



---

**VIRTUAL/TELECONFERENCE MEETING  
REGISTERED INTERIOR DESIGNER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,  
AND REGISTERED INTERIOR DESIGNERS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Will Johnson (608) 266-2112  
October 3, 2023**

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Section.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of August 22, 2023 (3-4)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
  - 1. Department, Staff and Board Updates
  - 2. Section Members – Term Expiration Dates
    - a) Destree, Melissa M. – 7/1/2025
    - b) Phillips, Jennifer L. – 7/1/2024
    - c) Schade Stroik, Laura – 7/1/2024
    - d) Stroebel, Robin – 7/1/2026
    - e) Uselmann, Corissa D. – 7/1/2024
- F. Legislation and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (5)**
  - 1. Updates **(6-16)**
    - a) A-E 8, relating to Professional Conduct
    - b) A-E 14, relating to Registration of Professional Interior Designers
    - c) A-E 15, relating to Continuing Education of Professional Interior Designers
  - 2. Pending and Possible Rulemaking Projects **(17)**
- H) Discussion and Consideration of Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislative and Policy Matters
10. Public Health Emergencies
11. Administrative Rule Matters
12. Liaison Reports
13. Board Liaison Training and Appointment of Mentors
14. Informational Items
15. Division of Legal Services and Compliance (DLSC) Matters
16. Presentations of Petitions for Summary Suspension
17. Petitions for Designation of Hearing Examiner
18. Presentation of Stipulations, Final Decisions and Orders
19. Presentation of Proposed Final Decisions and Orders
20. Presentation of Interim Orders
21. Petitions for Re-Hearing
22. Petitions for Assessments
23. Petitions to Vacate Orders
24. Requests for Disciplinary Proceeding Presentations
25. Motions
26. Petitions
27. Appearances from Requests Received or Renewed
28. Speaking Engagements, Travel, or Public Relation Requests, and Reports

**I) Public Comments**

**ADJOURNMENT**

**NEXT MEETING: DECEMBER 12, 2023**

\*\*\*\*\*  
 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
 WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE MEETING  
REGISTERED INTERIOR DESIGNER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED  
INTERIOR DESIGNERS  
MEETING MINUTES  
AUGUST 22, 2023**

**PRESENT:** Melissa Destree, Laura Schade Stroik, Robin Stroebel

**EXCUSED:** Jennifer Phillips, Corissa Uselmann

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Dana Denny, Administrative Rule Coordinator; Dialah Azam, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Robin Stroebel, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Melissa Destree moved, seconded by Laura Schade Stroik, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 18, 2023**

**MOTION:** Laura Schade Stroik moved, seconded by Melissa Destree, to approve the Minutes from April 18, 2023 as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Preliminary Rule Draft: A-E 1 to 15, Relating to Registered Interior Designers**

**MOTION:** Melissa Destree moved, seconded by Robin Stroebel, to designate Laura Schade Stroik to work with DSPS staff for drafting rule citation A-E 15, relating to Continuing Education for Interior Designers. Motion carried unanimously.

**MOTION:** Melissa Destree moved, seconded by Laura Schade Stroik, to designate Robin Stroebel to work with DSPS staff for drafting rule citation A-E 8, relating to Professional Conduct. Motion carried unanimously.

**MOTION:** Robin Stroebel moved, seconded by Laura Schade Stroik, to designate Melissa Destree to work with DSPS staff for drafting rule citation A-E 14, relating to Interior Designer Registration. Motion carried unanimously.

**ADJOURNMENT**


**MOTION:** Laura Schade Stroik moved, seconded by Melissa Destree, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:33 a.m.

DRAFT

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Dana Denny, Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 9/21/2023 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting							
<b>3) Name of Board, Committee, Council, Sections:</b> Registered Interior Designer Section									
<b>4) Meeting Date:</b> 10/3/23	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters – Discussion and Consideration  1. Updates a. A-E 8, relating to Professional Conduct b. A-E 14, relating to Registration of Professional Interior Designers c. A-E 15, relating to Continuing Education of Professional Interior Designers  2. Pending or Possible Rulemaking Projects a. Rule Projects Chart							
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPP Staff)</i>  <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> N/A							
<b>10) Describe the issue and action that should be addressed:</b>  Continue preliminary rule drafting; Review A-E Board Slate of Current Rule Projects <b>Attachments:</b> <ul style="list-style-type: none"> <li>A-E 1 to 15 Chapter A-E 8, relating to Professional Conduct redlined text</li> <li>NDICQ Examination Blueprint, Professional and Practicum Examination Information</li> <li>Rule Projects Chart</li> </ul> Copies of current Board Rule Projects Can be Viewed Here: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a>									
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: right;">                 9/21/23             </div> </div> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-top: 1px solid black; border-bottom: 1px solid black;">Signature of person making this request</td> <td style="width: 30%; border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Supervisor (Only required for post agenda deadline items)</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Executive Director signature (Indicates approval for post agenda deadline items)</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> </table>				Signature of person making this request	Date	Supervisor (Only required for post agenda deadline items)	Date	Executive Director signature (Indicates approval for post agenda deadline items)	Date
Signature of person making this request	Date								
Supervisor (Only required for post agenda deadline items)	Date								
Executive Director signature (Indicates approval for post agenda deadline items)	Date								

