

Council for Interior Design Qualification

Model Legislation

for

Interior Design Registration

July 2026

Prepared by
Council for Interior Design Qualification, Inc.
225 Reinekers Lane, Suite 210
Alexandria, VA, 22314

Foreword

Originally drafted in 2010, CIDQ enlisted a task force in 2023 to thoroughly review and modernize the *CIDQ Model Legislation for Interior Design Registration*. This resulting document offers guidance and suggested language to be used by member boards and unregulated jurisdictions in the pursuit of strong, successful, and enforceable interior design legislation. In addition to suggested language, this document includes helpful footnotes which offer options and provide insight into existing legislation throughout the United States and Canada. Jurisdictions are encouraged to use this document as a template to be edited specific to that jurisdiction with the goal being adoption as a law or act. It is anticipated that adopted language be no longer than this document.

Interior design legislation may be adopted as a practice act or title act; jurisdictions may adapt this model language for either type of legislation. CIDQ maintains that the preferred framework is a practice act, which provides the highest and strongest level of public protection. Practice acts require registration or licensure of practitioners and may allow the restriction and regulation of the title "Registered Interior Designer" as well as the identification of a practice as being a Registered Interior Design practice. Title acts provide voluntary registration and restrict only the use of the title identified in that legislation. Due to court rulings stating that the title "interior designer" may not be regulated or restricted due to First Amendment implications, *CIDQ Model Legislation for Interior Design Registration* endeavors to regulate the practice of "Registered Interior Design" and the "Registered Interior Designer" title, which may be restricted and regulated. Such a distinction serves to allow for reasonable regulation of NCIDQ Certified interior designers that impact public health and safety in their practice while protecting the First Amendment rights of non-certified individuals providing related services not impacting the public's health, safety, and welfare to call themselves "interior designers". The decision to seek either a practice act or title act should be carefully considered.

While some U.S. jurisdictions with existing interior design regulations use "certified" or "licensed" in their legislation, CIDQ recommends the use of "registered" due to International Code Council (ICC) language referencing "Registered Design Professional." The term "certified" has proven to cause confusion among the public since there are any number of institutions or organizations which "certify" or offer "certifications," most of which are not public regulatory bodies.

One major change reflected in the revised *CIDQ Model Legislation for Interior Design Registration* is the specific definition of the scope of the practice of Registered Interior Design. This model language was developed from the 2019 *CIDQ Definition of Interior Design* and existing U.S. legislative language developed through collaboration between the interior design and architecture communities in several jurisdictions. Such language took great effort to draw a distinction between the similarities in practices.

It should be noted that every jurisdiction will have policies and frameworks unique to that jurisdiction which must be considered. Each jurisdiction will have in place laws and regulations, which may be identified as an "administrative code." This relates to Board operations, how members are appointed, members' attendance at meetings, etc. This jurisdiction-specific general legislation regarding regulatory boards is supplementary to this model language and should be reviewed and incorporated when preparing interior design legislation. These requirements may be derived from laws already in place that apply to other design professionals or to other professional groups. An example concerns single or joint multi-disciplinary boards. CIDQ recommends the implementation of multi-disciplinary boards due to the reduced regulatory burden and the overlap in practice between allied design professions, which may contribute to efficient and effective board proceedings. However, to account for jurisdictional preferences, this model provides a framework for implementing either a standalone or joint board.

© 2024. Council for Interior Design Qualification.

Table of Contents

ARTICLE I. Title, Purpose, and Definitions 5
Section 101. Title of Act 5
Section 102. Legislative Declaration of Purpose 5
Section 103. Definitions 5
Section 104. Exempt/Excluded Persons and Activities 6
ARTICLE II. BOARD 8
Section 201. Delegation of Authority 8
Section 202. Board Composition 8
Section 203. Qualification for Board Membership 9
Section 204. Board Member Appointment and Oversight 9
Section 205. Terms 9
Section 207. Removal of Board Member 10
Section 208. Organization of the Board 10
Section 209. Executive Director 10
Section 210. Meetings of Board 10
Section 211. Power and Duties of the Board 11
ARTICLE III. REGISTRATION 11
Section 301. Qualifications for An Initial Registration 11
Section 302. Qualifications for Reciprocal Registration 12
Section 303. Continuing Education, Requirements for Registration Renewal 13
Section 304. Expired and Inactive Registrations 13
Section 305. Firm Registration 14
Section 306. Source of Data 14
ARTICLE IV. PRACTICE REQUIREMENTS 14
Section 401. Unlawful Practice 14
Section 402. Seal 14
Section 403. Record Keeping 15
ARTICLE V. PROHIBITED ACTS; ENFORCEMENT; PENALTIES; DISCIPLINARY POWERS 15
Section 501. Prohibited Acts 15
Section 502. Penalties; Injunctive Relief. 16
Section 503. Grounds; Conditions for Probation; Orders Imposing Discipline Deemed Public Records; Private Reprimands Prohibited 16
Section 504. Entry and Notice of Penalty 17
Section 505. Reinstatement of Registration Following Disciplinary Action 17

© 2024. Council for Interior Design Qualification.

