CIDQ
Council for Interior Design Qualification

Model Rules and Regulations

for

Interior Design Registration

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CIDQ Model Regulations (2026)

Title, Purpose, and Definitions

Rule 101. [Reserved]

Rule 102. Legislative Declaration of Purpose

These regulations ("Regulations") are adopted by [*Name of the Board in Jurisdiction*] under the authority of [*Insert Full Name of the Act in the Jurisdiction, and as per Model Law Section 101*] ("Act").

Rule 103. Definitions

Terms defined in the Act have the same meanings when used in these Regulations. In addition, the following terms used in these Regulations have the following meanings:

(1) **Approved Educational Program**

A postsecondary education program accredited by the Council for Interior Design Accreditation, or an education program deemed equivalent by the Board, which meets the interior design coursework credit hour requirements for Approved Examination eligibility, as adopted and amended by CIDQ.

(2) **Approved Work Experience Program**

Interior design work experience that is verified in accordance with CIDQ guidelines and fulfills the content area experience requirements for Approved Examination eligibility, as adopted and amended by CIDQ.[1]

(3) **Approved Examination**

The examination developed and administered by CIDQ.

Rule 104. [Reserved]

Board

Rule 201. [Reserved]

[1] Jurisdictions may either adopt the approved work experience requirements by referencing CIDQ documents or codifying specific requirements. Some jurisdictions do not allow standards to be incorporated by reference and specific codification will be required. CIDQ currently requires at least 1,500 hours of work experience divided between six different categories: Programming/Pre-Design (minimum 200 hours); Schematic Design (minimum 200 hours); Contract Administration (minimum 200 hours); Design Development (minimum 300 hours); Construction Documents (minimum 400 hours); Professional Practice (minimum 200 hours).

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Rule 202. [Reserved]

Rule 203. [Reserved]

Rule 204. [Reserved]

Rule 205. [Reserved]

Rule 206. [Reserved]

Rule 207. [Reserved]

Rule 208. [Reserved]

Rule 209. Executive Director

[Reserved]

Rule 210. Meetings of the Board

All meetings of the Board, including the voting requirements, meeting notices, participation and voting requirements, record retention, and all other aspects of such meetings of the Board, shall comply with all requirements prescribed by the laws of [Jurisdiction], including the [Jurisdiction] [Administrative Procedure Act and Open Meetings Act],[2] and any regulations promulgated thereunder.

Rule 211. [Reserved]

Registration

Rule 301. Initial Registration

(1) Pursuant to Section 301 of the Act, to obtain an initial Registration in [JURISDICTION], an Applicant shall have:

a. Graduated from an Approved Educational Program;

b. Completed an Approved Work Experience Program;

c. Passed the Approved Examination; and

d. Submitted to the Board an application for Registration, which demonstrates to the Board that the Applicant has satisfied the foregoing education, experience, and examination requirements, and paid the fee as required by Rule 307 of this Chapter.

[2] The Administrative Procedure Act and Open Meetings Act are listed here as examples of statutes that may govern how state boards are required to meet. Jurisdictions should revise to reference the specific names of its applicable statutes.

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In lieu of furnishing evidence supporting subdivisions (1)(a), (b), and (c), an Applicant may provide a copy of the Applicant's active NCIDQ Certification.

(2) CIDQ's requirements for an Approved Educational Program, Approved Work Experience Program, and Approved Examination eligibility, and any related components including subsequent amendments and editions, are hereby incorporated by reference and can be accessed at no charge at www.cidq.org.[3]

Rule 302. Reciprocal Registration

Pursuant of Section 302 of the Act, to obtain a reciprocal Registration in [JURISDICTION], an Applicant shall transmit proof of registration or licensure in another jurisdiction to the Board, file an application with the Board, and pay the applicable fee.