## Chapter A–E 8

### PROFESSIONAL CONDUCT

**A–E 8.01 Authority.** The rules of conduct in this chapter are adopted under authority of ss. 15.08 (5) (b), 227.11 and ch. 443, Stats.

**A–E 8.02 Intent.** The intent of the examining board in adopting this chapter is to establish rules of professional conduct for the professions of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying, ~~and interior design~~. A violation of any standard specified in this chapter may result in disciplinary action under ss. 443.11 to 443.13, Stats.

**A–E 8.03 Definitions.** In ch. 443, Stats., and chs. A–E 1 to 9:

(1) “Gross negligence in the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying ~~and interior designing~~” means the performance of professional services by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor ~~or interior designer~~ which does not comply with an acceptable standard of practice that has a significant relationship to the protection of health, safety or public welfare and is performed in a manner indicating that the professional knew or should have known, but acted with indifference to or disregard of, the accepted standard of practice.

(2) “Incompetency in the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ land surveying ~~or interior design~~” means conduct which demonstrates any of the following:

(a) Lack of ability or fitness to discharge the duty owed by an architect, landscape architect, professional engineer, designer, ~~or~~ land surveyor ~~or interior designer~~ to a client or employer or to the public.

(b) Lack of knowledge of the fundamental principles of the profession or an inability to apply fundamental principles of the profession.

(c) Failure to maintain competency in the current practices and methods applicable to the profession.

(3) “Misconduct in the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying ~~or interior design~~” means an act performed by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor ~~or interior designer~~ in the course of the profession which jeopardizes the interest of the public, including any of the following:

(a) Violation of federal or state laws, local ordinances or administrative rules relating to the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying.

(b) Preparation of deficient plans, drawings, maps, specifications or reports.

(c) Engaging in conduct which evidences a lack of trustworthiness to transact the business required by the profession.

(d) Misrepresentation of qualifications such as education, specialized training or experience.

(4) “Responsible supervision of construction” is defined in s. 443.01 (8), Stats.

(5) (a) “Supervision,” “direct supervision,” “responsible charge,” and “direction and control,” mean direct, personal, active supervision and control of the preparation of plans, drawings, documents, specifications, reports, maps, plats and charts.

(b) The terms in par. (a) include the following:

1. Selection or development of standards, methods and materials to be used.

2. Selection of alternatives to be investigated and the comparison of alternatives for the professional work.

3. Testing to evaluate materials or completed works, either in new or existing projects.

4. Knowledge of applicable codes and professional standards.  
5. Knowledge of the technical capabilities of the personnel they rely upon to perform the professional work.

(c) The terms in par. (a) do not include the following:

1. Indirect or casual supervision.
2. Delegation of any decision requiring professional judgment.
3. Casual review or inspection of prepared plans, drawings, specifications, maps, plats, charts, reports or other documents.
4. Mere assumption by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer of responsibility for work without having control of the work.
5. Assuming charge, control or direct supervision of work in which the architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer does not have technical proficiency.

**A–E 8.04 Offers to perform services shall be truthful.** When offering to perform professional services, an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(1) Shall accurately and truthfully represent to a prospective client or employer the capabilities and qualifications which the registrant or licensee has to perform the services to be rendered.

(2) Shall represent the costs and completion times of a proposed project to a client or prospective client as accurately and truth- fully as is reasonably possible.

(3) May not offer to perform, nor perform, services which the registrant or licensee is not qualified to perform by education or experience without retaining the services of another who is qualified.

(4) May not use advertising or publicity which is fraudulent or deceptive.

(5) May not misrepresent the extent to which the performance of services will involve a partnership or association with another registrant or licensee or misrepresent the identity of a registrant or licensee with whom a partnership or association will be engaged in for the performance of services.

(6) May not collect a fee for recommending the services of another unless written notice is first given to all parties concerned.

