

**Arkansas  
Registered  
Interior Designers  
Regulatory Board  
Rules & Regulations**

MARK-UP

Arkansas State Board of Registered Interior Designers

P.O Box 250220

Little Rock, Arkansas 72225-0220

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## **~~CHAPTER I~~** **~~SCOPE: DEFINITIONS~~**

### **~~1.01 PURPOSE:~~**

~~The Rules and Regulations of the State Board of Registered Interior Designers are set forth for the purpose of interpreting and implementing **Arkansas Statute 17-52-101, THE ARKANSAS INTERIOR DESIGNERS TITLE REGISTRATION ACT No. 847 of 1993**; establishing the Board and conferring upon it the responsibility for registration of interior designers and the regulation of registered interior designers.~~

### **~~1.02 BOARD'S REGULATORY AUTHORITY:~~**

~~The cited Rules and Regulations of the Board are promulgated under the authority of the cited statute, "**ARKANSAS INTERIOR DESIGNERS TITLE REGISTRATION ACT NO. 847" of 1993** and shall be in conformity with **Arkansas Administrative Procedure Act, A.C.A. Section 25-15-201 ET. SEQ.**~~

### **~~1.03 SEVERABILITY:~~**

~~If any provision of these regulations or the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or application to these regulations which can be given effect without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.~~

### **~~1.04 TERMS DEFINED HEREIN:~~**

~~**AID:** American Institute of Interior Design, a predecessor of American Society of Interior Designers~~

~~**APPLICANT:** An individual who has submitted an application for registration.~~

~~**ASID:** American Society of Interior Designers~~

~~**BOARD:** State Board of Registered Interior Designers~~

~~**CEU:** Continuing Education Units~~

~~**FIDER:** Foundation for Interior Design Education Research~~

~~**FULL-TIME EMPLOYMENT:** 35 hours or more per week~~

~~**IBD:** Institute of Business Designers~~

~~**ISID:** International Society of Interior Designers~~

~~**INTERIOR DECORATOR:** A person who selects or assists in selecting surface materials, window treatments, wallcovering, paint, floor covering, and surface mounted lighting or loose furnishings not subject to regulation under applicable building codes.~~

~~**NCIDQ:** National Council for Interior Design Qualification~~

~~**NLCID:** National Legislative Coalition for Interior Design~~

~~**NCID:** National Society of Interior Designers, a predecessor of American Society of Interior Designers~~

~~**PART-TIME EMPLOYMENT:** Less than 35 hours a week~~

~~**REGISTERED INTERIOR DESIGNER:** A person registered under **Arkansas Statute 17-52-101**. The Registered Interior Designer is a design professional who is qualified by education, experience and examination as authorized by the board. In general, a registered interior designer performs services including preparation of working drawings and documents relative to non-load bearing interior construction, materials, finishes, space planning, furnishings, fixtures, and equipment. Except as provided herein, interior design services do not include services that constitute the practice of architecture as defined in **Arkansas Architecture Act; A.C.A. 17-14-101**.~~

~~**REGISTRANT:** See Registered Interior Designer.~~

~~**REGULATIONS:** The Rules and Regulations set forth herein.~~

~~**SALESPERSON:** One who sells one interior product or limited interior products either in a given territory or a store. This person does not render or offer to render to another person interior design services or interior decorator services as defined above.~~

**III. DEFINITIONS**

- A. *“Regulatory Board” means the Arkansas State Board of Registered Interior Designers.*
- B. *“Certificate of Registration” means the certificate of registration issued by the Regulatory Board to a Registered Interior Designer.*
- C. *“NCIDQ” refers to the National Council for Interior Design Qualification.*
- D. *“IDCEC” refers to the Interior Design Continuing Education Council.*
- E. *“CIDA” refers to Council for Interior Design Accreditation.*
- F. *“IDEP” refers to Interior Design Experience Program as facilitated by NCIDQ.*

## ~~CHAPTER II~~ ~~COMPOSITION AND OPERATION OF THE BOARD~~

### ~~2.01 NAME:~~

~~The name of the board shall be The State Board of Registered Interior Designers, hereinafter called the "Board"~~

### ~~2.02 MEMBERSHIP:~~

~~The Board shall consist of seven (7) members. Of the seven members, five (5) shall be registered interior designers, one (1) may be a professional full-time educator, registered or unregistered; one (1) shall be an architect licensed by the State Board of Architects who provides design services; and one (1) shall be a consumer. All appointments to membership on the board shall be made by the Governor of the State of Arkansas.~~

### ~~2.03 MEETINGS:~~

~~The Board shall hold at least two regular meetings each year and such other meetings as deemed necessary.~~

### ~~2.04 OFFICERS:~~

~~The Board shall elect officers annually effective July 1 from its members:~~

- ~~(1) The Chairman shall, when present, preside at all meetings; appoint all committees; sign all certificates of Registration issued; and perform all other duties pertaining to his/her office. He or She shall be the official contact with the national organizations ~~NCIDQ, NLCID, FIDER, ASID, ISID, IBD~~, or subsequent organization combining any of these organizations.~~
- ~~(2) The Vice Chairman shall, in the absence of the Chairman, fulfill the responsibilities of the Chairman and succeed the Chairman. He or She shall maintain records and present reports on complaints brought against interior designers and the subsequent action brought by the Board.~~
- ~~(3) The Communications Officer (a non-paid position) shall, with the assistance of an Executive Secretary (a paid position) as may be required, keep a record of all proceedings of the Board. He or She maintains the list of prospects and roster of registered designers; and is in control of all mailings and official records.~~

~~(4) The Financial Officer (a non-paid position) shall, with the assistance of an Executive Secretary (a paid position) as may be required, be in control of all monies received and expended by the Board, maintain all financial statements at Board meetings; and follow all the regulations set forth by the State of Arkansas and the Department of Finance and Administration.~~

#### **2.05 STAFF:**

~~The Board may, to the extent monies are appropriated therefore, employ an Executive Secretary and other employees as deemed necessary, and fix their compensation.~~

#### **2.06 ORDER OF BUSINESS:**

~~The order of business at any meeting shall be established by the Chairman and conducted in accordance with "Robert's Rules of Order". A majority of the members on the board shall constitute a quorum. Decisions of the Board shall be made by a quorum.~~

#### **2.07 EXPENSES OF BOARD:**

~~Board members shall serve without compensation but may, to the extent monies are appropriated, therefore be entitled to reimbursement for expenses as determined by the Board under state travel regulations. Members of the Board and Board Staff shall be reimbursed expenses incurred in the conduct of Board business, as approved by the Board.~~

#### **2.08 LIMITATION OF LIABILITY:**

~~A person who serves as a member of the Board shall not be individually liable for any act or omission resulting in damage or injury, arising out of the exercise of his judgment in the formation and implementation of policy while acting as a member of the Board, provided he was acting in good faith and within the scope of this official functions and duties, unless the damage or injury was caused by his willful or wanton misconduct.~~

#### **2.09 NCIDQ:**

~~The Board may maintain membership in the National Council of Interior Design qualification (**NCIDQ**). Up to date information on changes in the examinations and policies adopted by **NCIDQ** shall be developed by the Chairman, and reported to the Board. The Board will cooperate with **NCIDQ** in furnishing transcripts of records, giving examinations upon request, and rendering all other assistance calculated to aid in establishing uniform standards of professional qualification throughout the United States.~~



