



Michael Parson
Governor
State of Missouri

Kathleen (Katie) Steele Danner, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
Chlora Lindley-Myers, Director

INTERIOR DESIGN COUNCIL
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Tom Reichard
Executive Director

Tentative Meeting Notice

February 1, 2019

11:00 a.m.

Conference Call

Bridge & Toll Free Numbers: 526-5808 / 866-630-9351

**Interior Design Council
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Interior Design Council, 3605 Missouri Blvd., Jefferson City, Missouri 65102, or by calling (573) 522-4683 to ensure available accommodations. The text telephone for the hearing impaired is (800) 735-2966.

Except to the extent disclosure is otherwise required by law, the Interior Design Council is authorized to close meetings, records and votes to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14) and Chapter 324.001.8 and 324.001.9 RSMo.

The Interior Design Council may go into closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Open Session

**Interior Design Council
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

**February 1, 2019
11:00 a.m.**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - February 15, 2018
- V. Election of Officers**
- VI. Executive Director**
 - Board Totals
 - Interior Designer Rules for Approval
- VII. Application Review/Update**
- VIII. Miscellaneous**
- IX. Adjournment**

Open Session Minutes

**Open Minutes
February 15, 2018**

**Interior Design Council
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

Conference Call

Members Present

Cynthia Curnutte - Chairperson
Donald England
Jane Walton

Staff Present

Tom Reichard – Executive Director
Sharon Euler – Legal Counsel
Tiffany Giesing – Staff

Call to Order

A motion was made by C. Curnutte at 11:05 a.m. to call the meeting to order.

Approval of Open Session Agenda

A motion was made by D. England and seconded by J. Walton to approve the open session agenda. C. Curnutte voted in favor of the motion.

Approval of Minutes

July 20, 2017

A motion was made by D. England and seconded by J. Walton to approve the open session minutes from July 20, 2017. C. Curnutte voted in favor of the motion.

Executive Director Report

Board Total

84 active licensees.

Renewals

Renewals are due to go out this summer.

Legislature Bills

HB - 2221 Remove reference from statute.

Senate Bill – 843 – Division appoints members of the council and not the governor’s office.

Rules Review

Rules reviewed:

Chapters 1, 2, 3, 4, 5 and 6.

A motion was made by J. Walton and seconded by D. England to approve the changes as noted. C. Curnutte voted in favor of the motion.

Miscellaneous

Next Interior Design Council telephone conference meeting is scheduled for September 19, 2018 at 11:00 a.m.

Motion to Adjourn

A motion was made by D. England and seconded by J. Walton to adjourn the meeting. C. Curnutte voted in favor of the motion.

Election of Officers

Executive Director Report

Interior Designers Rules for Approval

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 1—General Rules**

PROPOSED AMENDMENT

20 CSR 2193-1.010 Definitions. The council is adding new section (8).

PURPOSE: This amendment adds a new definition.

- (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: sections 324.400[, RSMo Supp. 2012], and [section] 324.412, RSMo [2000] 2016. 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 -----*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, MO 65102, via facsimile at (573)526-3489, or via email at

intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS
AND PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 2—Registration Requirements**

PROPOSED AMENDMENT

20 CSR 2193-2.010 Application. The board is amending the purpose statement and section (1), deleting sections (2) and (4), and renumbering as necessary.

PURPOSE: This amendment removes the verification requirement based on House Bill 1719 (2018) of the 99th General Assembly, modifies the licensee title, clarifies the national exam organization names, and removes unnecessary language regarding the application process.