ARTICLE VII. COMPLAINTS, REPORTING, MISCELLANEOUS 18
Section 701. Complaint Procedures 18
Section 702. Duty to Report Misconduct 18
Section 703. Effective Date 18

© 2024. Council for Interior Design Qualification.

ARTICLE I. Title, Purpose, and Definitions

Section 101. Title of Act

This (Jurisdiction) Interior Design Practice Act shall also be known as the "Act".

Section 102. Legislative Declaration of Purpose

The Practice of Registered Interior Design in (Jurisdiction) is declared a professional practice affecting the public health, safety, and welfare, and is subject to regulation and control in the public interest. It is a matter of public interest and concern that the Practice of Registered Interior Design, as defined under this Act, merits and receives the confidence of the public and shall be limited to those persons determined by the Board to be qualified under this Act. This Act shall be liberally construed to carry out these objectives and purposes.

It is the purpose of this Act to promote, preserve, and protect the public health, safety, and welfare by and through the registration and regulation of persons, whether within or outside of (Jurisdiction), who engage in the Practice of Registered Interior Design within (Jurisdiction). In furtherance of this purpose, this Act creates the (Jurisdiction and name of board), whose members, functions, and procedures shall be established in accordance with the provisions of this Act.

Section 103. Definitions

1. **Applicant** means an individual who seeks a Registration in accordance with the requirements and processes set forth in this Act and as may be established by the Board.
2. **Approved Educational Program** means an educational program as approved by the Board.[1]
3. **Board** means the (Board Name) established by this Act.
4. **Registration** means the approval issued to an individual by the Board indicating that the individual is a Registered Interior Designer and is authorized to engage in the Practice of Registered Interior Design in (Jurisdiction).
5. **CIDQ** means Council for Interior Design Qualification or its successor.
6. **NCIDQ Certification** means the certification issued by CIDQ for successful completion of the NCIDQ Examination.
7. **Nonstructural Element** means an element of a building or structure which does not require structural bracing and does not contribute to the structural integrity of the building. Nonstructural Elements are primarily concerned with the interior

[1] The Council for Interior Design Accreditation, or CIDA, is the preeminent international accreditation body for postsecondary interior design programs. Jurisdictions may choose to reference CIDA accredited programs in their definition of "Approved Educational Program".

© 2024. Council for Interior Design Qualification.

aspects of design and do not include any load-bearing components. This definition encompasses both non-seismic and non-structural elements.

8. **Practice of Registered Interior Design** means the analysis, planning, design, documentation, and management of interior nonstructural construction and alteration projects in compliance with applicable building design and construction, fire, life safety, and energy codes, standards, regulations, and guidelines. The "Practice of Registered Interior Design" includes all the following:
    a. Programming, space planning, pre-design analysis, and conceptual design of interior Nonstructural Elements;
    b. Preparation of documents and Technical Submissions related to interior construction, finish materials, furnishings, fixtures, and equipment;
    c. Rendering of designs, plans, drawings, specifications, contract documents, and other interior Technical Submissions;
    d. Administration of interior nonstructural element construction and contracts relating to nonstructural elements in interior alteration or construction of a proposed or existing building or structure;
    e. Alteration or construction of interior nonstructural elements;
    f. Preparation of a physical plan of space within a proposed or existing building or structure including any or all of the following:
        i. Determinations of circulation systems or patterns;
        ii. Determinations of egress requirements based on occupancy loads;
        iii. Assessment and analysis of interior safety factors to comply with building codes related to interior Nonstructural Elements;
        iv. Design of the exit access and exit components of the means of egress system within a building based on the calculated occupant load;
        v. Interior material selection and application for all portions of an interior construction project, including means of egress system;
        vi. Compliance with applicable building design and construction, accessibility standards, fire, life-safety, and energy codes, standards, regulations and guidelines.
10. **Registered Interior Designer** means an individual who holds an active or current Registration.
11. **Responsible Control** means the direct personal supervision over, and detailed knowledge of, the content of all Technical Submissions that are ordinarily exercised by a Registered Interior Designer when applying the requisite standard of care.[2]
12. **Technical Submissions** means the documents covering the practice of Registered Interior Design necessary to demonstrate compliance with applicable regulatory requirements and/or to fabricate or construct a project including, but not limited to, drawings, digital models, specifications, performance criteria, and installation requirements.