**I. REGULATORY BOARD**

- A. *The purpose of the Regulatory Board is defined in Arkansas Statute 17-52-101.*
- B. *The Regulatory Board shall become a Member Board of NCIDQ and appropriate in its annual budget the finances required for NCIDQ membership dues and attendance to the annual meeting.*
- C. *As a Member Board of NCIDQ :*
1. *The Regulatory Board shall designate an interior designer as Delegate to represent the Member Board on the NCIDQ Council of Delegates. The role of the NCIDQ Delegate shall be:*
    - (a) *To maintain accurate Regulatory Board contact information with NCIDQ.*
    - (b) *To ensure open lines of communication and contact with NCIDQ.*
    - (c) *To partake in Member Board meetings and informational exchange.*
- D. *Regulatory Board*
1. *The organization and appointment of members is set forth in Arkansas Statute 17-52-101.*
  2. *Regulatory Board members shall represent the Profession of Interior Design on a geographic basis.*
  3. *Regulatory Board terms and term limits shall be based on Arkansas statutes.*
  4. *All Regulatory Board members shall have the opportunity by Board elections to hold an Officer position including the role of chairperson. Officer positions shall change at the first meeting of each calendar year. Positions can be held for more than one year by the same Board member if the Board desires.*
  5. *Regulatory Board Officer duties shall be as contained in O.1,2,3,4.*
  6. *The Regulatory Board may have an Executive Director whose sole duty is service to the Board named in the statutes.*
  7. *The Regulatory Board shall be responsible for creating and amending the Administrative Rules and Regulations.*
  8. *The Regulatory Board shall manage its own funds and have discretion and oversight over its budget per Arkansas statutes.*
  9. *The Regulatory Board shall create and manage Advisory Committees. Advisory Committee members shall be specialists in the purpose of that Committee.*
- E. *Offices.*
1. *The Regulatory Board may provide its own quarters, in which case it shall bear the expenses incident to their maintenance.*
  2. *The Regulatory Board may maintain offices in as many localities in the State as it finds necessary to carry out the provisions of this chapter.*

*F. Confidentiality of certain records of Regulatory Board; exceptions.*

- 1. Except as otherwise provided in this section, the records of the Regulatory Board which relate to an employee of the Regulatory Board or an examination given by the Regulatory Board are confidential.*
- 2. The records described in this section may be disclosed, pursuant to procedures established by regulation of the Regulatory Board, to a court or an agency of the Federal Government, any state, any political subdivision of this State or any other related professional Regulatory Board or organization.*
- 3. Except as otherwise provided in this section, a complaint filed with the Regulatory Board, all documents and other information filed with the complaint and all documents and other information compiled as a result of an investigation conducted to determine whether to initiate disciplinary action against a person are confidential, unless the person submits a written statement to the Regulatory Board requesting that such documents and information be made public records.*
- 4. The charging documents filed with the Regulatory Board to initiate disciplinary action pursuant to statute and all other documents and information considered by the Regulatory Board when determining whether to impose discipline are public records.*
- 5. The Regulatory Board may report to other related professional Regulatory Boards and organizations an applicant's score on an examination given by the Regulatory Board.*
- 6. The provisions of this section do not prohibit the Regulatory Board from communicating or cooperating with or providing any documents or other information to any other licensing Regulatory Board or any other agency that is investigating a person, including, without limitation, a law enforcement agency.*

*G. Designation of Attorney General as legal adviser.*

- 1. The Attorney General is hereby designated as the legal adviser of the Regulatory Board.*
- 2. Nothing in this section shall be construed so as to prevent the Regulatory Board from employing legal counsel as provided elsewhere in this chapter.*

*H. Enforcement of chapter; expenses.*

- 1. The Regulatory Board shall be charged with the duty of enforcing the provisions of this chapter.*
- 2. The Regulatory Board may incur such expense as shall be necessary, but such expense shall not exceed the revenue derived from the fees for examination, registration and other sources as provided in this chapter.*

*I. Subpoenas. In carrying out the provisions of this chapter the Regulatory Board may subpoena the attendance of witnesses or the production of books, papers and documents.*

*J. Attendance of witnesses.*

- 1. If any person refuses to obey a subpoena issued by the Regulatory Board, the Regulatory Board may present a petition to the district court of the county in which such person resides, setting forth the facts, and thereupon the court, in a proper case, shall issue its subpoena to such person requiring his attendance before the court to testify or to produce books, papers and documents.*
- 2. Any person failing or refusing to obey the subpoena of a district court may be proceeded against in the same manner as for a refusal to obey any other order of the court.*

*K. Fiscal year. The Regulatory Board shall operate on the basis of the fiscal year of the state of Arkansas.*

*L. Receipt, deposit and withdrawal of fees. All fees provided for by the provisions of this chapter must be paid to and receipted for by the Secretary / and/ or Financial Officer of the Regulatory Board. The Secretary / or Financial Officer shall deposit the fees in banks or credit unions in this jurisdiction that are in the business of making investments. Fees so deposited may be drawn against only for the purposes of this chapter.*

*M. Claim for attorney's fees and cost of investigation: Conditions; procedure. If the Regulatory Board deposits the money collected from the imposition of fines in the State Treasury for the credit of the State General Fund, it may present a claim to the State Regulatory Board of Examiners for recommendation to the Interim Finance Committee if money is needed to pay attorney's fees or the costs of an investigation, or both.*

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*N. Payment of expenses of Regulatory Board. All expenses incurred by the Regulatory Board must be paid on claims signed by:*

- 1. Two members of the Regulatory Board; or*
- 2. The Executive Director and one other member of the Regulatory Board.*

*O. Officer Responsibilities:*

*1. Chairman*

- a. Preside at meetings*
- b. Call or change meetings*
- c. Create meeting agenda*
- d. Communication*
  - 1. Among board members*
  - 2. Other designers*
- e. Responsible for sending letters:*
  - A. Reappointment requests to Governor's office*
  - B. Welcome letter to new registrants, informing them of their registration number*
- f. Sign Certificates for new registrants*
- g. Contact person for:*
  - A. State government*
  - B. The public*
  - C. Registration Inquiries*
  - D. Professional Organizations and NCIDQ*
- h. Advertisement (At Home in Arkansas)*
- i. Address one time issues*

*2. Vice-Chairman*

- a. In the absence of the Chairman, fulfill the responsibilities of the Chairman and succeed the Chairman.*
- b. Maintain records and present reports on complaints brought against interior designers and the subsequent action brought by the Board.*
- c. Assist other Officers as needed.*
- d. Coordinate special events as planned by the ASBRID*

*3. Financial Officer*

*Note: all "financial" correspondence is sent to the Financial Officer, by the ASBRID member who checks, receives and handles all official ASBRID mail @ P.O. Box.*

- a. Process appropriate forms for accrued interest and send to DFA along with monthly bank statement.*
- b. Process appropriate forms for income received and send to DFA.*
- c. Balance Account with DFA approved and processed requests for interest and income.*
- d. Deposit checks with current financial institution.*
- e. Prepare and send receipts to payee.*
- f. Record bills and request for reimbursements and process appropriate forms and send to DFA for approval.*
- g. Process and sign checks for DFA approved and processed reimbursement requests and bills.*
- h. Send checks to the intended recipient.*

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- i. *Give financial report of ASBRID accounts at quarterly Board meetings.*
- j. *Act as liaison to the Joint Audit Committee and DF&A.*
- k. *Prepare and present Bi-Annual Budget, in coordination and conjunction with DF&A, to appropriate agencies at State of AR.*
- l. *Record and sign all tax forms, then copy for ASBRID permanent file.*
- m. *Complete annual budget request for DFA.*
- n. *Complete annual Risk Assessment for DFA.*
- o. *Assist new board members with obtaining Vendor numbers for reimbursements.*