(7) May not practice under a firm name that misrepresents the identity of those practicing in the firm or misrepresents the type of services which the individuals, firm or partnership is authorized and qualified to perform.

**A–E 8.05 Conflicts of interest. (1)** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(a) Shall avoid conflicts of interest. If an unavoidable conflict of interest arises, the registrant or licensee shall immediately inform the client or employer of all the circumstances which may interfere with or impair the registrant's or licensee's obligation to provide professional services. Under these circumstances a registrant or licensee may not proceed to provide professional services without the full approval and consent of the client or employer.

(b) Shall notify the employer or client and withdraw from employment at any time if it becomes apparent that it is not possible to faithfully discharge the responsibilities and duties owed to the client or employer.

(c) May not agree to perform professional services for a client or employer if the registrant or licensee has a significant financial or other interest which would impair or interfere with the registrant's or licensee's responsibility to faithfully discharge professional services on behalf of the client or employer.

(d) May not accept payment from any party other than a client or employer for a particular project or may not have any direct or indirect financial interest in a service or phase of a service to be provided as part of a project unless the employer or client approves.

(e) May not solicit or accept anything of value from material or equipment suppliers in return for specifying or endorsing a product.

(f) May not violate the confidences of a client or employer, except as otherwise required by rules in this chapter.

(g) May not perform services for a client or employer while a full-time employee of another employer without notifying all parties concerned.

**(2)** Nothing in these rules limits a registrant's or a licensee's professional responsibility to an owner of a project when the registrant or licensee is employed by a person or firm under contract to construct and furnish design services for that project.

**A–E 8.06 Professional obligations.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(1) Shall use reasonable care and competence in providing professional services.

(2) May not evade the professional or contractual responsibility which the registrant or licensee has to a client or employer.

(3) May not enter into an agreement which provides that a person not legally and actually qualified to perform professional services has control over the registrant's or licensee's judgment as related to public health, safety or welfare.

**A–E 8.07 Unauthorized practice.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying and interior designing by reporting violations to the board.

(2) May not delegate professional responsibility to unlicensed persons and may not otherwise aid or abet the unlicensed practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying or interior designing.

**A–E 8.08 Maintenance of professional standards.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(1) Shall furnish the board with information indicating that any person or firm has violated provisions in ch. 443, Stats., rules in this chapter or other legal standards applicable to the profession.



(2) May not discuss with any individual board member any disciplinary matter under investigation or in hearing.

(3) Shall respond in a timely manner to a request by the board, a section of the board or the department for information in conjunction with an investigation of a complaint filed against a registrant or licensee. There is a rebuttable presumption that a registrant or licensee who takes longer than 30 days to respond to a request for information has not acted in a timely manner.

(4) Shall notify the department in writing if the registrant or licensee has been disciplined for unprofessional conduct in other states where the registrant or licensee holds a credential or has violated federal or state laws, local ordinances or administrative rules, not otherwise reportable under s. [SPS 4.09 \(2\)](#), which are related to the practice of an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer. The notification shall be submitted within 48 hours of the disciplinary finding or violation of law and shall include copies of the findings, judgments and orders so that the department may determine whether the circumstances are substantially related to the practice of the registrant or licensee.

**A–E 8.09 Adherence to statutes and rules.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor or interior designer:

(1) Shall comply with the requirements in ch. 443, Stats., rules in this chapter and all other federal, state and local codes which relate to the practice of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying and interior designing.

(2) May not engage in conduct that may adversely affect his or her fitness to practice architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying or interior designing.

**A–E 8.10 Plan stamping. (1)** No architect, landscape architect, professional engineer, ~~or~~ designer or interior designer may sign, seal or stamp any plans, drawings, documents, specifications or reports for architectural, landscape architectural, professional engineering ~~or~~ design or interior design practice which are not prepared by the registrant or under his or her personal direction and control.

(2) No professional land surveyor may sign, seal or stamp any maps, plats, charts, or reports for professional land surveying practice which are not prepared by the professional land surveyor or under his or her personal direction and control.

(3) No architect, landscape architect, professional engineer, designer ~~or~~ professional land surveyor or interior designer shall allow work performed by him or her or under his or her personal direction and control to be signed, sealed or stamped by another except that an architect, landscape architect, professional engineer, designer ~~or~~ professional land surveyor or interior designer working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work.

**A–E 8.11 Suspension of registration; effect.** Any registrant or licensee whose registration or license has been suspended is prohibited during the term of the suspension from engaging in any of the following:

(1) Offering to perform any service which requires registration or licensure.

