

## Chapter A–E 14

### INTERIOR DESIGNER REGISTRATION

**A–E 14.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.075, and 443.10, Stats. The purpose of the rules in this chapter is to interpret basic education, experience and examination requirements for registration as a registered interior designer as specified in ss. 443.075, and 443.10, Stats.

**A–E 14.02 Definitions.** In this chapter:

(1) “Interior alteration or interior construction project” means \_\_\_\_\_.

(2) “Practice of interior design” means \_\_\_\_\_.

(3) “Wisconsin registered interior designer means \_\_\_\_\_.

**A–E 14.03 (1) Requirements for registration as a registered interior designer.** (1) Except as provided in s. A-E 14.X, an applicant for registration as a registered interior designer shall submit documentary evidence of having met the requirements under s. 443.075, Stats.

(2) An applicant who does not comply with a request for information related to an application within one year from the date of the request shall file a new application and fee.

**Note:** Applications are available on the website at [dps.wi.gov](https://dps.wi.gov) or by calling (608) 266–2112.

**A–E 14.04 (1) Education.** (1) Except as provided in s. A-E 14.X, an applicant for registration as a registered interior designer shall submit documentary evidence of having met the requirements under s. 443.075, Stats.

**A–E 14.05 (1) Examinations.** (1) *The following language is currently from SPS 130.02(2). Should it remain as is, or amended?*

EXAMINATIONS RECOGNIZED BY THE DEPARTMENT UNDER S. 440.964 (1) (a), Stats. Under s. 440.964 (1) (a), Stats., an applicant for registration as an interior designer shall pass one of the following.

(a) ~~The interior design examination of the national council for interior design qualification administered in 1990 or later.~~

(b) **An industry recognized exam, approved by DSPS, demonstrating minimum competence in code-regulated interior design focused public health, safety, and welfare.**

~~(c) The building and barrier free codes section of the interior design examination of the national council for interior design qualification administered in 1990 or later, if an applicant has passed the examination of the national council for interior design qualification prior to 1990.~~

~~(d) The building and barrier free codes section of the interior design examination of the national council for interior design qualification administered in 1990 or later, if an applicant has passed the interior design examination of the council for qualification of residential interior designers.~~

**(2) EXAMINATION REVIEW.** An applicant who fails an examination under sub. (1) may request a review of the examination as permitted by the examination provider. If a review is permitted, the following conditions apply:

(a) The applicant shall file a written request to the department within 30 days of the date on which examination results were mailed and pay the fee under s. [SPS 4.05](#).

(b) An examination review is by appointment only and shall be limited to the time permitted by the examination provider.

(c) An applicant may not be accompanied during the review by any person other than the proctors.

~~(d) An applicant may not remove any notes from the examination area.~~

**(3) PASSING SCORE.** In order to pass an examination listed under sub. (1), an applicant shall receive a score determined by the department to represent minimum competence to practice. The department may adopt the passing score recommended by the examination provider.

**(4) CHEATING.** The department may deny release of scores or issuance of registration if the department determines that the applicant violated rules of conduct of the examination or otherwise acted dishonestly.

**(5) REEXAMINATION.** There is no limit on the number of times an applicant may be reexamined.

## **Chapter A-E 15**

### **CONTINUING EDUCATION FOR INTERIOR DESIGNERS**

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## Initial Draft Chapter A-E 15 Language

### Chapter A-E 15

### CONTINUING EDUCATION FOR INTERIOR DESIGNERS

#### A-E 15.01 - Authority and Purpose

The rules in this chapter are adopted under the authority in ss. 15.08 (5) (b), 227.11

(2) and 443.015, Stats., and govern biennial continuing education of registered interior designers.

#### A-E 15.02 – Definitions

- (1) “Biennium” means a 2-year period beginning February 1 of each even-numbered year.
- (2) “Continuing education” means the planned, professional development activities designed to contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the licensee in the practice of interior design and for improvement of the safety and welfare of the public.
- (3) “Continuing education unit” or “CEU” means a unit of credit customarily used for continuing education courses. One “continuing education unit” equals 10 PDHs
- (4) “Course” or “activity” means any qualifying “course” or “activity” with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the registrant’s practice of interior design.
- (5) “Health, safety and welfare” or “HSW” means any topics or subjects related to the practice of **landscape architecture** which are deemed appropriate to safeguard the public health, safety and welfare, including the proper planning, design and construction of buildings, structures, infrastructures, and the spaces within and surrounding buildings and structures that meet the following criteria:
  - (a) Minimize the risk of injury to persons or property and comply with applicable building and safety codes.
  - (b) Are durable, environmentally friendly, cost effective, and conserve resources.
  - (c) Are aesthetically appealing.
  - (d) Function properly in all relevant respects.