4. *Communications Officer*

- a. *Maintain master database of all registrants. Revise addresses or other information as required or indicated during renewal period.*  
*Note: registrants are never removed or erased from the master list. If they allow their registration to lapse, it should be noted by year in the appropriate column.*
- b. *Supply Board members with copy of **master list once a year** after updates.*
- c. *Maintain roster of current registrants only including registration number and contact information, such as e-mail address and phone number.*
- d. *Record CEU's in appropriate column on the master list from renewals.*
- e. *Supply other board members with updated **current roster each quarter**.*
- f. *Prepare any written correspondence from ASBRID, including:*
  - 1. *renewal notices distributed at least 30 days prior to September 1<sup>st</sup> annually.*
  - 2. *requests for returned certificates from lapsed registrants*
  - 3. *letters to registrants or non-registrants regarding rules and regulations violations.*
  - 4. *CEU information to new and current members*
- g. *Coordinate with Financial Officer regarding payments of new or renewal registrants.*
- h. *Coordinate with Chairman on acceptance of new registrants for welcome correspondence.*
- i. *Distribute Membership Cards with each registrant's name and registration # for signing.*
- j. *Coordinate the publishing of the member booklet in .pdf format annually for use by Registrants Only.*

## **CHAPTER III REGISTRATION**

### **3.01 ELIGIBILITY CATEGORIES:**

#### **GATEGORY A:**

An interior designer who is a graduate of a ~~FIVE YEAR (5)~~ accredited interior design program and has completed ~~ONE YEAR (1)~~ of diversified and appropriate interior design experience ~~AND~~ provides evidence of passage of the entire standard ~~NCIDQ, AID, or NSID~~ exam.

#### **GATEGORY B:**

An interior designer who is a graduate of a ~~FOUR YEAR (4)~~ accredited interior design program ~~OR~~ a ~~MASTER DEGREE~~ from an accredited program ~~AND~~ has completed ~~TWO YEARS (2)~~ of diversified and appropriate interior design experience ~~AND~~ provides evidence of passage of the entire standard ~~NCIDQ, AID, or NSID~~ exam.

#### **GATEGORY C:**

A licensed architect certified by the Arkansas State Board of Architects ~~AND~~ provides evidence of passage to the encore standard ~~NCIDQ~~ exam.

### **II. REGISTRATION**

A. Arkansas Administrative Codes shall be referenced for process guidelines for registration, application, renewal, delinquencies and late filing.

B. Reactivation of Registration

1. A Registered Interior Designer who has requested inactive status or has become delinquent and who desires to become an active registrant may apply for reactivation. To do so they must meet the same continuing education requirements of an active registrant for all registration periods in which the licensee was delinquent. The necessary hours must be completed within one year. Past financial obligations to the Regulatory Board must also be brought up to date. These requirements shall be waived where the registrant reapplies to the Regulatory Board as a new registrant and meets requirements as such.

C. Retirement of Registration Option:

A Registered Interior Designer in good standing may retire his/her registration upon application to the Regulatory Board. To do so requires meeting the requirements established by the Regulatory Board. A permanent identification card shall be issued and the Retired Registered Interior Designer who may then receive all rights and benefits as established by the Regulatory Board. Upon retirement of said registration, the retiree shall not practice the profession.

D. A Registered Architect:

An architect who is registered within the same jurisdiction is not required to obtain a certificate of registration to practice interior design. However, he or she must become a Registered Interior Designer to use the title.

*E. Rights and Benefits:*

*Registered Designers in good standing may call themselves a “Registered Interior Designer”, shall be indicated as “Active” on the Registrant roster, will receive correspondence from the Board, may attend ASRID functions, shall be listed in the annual advertisement.*

**3.02 EDUCATION REQUIREMENTS:**

~~All interior design programs must be accredited by FIDER OR be an interior design program of an institution accredited by the North Central Association of Colleges and Schools. All programs shall meet the following NCIDO education requirements adopted by the Board:~~

~~**5 years:** At least **150 semester credits** (of which **90** or more are interior design related) of **225 quarter credits** (of which **135** or more are interior design related).~~

~~**4 years:** At least **120 semester credits** (of which **60** or more are interior design related) or **180 quarter credits** (of which **90** or more are interior design related).~~

~~**3 years:** At least **60 semester credits** or **90 quarter credits** of interior design related course work.~~

~~**2 years:** At least **40 semester credits** or **60 quarter credits** of interior design related coursework.~~

~~Education is evaluated based on a review of the applicant's school transcript(s) and, when necessary, copies of course descriptions from the college catalog in force at the beginning of the coursework.~~

**VIII. EDUCATION**

*A. Requirements: Proof of graduation from a program defined and accredited by the Council for Interior Design Accreditation (CIDA) or approved by the Regulatory Board of the Jurisdiction through proof of equivalency to the CIDA program.*

- 1. A baccalaureate degree in programs of no less than 120 semester or 180 quarter credit hours of which 60 semester or 90 quarter hours, respectively, are Interior Design-related.*
- 2. The Regulatory Board may also consider applicants completing programs leading to a certificate, degree or diploma from an institution accredited by the North Central Association of Colleges and Schools.*

*All coursework used to satisfy the eligibility requirements must be taken for college credit. Continuing education, audit and non-credit courses will not be accepted. Education is evaluated based on review of college or university transcript(s) and, when necessary, copies of course descriptions from college or university catalog in force at the beginning of coursework or course syllabi.*

*B. Proof of Education*

- 1. The applicant shall direct his/her educational institution to submit directly to the jurisdictional Regulatory Board transcripts of grades, a description of courses taught at the time the applicant took the courses and verification of completion of graduation requirements.*

*C. Process to prove equivalency of education to CIDA standards shall be according to the Alternate Education Review process as administered by NCIDQ.*

**~~3.03 EXPERIENCE REQUIREMENTS:~~**

~~The applicant must show satisfactory evidence of having used or been identified by the title "interior designer" **-AND-** having documented diversified and appropriate interior design experience. A person shall be deemed to have used or been identified by the title "interior designer" if such person demonstrated to the board that he or she, either self-employed or in the course of regular employment, rendered to another person interior design services as defined in Chapter I of these regulations for the experience time period requirement as stated in **ELIGIBILITY CATEGORIES (3.01)**. Accepted experience should be gained immediately preceding application.~~

***IX. EXPERIENCE***

*A. Two years or 3,520 hours of diversified experience is required. Because education builds an essential foundation for successful practice, an applicant must complete most or all of their education before beginning their interior design experience. Only up to 1,760 of work experience can be earned before education is completed. All work experience used to satisfy the eligibility requirements must be in the field of interior design. Work experience can be full-time or part-time. It is recommended that initial work experience be under the direct supervision of an NCIDQ Certificate holder, a registered interior designer, or an architect who offers interior design services. The IDEP program of NCIDQ is recommended as a structured, comprehensive method for completing entry-level work experience.*

*B. Experience Requirements: A balanced program of professional Interior Design experience shall target critical training and experiences in the following task areas:*

- 1. Programming*
- 2. Schematic Design*
- 3. Design Development*
- 4. Contract documents*
- 5. Contract Administration*
- 6. Professional practice*

*Within the following recognized fields of experience:*

- 1. Commercial/Corporate Design*
- 2. Residential Design*
- 3. Educational Design*
- 4. Facilities Management*
- 5. Governmental Projects*
- 6. Health Care*
- 7. Hospitality*
- 8. Industrial/Manufacturing*
- 9. Kitchen/Bath*

10. Store Planning/Retail
11. Historic Preservation/Restoration
12. Institutional

C. Credit for Experience

1. Refer to Requirements for Registration in the NCIDQ IDEP program at [www.ncidq.org](http://www.ncidq.org)
2. An applicant engaged in a full time teaching position in an Interior Design program approved by the Regulatory Board shall be awarded one year (1760 hours) toward the experience requirement for 12 months of teaching.
3. No applicant may complete an experience requirement without at least one year of acceptable experience in North America.

D. Proof of Experience

1. Notarized statement from former employer (s) regarding period of employment, hours worked during the period, tasks executed and project field(s).