Section 104. Exempt/Excluded Persons and Activities

1. Nothing in this Act shall be construed to authorize a Registered Interior Designer to engage in the practice of professional engineering or architecture in this

[2] The "standard of care" applicable in any jurisdiction is typically defined by that jurisdiction's statutory and common law frameworks.

© 2024. Council for Interior Design Qualification.

jurisdiction or provide services that constitute the practice of professional engineering or architecture, except as otherwise provided in this Act.

2. The Practice of Registered Interior Design does not include modifications or additions to any of the following:
    a. Changes of building use to occupancies not already allowed by the current building or structure or changes of building use to occupancies of a greater hazard,
    b. The construction classification of the building or structure according to the International Building Code,
    c. The structural system of a building, including changing the building's dead load on the structural system,
    d. The building envelope, including exterior walls, exterior wall claddings, exterior wall openings, exterior windows and doors, balconies and similar projections, roof assemblies and rooftop structures, and glass and glazing for exterior use in both vertical and sloped applications in buildings and structures.
    e. Mechanical, plumbing, heating, air conditioning, ventilation, electrical, low voltage systems, elevators and conveying systems, fire protection systems, or fire alarm systems.
    f. Design of or modifications to an exit stair or exit discharge portion of a means of egress system.
    g. Construction that materially affects life safety systems pertaining to fire safety of structural elements or the fire protection of structural elements, smoke evacuation and compartmentalization systems, or fire-rated vertical shafts in multi-story structures.

3. The following individuals are not required to obtain a Registration pursuant to the Act[1]:

    a. A person engaging in work as an employee of an architect or Registered Interior Designer, if the work does not include Responsible Control, or a consultant retained by an architect or Registered Interior Designer;

    b. An individual who prepares plans, drawings, or specifications for (insert project types that are exempt from the state architect practice act here) ;[2]

    c. A person who prepares drawings of the layout of materials or furnishings or in the selection of materials or furnishings used in interior design, including:
        i. Decorative accessories;
        ii. Wallcoverings, wall finishes or paint;
        iii. Floor coverings, tile, wood, stone or concrete;
        iv. Window coverings;
        v. Lighting fixtures which do not disrupt structural elements;
        vi. Plumbing fixtures which do not disrupt structural elements;
        vii. Professional services limited to the design of kitchen and bath spaces or the specification of products for kitchen and bath areas in

[1] Some jurisdictions may choose to allow licensed architects to be grandfathered in or otherwise exempted from registration requirements to use the RID title.

[2] In this provision, jurisdictions may cite existing construction projects exemptions for an architect's seal, so that projects that do not require an architect also do not require a Registered Interior Designer.

© 2024. Council for Interior Design Qualification.

noncommercial settings; and

© 2024. Council for Interior Design Qualification.

viii. Furniture, equipment, cabinetry or millwork, if the preparation or implementation of those drawings or the installation of those materials or furnishings is not regulated by any building code or other law, ordinance, rule or regulation governing the alteration or construction of a structure.

ARTICLE II. BOARD

Section 201. Delegation of Authority

The responsibility to enforce the provisions of this Act is hereby delegated to the Board by (Jurisdiction). The Board shall have all the duties, powers, and authority specifically granted by, or otherwise necessary to enforce this Act, as well as such other duties, powers, and authority as it may be granted from time to time by law.

Section 202. Board Composition

[*The Board may be composed pursuant to one of the following options:*]

[*Option 1:* Joint Board Option][4]

The Board shall consist of (Number) members appointed under Section 204 of this Act who possess the qualifications specified in Section 203 of this Act and comprise the following:

1. (Number) public members as described in Section 203(2);
2. (Number) Registered Interior Designers as described in Section 203(1); and
3. (Number) (Profession) members as defined in (citation to relevant practice act referencing residence, registered or licensed for a specified period of time).

[*Option 2:* Independent Board Option]

The Board shall consist of (Number) members, at least (Number) of whom shall be a representative(s) of the public, and the remainder of whom shall be Registered Interior Designers who possess the qualifications specified in Section 203 of this Act. Members of the Board shall have the expertise necessary for the effective and efficient regulation of the Practice of Registered Interior Design.

[4] A joint, multi-disciplinary board overseeing several design professions is the preferred regulatory framework for oversight of interior designers. The reasons for this preference are twofold: the overlap in professional scopes of practice between design professionals supports subject matter experts on the Board in their disciplinary and enforcement capacity, and the consolidation of several design professions into a single board streamlines regulatory oversight while minimizing the additional costs to the jurisdiction associated with maintaining multiple boards. In the case of a joint, multi-disciplinary board, all professions should be equally represented and matters affecting each profession determined by the entire Board. If a joint Board is created outside of an existing Board, guidelines for establishing the new Board should be listed.

© 2024. Council for Interior Design Qualification.

