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**Rules of**  
**Department of Economic**  
**Development**  
**Division 193—Interior Design Council**  
**Chapter 3—Registration and Renewal**

<b>Title</b>		<b>Page</b>
<b>4 CSR 193-3.010</b>	Original Registration—Form and Content .....	3
<b>4 CSR 193-3.020</b>	Renewal .....	3

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 193—Interior Design Council  
Chapter 3—Registration and Renewal**

**4 CSR 193-3.010 Original Registration—  
Form and Content**

*PURPOSE: This rule describes the form and content of the certificate of registration issued.*

(1) After verification by the council that an applicant has complied with the requirements for registration as a “registered commercial interior designer” and has paid the required fee, the council shall issue to each registrant a certificate of registration in a form as shall be prescribed by the division. The certificate of registration shall show the name of the registrant and the registration number assigned by the division. Each certificate of registration shall have imprinted on it the state seal and, in addition, shall contain other matters as shall be prescribed by the council/division.

(2) Registration documents, application and renewal materials and pocket cards shall remain the property of the state and upon any suspension, revocation or denial of a registration, the individual holding the related certificate of registration documents and pocket card shall return them to the council within ten (10) days of notification by the council.

*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 193-3.020 Renewal**

*PURPOSE: This rule is to prescribe the regulations necessary to administer the renewal procedures of 324.418, RSMo.*

(1) The registration renewal date for registered commercial 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 commercial interior design or architecture as required by section 324.418.2, RSMo, and 4 CSR 193-5.010.

(3) Any registrant who fails to complete continuing education requirements will not be eligible for registration renewal.

(4) The registration of a “registered commercial 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 must 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) 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 and 324.418, RSMo Supp. 1999.\* Original rule filed Feb. 25, 2000, effective Aug. 30, 2000.*

*\*Original authority: 324.412, RSMo 1998, amended 1999 and 324.418, RSMo 1998.*