**3.04 APPLICANT EXPERIENCE FORM:**

(See definitions Chapter I)

1. ~~Full-time employment = 100% Credit.~~
2. ~~Part-time employment = 50% Credit.~~
3. ~~Employment falling strictly within the definition of Interior Design will be given 100% time credit.~~
4. ~~Employment falling within the definition of Interior Decorator will be given 50% time credit.~~
5. ~~Employment falling within the definition as Salesman will be given no time credit.~~
6. ~~Time worked as a student intern/co-op in the field of interior design under the supervision of a full-time interior design practitioner who is **NCIDQ** certified, a licensed architect, or an individual recognized by a state/provincial regulatory agency prior to graduation will be give 50% time credit, with a maximum credit not to exceed the equivalent of one year of full-time employment.~~



~~Applicant Experience Form must be filled out in detail. Three letters of Reference are required to verify employment and three letters of Reference are required to verify employment and the type of work performed during this employment. Periods when interior design services were not provided will not be considered.~~

### ~~**3.05 SELF-EMPLOYMENT VERIFICATION:**~~

~~Send documentation to prove a legitimate business for each year of experience needed with application. Send copies of three of the five:~~

- ~~1. Privilege License -- if required by Applicant's municipality. If license is not required, send proof documenting this fact.~~
- ~~2. Resale tax certificate.~~
- ~~3. Voided business check.~~
- ~~4. Corporation papers.~~
- ~~5. Business advertisement.~~

~~Applicant Experience Form must be filled out in detail. Letters of verification by at least three clients are required to illustrate work being provided over the required time period. Periods when interior design services were not provided will not be considered.~~

### ~~**3.06 EXAMINATIONS:**~~

~~Applicant must provide proof of passage of the standard **NCIDQ** examination, or its predecessors the **AID**, or **NSIL** exams. Enclosed in the information/application packet is the **NCIDQ CERTIFICATE VERIFICATION FORM**. Send this completed form with \$20.00 check or money order made out to **NCIDQ**. The fee for this service will be waived for those individuals who have kept their certificate current through the **NCIDQ** certificate renewal program. **NCIDQ** will forward the document of proof of passage of the entire standard **NCIDQ** examination.~~

## *X. EXAMINATION*

*A. The interior design qualification exam administered by NCIDQ shall be the model and approved examination.*

### **3.07 EXCEPTIONS:**

The following are sufficient individually to deny an applicant's eligibility as a candidate for registration:

- ~~1. Not at least twenty-one years of age;~~
- ~~2. Convicted of an offense that bears directly on the fitness of the applicant to be registered as determined by the Board;~~
- ~~3. Misrepresentation or falsifications of facts filed in the application;~~
- ~~4. Violations of the statutes governing the registration of interior designers of another jurisdiction;~~
- ~~5. Violations by unregistered persons. See 8.02~~

### **3.08 FORMS AND INSTRUCTIONS:**

Application forms, instructions, and Rules and Regulations will be furnished upon written request. A non-refundable \$20.00 fee (a money order, personal check, or cashier's check) for the information/application packet should be remitted to:

**~~STATE BOARD OF REGISTERED INTERIOR DESIGNERS  
P.O. BOX 250220  
LITTLE ROCK, AR 72225-0220.~~**

### **3.09 APPLICATION PROCEDURE:**

- ~~1. All applications, supporting documentation and non-refundable application fees (See Chapter VI) **MUST BE SENT TO BOARD IN ONE ENVELOPE** (with the exception of the **NCIDQ Verification**). These may be submitted at any time of the year. Since the Board is only required to meet twice a year and members reside across the state, approval or rejection could take several months.~~
- ~~2. When packets are received incomplete or without required fees, applications will be returned for resubmitted.~~
- ~~3. When received complete and accompanied by required fees, applications will be entered into the Board records. Information submitted will be verified and evaluated, and subsequent submittal may be required of the applicant.~~
- ~~4. Requested submittal not completed as required after one year will be withdrawn, requiring the applicant to reapply.~~

**3.10 RECIPROCAL REGISTRATION:**

Individuals holding Certificates of Registration in other states or jurisdictions applying for registration in Arkansas by reciprocal registration must:

- ~~1. Submit application provided by Board.~~
- ~~2. Submit proof that applicant holds a current registration and is in good standing with the jurisdiction that granted the applicant registration.~~
- ~~3. Grant permission to the Board to confirm this information with the reciprocal jurisdiction.~~
- ~~4. Submit proof of passage of the entire standard **NCIDQ** or either of its predecessors, the **AID** or **NSID** exams.~~
- ~~5. Submit application fees for registration in Arkansas as stated in Chapter VI.~~

**3.11 APPROVAL:**

Applicants will be notified of approval by letter. The fee for initial registration as stated in Chapter VI must be remitted within 60 days after notification of approval.

**3.12 REJECTION:**

Rejections of such applications will include evaluation reports and instructions for completing requirements.

## ~~CHAPTER IV CERTIFICATES AND ANNUAL REGISTRATION~~

### ~~4.01 CERTIFICATES OF REGISTRATION:~~

~~Certificates of Registration will be issued to individuals only, and to such individuals only who have met statutory registration requirements through established Board rules and Regulations. No Certificates of Registration will be issued to any firm, partnership, corporation, or other group of persons. The Certificates will be mailed to Registrant after the initial registration fee is received.~~

### ~~4.02 ISSUANCE AND DESCRIPTION:~~

~~Certificates of Registration will be issued by the Board for the life of the registrant, subject to powers of suspension and revocation vested in the Board by law. Such Certificates will identify the registrant by name and registration number, show the effective date, confirm the registrant's qualifications, and acknowledge the registrant's right to title him/or herself "Registered Interior Designer". It will be signed by the Chairman of the Board.~~

### ~~4.03 DISPLAY OF CERTIFICATE:~~

~~Each person holding a Certificate of Registration shall display it at his or her place of business, and be prepared to substantiate annual registration renewal for the current year.~~

### ~~4.04 REPLACEMENT CERTIFICATE:~~

~~A replacement Certificate will be issued to a registrant to replace one lost or destroyed provided:~~

- ~~1. The current annual registration renewal is effective;~~
- ~~2. The registrant makes proper request, submitting explanation of the loss of original Certificate.~~
- ~~3. The registrant pays the fee prescribed in Chapter VI.~~

### ~~4.05 SURRENDER OF CERTIFICATES:~~

~~Upon notice by the Board, Certificates of Registration suspended or revoked shall be surrendered immediately in the manner prescribed by that notice.~~

**~~4.06 ANNUAL REGISTRATION RENEWAL.~~**

~~Persons desiring to continue using the title "Registered Interior Designer" must register annually with the Board, submit proof of completion of continuing education units, (See Chapter V) and pay an annual registration renewal fee (See Chapter VI).~~

**~~4.07 ANNUAL REGISTRATION DATE - September 1.~~**

~~Every registration shall expire annually on September 1. At least 30 days prior to that date annual registration renewal notices will be sent all registrants to the last known address of record. It is the responsibility of the registrant to notify the Board in writing of any change of mailing address.~~

**~~4.08 RENEWAL REGISTRATION CERTIFICATE.~~**

~~A wallet size certificate will be issued after receipt of annual registration fees are received by the Board. This card confirms current registration and right to use the title "Registered Interior Designer".~~

**~~4.09 LATE REGISTRATION RENEWAL.~~**

~~When a registration becomes invalid through failure to renew by September 1, it may be reinstated by the Board at any time during the next six months through February 1 by the payment of the annual registration fee plus a late renewal registration penalty (See Chapter VI), and submittal of proof of required CEUs. (See Chapter V)~~

