information as is requested by the council.

AUTHORITY: sections 324.409, 324.412, and 324.415, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-2.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-2.010, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.409, RSMo 1998, amended 1999, 2003, 2004, 2006, 2018; 324.412, RSMo 1998, amended 1999, 2018; and 324.415, RSMo 1998, amended 2004, 2009, 2018.

20 CSR 2193-2.020 Qualifying Education

PURPOSE: This rule defines the terms outlined in section 324.409, RSMo.

(1) An “accredited institution” shall mean an institution accredited by an association recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

AUTHORITY: sections 324.409 and 324.412, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-2.020. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-2.020, effective Aug. 28, 2006. Amended: Filed May 22, 2013, effective Nov. 30, 2013.

Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.409, RSMo 1998, amended 1999, 2003, 2004, 2006, 2018 and 324.412, RSMo 1998, amended 1999, 2018.

20 CSR 2193-2.030 Qualifying Experience

PURPOSE: This rule defines terms outlined in section 324.409, RSMo.

(1)“Diversified and appropriate interior design experience” shall mean experience that includes the practice of interior design for commercial or public spaces in no less than seven (7) of the following areas of practice:

- (A) Space planning;
- (B) Code research and analysis;
- (C) Client contact;
- (D) Programming;
- (E) Schematic design and design development;
- (F) Preparation of construction documents;
- (G) Cost estimating;
- (H) Selection of materials and furnishings;
- (I) Contract documents;
- (J) Bidding procedure; and
- (K) Construction observation.

(2) One (1) year of experience shall be defined as not fewer than one thousand eight hundred (1,800) clock hours. The applicant shall show “diversified and appropriate interior design experience” for each year of qualifying experience.

AUTHORITY: sections 324.409 and 324.412, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-2.030. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-2.030, effective Aug. 28, 2006. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.409, RSMo 1998, amended 1999, 2003, 2004, 2006, 2018 and 324.412, RSMo 1998, amended 1999, 2018.

20 CSR 2193-2.040 Reciprocity/Waiver of Examination

PURPOSE: This rule is to prescribe the regulations necessary to administer the application procedures for those applying for registration as “registered interior designers” under section 324.421, RSMo.

(1) A person licensed or registered in another state or territory of the United States or foreign country may apply for registration without examination by submitting or causing to be submitted the following:

- (A) Fully completed application on forms prescribed by the division;

(B) Official transcripts from the accredited institutions attended by applicant showing completion of the licensure education requirements, if applicable;

(C) A letter from the licensing authority of the other state or territory of the United States, or foreign country, stating that the applicant's license or registration is current, has not been disciplined, restricted, and that no complaint against the applicant is pending;

(D) Verification from Council for Interior Design Qualification (CIDQ) of passing the full National Council for Interior Design Qualification (NCIDQ) examination administered by CIDQ, or verification of passing an equivalent examination approved by the Missouri Interior Design Council; and

(E) Any other pertinent information and forms as are required by law or the council.

(2) If after review of the application the council decides the evidence provided is inadequate to establish the applicant's qualifications for registration, the applicant shall provide further information as is requested by the council.

(3) After registration, a registrant shall be subject to and shall comply with all provisions of the law and these regulations.

AUTHORITY: sections 324.409, 324.412, 324.415, and 324.421, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-2.040. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-2.040, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.409, RSMo 1998, amended 1999, 2003, 2004, 2006, 2018; 324.412, RSMo 1998, amended 1999, 2018; 324.415, RSMo 1998, amended 2004, 2009, 2018; and 324.421, RSMo 1998 amended 2004, 2018.

20 CSR 2193-2.050 Renewal of License or Registration for Military Members

PURPOSE: This rule sets forth the procedures for licensees and registrants who are members of any United States or State of Missouri military, pursuant to section 41.950, RSMo, who have served on active military duty, pursuant to section 41.950, RSMo. Specifically, the rule sets forth procedures for the renewal of a license or registration, for completing obligations of the board, and for discipline of a license or registration.

(1) Any individual holding a current license or registration that is engaged in the performance of active military duty who has their license or registration lapse while performing such military service, may renew or reinstate such license or registration without penalty by—

(A) Filing with the board a Notice of Active Military Duty on a form provided by the board or by written communication accepted by the board that shall be signed and dated by the individual and shall contain the individual's name, address, the type of license or registration, license or registration number, and the date of active duty activation, and shall be accompanied by a copy of the individual's active duty orders or other evidence sufficient for the board to determine the dates of active military duty; and

(B) Filing such Notice of Active Military Duty or accepted written communication with the board no later than sixty (60) days after completion of the active duty military service.

(2) Upon receipt and approval of the Notice of Active Military Duty or accepted written commu-

nication, the board shall reinstate the individual's license or registration with no further requirements.

(3) If a licensee or registrant fails to take any required action or fails to meet any required obligation of the board while the licensee or registrant is on active military duty, the licensee or registrant shall have at least one hundred eighty (180) days after the end of his or her active military duty to take those actions or fulfill those obligations before any administrative action can be taken by the board.