(2) Performing any professional service which requires registration or licensure.

(3) Signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying.

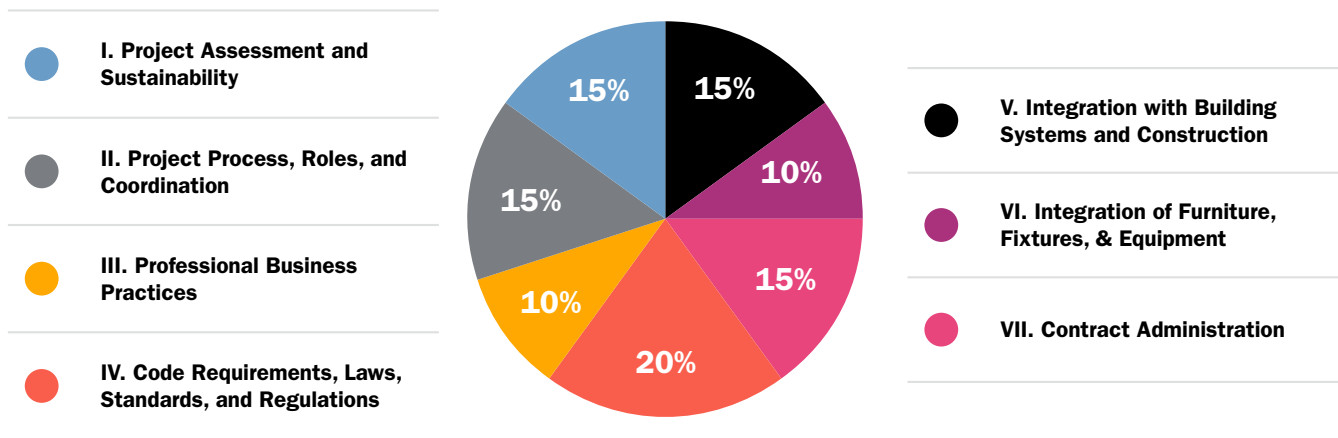
- (4) Entering into contracts the performance of which require registration or licensure.
- (5) Engaging in responsible supervision of construction as defined in s. [443.01 \(8\)](#), Stats.

# IDPX

## Interior Design Professional Exam

- 4 hours
- 175 questions
- Multiple Choice

The **Interior Design Professional Exam (IDPX)** focuses on analyzing and applying the project management coordination of the interior design process with an emphasis on Health, Safety and Welfare. The IDPX exam covers competencies in: project assessment and sustainability; project, process, roles and coordination; professional business practices; code requirements, laws, standards, and regulations; integration with building systems and construction; integration of furniture, fixtures & equipment; and contract administration.



### I. Project Assessment and Sustainability 15%

#### Ability to understand and analyze:

- **square footage standards** (e.g., building codes, BOMA calculations and terminology)

#### Demonstrate understanding of:

- **environmental and wellness attributes** (e.g., energy and water, conservation, renewable resources, indoor air quality, resiliency, active design)
- **existing conditions analysis** (e.g., hazardous materials, seismic, accessibility, construction type, occupancy type)
- **project drivers** (e.g., stakeholder requirements, space usage, preferred culture and branding, goals and objectives, budget)

### II. Project Process, Roles, and Coordination 15%

#### Understand and identify:

- **scope of project team members** (e.g., architects, engineers,

specialty consultants, contractors, construction managers)

- **role of stakeholders** (e.g., management, identification, level of interest, level of influence, managing expectations)

#### Demonstrate understanding of:

- **project budgeting/tracking** (e.g., value engineering, alternates, timing and responsibility)
- **critical path** (e.g., design milestones, sequencing, design phases, deliverables)
- **design phase criteria** (e.g., deliverables, approval, sign-off, quality control, meeting project goals and objectives)
- **allied professionals' drawings** (e.g., mechanical, electrical, and structural engineering, architecture, security, specialty consultants)
- **specification types and format** (e.g., prescriptive, performance, proprietary, divisions)
- **phased construction plan**
- **post occupancy evaluation** (e.g., metrics, timing, scope, analyzing data, evaluating criteria, commissioning, employee surveys)

### III. Professional Business Practices

10%

#### Demonstrate understanding of:

- **scope of practice** (e.g., legal liability, laws and regulations, certification vs licensure, practice and title act)
- **business structures** (e.g., LLC, joint ventures, sole proprietor, partnership, corporation)
- **business management** (e.g., applicable taxes, accounting, liability and insurance)

