

**CCIDC**  
**ADMINISTRATIVE RULES AND REGULATIONS**  
**10/18/2010**

1.0 DEFINITIONS

1.1 DIVERSIFIED INTERIOR DESIGN EXPERIENCE:

The phrase "diversified interior design experience" as used in this Chapter and these Administrative Rules and Regulations shall be defined as the preparation, or instruction in the preparation, of nonstructural or non-seismic plans which are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and includes programming, planning, designing, and documenting the construction and installation of nonstructural or non-seismic elements, finishes and furnishings within the interior spaces of a building, and encompasses the competency to protect and enhance the health, safety, and welfare of the public.

1.2 INTERIOR DESIGN:

The term "interior design" as used in this Chapter and these Administrative Rules and Regulations shall be defined as the:

- A. Analysis of a client's needs, goals, and life and safety requirements;
- B. Integration of findings with knowledge;
- C. Formulation of preliminary design concepts that are appropriate, functional and aesthetic;
- D. Development and presentation of final design recommendations through appropriate presentation media;
- E. Preparation of working drawings, plans and specifications for non-structural, non-seismic interior construction, materials, finishes, space planning, furnishings, fixtures, and equipment, that are of sufficient complexity so as to require the skills of a licensed contractor;
- F. Coordination with professional services of other licensed practitioners as required for regulatory approval;
- G. Preparation and administration of construction and furnishing bids and contract documents on behalf of a client;
- H. Review and evaluation of design solutions after project completion.

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1.3 FIRM:

The term "firm" as used in these Administrative Rules and Regulations shall be defined as a sole proprietorship, partnership or corporation engaged in interior design, including individuals, partners or shareholders thereof.

1.4 COLLEAGUE:

The term "colleague" as used in these Administrative Rules and Regulations shall be defined as any other individual or firm engaged in interior design or a related design profession.

1.5 CLIENT:

The term "client" as used in these Administrative Rules and Regulations shall be defined as any individual of entity that retains a Certified Interior Designer to render interior design services.

1.6 INTERIOR DESIGN CERTIFICATION EXAMINATION:

The phrase "interior design certification examination" as used in these Administrative Rules and Regulations shall be defined as:

- A. IDEX California.

1.7 ACCREDITED INTERIOR DESIGN DEGREE PROGRAM:

The phrase "accredited interior design degree program" as used in these Administrative Rules and Regulations shall be defined as:

- A. An accredited interior design degree means a program accredited by any accrediting agency recognized by the United States Department of Education ("USDE").

1.8 ACCREDITED INTERIOR DESIGN CERTIFICATE PROGRAM:

The phrase "accredited interior design certificate program" as used in these Administrative Rules and Regulations shall be defined as:

- A. An accredited interior design certificate means a program accredited by any accrediting agency recognized the USDE.

1.9 INTERIOR DESIGN EDUCATION:

The phrase "interior design education" shall mean successful completion of:

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A. A certificate and/or degree program of interior design from a USDE recognized accrediting school; or

B. A combination of courses in the following categories:

1. Interior Design/Interior Decoration;
2. Construction Documents;
3. Architecture;
4. Art and Architectural/Design History;
5. Building Codes;
6. Drafting;
7. Computer Aided Design and Drafting (CADD);
8. Graphic Design;
9. Business Practices

The required combination of courses shall be as determined by CCIDC.

**1.10 INTERIOR DESIGN EDUCATION AND DIVERSIFIED INTERIOR DESIGN EXPERIENCE:**

For purposes of Business and Professions Code sections 5801, subdivision (c), and 5801.1, an interior designer may be eligible for certification if he/she satisfies the applicable interior design certification examination requirements and has either the requisite number of years of interior design education or diversified interior design experience, or a combination of both.

**1.11 FULL-TIME AND PART-TIME DIVERSIFIED INTERIOR DESIGN EXPERIENCE:**

A. The phrase "full-time diversified interior design experience" as used in these Administrative Rules and Regulations shall be defined as experience of the nature described in Section 1.1, above, of thirty-six (36) hours or more per week or eighteen hundred (1800) hours or more per year.

B. The phrase "part-time diversified interior design experience" as used in these Administrative Rules and Regulations shall be defined as experience of the nature described in Section 1.1, above, of less than thirty-six (36) hours per week or less than eighteen hundred (1800) hours per year. Part-time experience will be considered in proportion to full-time experience.