(4) If the board desires to initiate disciplinary action, administrative action, or any other proceeding where the licensee or registrant is a necessary party and the licensee or registrant is on active military duty, the board shall stay such action or proceeding until at least sixty (60) days after the licensee or registrant returns from active duty.

AUTHORITY: section 41.950, RSMo Supp. 2013, and section 324.412, RSMo 2000.* Original rule filed July 21, 2016, effective Jan. 30, 2017.

*Original authority: 41.950, RSMo 1991, amended 2007, 2009, 2011 and 324.412, RSMo 1998, amended 1999.

20 CSR 2193-2.055 Military Training to Meet Requirements for Licensure

PURPOSE: This rule requires the division to accept evidence of military education, training, or service to be applied toward the requirements for licensure.

(1) Any applicant for licensure may, as part of the evidence of meeting the requisite educational and/or training requirements for licensure, submit evidence of military experience as a member of the military.

(2) The division shall review the evidence submitted and, if appropriate, make additional inquiry of the applicant to determine the scope and duties of the military experience to determine whether the military experience shall be counted towards the qualifications for licensure.

(3) In its review of the military experience, the division shall evaluate the content and nature of the military experience to determine whether that military experience shall count towards the education, training, or service requirements for licensure. The division shall construe liberally the military experience in determining whether it will count towards the education, training, or service requirements for licensure.

(4) "Military experience" shall mean education, training, or service completed by an applicant while a member of the United States armed forces or reserves, the national guard of any state, the military reserves of any state, or the naval militia of any state.

AUTHORITY: section 324.007, RSMo Supp. 2013, and section 324.412, RSMo 2000.* Original rule filed July 21, 2016, effective Jan. 30, 2017.

*Original authority: 324.007, RSMo 2013 and 324.412, RSMo 1998, amended 1999.

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2193—Interior Design Council
Chapter 3—Registration and Renewal

20 CSR 2193-3.010 Original Registration—Form and Content

(Rescinded September 30, 2019)

AUTHORITY: sections 324.409, RSMo Supp. 2006 and 324.412, RSMo 2000. This rule originally filed as 4 CSR 193-3.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-3.010, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Rescinded: Filed March 7, 2019, effective Sept. 30, 2019.

20 CSR 2193-3.020 Renewal

PURPOSE: This rule is to prescribe the regulations necessary to administer the renewal procedures of 324.418, RSMo.

(1) The registration renewal date for registered interior designers shall be August 31 of each even-numbered year.

(2) A registrant shall submit to the council on or before the registration renewal date the following:

(A) An application for renewal on a form furnished to the applicant by the division;

(B) The required fee;

(C) Proof of current completion of continuing education in interior design or architecture as required by section 324.418.2, RSMo, and 20 CSR 2193-5.010.

(3) Any registrant who fails to complete continuing education requirements shall not be eligible for registration renewal.

(4) The council should mail to each registrant, at least sixty (60) days prior to the registration renewal date, a notice of the expiration and an application for renewal of registration to the registrant at the registrant's address on file with the council. Failure of the council to mail, or the registrant to receive the notice and application for renewal shall not excuse the registrant from the requirements for renewal required by law or these rules.

AUTHORITY: section 324.412, RSMo Supp. 2018, and section 324.418, RSMo 2016.* This rule originally filed as 4 CSR 193-3.020. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-3.020, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.412, RSMo 1998, amended 1999, 2018 and 324.418, RSMo 1998, amended 2004.

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2193—Interior Design Council
Chapter 4—Fees

20 CSR 2193-4.010 Fees

PURPOSE: This rule establishes and fixes the various fees and charges for the Interior Design Council.

(1) All fees shall be paid by cashier's check, money order, personal check, or other method approved by the division and must be made payable to the Interior Design Council.

(2) The fees are established as follows:

(A) Registration Fee.....	\$50.00
(B) Reciprocity Fee.....	\$50.00
(C) Biennial Renewal Fee.....	\$50.00
(D) Reinstatement Fee.....	\$25.00

(3) The council may prorate the registration fee in order to put all registrants on a biennial renewal.

(4) The following miscellaneous fees for certain services rendered by the Interior Design Council are established as follows:

(A) Duplicate Certificate of Registration Fee.....	\$ 10.00
(B) Replacement Wall-Hanging Certificate of Registration Fee.....	\$ 15.00

(5) All fees are nonrefundable.

AUTHORITY: sections 324.409, 324.412, 324.415, 324.421, and 324.424, RSMo Supp. 2018, and section 324.418, RSMo 2016.* This rule originally filed as 4 CSR 193-4.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-4.010, effective Aug. 28, 2006. Amended: Filed May 22, 2013, effective Nov. 30, 2013. Amended: Filed Dec. 1, 2015, effective May 30, 2016. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.409, RSMo 1998, amended 1999, 2003, 2004, 2006, 2018; 324.412, RSMo 1998, amended 1999, 2018; 324.415, RSMo 1998, amended 2004, 2009, 2018; 324.418, RSMo 1998, amended 2004; 324.421, RSMo 1998, amended 2004, 2018; and 324.424, RSMo 1998, amended 1999, 2018.