Section 203. Qualification for Board Membership[5]

1. Each Registered Interior Designer member of the Board shall:
    a. Be a resident of (Jurisdiction);
    b. Be a Registered Interior Designer;
    c. Maintain any other professional license or registration issued in this or any other jurisdiction, and
    d. Have had at least (Number) years of experience as a practicing Registered Interior Designer.
2. Each public member of the Board shall be a resident of (Jurisdiction). Each public member of the Board shall not be, nor shall ever have been:
    a. A Registered Interior Designer;
    b. The spouse of a current or former Registered Interior Designer; or
    c. An individual who has ever had any material financial interest in the provision of registered interior design services or engaged in any activity directly related to the Practice of Registered Interior Design.
3. For purposes of constituting the initial Board, and until Registrations are first issued under this Act, an individual who satisfies the education, examination, and experience qualifications for Registration shall be eligible to serve as a Registered Interior Designer member of the Board and shall have the same authority as a Registered Interior Designer member appointed after Registrations are issued.

Section 204. Board Member Appointment and Oversight

In accordance with the principle of separation of powers and to provide for sufficient oversight by the respective branches of government, the Governor shall appoint the members of the Board in accordance with the provisions of Article II of this Act and the constitution of (Jurisdiction). In addition, the Governor shall have the authority to remove members of the Board with or without cause.

Section 205. Terms

1. Except as provided in subsection (2) of Section 205, members of the Board shall be appointed for a term of (Number) years, except that members of the Board who are appointed to fill vacancies that occur prior to the expiration of a former member's full term shall serve the remaining portion of such unexpired term.
2. The terms of the members of the Board shall be staggered so that the terms of no more than (Number) members shall expire in any year. Each member shall serve until a qualified successor is appointed unless such member cannot serve by reason of such member's resignation or removal from membership on the Board pursuant to Section 207.
3. Board members are eligible to serve for up to (Number) consecutive full terms. The completion of the remaining portion of an unexpired term shall not constitute a full term for purposes of this Section 205.
4. Any vacancy that occurs in the membership of the Board for any reason, including expiration of term, removal, resignation, death, disability, or disqualification, shall be filled as prescribed in Section 204 as soon as practicable in order to ensure the efficient administration of this Act.

© 2024. Council for Interior Design Qualification.

[5] In the case of joint, multi-disciplinary boards, jurisdictions may already have qualifications for Board membership laid out in statute. Jurisdictions can adapt those requirements as desired.

© 2024. Council for Interior Design Qualification.

Section 207. Removal of Board Member

A member of the Board may be recommended for removal upon an affirmative vote of three-quarters (¾) of members of the Board otherwise eligible to vote upon one or more of the following grounds:

1. The refusal or inability for any reason of a member of the Board to perform the duties required of a Board member in an efficient, responsible, and professional manner;
2. The misuse of a Board member position to obtain, or attempt to obtain, any financial or material gain, or any advantage personally or for another, through such office;
3. A final adjudication by a recognized body, including any court, that a Board member violated this Act or any other jurisdiction's law governing the Practice of Registered Interior Design; or
4. Conviction of a crime other than a minor traffic offense.

Section 208. Organization of the Board

1. The Board shall elect from its members a Chairperson,[6] and such other officers as it deems appropriate and necessary to the conduct of its business. The Chairperson shall preside at all meetings of the Board and shall perform those duties customarily associated with the position and such other duties assigned from time to time by the Board. The Chairperson may establish Board committees as appropriate and necessary to the furtherance of Board business and may designate Board members as committee members.
2. Officers elected by majority vote of the Board shall serve terms as defined by the Board commencing with the day of their election and ending upon election of their successors or removal by affirmative majority vote of the Board members otherwise eligible to vote.

Section 209. Executive Director

1. Under the oversight of the Board, the Executive Director shall be responsible for the proper performance of the Board's duties.
2. The Board may delegate authority to the Executive Director as necessary to properly fulfill the Board's duties.

Section 210. Meetings of Board

The Board shall hold regular meetings to transact business in compliance with all applicable (Jurisdiction) laws and as otherwise may be established by regulations of the Board.

[6] The jurisdiction has the discretion over the title given to the person presiding over the Board, be it chairperson, president, or any other title.

© 2024. Council for Interior Design Qualification.