**~~4.10 REVOKED REGISTRATIONS.~~**

~~Failure to pay annual registration fee, late renewal registration fee, or to submit proof of required CEUs by February 1 for the previous annual registration date of September 1 may result in revocation of the registrant's Certificate of Registration. Notice will be sent to the last known address of registrants failing to register annually. No further notice shall be expected of the Board.~~

**~~4.11 REINSTATEMENT.~~**

~~Registrations revoked, for any cause, cannot be renewed or reinstated except by a new application approved by the Board and payment of application and registration fees. (See Chapter VI) Persons applying for application who have previously been registered in Arkansas must also submit proof of required CEUs (See Chapter V) being completed for the time period not registered.~~

## ~~CHAPTER V~~ ~~CONTINUING EDUCATION~~

### ~~5.01 CEU'S REQUIRED:~~

~~Registrant must submit evidence yearly, with renewal registration, that he or she has earned ten or more contact hours of continuing education or .10 C.E.U.'s every two years. Registrants may request in writing, application of excessive credit towards the next calendar year.~~

### ~~5.02 DEFINITION:~~

~~The definition of a continuing education unit will be the same definition used by the Continuing Education Unit Forum, which has ruled that one "contact hour" will equal .1 continuing education unit, or C.E.U.~~

### ~~5.03 APPROVED CEU'S:~~

~~The Board will only accept CEU's which build on the basic knowledge of interior design or interior architecture which are approved or provided by the following:~~

- ~~1. American Society of Interior Designers **ASID**~~
- ~~2. International Society of Interior Designers **ISID**~~
- ~~3. Institute of Business Designers **IBD**~~
- ~~4. American Institute of Architects **AIA**~~
- ~~5. National Kitchen and Bath Association **NKBA**~~
- ~~6. Educational institution approved to meet educational requirements for registration (See Chapter III)~~
- ~~7. Or subsequent organizations combining any of the above organizations.~~

### ~~5.04 EXEMPTIONS:~~

- ~~1. Persons accepted for Registration less than six (6) months prior to September 1 will not be expected to show proof of~~

~~completion of .10 CEU's at the time of the initial renewal registration.~~

- ~~2. The Board may relax or suspend requirements of continuing education for reasons of individual hardship or health of the registrant or immediate family members based on the registrant's written request and accompanying supporting documentation acceptable to the Board.~~

## **XI. CONTINUING EDUCATION**

A. A Registered Interior Designers shall be required to continue learning and stay abreast of current knowledge in the profession by completing continuing education units (CEUs).

*Continuing education shall be gained through coursework delivered in education units. Arkansas State Board requires its Registrants to complete 6 hours annually, of which 3 hours must be of the Health, Safety or Welfare (HS or W) designation.*

A. Reporting of Continuing Education Hours:

1. The Regulatory Board shall accept the NCIDQ CE Tracking Documentation recording and verification for continuing education units (CEUs). This is the only sheet of paper concerning CEUs that shall be submitted or accepted each year with the Registrant's renewal.
2. The Registrant will sign on their registration renewal document that they did complete all required CEU coursework for the renewal period. This will be information that is available for audit by the Board.
3. Each Registered Interior Designer is required to retain proof of contact hours of coursework for a period of seven years, for audit and verification of signature above by Regulatory Board.

D. The Interior Design Continuing Education Council (IDCEC) identification and measurement system for approval of continuing education programs is recommended by the Arkansas Regulatory Board. IDCEC approved courses bear the following designations, depending on course content:

1. HS; HEALTH SAFETY - This designation will be awarded if more than 75% of the course content covers knowledge and practice of legal codes, building regulations and product performance standards and topics including, but not limited to, energy efficiency, acoustics, lighting and fire and life-safety systems that are implemented to protect the public and the environment.
2. W; WELFARE - This designation will be awarded if more than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial and physical well-being of individuals and the environment. The course content may include, but not limited to, business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues, appropriate selection and use of products and materials and methods of construction detailing

3. NO "HS" OR NO "W" (NO DESIGNATION) - General Interior Design Professional Knowledge (no HS or W) coursework without a designation covers general knowledge regarding interior design practice. (Less than 75% of the course content covers knowledge and practice of applicable legal codes, building regulations and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial and physical well-being of individuals and the environment).

## **CHAPTER VI FEES**

The following fee schedule is adopted by the Board, June 1994.

~~All fees must be remitted in the form of money order or cashier's check. All fees are non-refundable.~~

INFORMATION/APPLICATION PACKET	20.00
APPLICATION FEE	140.00
INITIAL REGISTRATION FEE	
Issued for more than 6 months	75.00
Issued for less than 6 months	35.00
ANNUAL REGISTRATION RENEWAL FEE	100.00
LATE REGISTRATION RENEWAL PENALTY	50.00
DUPLICATE CERTIFICATE	20.00
RECIPROCAL APPLICATION FEE	75.00
RECIPROCAL REGISTRATION	100.00
TRANSFER OF FILE TO ANOTHER JURISDICTION	10.00

~~Fees are subject to increase at the discretion of the Board as necessary to support the efforts of the Board. Such increases must be made in accordance with the Arkansas Administrative Procedure Act.~~

~~**SEND MONEY ORDERS OR CASHIER'S CHECKS WITH PROPER FORMS TO:**~~

~~**STATE BOARD OF REGISTERED INTERIOR DESIGNERS  
P.O. BOX 250220  
LITTLE ROCK, ARKANSAS 72225-0220**~~



VII. FEES

A. The Regulatory Board shall determine the fees by Rule and shall establish fees to only generate enough funds to cover the amount appropriated by the Legislature.

B. All fees must be remitted in the form of money order, cashier's check or personal check. Fees are subject to increase at the discretion of the Board as necessary to support the efforts of the Board. Such increases must be made in accordance with the Arkansas Administrative Procedure Act.

- Application Fee..... \$150.00
- Initial registration fee.....the Board pro-rates fee at time of approval
- Annual registration renewal fee.....\$125.00
- For the late renewal of an expired certificate within 1 year after its expiration.....  
\$175.00 + proof of CEUs (fee includes the \$125 renewal rate and \$50 late fee)
- For the late renewal of a certificate which has been expired for more than 1 year but  
not more than 2 years.....  
\$350.00 + proof of CEUs (fee includes the \$250 renewal rate and \$100 in late fees)
- For the late renewal of a certificate which has been expired for more than 2 years  
but not more than 3  
years.....  
\$525.00 + proof of CEUs (fee includes the \$375 renewal rate and \$150 late fee)
- For the reinstatement of a revoked certificate with Board Approval..... \$525.00
- For replacement of a certificate..... \$ 30.00
- Emeritus Status with Board Approval (Non Practicing) .....one time fee \$100.00

## ~~CHAPTER VII REGISTRATION NUMBER AND SEAL~~

### ~~7.01 REGISTRATION NUMBER.~~

~~Registrants are required to display their registration number on all business and advertising instruments, including business cards, stationery and contracts.~~

### ~~7.02 SEAL.~~

~~Each registered interior designer shall obtain a seal authorized by the Board after they have received their Certificate of Registration. The new registrant will receive information on purchasing authorized seals.~~

### ~~7.03 DESIGN OF SEAL.~~

~~The registrant shall place signature and the date in the open space in the center of the seal as evidence of authenticity of document.~~

### ~~7.04 USE OF SEAL.~~

- ~~1. Any drawing, plan, specification, or report prepared or issued by the registered interior designer being filed for public record shall bear the signature, date and seal of the interior designer who prepared or approved the document.~~
- ~~2. No registered interior designer shall affix or permit to be affixed, his/her seal or signature to any plan, specification, drawing, or other document which **(A)** depicts work which he is not competent or certified to perform, or **(B)** was not prepared by him or under his responsible supervising control.~~
- ~~3. Studies, drawings, specifications, and other related documents prepared by a registered interior designer in providing interior design services shall be of sufficiently high standard to clearly and accurately indicate all essential parts of the work to which they refer.~~