*PURPOSE: This rule is to prescribe the regulations necessary to administer the initial application procedures of section 324.415, RSMo for “registered **[commercial]** 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, **including the following**
 - 1. Verification of experience from “two (2) client references.” Each client reference shall verify interior design experience of the applicant;**
 - 2. Verification of experience by “business or employment verifications.” Business and employment verifications shall verify diversified and appropriate interior design experience of the applicant within each year of qualifying experience; and**
 - 3. Verification of experience from “three (3) industry references.” Industry references shall be obtained from industry vendors, contractors and other design professionals, and shall verify interior design experience of the applicant];**
 - (B) Official transcripts from the accredited institutions attended by applicant showing completion of the registration education requirements, if applicable;
 - (C) Verification from **[National]** Council for Interior Design Qualification (**[N]**CIDQ) **(or a successor)** of passing the full **National Council for Interior Design Qualification (NCIDQ)** examination administered by **[N]**CIDQ, if applicable;
 - (D) Verification from **[N]**CIDQ of having taken and passed the building or barrier free portion of the **NCIDQ** examination administered by **[N]**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) The application shall be typewritten or printed and signed by the applicant before a notary.]

[(3)](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.

[(4) An application, if accompanied by all items required by law and these rules, shall be deemed submitted as of the date received by the council or the date postmarked by the United States Postal Service, whichever is earlier.]

AUTHORITY: sections 324.409 and 324.415, RSMo Supp. 2006 and 324.412, RSMo 2000. 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.*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, MO 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 2—Registration Requirements**

PROPOSED AMENDMENT

20 CSR 2193-2.020 Qualifying Education. The council is deleting sections (1), (2), and (3) and renumbering the remaining section.

PURPOSE: This amendment deletes coursework requirements.

[(1) A “five- (5-) year or four- (4-) year interior design program” shall mean a baccalaureate degree program accredited by Foundation for Interior Design Education Research (FIDER), Council for Interior Design Accreditation (CIDA), or a baccalaureate degree program containing coursework in the following content areas:

- (A) Drafting and presentation techniques;*
- (B) Fundamentals of space planning and design;*
- (C) Materials and methods of construction;*
- (D) Furniture, finishes, and equipment;*
- (E) History of architecture and the decorative arts;*
- (F) Codes—construction, fire, safety, and accessibility;*
- (G) Environmental and building systems;*
- (H) Color theory and application;*
- (I) Business practices and ethics; and*
- (J) Construction documents.*

(2) “Three (3) years of an interior design curriculum” means at least sixty (60) semester hours of coursework in the following content areas:

- (A) Drafting and presentation techniques;*
- (B) Fundamentals of space planning and design;*
- (C) Materials and methods of construction;*
- (D) Furniture, finishes, and equipment;*
- (E) History of architecture and the decorative arts;*
- (F) Codes—construction, fire, safety, and accessibility;*
- (G) Environmental and building systems;*
- (H) Color theory and application;*
- (I) Business practices and ethics; and*
- (J) Construction documents.*

(3) A “two- (2-) year interior design program” shall mean an associate degree program accredited by FIDER, CIDA, or an associate degree program

containing coursework in the following content areas:

- (A) Drafting and presentation techniques;
- (B) Fundamentals of space planning and design;
- (C) Materials and methods of construction;
- (D) Furniture, finishes, and equipment;
- (E) History of architecture and the decorative arts;
- (F) Codes—construction, fire, safety, and accessibility; and
- (G) Environmental and building systems.]

[(4)] (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[, RSMo Supp. 2012,] and [section] 324.412, RSMo [2000] 2016. 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*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, Missouri 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 2—Registration Requirements**

PROPOSED AMENDMENT

20 CSR 2193-2.030 Qualifying Experience. The council is deleting section (2) and renumbering as necessary.

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) “Interior design experience acceptable to the council” shall mean experience that is “diversified and appropriate interior design experience” as stated in section (1) of this rule.]

[(3)] (2) One 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. 1999] 2016. 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*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than

\$500 in the aggregate.

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**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS
AND PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 2—Registration Requirements**

PROPOSED AMENDMENT

20 CSR 2193-2.040 Reciprocity/Waiver of Examination. The council is amending section (1), deleting sections (2) and (4), and renumbering as needed.

PURPOSE: This amendment removes the verification requirement based on House Bill 1719 (2018) of the 99th General Assembly, modifies the licensee title, updates the reference to the national examination, and removes unnecessary language regarding the application process.