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1.12 CERTIFICATE HOLDER OR CERTIFIED INTERIOR DESIGNER

The phrase "certificate holder" or "Certified Interior Designer" shall have the same meaning as used in these Administrative Rules and Regulations upon completion of the requirements set forth herein.

2.0 ADMINISTRATION OF CCIDC

2.1 ADMINISTRATION

A. Name: CCIDC, Inc., a California non profit public benefit corporation (California Council For Interior Design Certification), and hereinafter referred to as "CCIDC."

B. Location of Offices. The principal office of CCIDC, Inc., is located at 1605 Grand Avenue, Suite 4, San Marcos, California 92078.

C. Delegation of Certain Functions.

1. Whenever it is stated in these Administrative Rules and Regulations that the "CCIDC Board" or "Board" may or shall exercise or discharge any power, duty, purpose, function, or jurisdiction, the Board of Directors of CCIDC, elected and/or appointed in accordance with the CCIDC's Bylaws, specifically has reserved the same for its own exclusive action.

2. Whenever it is stated the "Executive Director" may or shall exercise or discharge any power, duty, purpose, function, or jurisdiction, that the Executive Director has the authority to act thereon. The Executive Director shall be appointed by the CCIDC Board in accordance with the Bylaws of CCIDC.

3. Any party in interest may appeal to the CCIDC Board for review of the actions and decisions of the Executive Director.

4. Nothing herein prohibits the Executive Director from re-delegating to his/her subordinates.

5. The powers and discretion conferred upon the CCIDC Board to conduct hearings; receive and file notices of defense; determine the time and place of disciplinary hearings under Article 5 of these Administrative Rules and Regulations; set and calendar cases for hearing; perform other functions necessary to the businesslike dispatch of the business of the CCIDC Board in connection with proceedings prior to the hearing of such proceedings; make and issue findings of fact; and the certification and delivery or mailing of copies of decisions under Article 5; are hereby delegated to and conferred upon the Executive Director, or to his/her designee.

6. Employees or staff of the CCIDC shall not, while employed by CCIDC, work or otherwise participate in any design, construction, building, or furnishings industry organizations.

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3.0 APPLICATION FOR CERTIFICATION

3.1 QUALIFICATION AND APPLICATION.

A. In accordance with Business and Professions Code, section 5801, the CCIDC shall, upon written request, provide any Certified Interior Designer with a stamp, certificate and identification card which shall bear the name of and include a number identifying that Certified Interior Designer. The stamp, certificate and identification card certifies that the interior designer has provided CCIDC with evidence of passage of an interior design certification examination approved by CCIDC and any of the following:

1. He/she is a graduate of a four or five-year accredited interior design degree program, and has two years of diversified interior design experience; or
2. He/she has completed a three-year accredited interior design certificate program, and has three years of diversified interior design experience; or
3. He/she has completed a two-year accredited interior design certificate program, and has four years of diversified interior design experience; or
4. He or she has at least eight years of interior design education, or at least eight years of diversified interior design experience, or a combination of interior design education and diversified interior design experience that together total at least eight years.

B. Applicants shall be required to submit with their applications for certification a signed acknowledgment of their receipt and review of the Code of Ethics and Professional Conduct.

C. Applicants shall be required to submit the following as evidence of Educational and/or Interior Design Experience and passage of the required interior design certification examination:

1. Copy of college transcript and/or technical school records with official seal.
2. Completed Application for Certification listing diversified interior design experience.
3. Through December 31, 2012, completed verification form signed by an official of the examining body for a) the CQRID exam, b) or the NCIDQ exam, or c) both parts of the NKBA exam, verifying passage of one of these required interior design certification examination, plus passage of e) the CCRE which will be provided by CCIDC. Effective January 1, 2013, the IDEX California will be the only interior design certification examination used by CCIDC.

D. Applicants shall provide a copy of their driver's license with photo, with their application for certification;

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E. Applicants shall be required to complete any portions of the application for certification disclosing any and all felony criminal convictions in any jurisdiction, including but not limited to the time and place of the incident resulting in the felony conviction and the nature of the conviction. The Applicant, however, may also submit along with the application for certification an explanation of the felony criminal conviction for the Board's review along with the application for certification.

**3.2 DURATION AND RENEWAL OF CERTIFICATION.**

A. Expiration of certification and renewal of unexpired certification.

All Certificates issued under Chapter 3.9 of the Business and Professions Code shall expire twenty-four (24) months after the issue date. Certification shall remain in full force and effect until revoked or suspended for cause, or until expiration, and shall be renewable every two (2) years. To renew an unexpired certificate, the Certified Interior Designer shall, on or before the expiration date of the certification, apply for renewal on a form prescribed by CCIDC and pay the renewal fee.