### **7.05 CONTRACT DOCUMENTS:**

~~The interior designers' contract documents shall contain a statement that the document is not an architectural or engineering drawing, specification, or design and is not to be used for construction of any load-bearing columns, load-bearing framing, or load-bearing walls or structures or issuance of any building permit, except as otherwise provided by law.~~

### **7.06 REVOKED OR SUSPENDED:**

~~When the registration of a registered interior designer has been revoked or suspended by the board, the registrant shall discontinue use of his registration number and surrender his seal and Certificate of Registration to the Chairman of the Board within thirty (30) calendar days after the revocation or suspension has become effective. If disciplinary action is suspension, the Certificate and Seal shall be returned upon expiration of the suspension period.~~

## **VI. SEALS AND PLANS**

*A. A Registered Interior Designer shall obtain a Registration Seal as prescribed by the Regulatory Board. Interior design contract documents, i.e. construction drawings, plans, specifications and other data produced to communicate the extent of work, that is to be submitted to a jurisdiction or local building department for the purpose of obtaining a building permit, shall bear the seal and signature of the registered interior design professional in responsible charge of the work, with the date of issuance. The seal shall attest that the documents were prepared and reviewed by the registered design professional. Interior design contract documents bearing the seal of the Registered Interior Design Professional shall be accepted for review and filing by the appropriate jurisdiction or local building department.*

*B. When a registrant signs, stamps or seals a document containing the work of others, the registrant represents that the entire document has been prepared by him or prepared under his responsible control, unless he includes a written statement adjacent to his signature, stamp or seal identifying the portion of the document that was prepared by him or prepared under his responsible control. A registrant who signs, stamps or seals a document which was not prepared by him but was prepared under his responsible control is subject to disciplinary proceedings as if he prepared it himself.*

*C. Plans, specifications, reports and any other documents which are issued by a registrant with the intent that they be considered as formal or final documents must be stamped with the seal of the registrant before they are delivered to or filed with any public authority; with the exception of the following documents:*

- 1. An as-built plan or record plan;*
- 2. A report that includes observations concerning the progress of the construction of a project; or*
- 3. An estimate of the costs of a project.*

*D. Contents of plans, specifications and certain other documents submitted to public authority:*

- 1. Plans submitted to a public authority must include:*
  - (a) The name, address and telephone number of the firm that submits the plans;*
  - (b) The name and location of the project for which the plans are submitted;*
  - (c) The date the plans were issued for printing; and*
  - (d) A statement that indicates whether the plans are preliminary or final.*
- 2. Each sheet in a set of contract documents submitted to a public authority must bear the date, the original or electronic seal and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.*
- 3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:*
  - (a) Indicates the professional discipline that is the source of each specification; and*
  - (b) Contains the stamp of, and is signed and dated by, each registrant who provided the responsible control under which the work in that professional discipline was performed. The seal, signature and date may be in original or electronic format.*
- 4. Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the registrant who provided the responsible control under which that report, study, test result, certification or calculation was submitted. The seal, signature and date may be in original or electronic format.*
- 5. Any Registrant who has had their registration removed by the State Board MUST send their Seal to the Board within 30 days.*

## ~~CHAPTER VIII~~ ~~RULES OF CONDUCT~~

### ~~8.01 AUTHORITY:~~

~~Arkansas Interior Design Title Registration Law provides consumers not only with a method of identifying interior designers who are qualified to perform services as needed, but with a way to address grievances with interior designers who fail to meet the law's requirements. It is to that end that the Board is charged with adoption of all reasonable and necessary rules and regulations which it may deem advisable and is empowered with authority to suspend or revoke Certificates of Registration.~~

### ~~8.02 VIOLATIONS OF REGISTRATION STATUTE:~~

~~(It shall be a Class A misdemeanor for any person to)~~

- ~~1. use the title Registered Interior Designer, unless registered under this act;~~
- ~~2. to present as his own the registration of another;~~
- ~~3. to give false or forged evidence to the board or any member thereof in obtaining a registration;~~
- ~~4. falsely impersonate any other practitioner, of like or different name;~~
- ~~5. use or attempt to use a registration that has been revoked; or~~
- ~~6. otherwise violate any of the provisions of the Statute.~~

~~Persons offering or performing interior design services and presenting themselves, orally or graphically, as Registered Interior Designers, and who are not registered under the "**ARKANSAS INTERIOR DESIGNERS TITLE REGISTRATION ACT 847**" should be aware that the board has the authority to seek Class A Misdemeanor conviction and fines for **ANYONE**, registered or unregistered for any and all violations listed above.~~

### ~~8.03 CODE OF ETHICS:~~

~~This Board will require of each interior designer conduct witnessing to high standards of integrity, judgment, and professional skill in practice. The Code of Ethics can be found in their entirety in Chapter X.~~

**~~8.04 GROUNDS FOR DISCIPLINE.~~**

- ~~1. Violating registration law;~~
- ~~2. Violating code of ethics;~~
- ~~3. Violating the rules and regulations;~~
- ~~4. Gross negligence;~~
- ~~5. Mental incompetence;~~
- ~~6. Conviction of a felony.~~

**IV. RULES OF CONDUCT**

**A.** *Below the Regulatory Board has adopted a Rules of Conduct consistent with the constitution and laws of Arkansas, binding upon persons that are Registered, Rules of Conduct that shall have as its only purpose the maintenance of a high standard of integrity and professional responsibility to the public health, life safety, and welfare. They are clear, quantifiable and enforceable.*

**B. Competence**

1. *When rendering professional interior design services, a registered interior designer shall:  
(a) Exercise knowledge and skill in performing those services; and  
(b) Comply with all federal, state, municipal and county laws, codes, ordinances and regulations relating to the practice of interior design.*
2. *A registered interior designer shall not perform or attempt to perform a professional service relating to interior design unless the registered interior designer:  
(a) Is qualified by education, training and experience to perform the professional service; or  
(b) Associates himself with, or consults with, another person who is qualified to perform the professional service, to the extent necessary to perform that service competently.  
(c) Exhibits the ability to discharge all fiduciary duties.*

**C. Disclosure**

1. *Before accepting a project, a registered interior designer shall reasonably inform the prospective client of:  
(a) The scope and nature of the project;  
(b) The professional services relating to interior design that will be performed; and  
(c) The method of compensation for those professional services.  
(d) Disclosure of compensation. Before accepting a project, a registered interior designer shall fully disclose to the prospective client all compensation that the registered interior designer will receive in connection with the project. If the registered interior designer accepts the project, the registered interior designer shall not accept any compensation from any person with whom the interior designer deals in connection with the project that has not been fully disclosed to the client.*

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2. *If a registered interior designer becomes aware that his employer or his client has decided to take an action regarding a project which is against the professional advice of the registered interior designer, which violates any applicable federal, state, municipal or county law, code, ordinance or regulation and which, in the professional opinion of the registered interior designer, will materially and adversely affect the safety, health or welfare of the public, the registered interior designer shall:*
  - (a) *Report the decision to the person, agency or Regulatory Board that is responsible for enforcement of the law, code, ordinance or regulation;*
  - (b) *Refuse to consent to the decision; and if the registered interior designer reasonably believes that other such decisions will be taken notwithstanding his advice and objection, terminate his services in connection with the project. A registered interior designer who terminates his services pursuant to this paragraph is immune from liability for damages sustained by his employer or his client as the result of terminating his services.*