#### Ability to understand and develop:

- **proposals** (e.g., time and fee estimation, Request for Proposals, process, project scope, presentation, exclusions, add services)
- **contracts** (e.g., legal considerations, liabilities, terms and conditions)
- **project budgeting principles and practices**

### IV. Code Requirements, Laws, Standards, and Regulations

20%

#### Demonstrate understanding of:

- **environmental regulations** (e.g., indoor air quality, energy conservation, material conservation, water conservation)
- **reference standards and guidelines** (e.g., ADA/Accessibility, BIFMA, ASHRAE, OSHA, NFPA, IBC)
- **zoning and building use**
- **permit requirements** (e.g., processes, timing, awareness of jurisdictional differences)

### V. Integration with Building Systems and Construction

15%

#### Demonstrate understanding and application of:

- **structural systems** (e.g., load bearing, non-load bearing, steel, concrete, post-tension)
- **plumbing systems** (e.g., low flow, waterless, filtration, water metering, gray water)
- **fire protection systems** (e.g., sprinklers, strobes, alarms, extinguishers, smoke and heat detectors)
- **low voltage systems** (e.g., data and communication, security, A/V)
- **mechanical systems** (e.g., types of systems, coordination with ceiling plans, indoor air quality)
- **monitoring systems** (e.g., building automation systems)
- **installation methods** (e.g., sequencing of work)
- **building construction types** (e.g., wood, steel, concrete)

- **building components** (e.g., doors, windows, wall assemblies, hardware, glazing assemblies)
- **vertical and horizontal systems of transport** (e.g., stairs, elevators)
- **lighting systems** (e.g., fixtures, zoning, sensors, daylighting, circadian rhythms, calculations, distribution, energy efficiency)
- **electrical systems** (e.g., outlet placement, switching, GFI, occupancy sensors)
- **acoustical systems** (e.g., sound masking, NRC, STC, CAC, AC, sound batting, wall types and ceiling elements)

### VI. Integration of Furniture, Fixtures, & Equipment

10%

#### Identify and apply appropriate:

- **product components** (e.g., system furniture vs ancillary furniture, power integration of furniture, acoustic panels vs non-acoustic panels, modular wall systems)

#### Demonstrate understanding of:

- **equipment integration** (e.g., appliances or specialty equipment within the design, accessibility and code compliance)
- **and parameters of maintenance** (e.g., warranties, manuals, cleaning protocols, documents)
- **processes for procurement, delivery, and installation** (e.g., sequencing, purchase orders, prepayment requirements, Customer's Own Material, liabilities, shop drawings, lead time)

#### Ability to conduct and communicate:

- **budgeting and cost estimating** (e.g., quantity takeoffs, product cost, install cost, overage, attic stock, life cycle costing, Return on Investment)

### VII. Contract Administration

15%

#### Demonstrate understanding of:

- **and application of documentation and procedures** (e.g., transmittals, contemplative change orders, change directive, change order, addenda, bulletin, purchase orders, Request for Information (RFIs))
- **project accounting** (e.g., payment schedules, invoices, contractor pay applications and approvals)

#### Ability to lead:

- **project meetings** (e.g., management, protocol, minutes)

#### Demonstrate understanding and utilization of:

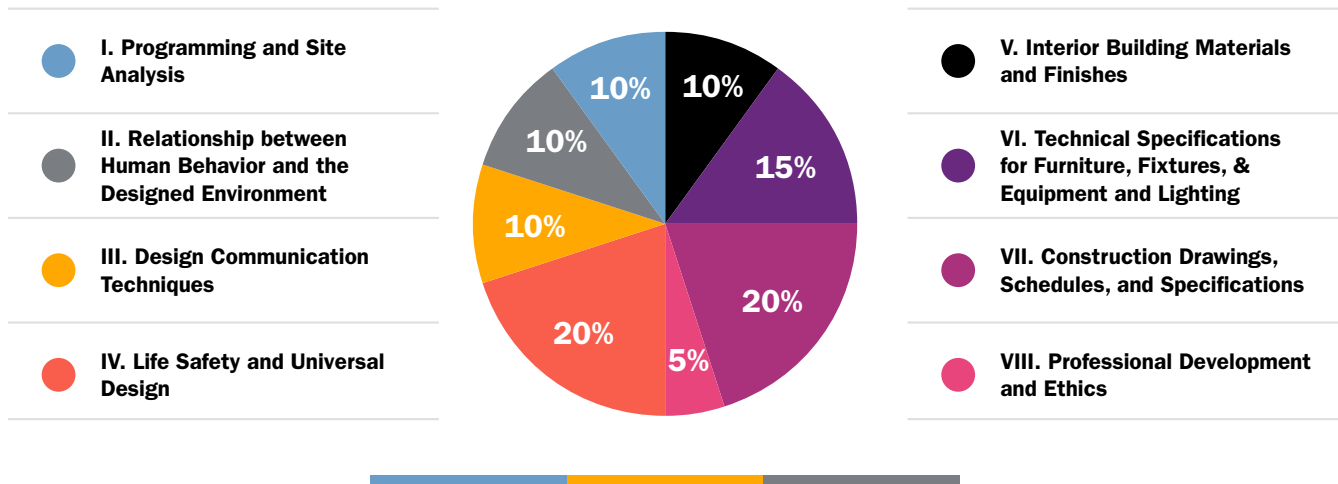
- **site visits and field reports**
- **shop drawings and submittals**
- **construction mock-ups**
- **punch lists/deficiency list**