Section 211. Power and Duties of the Board

1. The Board shall have the power and responsibility to administer the provisions of this Act consistent with *[insert appropriate jurisdiction-specific statute].*
2. The Board shall have the power to make, adopt, amend, and repeal regulations as may be necessary to carry out the purposes of this Act, including, but not limited to, regulations concerning:
    a. The meetings and proceedings of the Board;
    b. The requirements for the issuance of Registration and the registration of firms, the renewals thereof, and the fees associated with these;
    c. Mandatory standards of professional conduct concerning misrepresentations, conflicts of interest, incompetence, disability, violations of law, dishonest conduct, or other unprofessional conduct for those individuals or organizations regulated by this Act, which standards shall be enforceable under the disciplinary procedures of the Board;
    d. Requirements for renewal of Registration designed to promote the continued professional development and competence of Registered Interior Designers. Such requirements shall be designed solely to improve the professional knowledge and skills of a Registered Interior Designer directly related to the current and emerging bodies of knowledge and skills of Registered Interior Designers; and
    e. When necessary to protect the public health, safety, and welfare, the Board shall require such evidence as it deems necessary to establish the continuing competency of Registered Interior Designers as a condition of renewal of Registration.
3. The adoption, amendment, or revocation of regulations and the publication and distribution of the regulations shall be subject to the provisions of the [*insert appropriate jurisdiction-specific statute*].
4. The Board shall keep an official registry of all Registered Interior Designers. The roster must be properly indexed and open for public inspection and information.
5. The Board shall have the power to carry out the purposes of the Act and enforce any provision of the Action or any regulations promulgated hereunder, together with all other powers and duties delegated to the Board pursuant to the Act.

ARTICLE III. REGISTRATION[7]

Section 301. Qualifications for An Initial Registration

1. To obtain a Registration to engage in the Practice of Registered Interior Design in (Jurisdiction), an Applicant must submit to the Board:

1. [7] Jurisdictions choosing to exempt architects from registration requirements may add the following language to this section: "*Notwithstanding any other provision of this Act, any individual licensed or registered as an architect in (Jurisdiction) shall be qualified for a Registration upon approval of a completed application for such registration and payment of the corresponding application fee. An architect who is licensed or registered within (Jurisdiction) is not required to obtain a Registration to practice Registered Interior Design but must register as a Registered Interior Designer prior to using the title "Registered Interior Designer" in (Jurisdiction). For architects registered as Registered Interior Designers, satisfaction of the requirements for renewal of licensure or registration as an architect shall*

© 2024. Council for Interior Design Qualification.

a. A complete and signed written application in the form prescribed by the Board;
b. Evidence of graduation and receipt of a degree from an Approved Educational Program;
c. Evidence indicating the successful completion of the experience deemed necessary by the Board;
d. Evidence of the successful completion of the NCIDQ examination administered by CIDQ;[8]
e. Payment of all applicable fees specified by the Board; and
f. The Applicant's Social Security Number, or individual taxpayer identification number, recognizing that the Applicant's Social Security number or individual taxpayer identification number furnished to the Board shall not be deemed a public record under (Jurisdiction) law and shall not be open to public inspection.[9]

2. In lieu of furnishing evidence supporting subdivisions 1(b), (c), and (d) above, an Applicant may provide a copy of the Applicant's NCIDQ Certification.[10]
3. A Registration shall be effective upon issuance by the Board. A person issued a Registration may practice as a Registered Interior Designer in this State, subject to the provisions of this Act and the Board regulations.

Section 302. Qualifications for Reciprocal Registration

1. To obtain a Registration through reciprocity in (Jurisdiction), an Applicant shall:
   a. Provide documentation satisfactory to the Board that such Applicant:
      i. Holds a current and valid registration or license to practice Registered Interior Design issued by another jurisdiction or a licensing authority recognized by the Board; and
      ii. Holds an NCIDQ certification.
   b. Submit to the Board a completed and signed application and pay the required fee.
   c. Provide to the Board a Social Security number, individual taxpayer identification number, or an affidavit attesting that the applicant has no such number, for the Board to establish the Applicant's identity.[11] Any such information provided to the Board shall be released by the Board to

be deemed to satisfy the requirements for renewal of the Registration as a Registered Interior Designer."

[8] Jurisdictions hesitant to specify a specific examination in statute may reference an "approved examination" and specify the NCIDQ examination requirement in regulations.
[9] Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.
[10] Jurisdictions can either adopt a simple NCIDQ certification requirement for registration or adopt requirements instituting their own education, experience, and examination requirements for registration. Since CIDQ requires and verifies education and experience to sit for the NCIDQ examination, both frameworks institute education, experience, and examination requirements.
[11] Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

© 2024. Council for Interior Design Qualification.

identify Applicants, including verifying an Applicant's identity and certification status with the Council for Interior Design Qualification, and as may be required by law.