*D. Prohibited conduct*

1. *A registered interior designer shall not:*
  - (a) *Knowingly violate any state or federal criminal law; or*
  - (b) *Counsel or assist a client in conduct that the registered interior designer knows, or should know, involves fraud or other illegal acts; or give, lend or promise anything of value to a public officer with the intent to influence or attempt to influence the judgment or actions of the public officer in connection with a prospective or existing project in which the interior designer is interested; or*
  - (c) *Sign or seal a drawing, specification or other interior design document not prepared by him or under his supervisory control; or*
  - (d) *Engage in conduct that involves fraud or wanton disregard of the rights of other persons.*

## ~~CHAPTER IX~~ ~~CHARGES AGAINST INTERIOR DESIGNERS~~

### ~~9.01 DISCIPLINARY ACTIONS:~~

~~The Board has the authority to discipline interior designers in any of the following methods:~~

- ~~1. Deny an applicant's eligibility.~~
- ~~2. Reprimand or place a registrant on probation.~~
- ~~3. Suspend or revoke an interior designer's Certificate of Registration and seal.~~
- ~~4. Recommend Class A Misdemeanor charges to law enforcement.~~

### ~~9.02 DEFINITION OF COMPLAINT:~~

~~Complaints can be brought directly from the Board, as a majority decision of the Board. Complaints from persons other than Board members shall be submitted in writing to Vice Chairman who will act as the investigator for the Board. No oral communication of complaints shall be investigated by the Board.~~

### ~~9.03 RECORDS:~~

~~The Vice-Chairman shall maintain a separate file containing all information in connection with complaints, investigation, hearings in connection with such charges, and the action of the Board in each case. At each Board meeting, the Vice-Chairman shall make a report to the Board as to the status of each complaint until the final disposition of the complaint.~~

### ~~9.04 PROCEDURE:~~

~~Upon receipt of complaint of alleged violation, the Vice-Chairman shall institute a preliminary investigation keeping all information in confidence from the Board. If warranted by the investigation, the Vice-Chairman shall inform the Board, and they will in turn duly notify the alleged violator and schedule a timely hearing for the resolution of the alleged violation. If following such hearing, the Board reasonably finds that a violation as listed in 8.04 has occurred, the Board shall take such disciplinary action as listed in 9.01, which it may, in its discretion, choose to exercise.~~



**9.05 ABSENCE FROM HEARING.**

~~Appearance at a hearing may be waived by the interior designer. If so waived, the hearing shall proceed at the time and place set in the notice of the hearing and said waiver shall be noted in the record. If the interior designer fails to appear at the hearing, the Board may proceed to hear evidence and render a judgment thereon.~~

**9.06 TESTIMONY.**

~~The Board may question witnesses or examine other evidence on its own motion in any proceeding. Any party to the charges and any witness shall answer fully and truthfully and without reservation all questions asked of them at any hearing which shall be deemed relevant by the Board.~~

**9.07 APPEAL.**

~~If any person aggrieved by any disciplinary action of the Board wants to appeal, he/she should do so in accordance with the Arkansas Administrative Procedure Act.~~

**V. ENFORCEMENT / ADMINISTRATIVE PROCEEDINGS**

*A. Complaint*

- 1. Any person may file a complaint with the Regulatory Board against a person who may be in violation of the statutes or rules and regulations of the State of Arkansas.*
- 2. The Regulatory Board will mail written notice of the charges to the last known address of the respondent by certified mail, return receipt requested. The notice must describe each allegation contained in the complaint.*

*B. Written response; failure to file response deemed admission.*

- 1. Within 15 business days after receipt of the notice of charges, the respondent shall file with the Regulatory Board a written response to the notice of charges. Upon the request of the respondent, the Regulatory Board may extend the time to file a response.*
- 2. The response must include:*
  - (a) If the complaint has been resolved, a statement describing the resolution of the complaint; or*
  - (b) If the complaint has not been resolved:*
    - (1) A statement describing in detail whether the respondent admits or denies each allegation in the complaint;*
    - (2) A statement of the facts relating to the allegations in the complaint; and*
    - (3) The defenses to the complaint, if any, relied upon by the respondent.*
- 3. The response must be signed by the respondent, his attorney or another authorized representative of the respondent, and include the name, address and telephone number of the respondent and his attorney or other authorized representative, if any.*
- 4. The failure to file a response in accordance with this section without good cause shall be deemed an admission by the respondent of all the allegations in the complaint and the Regulatory Board may resolve the complaint against the respondent.*

*C. Investigation of complaint; recommendations of Executive Director.*

- 1. Upon receipt of a complaint, the Executive Director or a person otherwise authorized by the Regulatory Board shall appoint a member of the Regulatory Board's staff to conduct an initial investigation of the complaint. The investigator shall submit a written report to the Executive Director or a person otherwise authorized by the Regulatory Board which describes the results of his investigation.*
- 2. The Executive Director or a person otherwise authorized by the Regulatory Board shall review the written report and recommend that the Regulatory Board:*
  - (a) Dismiss the complaint;*
  - (b) Negotiate a resolution of the complaint;*
  - (c) Authorize the creation of an advisory committee to review the complaint if the respondent agrees to participate in an informal conference with an advisory committee; or*
  - (d) Schedule a formal hearing.*

*D. Advisory committees: Establishment; appointment of members; provisions applicable to members.*

- 1. The Regulatory Board will, when appropriate, establish an advisory committee to:*
  - (a) Provide assistance in an area that the Regulatory Board considers necessary; or*
  - (b) Assist the Regulatory Board in the review of a complaint which has been filed pursuant to if the respondent agrees to participate in an informal review of the complaint by an advisory committee.*
- 2. The Executive Director or a person otherwise authorized by the Regulatory Board shall appoint members to an advisory committee from a list of volunteers. The list of volunteers must consist of registered interior designers or other persons approved by the Regulatory Board, Executive Director or a person otherwise authorized by the Regulatory Board. If the advisory committee is established to assist the Regulatory Board in the review of a complaint, the majority of members appointed must, if practicable, be registered in the same profession or discipline as the respondent. The Executive Director or a person otherwise authorized by the Regulatory Board shall designate one member of the advisory committee to serve as the chairman of the committee.*
- 3. Members of an advisory committee:*
  - (a) Serve at the pleasure of the Regulatory Board;*
  - (b) Are prohibited from participating in a proceeding in which a member of the Regulatory Board would be required to abstain under similar circumstances; and*
  - (c) Serve without compensation, but are entitled to travel expenses and subsistence allowances from the Regulatory Board.*

*E. Duties of advisory committee: Use of recommendations by Regulatory Board and obligations of respondent upon acceptance or rejection of recommendations.*

- 1. An advisory committee established to assist the Regulatory Board in the review of a complaint shall:*
  - (a) Review the complaint and the written report submitted by an investigator to determine whether probable cause exists that the respondent has violated a provision of this chapter*
  - (b) Hold an informal conference; and*
  - (c) Work with the respondent to arrive at a resolution of the complaint.*