Rule 303. Continuing Education, Registration Renewal

(1) **Continuing Education**

In addition to all other requirements for Registration renewal, a Registered Interior Designer must complete continuing education hours each calendar year or be exempt from these Continuing Education requirements as provided below. Failure to comply with these requirements may result in non-renewal of the Registered Interior Designer's Registration.

a. **Continuing Education Hours.**[4] To renew a Registration, a Registered Interior Designer shall complete at least ____ continuing education hours in health, safety, and welfare subjects per renewal period. Continuing education hours must be acquired through a Board-approved provider. Excess continuing education hours shall not be credited to a future calendar year.
    i. [Criteria for continuing education hours].[5]

b. **Reporting and Record Keeping.** A Registered Interior Designer shall certify to the Board annually that the Registered Interior Designer has completed the required continuing education hours at the time the Registered Interior Designer renews their registration in accordance with Rule 303(2)(a). The Board may audit any continuing education documentation submitted by a Registered Interior Designer to verify compliance with the continuing education requirements. A Registered Interior Designer is required to maintain records of compliance with continuing education requirements for at least two years from the end of the renewal period.

[3] Some jurisdictions are not permitted to incorporate third-party documents by reference. For these jurisdictions, references to CIDQ documents should be replaced with specific licensure requirements.
[4] Jurisdictions may align continuing education credit hour requirements with existing law; however, such requirements should be no less than five continuing education credit hours per year.
[5] Jurisdictions may explicitly set forth the criteria for continuing education hours to further define the term "Board-approved provider."

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c. Exemptions. A Registered Interior Designer shall not be subject to the Continuing Education requirements in any of the following circumstances:

i. the first calendar year of a Registered Interior Designer's Registration; provided that such Registered Interior Designer was not registered in any other jurisdiction prior to being registered in this [JURISDICTION], or;

ii. the Registered Interior Designer otherwise meets all the renewal requirements and is called to active military service, has a serious medical condition, or other hardship, as determined by the Board; or

iii. the Registered Interior Designer is "inactive" as defined in Rule 303(3).

(2) **Registration Renewal**

[Describe terms, including fee with cross-reference to R307, citing applicable statute.]

a. A Registered Interior Designer shall submit a renewal application prescribed by the Board and pay the renewal fee established under R307 by [DATE] each year to renew their Registration.

b. The Board shall review the renewal application and either (i) renew the Registration if the Board determines the Registered Interior Designer meets the qualifications for continued Registration, including continuing education requirements under Rule 303(1); (ii) request additional information for incomplete renewal applications; or (iii) deny a renewal application if the Board determines the Registered Interior Designer no longer meets the qualifications for continued Registration.

Rule 304. Expired and Inactive Registrations

(1) **Expired/ Inactive Registrations**

a) A Registration not renewed within the timeframe set forth in Section 303 of the Act shall expire. An individual with an expired Registration shall not engage in the practice of Registered Interior Design.

b) To reinstate an expired or inactive Registration, an Applicant shall submit a completed reinstatement application on a form prescribed by the Board and pay the reinstatement fee established in Rule 307 within the period set forth in Section 303(4) of the Act.

c) The Board shall review the reinstatement application and either (i) reinstate the Registration if the Board determines the Applicant meets the qualifications for Registration, including continuing education requirements under Rule 303(1); (ii) request additional information for incomplete reinstatement applications; or (iii) deny a

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reinstatement application if the Board determines the Applicant no longer meets the qualifications for Registration.

d) A Registered Interior Designer with a valid Registration may apply for inactive Registration status by submitting an inactive Registration application on a form prescribed by the Board. The inactive Registration application shall require the Registered Interior Designer to certify that they will not engage in the Registered Practice of Interior Design in [JURISDICTION] or use the title "Registered Interior Designer" during any inactive Registration period.

e) The Board shall review the inactive Registration application and grant inactive status if the Registered Interior Designer meets all requirements under section 3(a) of this Rule.

f) Continuing education hours are not required during any inactive Registration period.

g) To reinstate an inactive Registration, an Applicant shall submit a reinstatement application, pay the reinstatement fee established in Rule 307, and submit evidence of all completed continuing education hours required under Rule 303(1) for any inactive Registration period.

Rule 305. Firm Registration

[If a jurisdiction has elected to permit registration of interior design firms, the processes and requirements for such registration should be detailed here. Jurisdictions that add firm registration requirements should ensure that requirements comport with the jurisdiction's regulations of professional business organizations.]

Rule 306. [Reserved]

Rule 307. Fees

[*Each jurisdiction should insert a schedule of fees for initial registration, reciprocal registration, reinstatement, firm registration (if applicable), and any other fees required or permitted by the Act as adopted in such jurisdiction*.]