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2270—Missouri Veterinary Medical Board
Division 2193—Interior Design Council
Chapter 5—Continuing Education

20 CSR 2193-5.010 Requirements

PURPOSE: This rule details the continuing education that will be required for renewal of registration as a “registered interior designer.”

(1) Approved or verifiable continuing education in interior design shall be courses approved by the Interior Design Continuing Education Council (IDCEC) or by the Interior Design Council.

(2) Approved or verifiable continuing education in architecture shall be courses as approved by the American Institute of Architects (AIA).

(3) A registrant shall provide verification of completion of continuing education during the prior registration period by attestation on a form provided by the council at the time of renewal. Registrants shall maintain their evidence of course participation or course completion certificates/transcripts for a period of five (5) years from the date the registrant’s application for renewal and attestation of continuing education was submitted to the council. Such evidence shall be submitted upon request by the council.

(4) Hours obtained in excess of the requirement for continuing education shall not be carried forward to satisfy the requirements for any subsequent renewal period.

AUTHORITY: section 324.412, RSMo Supp. 2018, and section 324.418, RSMo 2016.* This rule originally filed as 4 CSR 193-5.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-5.010, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed May 22, 2013, effective Nov. 30, 2013. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.412, RSMo 1998, amended 1999, 2018 and 324.418, RSMo 1998, amended 2004.

Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2193—Interior Design Council
Chapter 6—Complaint Handling and Disposition

20 CSR 2193-6.010 Public Complaint Handling and Disposition Procedure

PURPOSE: This rule establishes a procedure for the receipt, handling, and disposition of public complaints pursuant to the mandate of section 324.002, RSMo.

(1) The Division of Professional Registration/Interior Design Council will receive and process each complaint made against any registrant, applicant, or unregistered individual or entity, when the complaint alleges certain acts or practices that may constitute one (1) or more violations of the provisions of sections 324.400 through 324.439, RSMo. Any member of the public or the profession, or any federal, state, or local official, may make and file a complaint with the Interior Design Council. Complaints will be received from sources both within and without Missouri and processed in the same manner as those originating within Missouri. No member of the Interior Design Council may file a complaint with the council while serving in that capacity, unless that member is excused from further deliberation or activity concerning the matters alleged within that complaint. The executive director or any division staff member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) All complaints shall be made in writing on a form approved by the division and shall fully identify the complainant by name and address. Complaints may be based upon personal knowledge or beliefs based on information received from other sources. Oral or telephone communications will not be considered or processed as complaints. The person making these communications will be asked to file a written statement.

(3) Complaints shall be mailed or delivered to the following address: The Division of Professional Registration or the Interior Design Council, PO Box 1335, 3605 Missouri Boulevard, Jefferson City, MO 65102.

(4) Each complaint received under this rule pursuant to sections 324.400 through 324.439, RSMo will be maintained by the division. The complaint file will contain a record of each complainant's name and address of the subject(s) of the complaint; the date each complaint is received by the division; a brief statement of the complaint, including the name of any person injured or victimized by the alleged acts or practices; and the ultimate disposition of the complaint. This complaint file shall be a closed record of the division.

(5) Each complaint received under this rule shall be acknowledged in writing to the complainant. The complainant shall be notified of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the council's authority to file a complaint with the Administrative Hearing Commission charging a registrant with any actionable conduct or violation. The complaint filed by the council need not be limited to the acts charged in a public complaint.

(7) The division/council interprets this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the division/council. This rule does not create any cause of action for registrants against those whom the division has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 324.400–324.439, RSMo.

AUTHORITY: section 324.002, RSMo 2016, and sections 324.412 and 324.436, RSMo Supp. 2018.* This rule originally filed as 4 CSR 193-6.010. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-6.010, effective Aug. 28, 2006. Amended: Filed March 7, 2019, effective Sept. 30, 2019.

*Original authority: 324.002, RSMo 2008; 324.412, RSMo 1998, amended 1999, 2018; and 324.436, RSMo 1998, 2018.

20 CSR 2193-6.020 Investigation

PURPOSE: This rule outlines the procedures in conducting an investigation.

(1) Upon receipt of a complaint in proper form, the division/council may investigate the actions of the registrant or applicant against whom the complaint is made. In conducting an investigation, the division/council, in its discretion, may request the registrant or applicant under investigation to answer the charges made against him/her in writing and to produce relevant documentary evidence and may request him/her to appear before it.

AUTHORITY: sections 324.412 and 324.436, RSMo Supp. 1999.* This rule originally filed as 4 CSR 193-6.020. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-6.020, effective Aug. 28, 2006.

*Original authority: 324.412, RSMo 1998, amended 1999 and 324.436, RSMo 1998.

20 CSR 2193-6.030 Discipline

(Rescinded September 30, 2019)

AUTHORITY: sections 324.412 and 324.436, RSMo Supp. 1999. This rule originally filed as 4 CSR 193-6.030. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000. Moved to 20 CSR 2193-6.030, effective Aug. 28, 2006. Rescinded: Filed March 7, 2019, effective Sept. 30, 2019.