*PURPOSE: This rule is to prescribe the regulations necessary to administer the application procedures for those applying for registration as “registered **[commercial]** 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, *including the following:*
 - 1. Verification of experience from “two (2) client references.” Each client reference shall verify interior design experience of the applicant;*
 - 2. Verification of experience by “business or employment verifications.” Business and employment verifications shall verify diversified and appropriate interior design experience of the applicant within each year of qualifying experience; and*
 - 3. Verification of experience from “three (3) industry references.” Industry references shall be obtained from industry vendors, contractors and other design professionals, and shall verify interior design experience of the applicant];*
 - (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 **[National]** Council for Interior Design Qualification (**[N]**CIDQ) of passing the full **National Council for Interior Design Qualification (NCIDQ)** examination administered by **[N]**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) The application shall be typewritten or printed and signed by the applicant before a notary.]

[(3)] (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.

[(4) An application, if accompanied by all items required by law and these rules, shall be deemed submitted as of the date received by the council or the date postmarked by the United States Postal Service, whichever is earlier.]

[(5)](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, 324.415 and 324.421, [RSMo Supp. 2006] and 324.412, RSMo [2000] 2016. 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*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, MO 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS
AND PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 3—Registration and Renewal**

PROPOSED RESCISSION

20 CSR 2193-3.010 Original Registration—Form and Content. This rule describes the form and content of the certificate of registration issued.

PURPOSE: This rule is being rescinded as unnecessary.

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 -----*

PUBLIC ENTITY COST: This proposed rescission will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed rescission will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Interior Design Council, PO Box 1335, Jefferson City, MO 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS
AND PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 3—Registration and Renewal**

PROPOSED AMENDMENT

20 CSR 2193-3.020 Renewal. The council is deleting sections (4), (5), (6), and (7) and renumbering as necessary.

PURPOSE: This amendment removes duplicative statutory language.

- (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 registration of a “registered interior designer,” which is not renewed within three (3) months after the renewal date, shall be suspended automatically.*
- (5) The registrant has the right to reinstate the suspended certificate of registration within nine (9) months of the date of suspension. In order to reinstate the suspended registration, the registrant shall submit the required reinstatement fee, as well as the other items set forth in section (2) of this rule.*
- (6) An application for renewal or reinstatement, if accompanied by all items required hereunder, shall be deemed submitted as of the date received by the council or the date postmarked by the United States Postal Service, whichever is earlier.*
- (7) Any registration suspended and not reinstated within nine (9) months of the suspension date shall expire and be void. Such individuals shall be required to reapply for registration under section 324.415, RSMo, and Chapter 2 of these rules. Any person whose registration has expired may, upon demonstration of current qualifications and payment of required fees, be reregistered or*

reauthorized under the person's original registration number.]

[(8)] (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: sections 324.412, [RSMo 2000] and 324.418, RSMo [Supp. 2006] 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*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, Missouri 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 4—Fees**

PROPOSED AMENDMENT

20 CSR 2193-4.010 Fees. The council is deleting sections (2) and (6) and renumbering as necessary.

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) No fee will be refunded should any certificate of registration be surrendered, suspended, or revoked during the term for which the certificate of registration is issued.]

[(3)] (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

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

[(5)] (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

[(6) Payment of any copying fee and search may be required before any information will be provided.]

[(7)] (5) All fees are nonrefundable.

AUTHORITY: sections 324.409, 324.412, 324.415, 324.418, [and] 324.421, [RSMo Supp. 2013, and sections 324.412] and 324.424, RSMo [2000] 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

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, Missouri 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS
AND PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 5—Continuing Education**

PROPOSED AMENDMENT

20 CSR 2193-5.010 Requirements. The council is amending the purpose statement and deleting sections (4) and (5).

PURPOSE: This amendment eases the continuing education requirements

*PURPOSE: This rule details the continuing education that will be required for renewal of registration as a “registered **[commercial]** 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.]

[(5) Hours obtained after the registration renewal date in order to complete the continuing education requirement for the prior renewal period may not be applied to the registration period within which they were obtained.]