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2. *Within 30 calendar days after the informal conference, the chairman of the advisory committee shall submit to the Regulatory Board a report which summarizes the informal conference and the recommendations of the advisory committee concerning the disposition of the complaint.*
  3. *The findings and recommendations of the advisory committee must be supported by substantial evidence.*
  4. *The Regulatory Board is not bound by the recommendations of an advisory committee concerning the disposition of a complaint.*
  5. *If the respondent accepts the recommendations of the advisory committee, he shall, within 30 calendar days after receipt of the recommendations from the Executive Director or a person otherwise authorized by the Regulatory Board, execute a proposed settlement agreement with the Regulatory Board concerning a resolution of the complaint. Such an agreement is not effective until the agreement has been signed by the respondent and approved by the Regulatory Board.*
  6. *If the respondent rejects the recommendations of the advisory committee, or fails to notify the Regulatory Board that he accepts the recommendations within 30 calendar days after receipt of the recommendations, the Regulatory Board will take further action on the complaint that it considers necessary.*
- F. Informal conference between advisory committee and respondent;*
1. *If an advisory committee is established to assist the Regulatory Board in the review of a complaint, the Executive Director or a person otherwise authorized by the Regulatory Board shall schedule an informal conference between the advisory committee and the respondent. The Executive Director or a person otherwise authorized by the Regulatory Board shall provide written notice of the time and place of the conference to:*
    - (a) *Each member of the advisory committee;*
    - (b) *The respondent; and*
    - (c) *Each witness whose appearance has been requested at the informal conference.*
  2. *In conducting an informal conference, an advisory committee is not bound by the technical rules of evidence. The chairman of an advisory committee shall rule on the admissibility of evidence and accept all evidence which is relevant to the complaint. All evidence admitted is confidential.*
- G. Decline by respondent to participate in review of complaint.*
1. *If a respondent declines to participate in a review of the complaint by an advisory committee, the Executive Director or a person otherwise authorized by the Regulatory Board shall refer the complaint to the Regulatory Board for any further action that the Regulatory Board considers necessary.*
- H. Formal hearing; failure to appear; request for continuance.*
1. *If the Regulatory Board schedules a formal hearing, it will give written notice of the time and place of the hearing to the petitioner and respondent by certified mail, return receipt requested. A hearing may be held at any location in the State, but the Regulatory Board will attempt to hold a hearing at a location which is convenient for the petitioner and respondent.*
  2. *If a party fails to appear at a hearing and no continuance has been requested or granted, the Regulatory Board may:*
    - (a) *Grant or dismiss the complaint with or without prejudice;*
    - (b) *Take evidence from the parties and witnesses present at the hearing and make a decision on the merits; or*
    - (c) *Continue the hearing until a date set by the Regulatory Board.*

3. *At least 15 business days before the date of a hearing, a party may submit to the Regulatory Board a written request for a continuance of the hearing. The request must be signed by the party requesting the continuance or his attorney and include a statement of the reason for the request. The Regulatory Board may, within its discretion, grant or deny the request for a continuance.*

*I. Procedure for hearing: Exhibits; prehearing motions; informality of proceeding.*

1. *The Chairman of the Regulatory Board will call the hearing to order, note the appearances of the parties and act upon any pending motions, petitions, stipulations or preliminary matters. Upon request and within the discretion of the Chairman, the parties may make opening statements.*
2. *The petitioner will present his case-in-chief first, followed by the respondent's case-in-chief. Both parties will have the opportunity to cross-examine, redirect and re-cross-examine the witnesses.*
3. *Upon request and within the discretion of the Chairman, the parties may make closing arguments.*
4. *The Regulatory Board may:*
  - (a) *Exclude inadmissible, repetitious or irrelevant evidence;*
  - (b) *Examine witnesses;*
  - (c) *Examine a party on issues of law or fact; and*
  - (d) *Require written briefs from the parties in lieu of oral arguments.*
5. *If exhibits will be presented during the hearing, the petitioner and the respondent must provide the Regulatory Board with 12 copies of the exhibits not less than 20 business days before the hearing. Copies must be distributed as follows:*
  - (a) *One copy for the file;*
  - (b) *One copy for each member of the Regulatory Board;*
  - (c) *One copy for the witness packet; and*
  - (d) *One copy for opposing counsel.*
6. *Prehearing motions must be submitted in writing and filed with the Regulatory Board within 10 business days after the receipt of the exhibit to which the motion applies. A party who opposes the motion may file a response to the prehearing motion not later than 10 business days after the date of service of the motion. Upon a showing of good cause, the Regulatory Board may allow a party to file a prehearing motion or response within such other times as the Regulatory Board deems appropriate.*
7. *In conducting a hearing or informal proceeding, the Regulatory Board is not bound by the technical rules of evidence. A decision or order of the Regulatory Board may not be invalidated based upon the informality of the proceeding upon which the decision or order is made.*

*J. Conditions of probation. Regulatory Board may impose the following conditions of probation on a registrant against whom disciplinary action is imposed:*

- 1. Require the registrant to provide information to the Regulatory Board concerning each project he works on during the term of probation, including, without limitation:
  - (a) The name of the person for whom the project is performed;*
  - (b) The name of the project, if any;*
  - (c) The location of the project;*
  - (d) The type and scope of work that the registrant will perform on the project; and*
  - (e) The size of the project;**
- 2. Require the registrant to be supervised by a person approved by the Regulatory Board; and*
- 3. Other conditions that the Regulatory Board considers necessary.*

## ~~CHAPTER X~~ ~~CODE OF ETHICS~~

### ~~10.01 PREAMBLE:~~

~~Registered Interior Designers are required to conduct their professional practice in a manner that will command the respect of clients, suppliers of goods and services to the profession, allied professionals, and fellow interior designers, as well as the general public. It is the individual responsibility of every Registrant to uphold this Code and the Rules and Regulations of the State Board of Registered Interior Designers.~~

### ~~10.02 RESPONSIBILITY TO THE PUBLIC:~~

~~Registrants shall comply with all existing laws, regulations and codes governing business procedures and the practice of interior design as established by the state.~~

~~Registrants shall not seal or sign drawings, specifications, or other interior design documents except where the member or the member's firm has prepared, supervised or professionally reviewed and approved such documents.~~

~~Registrants shall at all times consider the health, safety and welfare of the public in spaces they design. Registrants agree, whenever possible, to notify owners, property managers, landlords, and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants.~~

~~Registrants shall not engage in any form of false or misleading advertising or promotional activities and shall not imply through advertising or other means that staff members or employees of their firm are qualified interior designers unless such be the fact.~~

~~Registrants shall not take any action intended to influence the judgment of a public official for the purposes of any project.~~

~~Registrants shall not assist or abet improper or illegal conduct of anyone in connection with a project.~~

#### ~~**10.03 RESPONSIBILITY TO THE CLIENT.**~~

~~Registrants' contracts with a client shall clearly set forth the scope and nature of the project involved, the services to be performed and the method of compensation for those services.~~

~~Registrants shall not undertake any professional responsibilities unless they are, by training and experience, competent to adequately perform the work required.~~

~~Registrants may offer professional services to a client for any form of legal compensation.~~

~~Registrants shall fully disclose to a client all compensation which the Registrant shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the Registrant deals in connection with the project.~~

~~Registrants shall act with fiscal responsibility in the best interest of their clients.~~

~~Registrants shall not divulge any confidential information about the client or the client's project or utilize photographs of the project without the express permission of the client.~~

~~Registrants shall be candid and truthful in all their professional communications.~~

#### ~~**10.04 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES**~~

~~Registrants shall not interfere with the performance of another interior designer's contractual or professional relationship with a client.~~

~~Registrants shall not initiate, or participate, in, any discussions or activity which might result in an unjust injury to another interior designer's reputation or business.~~

~~Registrants may, when requested and it does not present a conflict of interest, render a second opinion to a client, or serve as an expert witness.~~

~~Registrants shall not endorse the application for registration of an individual known to be unqualified with respect to education, training, experience or character, nor shall Registrant knowingly misrepresent the experience, professional expertise or moral character of that individual.~~

~~Registrants shall only take credit for work that has actually been created by that Registrant or his/her firm, and under the Registrant's supervision.~~

#### ~~**10.05 RESPONSIBILITY TO THE PROFESSION:**~~

~~Registrants agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the State Board of Registered Interior Designers and the profession.~~

~~Registrants shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.~~

~~Registrants agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.~~

#### **XII. GENERAL REQUIREMENTS**

*A. Notice of change of address or place of employment. Each interior designer who holds a certificate of registration shall advise the Regulatory Board in writing of any change of address or place of employment within 30 calendar days after the change.*

*B. Registered Interior Designers shall notify the Regulatory Board of new established or changes in email address.*