Section 303. Continuing Education, Requirements for Registration Renewal

1. The Board may, by regulation, establish the processes and requirements for a Registered Interior Designer to demonstrate their continuing competence to Practice Registered Interior Design through continuing education. The Board shall have the authority to make the determination of acceptable program content for such continuing education.
2. The Board shall, by regulation, establish requirements and procedures for the renewal of Registration, including the continuing education requirements.
3. Each Registration must be renewed every two years on or before the biennial anniversary of the previous Registration. The completed application for renewal together with the required renewal fee shall be submitted to the Board on or before the renewal date. Upon demonstration that a Registered Interior Designer has satisfied the continuing education requirements established by regulation of the Board, the Board shall issue a renewal of the Registration.
4. Upon failure to renew within [30 days] after the date set for expiration, the Registration shall expire. Such Registration may be renewed at any time within one year[12] following the expiration date upon proof of continuing competency and payment of the renewal fee plus a late renewal fee.

Section 304. Expired and Inactive Registrations

1. Failure to renew a Registration within [30 days[13]] of the designated renewal date shall result in the expiration of the Registration and the extinguishment of authority to practice Registered Interior Design in (Jurisdiction). Each Applicant for reinstatement of an expired Registration shall bear the burden of substantiating by documentation satisfactory to the Board that such Applicant has met continuing education requirements as set forth by the Board and has submitted an application for reinstatement and renewal fee.
2. In connection with any application for reinstatement of a Registration, the Board may impose any additional reasonable requirements it deems necessary to fulfill its public protection mission.
3. The Board may, in its discretion, consider any relevant extenuating circumstances duly submitted in conjunction with any petition and application for the reinstatement of a Registration where the Applicant can demonstrate hardship, so long as the Board maintains its public protection mission in considering any such petition and application. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Registration.

[12] Timeline for renewal is at jurisdictional discretion, especially in cases where jurisdictions have existing timelines established by joint, multi-disciplinary boards.

[13] Jurisdictions may choose the length of, or existence of, a grace period for registration renewal. 30 days is offered as an example.

© 2024. Council for Interior Design Qualification.

4. The Board shall, by regulation, set forth procedures for the issuance of an inactive Registration to a Registrant whereby such individual shall be exempt from registration renewal requirements. During the period in which a Registration is in inactive status, the Registered Interior Designer shall not engage in the Practice of Registered Interior Design in (Jurisdiction) or use the title "Registered Interior Designer".
5. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Registration.

Section 305. Firm Registration[14]

To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board. The Board shall promulgate regulations regarding firm registration.

Section 306. Source of Data

The Board may use documentation and verified data stored by CIDQ in the same way that it may use data stored by the Board to establish an Applicant's qualifications for a Registration. Notwithstanding any other provision of law to the contrary, the Board shall share such information with CIDQ as may be reasonably requested from time to time, provided that CIDQ agrees to maintain the confidentiality of such information.

ARTICLE IV. PRACTICE REQUIREMENTS

Section 401. Unlawful Practice

1. Except as otherwise provided under this Act, it shall be unlawful for any person to engage in the practice of Registered Interior Design or [15]use the designation "Registered Interior Designer" or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board. This paragraph does not prohibit a person who is exempt, pursuant to the Act, from holding themselves out to the public or soliciting business as an interior designer.
2. It is unlawful for a person to seal any Technical Submission, specification, report or other document with the seal after the registration of the Registered Interior Designer named therein has expired or has been suspended or revoked, unless the registration has been renewed or reissued.

Section 402. Seal

1. Upon being issued a Registration, each Registered Interior Designer shall obtain a seal authorized by the Board, which must include the Registered Interior

[14] Jurisdictions may adopt firm registration requirements at their own discretion.
[15] This model language outlines a practice act framework requiring mandatory registration for interior designers to work in code-regulated spaces. Additional guidance regarding title act language is provided as an appendix.

© 2024. Council for Interior Design Qualification.

Designer's name, the number of their Registration, and the title "Registered Interior Designer[3]".

2. A Registered Interior Designer may sign and seal a Technical Submission covering the scope of registered interior design and shall have the authority to submit such Technical Submission to a state or local governmental entity for the purpose of obtaining any requisite permit for an interior alteration or construction project.
3. All Technical Submissions issued for permitting by a Registered Interior Designer must be signed, sealed, and dated only by the Registered Interior Designer in Responsible Control. A Registered Interior Designer shall not sign and seal a Technical Submission that was not prepared by the Registered Interior Designer or under the direct supervision and Responsible Control of the Registered Interior Designer.
4. Interior non-structural/non-seismic construction and alteration projects within the practice of registered interior design that are incidental to the practice of architecture are exempt from requiring the seal of an architect if the services are rendered and sealed by a Registered Interior Designer.
5. The Board may adopt regulations specifying the manner in which Registered Interior Designers may electronically transmit any Technical Submission, specification, report or other document to a state or local government entity for purposes of obtaining a building permit.

Section 403. Record Keeping

A Registered Interior Designer shall maintain documentation of Technical Submissions for at least (five years[16]) and make records available to the Board upon request. Records must be adequate to demonstrate the Registered Interior Designer's Responsible Control over the Technical Submissions.