B. Renewal of expired certification.

A certificate which has expired may be renewed at any time within four (4) years after its expiration by filing an application for renewal on a form prescribed by the Board, and paying the renewal fee in effect. If the certification is renewed more than thirty (30) days after its expiration date, the certificate holder, as a condition precedent to renewal, shall also pay the delinquent administrative fee of \$100.. Renewal shall be effective on the date the application is received by CCIDC, the date all renewal fees are paid, and/or the date the delinquent administrative fee, if applicable, is paid. If so renewed, the certification shall continue in effect through the date provided, when it shall expire if it is not again renewed. Upon renewal of certification as provided above, the Board shall issue to the Certified Interior Designer a new identification card and stamp setting forth the next expiration date.

If the certification is renewed more than thirty (30) days after its expiration date, as a condition precedent to renewal the certificate holder shall pay the delinquent administrative fee of \$100 referenced above as well as all back fees due at that time. For purposes of this paragraph, back fees shall be based on all fees due CCIDC as if the certificate holder's certification has not expired.

C. Failure to renew an expired certification within four (4) years after initial expiration:

A certificate, which is not renewed within four (4) years after its initial expiration may not thereafter be renewed, restored, reissued, or reinstated. The holder of the expired certification may apply for re-certification and obtain a new certificate if:

1. No fact, circumstance, or condition exists which, if the certification were issued, would justify its revocation or suspension;

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2. The applicant pays all of the fees which would be required of the applicant if the applicant were then applying for the certification for the first time; and

3. The applicant takes and passes the current applicable interior design certification examination.

### 3.3 CERTIFICATION BY RECIPROCITY

A. An applicant for certification by reciprocity shall furnish proof satisfactory to the Board that:

1. The applicant is legally recognized and in good standing as an interior designer in a jurisdiction of the United States or Canada with requirements that are substantially equivalent to the requirements of Chapter 3.9 of the Business and Professions Code governing Certified Interior Designers in this state; and

2. Provides evidence of passage of the IDEX California interior design certification examination, or equivalent as determined by CCIDC from time to time.

### 3.4 FEES AND REVENUE.

A. Fee Schedules, Penalties, and Delinquency Fees.

The renewal fees shall be fixed in accordance with the following schedule:

1. The fee for the initial two (2) year certification shall be two hundred fifty dollars (\$250) in addition to a one-time nonrefundable one hundred dollars (\$100) application and processing fee.

2. The fees for a replacement certificate shall be \$50.00, a replacement I.D. card shall be \$35.00, and a replacement stamp shall be \$75.00.

3. The biannual renewal fee shall be two hundred fifty dollars (\$250).

### 4.0 ISSUANCE OF CERTIFICATION

#### 4.1 ISSUANCE OF CERTIFICATION

A. Upon proof having been made to the satisfaction of CCIDC that the qualified applicant has passed the required interior design certification examination and payment of the certification fee prescribed by Section 3.4, CCIDC shall issue certification to the applicant showing that the person named therein is a Certified Interior Designer in the state of California.

#### 4.2. GROUNDS FOR DENIAL OF APPLICATION FOR CERTIFICATION

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A. CCIDC may deny or refuse to issue certification to any applicant who does not meet the criteria established by these Administrative Rules and Regulations, and Chapter 3.9 of the Business and Professions Code, as they now exist or as may be hereinafter adopted by the CCIDC Board or the California legislature.

B. CCIDC may deny or refuse to issue certification to any applicant who has, in the Board's determination upon review of evidence of same, committed any act, or omission, which if committed by a Certified Interior Designer, would constitute grounds for disciplinary action under these Administrative Rules and Regulations.

#### 4.3 RECORDS; INDEX

A. CCIDC shall keep a record of the names and addresses of all Certified Interior Designers and such additional personal data as CCIDC determines to be appropriate. CCIDC shall maintain a proper index and record of each certification issued.

B. CCIDC Board and/or its legal counsel may develop policies and rules regarding disclosure of confidential information concerning individual Certified Interior Designers to the public.