AUTHORITY: section 324.412, [RSMo 2000,] and [section] 324.418, RSMo [Supp. 2012] 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*

PUBLIC ENTITY COST: This proposed amendment will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed amendment will not cost private entities more than \$500 in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Interior Design Council, PO Box 1335, Jefferson City, Missouri 65102, via facsimile at (573)526-3489, or via email at intdesn@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2193—Interior Design Council
Chapter 6—Complaint Handling and Disposition**

PROPOSED RESCISSION

20 CSR 2193-6.030 Discipline. This rule established procedures for the discipline of a registrant.

PURPOSE: This rule is being rescinded as duplicative of statutory language.

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*

PUBLIC ENTITY COST: This proposed rescission will not cost state agencies or political subdivisions more than \$500 in the aggregate.

PRIVATE ENTITY COST: This proposed rescission will not cost private entities more than \$500 in the aggregate.

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Application Review/Update

Giesing, Tiffany

From: Giesing, Tiffany
Sent: Friday, August 31, 2018 9:01 AM
To: 'Curnutte, Cyndi'
Subject: Application
Attachments: 20180831085002816.pdf

Please find attached the Interior Design App. You will find the pink highlighted areas are the areas we will be requesting to have removed. I would like you to review the application (no rush) and see if there is anything else we can do to update the form.

Thanks Cyndi

Tiffany Giesing
Interior Design Council
Division of Professional Registration
3605 Missouri Blvd.
P.O. Box 1335
Jefferson City, MO 65102-1335
P: (573) 522-4683
F: (573) 526-4220
intdesn@pr.mo.gov

MISSOURI INTERIOR DESIGN COUNCIL APPLICATION INSTRUCTIONS

This application package should contain the following:
**BASIC (FOUR PAGE) APPLICATION, AUTHORIZATION AND RELEASE FORM, BUSINESS/EMPLOYMENT
VERIFICATION FORM, AND INTERIOR DESIGN REFERENCE FORM**

GENERAL

"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.

"Council" is defined as the Missouri Interior Design Council.

"NCIDQ" is defined as the National Council for Interior Design Qualification.

"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 of the following areas: space planning; code research and analysis; client contact; programming; schematic design and design development; preparation of construction documents; cost estimating; selection of materials and furnishings; contract documents; bidding procedures; and construction observation.

All applicants for registration are required to complete a four page basic application. In addition, they must submit the supporting documents to verify education and experience.

All spaces of the application must be completed. If not applicable, please put N/A.

The application requires an **original** signature; copies are NOT acceptable. The application must be typewritten or printed in ink.

BEFORE SUBMITTING YOUR APPLICATION, MAKE CERTAIN YOU HAVE INCLUDED THE FOLLOWING:

- Application (SIGNED AND NOTARIZED)
- Registration fee of \$50.00 - Made payable to the Missouri Interior Design Council (NOT REFUNDABLE)
- Official transcripts from accredited institutions
- Business/Employment Verification Form(s)
- Two (2) Client references in sealed envelopes
- Three (3) Industry references in sealed envelopes
- Authorization and Release Form (SIGNED AND NOTARIZED)

Follow the specific instructions herein and on the application form for completing each section.

SECTION A – PERSONAL INFORMATION

Complete all spaces. If not applicable, please put N/A.

Provision of your Social Security Account number (SSN) is mandatory. §324.024 RSMo. We will not publicly disclose your SSN without your consent, unless such disclosure is permitted by federal law, federal regulation or state law. State law allows us to disclose your SSN in connection with any civil, criminal, administrative or arbitral proceeding, in an investigation in anticipation of litigation, pursuant to a court order, and in the performance of a statutory or constitutional duty or power; we can also disclose the SSN to another government agency (federal, state or local) and to a private person or entity acting on behalf of, or in cooperation with, a state entity. State law requires us to provide your SSN to child support and tax compliance officials.

If the name shown on your application is different than shown on any supporting documentation, you must submit proof of legal name change such as marriage license, divorce decree or court order.