ARTICLE V. PROHIBITED ACTS; ENFORCEMENT; PENALTIES; DISCIPLINARY POWERS

Section 501. Prohibited Acts

1. A person may not knowingly:
   a. Advertise or put out any sign, card or other device which indicates to the public that the person is a Registered Interior Designer or that the person is otherwise qualified to practice as a Registered Interior Designer, without having a Registration pursuant to this Act.
   b. Use or attempt to use the registration of another Registered Interior Designer.
   c. Use or attempt to use a Registration that has been suspended, revoked, or placed on inactive or expired status.
   d. Obtain or attempt to obtain Registration from the Board by fraud.
   e. Make any willfully false oath or affirmation to the Board.
   f. As a Registered Interior Designer, accept compensation in connection with

[3] Other titles adopted in jurisdictions include "Licensed Interior Designer" and "Certified Interior Designer". The specific protected title is at the discretion of the jurisdiction, but CIDQ recommends either "Licensed" or "Registered" Interior Designer, as a jurisdictional title of "Certified Interior Designer" can create confusion between the state title and the NCIDQ Certification.

© 2024. Council for Interior Design Qualification.

a Registered Interior Design project, except as payment for the provision of Registered Interior Design services, which would reasonably appear to compromise the Registered Interior Designer's professional judgment in serving the best interests of the client or public.

[16] This requirement should align with the jurisdiction’s existing statute of limitations.

© 2024. Council for Interior Design Qualification.

Section 502. Penalties; Injunctive Relief.

1. Any person who violates any of the provisions of Section 501:
    a. For the first violation, is guilty of a misdemeanor and shall be punished by a fine of not less than $[__] nor more than $[___] [17].
    b. For the second or any subsequent violation, is guilty of a gross misdemeanor and shall be punished by a fine of not less than $__nor more than $___[18].
    c. If any person has engaged or is about to engage in any acts or practices which constitute or will constitute an offense against this chapter, the district court of any county, on application of the Board, may issue an injunction or other appropriate order restraining such conduct. Proceedings pursuant to this subsection are governed by the jurisdiction's Rules of Civil Procedure, except that no bond or undertaking is required in any action commenced by the Board.
2. In addition to any other civil penalty provided by law, a person who violates any provision of this chapter or any regulation adopted by the Board is subject to a civil penalty of not more than $__for each violation. Any such penalty must be imposed by the Board at a hearing.
3.

Section 503. Grounds; Conditions for Probation; Orders Imposing Discipline Deemed Public Records; Private Reprimands Prohibited

1. The Board may place a Registered Interior Designer[19] on probation, publicly reprimand such registrant, fine the registrant not more than $____, suspend or revoke the registrant's Registration, impose the costs of investigation and prosecution upon the registrant or take any combination of these disciplinary actions, if the Board finds that the registrant engaged in any of the following acts:
    a. Attempting to register or renew a Registration, or registering or renewing a Registration, by bribery, fraud, or any other misrepresentation;
    b. Being found guilty of a crime in any jurisdiction which directly relates to the Practice of Registered Interior Design or to the ability to provide Registered Interior Design services;
    c. Committing an act of fraud or deceit, or of negligence, incompetency, or misconduct, in the Practice of Registered Interior Design;
    d. Having an interior design license, certification, or registration revoked, suspended, or otherwise acted against, including the denial of licensure, registration, or certification by the licensing authority of another jurisdiction for any act which constitutes a violation of this Act;
    e. Signing or sealing any Technical Submissions which were not prepared by the Registered Interior Designer or under their responsible supervisory

[17] Penalties should be consistent with existing requirements and regulations for other design professions as adopted by the jurisdiction.
[18] Penalties should be consistent with existing requirements and regulations for other design professions as adopted by the jurisdiction.
[19] If a jurisdiction wishes for this section to also apply to registered firms (if any under that jurisdiction's framework), then corresponding edits would need to be made throughout Article VI to ensure the provisions apply not just to Registered Interior Designers, but also to registered firms. The use of the term "registrant" may capture both in such instances.

© 2024. Council for Interior Design Qualification.

control or by another Registered Interior Designer and reviewed, approved, or modified and adopted by such individual as their own work according to the regulations adopted by the Board;

f. Affixing or permitting to be affixed, the Registered Interior Designer's seal or signature to any Technical Submission, specification, drawing, or other document which depicts work the registrant is not competent or authorized to perform;
g. Aiding or abetting any unauthorized person to practice as a Registered Interior Designer;
h. Publishing or causing to be published false, deceptive, or misleading advertising; or
i. Committing financial misconduct such as improper or fraudulent billing practices.