#### 4.4 DURATION OF CERTIFICATION

A. Certification is renewable every two (2) years.

B. Certification shall remain in full force and effect until revoked or suspended for cause, or until expiration.

#### 4.5 REPLACEMENT OF LOST CERTIFICATES, STAMP OR IDENTIFICATION CARD

A. A replacement certificate, stamp or identification card, in place of one that has been lost, destroyed, or mutilated, shall be issued upon proper application, subject to these Administrative Rules and Regulations. A replacement fee fixed by Section 3.4 shall be charged.

#### 4.6 CHANGE OF ADDRESS; NOTICE; PENALTY

A. Each Certified Interior Designer shall notify CCIDC of any change of preferred mailing address.

#### 4.7 USE OF STAMP AND SIGNATURE ON PLANS

A. Each Certified Interior Designer will, upon certification, receive a stamp of the design authorized by CCIDC. Each Certified Interior Designer shall sign, date, and indicate his/her

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certification number on all plans, specifications, and other instruments of service and contract documents prepared for others.

**4.8 USE OF TITLE CERTIFIED INTERIOR DESIGNER**

A. Each Certified Interior Designer is granted permission to use the title "Certified Interior Designer" or "CID" and his/her certification number in conjunction with his/her name while their certification is in good standing. The title and number shall not be used with a business or corporate name, and no title may be used if the individual's certification has been suspended or revoked. Failure to comply with this section constitutes grounds for disciplinary action.

B. CCIDC may bring an action to enjoin an individual from using the title Certified Interior Designer or impersonating a Certified Interior Designer if that individual is not in fact a Certified Interior Designer, if his/her certification is not active and in good standing, or for some other valid reason under California Business and Professions Code Section 17200 or other applicable California law.

**5.0 DISCIPLINE**

**5.1 INVESTIGATIONS: SUSPENSION OR REVOCATION OF CERTIFICATION**

CCIDC may, on its own motion, or upon receipt of a verified written complaint from any person, investigate the actions of any Certified Interior Designer, and may revoke or suspend their certification for a period of not more than two years if found to have committed any one or more of the acts or omissions constituting grounds for disciplinary action under these Administrative Rules and Regulations.

**5.2 TIME FOR DISCIPLINARY ACTION: LIMITATION**

A. All complaints against a Certified Interior Designer shall be filed within two (2) years of the occurrence of the alleged act or omission giving rise to possible disciplinary action, except that a complaint alleging a violation of Section 5.6 may be filed within two (2) years after the discovery by CCIDC of the facts constituting the alleged fraud or misrepresentation prescribed by Section 5.6.

B. Any complaint not filed within the time provided in this section shall be barred, and no action against a Certified Interior Designer shall be commenced under the provisions of this Article 5.

**5.3 POWERS AND PROCEEDINGS BY THE BOARD REGARDING DISCIPLINARY MATTERS**

A. The powers and proceedings used by the CCIDC Board relating to disciplinary actions outlined in this Article 5 will be consistent with applicable law, including Chapter 5 of

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Part 1 of Division 3 of Title 2 of the Government Code (Sections 11500 to 11528) and Article 5 of Chapter 3 of Part 2 of Division 2 of Title 1 of the Corporations Code (Sections 5340 to 5342). Additional powers and proceedings may further be developed by CCIDC and legal counsel when determined to be in the best interest of CCIDC and the Certified Interior Designers.

**5.4 EXPIRATION OF SUSPENDED OR REVOKED CERTIFICATION RENEWAL**

A. A suspended certification may be eligible for renewal as provided in section 3.2 during the suspension period. Notwithstanding a renewal of certification, any suspension shall remain in effect during the suspension period and a suspended certification may not act as a Certified Interior Designer until the expiration for the suspension period.

B. A revoked certification is subject to expiration as provided in this article and may not be renewed. If it is reinstated, as determined by CCIDC, after its expiration, the holder of the revoked certification, as a condition precedent to its reinstatement, shall pay a reinstatement fee in an amount equal to the renewal fee in effect on the last regular renewal date before the date on which it is reinstated, plus all applicable late fees and other applicable charges.

**5.5 VIOLATION AS GROUNDS FOR DISCIPLINE IN GENERAL**

A. A certificate holder's violation of any of the provisions of these Administrative Rules and Regulations or Code of Ethics and Conduct constitutes grounds for disciplinary action.

**5.6 FRAUD IN OBTAINING CERTIFICATION**

A. The fact that the holder of a certification has obtained the certification by fraud or misrepresentation constitutes a ground for disciplinary action.