SECTION B – CATEGORIES FOR REGISTRATION

Check the box that indicates your application category.

NOTE: Persons applying under category 3 (reciprocity) must complete all sections of the application including references.

SECTION C – EXAMINATIONS

The applicant shall contact the NCIDQ at:

1200 18th Street, NW
Suite 1001
Washington, D.C. 20036

Phone: (202) 721-0220

Fax: (202) 721-0221

E-mail: ncidq@ncidq.org

Instruct NCIDQ to verify exam passage and to send verification directly to the Missouri Interior Design Council, P.O. Box 1335, Jefferson City, Missouri 65102.

SECTION D – EDUCATION

It is the responsibility of the applicant to obtain OFFICIAL transcripts from appropriate institutions of higher learning and submit them with this application. Xerox or photocopies will NOT be accepted.

SECTION E – RECORD OF LICENSING INFORMATION

Complete all spaces. If not applicable, please put N/A.

If you are currently registered, licensed or certified within the profession in any jurisdiction, or are a registered architect in the State of Missouri, list all required information.

Registered architects in the State of Missouri must submit a current, original letter of good standing from the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects.

SECTION F – PERSONAL HISTORY

All questions must be checked, either yes or no.

If applicant answers "YES" to questions 1 - 3, submit documentation requested.

If applicant answers "NO" to question 4, submit documentation requested.

SECTION G – PRACTICAL EXPERIENCE

List the names and complete addresses of your current and previous employer(s) if the experience gained qualifies as "diversified and appropriate."

Applicant must submit the enclosed Business/Employment Verification Forms to present and/or prior employers to verify years of "diversified and appropriate" interior design experience as required under the category selected in Section B. Applicant will complete Part I, and the employer will complete Parts II and III. Self-employed applicants will complete all sections of the verification form.

The verifications must be returned to the applicant in sealed envelopes with the employer's signature across the seal.

Applicants may make copies of the Business/Employment Verification Form as needed.

The Council will not accept different reference forms (client, industry or business verification) from the same individual.

SECTION H – CLIENT REFERENCES

List the names and complete addresses of two clients served by applicant while working for employers listed in Section F.

Applicant must submit the enclosed Interior Design Reference Form to each client listed in Section G. Applicant will check the appropriate box for client reference, and complete Part I. The client will complete Part II.

References must be returned to the applicant in sealed envelopes with the clients' signature(s) across the seal.

Applicants may make copies of the Interior Design Reference Form as needed.

Client references will not be accepted from prior employers if the employer is providing a business/employment verification form.

The Council will not accept different reference forms (client, industry or business verification) from the same individual.

SECTION I – INDUSTRY REFERENCES

List the names and addresses of three industry references utilized while working for employers listed in Section F.

Applicant must submit the enclosed Interior Design Reference Form to each reference listed in Section H. Applicant will check the appropriate box for industry reference, and complete Part I. The industry reference will complete Part II.

References must be returned to the applicant in sealed envelopes with the industry references' signature(s) across the seal.

Applicants may make copies of the Interior Design Reference Form as needed.

The Council will not accept different reference forms (client, industry or business verification) from the same individual.

SECTION J – AFFIDAVIT

The affidavit must be signed in the presence of a notary. The Council will not consider any application that is not signed and notarized. The application fee shall be forfeited if the applicant fails to comply.

Securely attach a passport quality photograph at the location requested.

AUTHORIZATION AND RELEASE

The authorization and release form must be signed in the presence of a notary. The Council will not consider any application in which the authorization and release form is not signed and notarized. The application fee shall be forfeited if the applicant fails to comply.

FEES

The Registration fee is \$50.00.

The registration will expire on August 31 of each even numbered year.

CONTINUING EDUCATION

Each registered interior designer will be required to complete at least one unit every two years of approved or verifiable continuing education in interior design or architecture. Ten contact hours constitutes one continuing education credit.

ASSISTANCE

If assistance is needed, you may contact the Council by calling (573) 522-4683.

