



**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
December 10, 2024**

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 20, 2024 (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. Delaney, Jennifer L. – 7/1/2028
 - b. Destree, Melissa M. – 7/1/2025
 - c. Stroebel, Robin – 7/1/2026
 - d. Szeklinski, Genevieve – 7/1/2028
 - e. Uselmann, Corissa D. – 7/1/2028
- F. Administrative Rule Matters – Discussion and Consideration (5)**
 - 1) Pending and Possible Rulemaking Projects (6)
- G. Council for Interior Design Qualification (CIDQ) Membership – Discussion and Consideration (7-9)**
- H. Legislation and Policy Matters – Discussion and Consideration

- I. 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

J. Public Comments

ADJOURNMENT

NEXT MEETING: MARCH 18, 2025

 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://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. 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 20, 2024**

PRESENT: Melissa Destree, Jennifer Delaney, Robin Stroebel, Genevieve Szeklinski

ABSENT: Corissa Uselmann

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administration Specialist; 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 four (4) members present.

ADOPTION OF AGENDA

MOTION: Melissa Destree moved, seconded by Genevieve Szeklinski, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 18, 2024

MOTION: Genevieve Szeklinski moved, seconded by Jennifer Delaney, to approve the Minutes from June 18, 2024, as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: Melissa Destree moved, seconded by Robin Stroebel, to recognize and thank Laura Schade Stroik for their years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Appointment of Liaisons and Alternates, Delegation of Authorities

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Robin Stroebel <i>Alternate: Genevieve Szeklinski</i>
Education and Examination Liaison(s)	Genevieve Szeklinski <i>Alternate: Melissa Destree</i>
Monitoring Liaison(s)	Jennifer Delaney <i>Alternate: Genevieve Szeklinski</i>

Professional Assistance Procedure (PAP) Liaison(s)	Jennifer Delaney <i>Alternate: Genevieve Szeklinski</i>
Legislative Liaison(s)	Melissa Destree <i>Alternate: Robin Stroebel</i>
Website Liaison(s)	Corissa Uselmann <i>Alternate: Melissa Destree</i>
Travel Authorization Liaison(s)	Robin Stroebel <i>Alternate: Jennifer Delaney</i>
A-E Rules Committee Designee (Professional Member) <i>(A-E Examining Board Appoints Public Members)</i>	Robin Stroebel <i>Alternate: Melissa Destree</i>
Screening Panel	Corissa Uselmann <i>Alternate: Jennifer Delaney</i>

ADJOURNMENT

MOTION: Melissa Destree moved, seconded by Genevieve Szeklinski, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:36 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 11/27/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting													
3) Name of Board, Committee, Council, Sections: Interior Designers Section															
4) Meeting Date: 12/10/24	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A													
10) Describe the issue and action that should be addressed: Attachments: -AE Rules Chart															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">11) <i>Jake Pelegrin</i></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Authorization</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">11/27/24</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td colspan="2" style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td colspan="2" style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization	11/27/24	Signature of person making this request	Date		Supervisor (if required)	Date		Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
11) <i>Jake Pelegrin</i>	Authorization	11/27/24													
Signature of person making this request	Date														
Supervisor (if required)	Date														
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date													
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.															

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	Sealing and Signing of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
CR 24-044	071-22	2/22/2025	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	The section has tentatively decided the current code is adequate and they don't desire any actual code changes for this project.	The section will decide on any other next steps desired.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Robin Stroebel, Section Member		2) Date When Request Submitted: 11/21/2024
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others
3) Name of Board, Committee, Council, Sections: Registered Interior Designer Section		
4) Meeting Date: 12/10/24	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion and Consideration of Membership with the Council for Interior Design Qualification
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:		
11) Authorization		
Signature of person making this request		Date
Supervisor (if required)		Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.		



APPLICATION FOR CIDQ MEMBERSHIP

CIDQ membership is limited to Jurisdictional Boards and self-regulatory organizations duly established by law in the United States, Canada, or other countries for the licensing, certification, or registration of interior designers, provided such boards utilize, as part of their criteria for such licensing, certification, or registration, the examination produced and promulgated by the Council for testing persons practicing interior design.