**5.7 FRAUD IN PERFORMANCE AS CERTIFIED INTERIOR DESIGNER**

A. The fact that the holder of a certification has been found by a court or other forum of competent jurisdiction to have been guilty of fraud, deceit, or breach of contract, constitutes grounds for disciplinary action.

**5.8 GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.**

A. The fact that the holder of a certification has been found by a court or other forum of competent jurisdiction to be guilty of gross negligence or willful misconduct constitutes grounds for disciplinary action.

**5.9 GROSS INCOMPETENCE**

A. The facts that the holder of a certification has been found guilty of gross incompetence by a court or other forum of competent jurisdiction constitute grounds for disciplinary action.

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**5.10 SIGNING OTHERS' PLANS OR INSTRUMENTS; PERMITTING MISUSE OF NAME**

A. The fact that the holder of a certification has affixed his/her signature, or stamp, or has permitted the use of his/her name to, or on plans, drawings, specifications, or other instruments of service not prepared by him/her or under his/her immediate and responsible direction, or has permitted his/her name, signature, or stamp to be used for the purpose of assisting any person, not a Certified Interior Designer, to evade the provisions of this section, constitutes a ground for disciplinary action.

**5.11 NOTIFICATION ISSUANCE; CONTENTS; SERVICE; REVIEW OF VIOLATION; FINDINGS OF FACT**

A. CCIDC may, upon receipt of a verified written complaint, or on its own motion, review and investigate any actions and alleged violation(s) of any Certified Interior Designer, or Non-certified interior designer. CCIDC, or its authorized representative, may contact such person to discuss and resolve the alleged violation. Upon conclusion of the review, the CCIDC's authorized representative shall prepare a finding of fact and a recommendation based upon the finding to which the CCIDC Board shall give due consideration in determining whether cause for disciplinary action exists. If, upon completion of such review and investigation, the CCIDC Board has cause to believe that a Certified Interior Designer or a Non-certified interior designer has violated the provisions of this Article 5.0, they shall so notify such individual in writing ("Notification"). Such Notification shall be in writing and shall describe with particularity the nature of the alleged violation, including a reference to the provision of this Article 5.0 alleged to have been violated. The Notification shall be served upon such person by registered or certified mail or as otherwise required by law

**5.12 CONTEST OF NOTIFICATION PROCEDURE**

A. If a Certified Interior Designer or an Non-certified interior designer desires to contest a Notification he or she shall, within ten (10) business days after service of the Notification notify the Executive Director of CCIDC in writing of his/her request for an informal conference with the Executive Director, or his/her designee. The Executive Director or his/her designee shall, within sixty days (60) from the receipt of the request, hold an informal conference, at the conclusion of which he/she may affirm, modify, or dismiss the Notification. The Executive Director or his/her designee shall state with particularly, in writing, his/her reasons for such action, and shall immediately transmit a copy to each party to the original complaint.

1. If the Certified Interior Designer or Non-certified interior designer desires to contest a decision made after the informal conference, he/she shall inform the Executive Director in writing within ten (10) business days after he/she receives the decision resulting from the informal conference.

B. If the Certified Interior Designer or Non-certified interior designer fails to notify the Executive Director in writing that he/she intends to contest the Notification or the decision made

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after an informal conference within the time specified in this section, the Notification or the decision made after the informal conference shall be deemed a final order of CCIDC and shall not be subject to further administrative review.

C. Where a Certified Interior Designer or a Non-certified interior designer has in a prescribed manner notified the Executive Director of his/her intent to contest the decision made after the informal conference, the CCIDC Board shall afford an opportunity for a hearing. The CCIDC Board shall thereafter conduct a hearing and receive evidence and/or testimony in support or denial of the complaint. Based on its review of the evidence and/or testimony presented at the hearing and its findings of fact, the CCIDC Board shall issue a decision affirming, modifying, or vacating the Notification, or directing other appropriate relief which shall include, but not be limited to, an order that a Certified Interior Designer's or an Non-certified interior designer's failure to comply with any provision of CCIDC Board's decision constitutes grounds for suspension, denial or revocation of certification. The CCIDC Board's decision after hearing shall be final. All such action taken herein by the CCIDC Board may further be taken by a committee of the CCIDC Board, if permitted by the By-laws of CCIDC.

D. The rights of any Certified Interior Designer to appeal the Board's final decision shall be subject to applicable laws, including but not limited to the one year statute of limitations outlined in Sections 5340 or 5341 of the California Corporations Code.