ADDRESS

Mail the completed application along with all required forms, sealed envelopes and fee to:

Missouri Interior Design Council
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102

CHECK YOUR APPLICATION FOR ACCURACY AND COMPLETENESS!

MAKE SURE THAT THE REGISTRATION FEE IS ENCLOSED!

KEEP A COPY OF THE APPLICATION AND MAINTAIN THE INSTRUCTIONS FOR FUTURE REFERENCE.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
APPLICATION FOR REGISTRATION OF INTERIOR DESIGNERS

INTERIOR DESIGN COUNCIL
P.O. BOX 1335
JEFFERSON CITY, MO 65102-1335
PHONE: (573) 522-4683
FAX: (573) 526-3489
<http://pr.mo.gov/interior.asp>
intdesn@pr.mo.gov

All spaces must be completed - please print in ink or type. This application **must be accompanied by check or money order in the amount of \$50.00** made payable to the "Missouri Interior Design Council". All fees are non-refundable. Review the instruction sheet before completing the application.

SECTION A - PERSONAL INFORMATION

LEGAL NAME OF APPLICANT (MR., MRS., MS.)		SOCIAL SECURITY NUMBER	DATE OF BIRTH	
MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED				
RESIDENCE ADDRESS: STREET	CITY	COUNTY	STATE	ZIP
RESIDENCE TELEPHONE ()				
BUSINESS NAME				
BUSINESS ADDRESS: STREET	CITY	COUNTY	STATE	ZIP
BUSINESS TELEPHONE ()		BUSINESS FAX ()		
E-MAIL ADDRESS (IF APPLICABLE)				

SECTION B - CATEGORIES FOR REGISTRATION (PLEASE CHECK ONLY ONE OF THE FOLLOWING)

1. - Shall take and pass or have passed the examination administered by the National Council for Interior Design Qualification and:

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

(b) 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) Graduated from 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. Registered architect in the State of Missouri (Current)

Architect Registration Number: _____ Expiration Date: _____

3. Certified, licensed or registered in another state or territory of the United States or foreign country as an interior designer. (See instructions)

SECTION C - EXAMINATION

If applicant has passed all sections of the NCIDQ examination, instruct NCIDQ to verify exam passage and send directly to the Missouri Interior Design Council. Applicant must complete the following:

NCIDO CERTIFICATE NUMBER	INITIAL CERTIFICATION DATE
--------------------------	----------------------------

LEGAL NAME OF APPLICANT

SECTION D – EDUCATION

Indicate, in chronological order, the name and address of each ACCREDITED college, university or technical school and the information requested in the following chart:

NAME AND ADDRESS OF INSTITUTION(S)	YEAR (FROM - TO)	COURSE OF STUDY	YEAR GRADUATED	NAME OF DEGREE	*INTERIOR DESIGN CREDIT HOURS

*APPLIES ONLY TO THOSE APPLYING UNDER CATEGORY 1(B).

OFFICIAL TRANSCRIPTS FROM EACH SCHOOL SHALL ACCOMPANY THIS APPLICATION.

SECTION E – RECORD OF LICENSING INFORMATION

List other licenses within the profession in other jurisdictions in which you are licensed or registered.

JURISDICTION	PROFESSION NAME	REGISTRATION NUMBER	DATE OF ISSUANCE	LICENSE STATUS (ACTIVE, LAPSED, ETC.)

SECTION F – PERSONAL HISTORY

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS

YES NO
(CHECK ONE)

- | | | |
|--|--|--|
| 1) Have you ever been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a statement for each conviction including date and place of conviction (even if imposition of sentence was suspended), nature of the offense and if applicable, the date of discharge from any penalty imposed. | | |
| 2) Have you been denied a professional license, certification, or permit, or privilege of taking an examination, or had a professional license, certification, or permit disciplined in any way by any licensing authority in Missouri or elsewhere? If yes, attach a detailed explanation. | | |
| 3) Have you ever been discharged other than honorably from the armed services or from a city, county, state or federal position? If yes, attach a detailed explanation. | | |
| 4) Are you a U.S. citizen? If not, please attach explanation of residency status. | | |

Pursuant to Section 324.010 RSMo:

CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

False statements are subject to criminal penalties and/or license discipline.