# IDFX

## Interior Design Fundamentals Exam

- 3 hours
- 125 questions
- Multiple Choice

The **Interior Design Fundamentals Exam (IDFX)** focuses on the concepts and principles of interior design with an emphasis on Health, Safety and Welfare. Candidates eligible for the IDFX includes students (in their final year of a Bachelor's or Master's in Interior Design degree program), recent graduates and emerging professionals with an applicable interior design degree. The IDFX exam covers competencies in: programming and site analysis; relationship between human behavior and the designed environment; design communication techniques; life safety and universal design; interior building materials and finishes; technical specifications for furniture, fixtures, & equipment and lighting; construction drawings, schedules and specifications; and professional development and ethics.



### I. Programming and Site Analysis 10%

#### Demonstrate appropriate use of:

- **analysis tools** (e.g., spreadsheets, site photographs, matrices, bubble diagrams, graphs, behavioral based analytics)

#### Demonstrate understanding of:

- **research methods** (e.g., observations, interviewing, surveying, case studies, benchmarking, precedent studies)
- **the site context** (e.g., location, views, solar orientation, zoning, historical information, constraints, change of use, transportation)

### II. Relationship between Human Behavior and the Designed Environment 10%

#### Demonstrate understanding of:

- **human factors** (e.g., ergonomics, anthropometrics, proxemics, psychological, physiological, social)
- **universal design** (e.g., accessibility, ability level, inclusivity, special needs, aging population, bariatric, pediatric)
- **contextual influences** (e.g., environmental and ecological, social, cultural, aesthetic, hierarchy of needs)

#### Demonstrate knowledge of:

- **sensory considerations** (e.g., acoustics, lighting, visual stimuli, color response, scent, tactile, thermal comfort)

### III. Design Communication Techniques

10%

#### Ability to apply:

- **data and research** (e.g., charts, infographics, analytics)
- **conceptual diagrams** (e.g., parti diagrams, bubble diagrams, adjacency matrices)
- **planning diagrams** (e.g., stacking/zoning diagrams, block plans/square footage allocations)

### IV. Life Safety and Universal Design

20%

#### Demonstrate understanding of:

- **life safety** (e.g., egress, fire separation, fire-rated partitions and doors, and A/V alarms location coordination)
- **universal design** (e.g., inclusive design, accessible design)

### V. Interior Building Materials and Finishes

10%

#### Demonstrate understanding of:

- **textiles** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)
- **floor coverings** (e.g., types, transitions, testing standards and codes, applications, installation methods, estimating, slip resistance, technical specifications)
- **wall treatments** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)
- **window treatments** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)
- **ceiling treatments** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)
- **acoustical products** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)
- **wayfinding and signage** (e.g., types, testing standards and codes, applications, installation methods, estimating, technical specifications)

### VI. Technical Specifications for Furniture, Fixtures, & Equipment and Lighting

15%

#### Demonstrate understanding of:

- **life safety elements** (e.g., flammability, toxicity, slip resistance, accessibility and egress clearances, fixed and loose furniture, indoor air quality, code compliance)
- **sustainability and environmental impact** (e.g., recyclability, cradle to cradle, embodied energy, carbon footprint, material

sourcing, ratings and certifications)

- **materials and technical specifications** (e.g., color fastness, abrasion resistance, cleanability, reference standards, ANSI/BIFMA)
- **light fixture selection and specification** (e.g., general, accent and task lighting; color temperature, color rendering, lamp types, energy load)

### VII. Construction Drawings, Schedules, and Specifications

20%

#### Demonstrate understanding of:

- **code required information** (e.g., egress, accessibility, specialty codes, fire/life safety, occupancy, plumbing calculations)
- **appropriate measuring conventions** (e.g., scale, unit of measure, dimensioning)
- **construction drawing standards** (e.g., annotations, hatch patterns, line types, symbols, north arrow, section cuts, cross referencing)

