
Rules of
Department of Economic
Development
Division 193—Interior Design Council
Chapter 2—Registration Requirements

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 193—Interior Design Council
Chapter 2—Registration Requirements**

4 CSR 193-2.010 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 commercial 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 “five client references.” Each client reference shall verify commercial 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 “five industry references.” Industry references shall be obtained from industry vendors, contractors and other commercial design professionals, and shall verify commercial 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 must 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.

AUTHORITY: sections 324.409, 324.412 and 324.415, RSMo Supp. 1999. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000.*

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

4 CSR 193-2.020 Qualifying Education

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

(1) A “five-year or four-year interior design program” shall mean a baccalaureate degree program accredited by Foundation for Interior Design Education Research (FIDER), 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 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-year interior design program” shall mean an associate degree program accredited by FIDER, 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: sections 324.409 and 324.412, RSMo Supp. 1999. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000.*

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

4 CSR 193-2.030 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. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000.*

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

4 CSR 193-2.040 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 “five client references.” Each client reference shall verify commercial 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 “five industry references.” Industry references shall be obtained from industry vendors, contractors and other commercial design professionals, and shall verify commercial 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 must 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, 324.412, 324.415 and 324.421, RSMo Supp. 1999. Original rule filed Feb. 25, 2000, effective Aug. 30, 2000.*

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