- (e) Enhance the public's sense of well-being, harmony and integration with the surrounding environment.
- (4) "Professional development activities" means organized educational programs on topics related to the practice or theory of registered interior design and which foster the enhancement of general or specialized knowledge, practice and values of interior design.
- (6) "Professional development hour" or "PDH", unless specified otherwise, means 50 minutes of instruction or participation spent by the licensee in actual attendance or completion of an approved educational activity.

### **A-E 15.03 - Continuing Education Requirements**

- (1) During each biennial registration period, unless granted a waiver under s. A-E 15.08, every licensee shall complete at least 15 hours of approved professional development hours or equivalent continuing education hours, pertinent to the practice of interior design, except that between initial licensure and the first renewal period, a new licensee shall not be required to comply with the continuing education requirements for the first renewal of licensure.
  - (a) At least 10 of the required 15 hours shall be in subjects related to the practice of interior design that safeguard the public's health, safety, and welfare.

#### ***(b) Any other hours requirement***

- (2) Continuing education activities that will meet the requirements of Sub. 1 include the following:
  - (a) ***Any activity that the board wants to allow***

### **A-E 15.04 - Exemption for Retired Credential Status**

- (1) Notwithstanding s. A-E 15.03, the continuing education requirements under this chapter do not apply to the renewal of a credential classified as retired status under s. A-E 14.03.

### **A-E 15.05 - Standards for Approval**

- (1) To be approved for credit, a continuing education program shall meet all of the following criteria:

- (a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the registrant and pertains to subject matters which integrally relate to the practice of the profession.
- (b) The program is conducted by individuals who have specialized education, training or experience and are considered qualified concerning the subject matter of the program.
- (c) The program provides proof of attendance or certificate of completion, which may include course completion examinations, to fulfill pre-established goals and objectives.

**(d)** *Any other requirements? For example, within the SPS 130 continuing education rules, there was a requirement that “an instructor whose registration as an interior designer has been limited, suspended or revoked may not instruct in approved educational programs while the disciplinary action is in effect.” Would you still like to include this language, or address it some other way?*

- (2) The registered interior design section may approve providers for continuing education programs including the following:

**(a)** *Are there any specific providers the section would like to provide blanket approval? For example, in the SPS 130 continuing education rules, the language states “the program and its instructors shall be approved by the American society of interior designers, the interior design continuing education council, the international interior design association, the interior design education council, the interior designers of Canada, or other bodies recognized by the department. Each approved educational program shall relate to the general subject of interior design.” Is this still the case, or would you like to add, expand or amend this list?*

#### **A-E 15.06 - Certificate of completion; proof of attendance**

- (1) Each **licensee** shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.
- (2) The registered interior design section may require additional evidence demonstrating compliance with the continuing education requirements, including a certificate of attendance or documentation of completion or credit for the courses completed.

- (3) If there appears to be a lack of compliance with the continuing education or professional development requirements, the registered interior design section shall notify a licensee in writing and request submission of evidence of compliance within 30 days of the notice.
- (4) The registered interior design section may require the registrant to appear for an interview to address any deficiency or lack of compliance with the continuing education or professional development requirements.

#### **A-E 15.07 - Recordkeeping**

It shall be the responsibility of the licensee to maintain records of continuing education or professional development hours for at least 2 bienniums from the date the certificate or statement of attendance is signed. The recordkeeping shall include all of the following:

- (1) The name and address of the sponsor or provider.
- (2) A brief statement of the subject matter.
- (3) Printed program schedules, registration receipts, certificates of attendance, or other proof of participation.
- (4) The number of hours attended in each program and the date and place of the program.

#### **A-E 15.08 - Waiver of Continuing Education**

- (1) A renewal applicant seeking renewal of licensure without having fully complied with the continuing education requirements shall file a renewal application along with the required fee, and a statement setting forth the facts concerning non-compliance and requesting a waiver of the requirements. The request for waiver shall be made prior to the renewal date. Extreme hardship shall be determined on an individual basis by the registered interior designer section. If the registered interior designer section finds from the affidavit or any other evidence submitted that extreme hardship has been shown, the registered interior designer section shall waive enforcement of the continuing education requirements for the applicable renewal period.
- (2) In this section, extreme hardship means an inability to devote sufficient hours to fulfilling the continuing education requirements during the applicable renewal period because of one of the following:

- (a) Full-time service in the uniformed services of the United States of America for a period of one year during the biennium.
  - (b) An incapacitating illness documented by a statement from a licensed physician.
  - (c) A physical inability to travel to the sites of approved programs documented by a licensed physician.
  - (d) A retirement from the occupation of registered interior design whereby the renewal applicant no longer provides registered interior design services.
  - (e) Any other extenuating circumstances.
- (3) A renewal applicant who prior to the expiration date of the license submits a request for a waiver, shall be deemed to be in good standing until the final decision on the application by the registered interior design section.

#### **A-E 15.09 - Reciprocity**

An applicant for registration from another state who applies for registration to practice interior design under s. A-E 14.07 shall submit proof of completion of continuing education obtained in another jurisdiction within the 2 years prior to application.