If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200 or e-mail income@dor.mo.gov.

LEGAL NAME OF APPLICANT

SECTION H – CLIENT REFERENCES

List 2 client references. Submit references on Interior Design Reference forms. (See instructions)

NAME OF CLIENT	ADDRESS
1)	
2)	

SECTION I – INDUSTRY REFERENCES

List 3 industry references. Submit references on Interior Design Reference forms. (See instructions)

NAME OF VENDOR	ADDRESS
1)	
2)	
3)	

SECTION J – AFFIDAVIT

I hereby certify that all statements made by me on this application are true and I agree that any misrepresentation of material facts herein will cause forfeiture on my part of rights for registration in Missouri.

SIGNATURE OF APPLICANT

COUNTY (OR CITY OF ST. LOUIS)

STATE

SUBSCRIBED AND SWORN BEFORE ME, THIS
DAY OF YEAR

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER STAMP SEAL

AUTHORIZATION AND RELEASE

LEGAL NAME OF APPLICANT

I, _____, hereby authorize any individual, company or institution with whom I have been associated, to furnish the Missouri Interior Design Council with any information concerning my qualifications for registration in Missouri which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

SIGNATURE OF APPLICANT

COUNTY (OR CITY OF ST. LOUIS)

STATE

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

NOTARY PUBLIC SIGNATURE

MY COMMISSION
EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

NOTARY PUBLIC EMBOSSEY OR BLACK INK RUBBER STAMP SEAL

ATTACH A
PASSPORT
QUALITY
PHOTOGRAPH
HERE

NOTE TO ALL APPLICANTS FOR REGISTERED INTERIOR DESIGNER IN MISSOURI:

In accordance with procedures established by the Missouri Interior Design Council, no application for Registered Interior Designer will be processed unless accompanied by the above authorization and release, properly signed.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
BUSINESS / EMPLOYMENT VERIFICATION FORM

INTERIOR DESIGN COUNCIL
P.O. BOX 1335
JEFFERSON CITY, MO 65102-1335
PHONE: (573) 522-4683
FAX: (573) 526-3489
<http://pr.mo.gov/interior.asp>
intdesn@pr.mo.gov

PART I – TO BE COMPLETED BY THE APPLICANT

APPLICANTS NAME _____

EMPLOYER'S NAME _____

BUSINESS NAME _____

PERIOD OF EMPLOYMENT (USE EXACT DATES (MONTH/YEAR))
FROM _____ TO _____

PART II – TO BE COMPLETED BY THE EMPLOYER

As a requirement for registration in the State of Missouri, the applicant must provide proof of diversified and appropriate interior design experience for each year of qualifying experience. Please refer to the following definition when evaluating the applicant's experience.

"Diversified and appropriate interior design experience" shall mean experience that includes the practice of interior design for or public spaces in no less than seven of the following areas: space planning; code research and analysis; client contact; programming; schematic design and design development; preparation of construction documents; cost estimating; selection of material and furnishings; contract documents; bidding procedures; and construction observation.

"Interior Design" includes, but is not limited to, preparation of documents and specifications relative to non-load bearing interior construction, furniture, finishings, fixtures and equipment.

"One year of experience" shall mean not fewer than one thousand eight hundred (1800) clock hours.

Please circle the level of experience the applicant gained in each area of interior design during her/his employment.

	S=Substantial	A=Adequate	M=Minimal	N=No Experience	
S	A	M	N		Space planning
S	A	M	N		Code research and analysis
S	A	M	N		Client contact
S	A	M	N		Programming
S	A	M	N		Schematic design and design development
S	A	M	N		Preparation of construction documents
S	A	M	N		Cost estimating
S	A	M	N		Selection of materials and furnishings
S	A	M	N		Contract documents
S	A	M	N		Bidding procedures
S	A	M	N		Construction observation

PART III – CERTIFICATION

I certify that _____ has been employed by me or the firm as
(APPLICANT'S NAME)

_____ from _____ through _____
(TITLE OF POSITION HELD) (EXACT DATE OF EMPLOYMENT (MONTH/YEAR))

This employment was: Full time Part time

If employment was Part time, please attach a separate sheet detailing the number of hours the applicant worked per year.