#### Understand and develop:

- **general information sheets** (e.g., general conditions and notes, drawing index, legend, symbols, location, consultant, contact information)
- **demolition plans**
- **floor plans** (e.g., partition plan, construction plan, dimension plan)
- **reflected ceiling and/or lighting plans** (e.g., supplies, returns, ceiling types, heights, monitoring and detection devices, switching, controls)
- **furniture plans**
- **finish plans**
- **elevations, sections, and details** (e.g., partition types, enlarged plans, custom details and assemblies)
- **power, data, and communication plans**
- **schedules** (e.g., finish, equipment, plumbing, lighting, door, window, hardware, accessories)
- **millwork** (e.g., construction techniques, coordination with Furniture, Fixtures, & Equipment, and utilities, substrates, shop drawings, material selection, accessibility)

### VIII. Professional Development and Ethics

5%

#### Demonstrate understanding of:

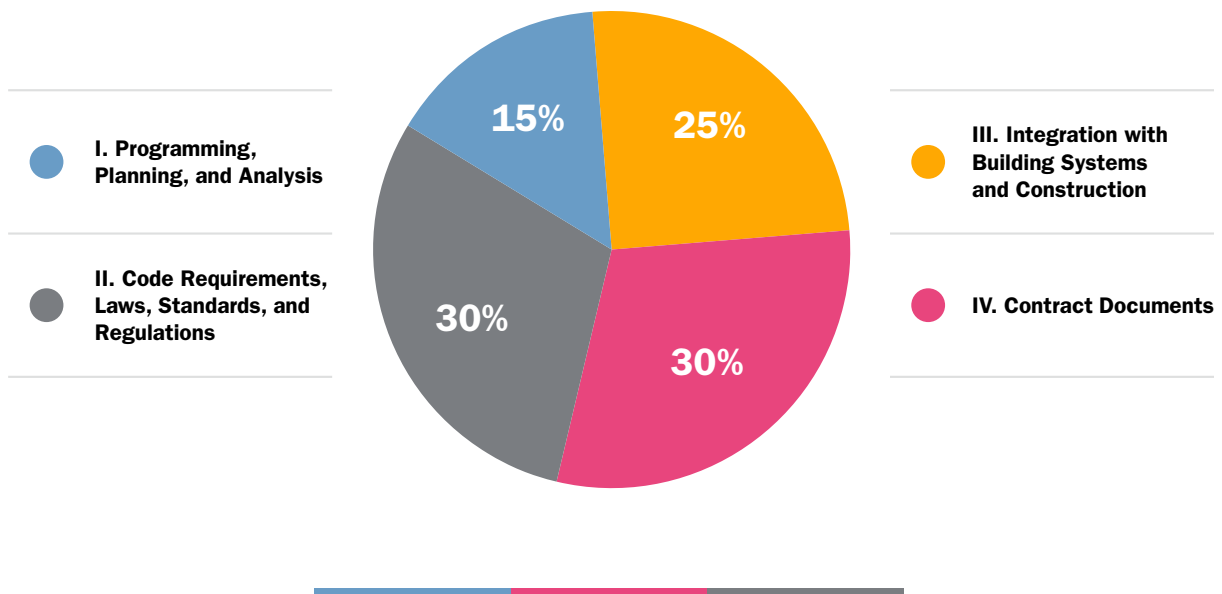
- **professional ethics** (e.g., code of ethics, consumer protection, health, safety, welfare, social responsibility)
- **professional development** (e.g., professional organizations, continuing education)

# PRAC

## Practicum Exam

- 4 hours
- 114 questions
- Fill in the Blank, Hot Spot, Drag and Place

The **Practicum Exam (PRAC)** utilizes three case studies (large commercial, small commercial, and multi-family residential) to assess the ability to apply, synthesize, and integrate information related to the design process using resources provided with an emphasis on Health, Safety and Welfare. The PRAC covers competencies in: programming, planning and analysis; code requirements, laws, standards, and regulations; integration with building systems and construction; and contract documents.