Practice Requirements

Rule 401. [Reserved][6]

Rule 402. Seal

[6] The use of the appellation "Registered Interior Designer" is implicitly authorized by the unauthorized practice of law provision in the Model Law. However, jurisdictions may explicitly authorize the use of a professional designation in the rules if desired. Additionally, some jurisdictions may require explicit authorization to use professional designations.

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(1) **Design and Use of Seal**

a) Pursuant to Section 402 of the Act, each Registered Interior Designer must procure a seal, which states the Registered Interior Designer's first and last name, the Registered Interior Designer's Registration number, and the words "REGISTERED INTERIOR DESIGNER—[NAME OF JURISDICTION]." This seal must comply in all respects, including size and format, with the seal shown below: [INSERT SEAL IMPRINT EXAMPLE.]
b) The seal may be a rubber stamp, embossed seal, or electronic seal, which conforms to the requirements set forth in section 1(a) of this Rule.
c) As required by Section 402 of the Act, the seal must appear on all Technical Submissions prepared under the Responsible Control of the Registered Interior Designer.

(2) **Electronic Seal**

A Registered Interior Designer may affix an electronic seal on an electronic Technical Submission only if the electronic Technical Submission includes an authentication procedure with protective measures to prevent alteration and subversion of the authentication procedure. An electronic seal shall be:

a) Unique to the Registered Interior Designer using it;
b) Capable of verification;
c) Under the direct and sole control of the Registered Interior Designer using it; and
d) Link to the electronic Technical Submission in such a manner that invalidates the electronic seal if any data is altered after the electronic seal was affixed to the electronic Technical Submission.

Rule 403. [Reserved]

Prohibited Acts; Enforcement; Penalties; Disciplinary Powers

Rule 501. Rules of Professional Conduct

[Each jurisdiction should adopt rules of professional conduct for Registered Interior Designers. A jurisdiction may create these rules or incorporate CIDQ's Code of Professional Conduct by reference. If a jurisdiction desires to incorporate CIDQ's Code of Professional Conduct by reference, it may do so by adopting this language: A Registered Interior Designer shall comply with the CIDQ Code of Professional Conduct, as amended, which is incorporated by reference herein. The CIDQ Code of Professional Conduct may be accessed at no charge at www.cidq.org.]

Rule 502. [Reserved]

Rule 503. [Reserved][7]

[7] Section 503(1)(e) of the Model Law allows jurisdictions to adopt regulations affecting Technical Submissions. Jurisdictions may include rules and restrictions regarding Technical Submissions in Rule 503.

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Rule 504. [Reserved]

Rule 505. Reinstatement of Registration Following Disciplinary Action

1. An individual whose Registration has been revoked or suspended by the Board as a disciplinary action for violating the Act or these Rules may apply for such revoked or suspended license to be reinstated. In addition to all reinstatement requirements under Rule 304, the Applicant shall submit the clear and convincing evidence that the Applicant has been rehabilitated and has complied fully and in all respects with any settlement agreement or enforcement order relating to all disciplinary actions relating to the Registered Practice of Interior Design.
2. The Board shall reinstate a Registration that was revoked or suspended as a disciplinary action only if the requirements set forth in section (1) of this Rule 505 are satisfied. Notwithstanding anything to the contrary, the Board may deny a reinstatement application in the interest of protecting the public's health, safety, and welfare.
3. As a condition of reinstatement, the Board may limit an individual's authority to engage in the Registered Practice of Interior Design, require practice under the supervision of another Registered Interior Designer, require reports, or impose any other reasonable requirements to advance the Board's interest of protecting the public's health, safety, and welfare.

Complaints, Reporting, Miscellaneous

Rule 701. Complaint Procedures

The Board shall conduct all complaint proceedings, including requirements for notices, hearings, appeals, and due process, according to the [Jurisdiction] Administrative Procedure Act.[8]

Rule 702. Duty to Report Misconduct

The initial Registration application, reciprocal Registration application, renewal application, and reinstatement application shall require the Registered Interior Designer or Applicant, as applicable, to certify the Registered Interior Designer or Applicant has not been disciplined by any regulatory authority relating to the Practice of Registered Interior Design or disclose all relevant documents related to such a disciplinary action.

Rule 703. [Reserved]

[8] If necessary, jurisdictions should revise the name of this act to match the reciprocal statute in its law.

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