



Rules of
Department of Insurance,
Financial Institutions and
Professional Registration
Division 2193—Interior Design Council
Chapter 2—Registration Requirements

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

20 CSR 2193-2.010 Application

PURPOSE: This rule is to prescribe the regulations necessary to administer the initial application procedures of section 324.415, RSMo for “registered 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 (NCIDQ) of passing the full examination administered by NCIDQ, if applicable;

(D) Verification from NCIDQ of having taken and passed the building or barrier free portion of the examination administered by NCIDQ, 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) 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.*

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

20 CSR 2193-2.020 Qualifying Education

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

(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) 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: section 324.409, RSMo Supp. 2012, and section 324.412, RSMo 2000. 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.*

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

20 CSR 2193-2.030 Qualifying Experience

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

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

(A) Space planning;
(B) Code research and analysis;
(C) Client contact;



- (D) Programming;
- (E) Schematic design and design development;
- (F) Preparation of construction documents;
- (G) Cost estimating;
- (H) Selection of materials and furnishings;
- (I) Contract documents;
- (J) Bidding procedure; and
- (K) Construction observation.

(2) "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) 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. 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.*

**Original authority: 324.409, RSMo 1998, amended 1999; and 324.412, RSMo 1998, amended 1999.*

20 CSR 2193-2.040 Reciprocity/Waiver of Examination

PURPOSE: This rule is to prescribe the regulations necessary to administer the application procedures for those applying for registration as "registered 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 refer-

ences 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 (NCIDQ) of passing the full examination administered by NCIDQ, 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) 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) 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. 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.*

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

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

PURPOSE: This rule sets forth the proce-

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

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

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

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

(2) Upon receipt and approval of the Notice of Active Military Duty or accepted written communication, the board shall reinstate the individual's license or registration with no further requirements.

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

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

AUTHORITY: section 41.950, RSMo Supp.



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

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

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

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

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

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

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

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

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

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