### I. Programming, Planning, and Analysis 15%

#### Demonstrate understanding and appropriate use of:

- **analysis tools** (e.g., spreadsheets, site photographs, matrices, bubble diagrams, graphs, behavioral based analytics)
- **planning diagrams** (e.g., stacking/zoning diagrams, block plans/square footage allocations)

#### Demonstrate understanding of:

- **square footage standards** (e.g., building codes, BOMA calculations and terminology)

- **existing conditions analysis** (e.g., hazardous materials, seismic, accessibility, construction type, occupancy type)
- **universal design** (e.g., accessibility, ability level, inclusivity, special needs, aging population, bariatric, pediatric)
- **life safety codes and standards** (e.g., flammability, toxicity, slip resistance, accessibility and egress clearances, fixed and loose furniture, Indoor air quality, code compliance)

#### Assess the:

- **human factors** related to the interior space (e.g., ergonomics, anthropometrics, proxemics, psychological, physiological, social)



## II. Code Requirements, Laws, Standards, and Regulations

30%

### Ability to integrate:

- **life safety** elements (e.g., egress, fire separation)

### Demonstrate understanding of:

- **reference standards and guidelines** (e.g., BIFMA, ASHRAE, OSHA, NFPA, IBC)
- **zoning and building use requirements**
- **permit requirements** (e.g., processes, timing, awareness of regional differences)
- **universal design** (e.g., inclusive design, accessible design)

## III. Integration with Building Systems and Construction

25%

### Demonstrate knowledge and application of relevant:

- **plumbing systems** (e.g., low flow, waterless, filtration, water metering, gray water)
- **fire protection systems** (e.g., sprinklers, strobes, alarms, extinguishers, smoke and heat detectors)
- **mechanical systems** (e.g., types of systems, coordination with ceiling plans, indoor air quality)
- **building construction types** (e.g., wood, steel, concrete)
- **building components** (e.g., doors, windows, wall assemblies, hardware, glazing assemblies)
- **vertical and horizontal systems of transport** (e.g., stairs, elevators)
- **electrical systems** (e.g., outlet placement, switching, GFI, occupancy sensors)
- **acoustical systems** (e.g., sound masking, NRC, STC, CAC, AC, sound batting, wall types and ceiling elements)

### Determine appropriate:

- **lighting systems** (e.g., fixtures, zoning, sensors, daylighting, circadian rhythms, calculations, distribution, energy efficiency)

## IV. Contract Documents

30%

### Demonstrate understanding of:

- **light fixture selection and specification** (e.g., general, accent and task lighting; color temperature, color rendering, lamp types)
- **equipment integration** (e.g., appliances or specialty equipment within the design, accessibility and code compliance)
- **allied professionals' drawings** (e.g., mechanical, electrical, and structural engineering, architecture, security, specialty consultants)

### Ability to develop, analyze, and/or review:

- **phased construction plans**
- **code required information** (e.g., egress, accessibility, specialty codes, fire/life safety, occupancy, plumbing calculations)
- **general information sheets** (e.g., general conditions and notes, drawing index, legend, symbols, location, consultant, contact information)
- **demolition plans**
- **floor plans** (e.g., partition plan, construction plan, dimension plan)
- **reflected ceiling and/or lighting plans** (e.g., supplies, returns, ceiling types, heights, monitoring and detection devices, switch patterns, controls)
- **furniture plans**
- **finish plans**
- **elevations, sections, and details** (e.g., partition types, enlarged plans, custom details and assemblies)
- **power, data, and communication plans**
- **schedules** (e.g., finish, equipment, plumbing, lighting, accessories, door, hardware, window)
- **millwork** (e.g., construction techniques, coordination with Furniture, Fixtures, & Equipment, and utilities, substrates, shop drawings, material selection, accessibility)

### Ability to analyze, and/or review:

- **measuring conventions** (e.g., scale, unit of measure, dimensioning)
- **construction drawing standards** (e.g., annotations, hatch patterns, line types, symbols, north arrow, section cuts, cross referencing)



**Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers  
Rule Projects (updated 9/21/23)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
	112-24	6/20/2024	A-E 4 and 13	<b>Engineer in training credential.</b> Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Scope withdrawn.	
	112-21	6/20/24	A-E 2, 7, and 8	<b>Sealing and Stamping of Documents.</b> Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Drafting.	Board Approval of Preliminary Rule Draft.
	071-22	2/4/25	A-E 8	<b>Supervision.</b> Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Drafting.	Board Approval of Preliminary Rule Draft.
	038-23	12/5/25	A-E 3	<b>Architectural Registration.</b> Clarification of Architectural Registration language and practices	Drafting.	Board Approval of Preliminary Rule Draft.
	028-23	11/1/25	A-E 1 to 15	<b>Registered Interior Designers.</b> The objective of the proposed rules is to implement the statutory changes from 2021 Wisconsin Act 195 to allow for the licensure, discipline, and practice of Registered Interior Designers.	Drafting.	Board Approval of Preliminary Rule Draft.