Organizations applying for membership are admitted to membership by majority approval of the CIDQ's Board of Directors. In considering any application for admission to membership, the Council Board of Directors shall give due regard to: the aims and purposes of the Council; the prior and current activities of the Member Board applicant; the applicant's standards for admission of its interior design members; and whether such activities and standards of the applicant support the best interests of the Council.

Member Boards have voting rights through their appointment of a Delegate to CIDQ. That process is outlined in the excerpt from our governance below:

Section: Delegates and Credentials

- An Official Delegate shall be appointed to the Assembly of Delegates by each Member Board and shall serve until his/her successor is nominated and duly appointed by the Member Board. The Official Delegate should be a current board member of the Member Board.
- The Official Delegate appointed to the Assembly of Delegates must be a Certificate Holder. However, in the event a Member Board does not have a Certificate Holder available to appoint to the Assembly of Delegates, then a non-Certificate Holder would be allowed to participate on the Assembly of Delegates as the Member Board's Official Delegate.
- An Official Delegate may not serve concurrently as both an Official Delegate and a Director or Officer of CIDQ.
- Each Member Board admitted under Article VI, Section 1, Subsection A is entitled to be represented at meetings of CIDQ by one or more representatives of that Member Board. A Member Board may be represented by as many representatives as are able to attend, but only one vote may be cast by each Member Board in good standing and present in person, or to the extent allowed, and in the manner prescribed in CIDQ's Policies and Procedures, by proxy.
- Contemporaneously with the appointment of the Official Delegate, the Member Board may name an Alternate Delegate who qualifies pursuant to Article VII of these Bylaws.
- In the event that a voting Official Delegate is unable to be present for all or part of the Annual Meeting or Special Meeting, then the Alternate Delegate, if present, may vote on behalf of the Member Board.

CIDQ provides the following services and benefits to its member boards:

- Member Services:
 - A legally defensible examination;
 - Verification of a Certificate holder's credential;
 - Alternative Review Process (ARP) for candidates unable to traditionally document minimum educational requirement for either jurisdictional registration, exam eligibility, or both;
 - Testimony and documentation related to the NCIDQ Examination in support of licensure/registration/certification efforts; and
 - Opportunities to participate on the Board, committees and task forces.

- Member Benefits:
 - Admission of candidates to the NCIDQ Examination for licensure/registration/certification who may meet the jurisdiction’s requirements but not CIDQ’s;
 - Notice of passage of the cumulative sections of the exam for candidate(s) whose addresses are within their jurisdiction and access to a portal containing their official transcript and verified work experience;
 - Authorization for examination retakes when required for reinstatement of the registration/license, which are otherwise not permitted; and
 - Receipt of one free registration to the Annual Assembly of Delegates meeting with paid dues.

Annual Member Board dues will be based on the number of registered/licensed/certified interior designers in your jurisdiction. Fees will be charges in local currency and prorated from the date of membership approval. The dues structure is as follows: Under 150 = \$2,500; 151 – 600 = \$3,500; 601+ = \$4,000; and optional travel added = \$1,500

Upon approval by the CIDQ Board of Directors, an invoice will be provided with payment due upon receipt.

GENERAL INFORMATION

Legal Name of Organization: _____

Full Address: _____

Phone: _____

Number of registered/licensed/certified interior designers (that your organization regulates): _____

List any and all professions that your organization regulates:

MAIN STAFF CONTACT INFORMATION

Name: _____ Phone: _____

Email: _____ Title: _____

DELEGATE INFORMATION (If available at the time of application)

Name: _____ Phone: _____

Email: _____ Title: _____

ALTERNATE DELEGATE INFORMATION (If available at the time of application)

Name: _____ Phone: _____

Email: _____ Title: _____

REQUIRED SUPPLEMENTAL MATERIALS

Provide a copy of the applicable law and any administrative rules relating to the examination, recognition, regulation, or discipline of the profession of interior design in your jurisdiction.

ATTESTATION

As a representative of _____, I confirm that the information submitted above and
(Insert Organization Name)

attached are true and demonstrates the fact that our jurisdiction regulates the profession of interior design and determines competency with the use of the NCIDQ Exam, among other eligibility requirements.

Signature: _____ Date: _____