2. The conditions for probation imposed pursuant to the provisions of subsection 1 may include, but are not limited to:
    a. Restriction on the scope of the Practice of Registered Interior Design;
    b. Required continuing education or counseling; and
    c. Payment of restitution to each person who suffered harm or loss as a result of the Registered Interior Designer's action or inaction.
3. An order that imposes discipline, together with the findings of fact and conclusions of law supporting that order, are public records.
4. The Board shall not privately reprimand any Registered Interior Designer.

Section 504. Entry and Notice of Penalty

1. If the Registration of a Registered Interior Designer is suspended or revoked, or they are given a written reprimand, notation of the penalty must be entered in the roster of Registered Interior Designers maintained by the Board. The Board shall provide notice of the suspension, revocation, or written reprimand to the Council for Interior Design Qualification (CIDQ) or any successor in interest to that organization.
2. Upon revocation of a Registered Interior Designer's Registration, such individual's seal must be returned to the Board within thirty (30) days[20].

Section 505. Reinstatement of Registration Following Disciplinary Action

If the Board revokes a Registered Interior Designer's Registration, such individual may apply for reinstatement of their Registration pursuant to the requirements of Section 304 and any applicable regulations set forth by the Board.

[20] This should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

© 2024. Council for Interior Design Qualification.

ARTICLE VII. COMPLAINTS, REPORTING, MISCELLANEOUS

Section 701. Complaint Procedures

The Board shall establish comprehensive procedures for reporting and receiving complaints of a violation of this Act.

Section 702. Duty to Report Misconduct

Any Registered Interior Designer, Applicant, or registered firm who has knowledge of any conduct by any individual, business entity, or any other group or combination of persons that may constitute grounds for disciplinary action under any provision of this Act or any regulation duly promulgated hereunder shall report such conduct to the Board.

Section 703. Effective Date

This Act shall take effect on (Date).

© 2024. Council for Interior Design Qualification.

INTERIOR DESIGN MODEL LAW CHECKLIST

MAKE SURE THE BILL:

- ❑ Recognizes Registered Interior Designers as Registered Design Professionals within the jurisdiction.
- ❑ Provides permitting privileges to allow a Registered Interior Designer to submit plans to a building official for review within the scope of the practice. Simply having a seal does not ensure permitting privileges.
- ❑ Requires Applicant's passage of NCIDQ Examination for registration.
- ❑ Does not establish fees in the legislation. Fees should be established in the Regulations.
- ❑ Does not require initial members of Board to be registered and allows them one year to become registered.
- ❑ Uses the title “Registered Interior Designer” whenever possible.
- ❑ Consider including a requirement to display the registration, license or certificate number on all business and paid advertising instruments.
- ❑ Has no residency requirement; includes provisions for reciprocal registration between U.S. jurisdictions is essential.
- ❑ Allows the Board to determine the amount and types of continuing education required for registration renewal.
- ❑ Has disciplinary and enforcement powers.

© 2024. Council for Interior Design Qualification.

Appendix A
Instruction Sheet for Creating
Model Title Legislation for Interior Design Registration

CIDQ endorses a **practice act** framework to regulate the profession of Registered Interior Design. Practice acts restrict unqualified practitioners from performing activities that affect the public health, safety and welfare; title acts do not. CIDQ's mission is to protect the public by establishing standards of competence in the Practice of Registered Interior Design; in light of that mission, CIDQ no longer develops model title act legislation. Should the need arise through the political process to submit legislation that restricts only the title, this document will assist you in modifying the model practice legislation document.

Instructions	Model Language
Article I – Definitions: *Words with strikethrough should be deleted and words with underline should be added.*	**Section 103: Definitions:** 9. "~~Practice of~~ Registered Interior Design" defined. "~~Practice of~~ Registered Interior Design" means the analysis, planning, design, documentation, and management of interior non-structural/non-seismic construction and alteration projects in compliance with applicable building design and construction, fire, life-safety, and energy codes, standards, regulations, and guidelines.
Article III: Registration *Words with strikethrough should be deleted and words with underline should be*	**Section 301: Qualifications for an Initial Registration** 3. A Registration shall be effective upon issuance by the Board. A person who is issued a Registration may ~~practice as a~~ use the title of Registered Interior Designer in this State, subject to the provisions of this bill/statute and the regulations of the Board. **Section 305: Firm Registration** ~~To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board.~~ The Board shall promulgate regulations regarding firm registration.
Article IV: Practice Requirements *Words with strikethrough should be deleted and words with underline should be added.*	**Section 401: Unlawful Practice** 1. Except as otherwise provided under this Act, it shall be unlawful for any person to ~~engage in the practice of Registered Interior Design or~~ use the designation "Registered Interior Designer" or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board.

© 2024. Council for Interior Design Qualification.