In **EACH** of the years of employment with your firm, did the applicant gain "diversified and appropriate" experience in interior design (as defined on page 1)? YES NO

If no, please list the years that do not include "diversified and appropriate" experience.

From _____ - To _____

From _____ - To _____

From _____ - To _____

FIRM NAME	FIRM TELEPHONE NUMBER
FIRM'S STREET ADDRESS	
CITY/STATE/ZIP	
SUPERVISOR'S SIGNATURE	SUPERVISOR'S TITLE
PRINT NAME	DATE SIGNED
IS THE EVALUATOR NCIDQ CERTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO	NCIDQ CERTIFICATION NUMBER OF EVALUATOR
IS THE EVALUATOR A LICENSED/REGISTERED ARCHITECT OR REGISTERED COMMERCIAL INTERIOR DESIGNER? <input type="checkbox"/> YES <input type="checkbox"/> NO	LICENSE NUMBER/STATE

THIS APPLICANT IS RECOMMENDED FOR REGISTRATION AS A REGISTERED INTERIOR DESIGNER.

THIS APPLICANT IS NOT RECOMMENDED FOR REGISTRATION BECAUSE:



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
INTERIOR DESIGN REFERENCE FORM

PLEASE CHECK ONE OF THE FOLLOWING:
 CLIENT REFERENCE
 INDUSTRY REFERENCE

INTERIOR DESIGN COUNCIL
P.O. BOX 1335
JEFFERSON CITY, MO 65102-1335
PHONE: (573) 522-4683
FAX: (573) 526-3489
<http://pr.mo.gov/interior.asp>
intdesn@pr.mo.gov

PART I – TO BE COMPLETED BY THE APPLICANT

APPLICANT'S NAME

REFERENCE NAME

REFERENCE BUSINESS/FIRM NAME

REFERENCE BUSINESS ADDRESS

REFERENCE BUSINESS PHONE

PART II – TO BE COMPLETED BY THE REFERENCE

The individual named above has made application with the Missouri Interior Design Council for registration as a registered interior designer and has listed you as a reference. In order that the Council might have sufficient information to assess the applicant's qualifications, you are requested to provide answers to the following questions.

Please return the completed form to the applicant in a sealed envelope with your signature across the flap in order that it may be included with the application to the Council. Your prompt attention is appreciated.

Please refer to the following definition when answering questions.

"Diversified and appropriate interior design experience" means experience that includes the practice of interior design for commercial or public spaces in no less than seven of the following areas: space planning, code research and analysis, client contact, programming, schematic design and design development, preparation of construction documents, cost estimating, selection of materials and furnishings, contract documents, bidding procedure, and construction observation.

1. YOUR BUSINESS RELATIONSHIP TO THE APPLICANT:

2. NUMBER OF YEARS YOU HAVE KNOWN THE APPLICANT:

3. BRIEFLY DESCRIBE AN INTERIOR DESIGN PROJECT IN WHICH YOU WERE INVOLVED WITH THE APPLICANT.

4. HOW WOULD YOU EVALUATE THE APPLICANT'S INTERIOR DESIGN WORK?

	YES	NO
	(CHECK ONE)	
5. Do you feel the applicant possesses adequate technical knowledge to practice interior design?		
6. Do you feel the applicant has had adequate "diversified and appropriate" interior design experience?		
7. Would you recommend this person for registration?		

IF YOU ANSWERED NEGATIVELY ON ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN (ATTACH ADDITIONAL PAGES IF NECESSARY):

UNDER PENALTIES OF PERJURY, I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IS TRUE, CORRECT AND COMPLETE.

SIGNATURE OF REFERENCE	DATE SIGNED
------------------------	-------------

PRINT NAME OF REFERENCE	TITLE
-------------------------	-------