



**STATE BOARD FOR INTERIOR DESIGN
OFFICE OF THE PROFESSIONS**

1411 Broadway (between 39th & 40th Streets)
Tenth Floor – Regents’ Room – Manhattan
and via webex

Friday February 9, 2024 ~ 10:30a - 1:00p

OPEN SESSION AGENDA

CALL TO ORDER (10:30a)

- **Note:** Open Session agenda included as Packet page 1

WELCOME AND INTRODUCTIONS (10:30a – 10:35a)

APPROVAL OF PRIOR MEETING MINUTES (10:35a – 10:40a)

- **2023-10-20 Board Meeting – Packet pages 2-4**

BOARD OFFICE REPORT (10:40a – 10:50a)

- **Registered Licensees (July 2023): 336**
- **New Licensees in 2023: 14**
- **Public Board Member**
- **STEAM Day – Packet page 5**
- **2023 CIDQ Annual Meeting (November 10-12, 2023 - Louisville, KY)**
- **2024 CIDQ Annual Meeting (November 7-9, 2024 – Chicago, IL)**

BRIEFINGS AND CONVERSATION (10:50a – 12:00p)

- **CIDQ**
- **ASID**
- **IIDA**

PORTAL DEMONSTRATION (12:00p – 12:10p)

OUTREACH AND ADVOCACY UPDATE (12:10p – 12:20p)

SELECTION OF NEXT BOARD MEETING (12:20p – 12:25p)

ADJOURNMENT FOR EXECUTIVE SESSION (12:25p)



**STATE BOARD FOR INTERIOR DESIGN
OFFICE OF THE PROFESSIONS**

1411 Broadway, New York, NY 10018 &
89 Washington Avenue, Albany, NY 12234

October 20, 2023
~ 10:30 am ~

OPEN SESSION MINUTES

Primary Board Members Present:

- P. Durante (Chair), Certified Interior Designer
- R. Alweis, P.E.
- R. Betz, R.A.
- E. Fisher, Ph.D., Certified Interior Designer
- R. Novak, Certified Interior Designer
- D. Mallin, R.A. (*remote in Albany, NY* Albany, NY)
- H. Galutera, Certified Interior Designer

Extended Board Members Present:

- None

Board Members Absent:

- A. Randazzo (Vice Chair), Certified Interior Designer

Board Office Personnel:

- E. Greppo – Executive Secretary (ES)
- K. Fitzgerald – Associate in Professional Education

1. Call to Order – Open Session

ES Greppo called the Open Session to order at 10:46 A.M.

2. Introductions and Welcome New Board Members

Board Members Alweis and Betz provided brief summaries of their professional experiences to inform Board Members that were absent from the June 2023 meeting.

3. Meeting Minutes

The Open Session meeting minutes from June 28, 2023 were reviewed.

Motion – Betz/Alweis: Approve June 28, 2023 meeting minutes.
PASSED UNANIMOUSLY.

4. Executive Secretary Board Office Report

- ES listed the number of registered licensees as of January and July 2023. Additionally, the number of new 2023 licensees was mentioned, along with a brief review of the website's license statistics. The number New York residents who are NCIDQ certified will be included in future Board meeting updates.
- The Public Board Member is the only current vacancy on the Board. ES requested that members provide names and contact information of potential candidates that meet the statutory criteria.
- ES noted that the ethics training is an annual requirement for all primary board members. There are no Office of Professional Discipline new Board Member trainings scheduled at this time.
- NYSED is participating in STEAM Day on November 8, 2023 with social media outreach. The target audience is future professionals. Board Members were asked to contribute interior design-specific content for social media to the ES by October 27, 2023.

5. 2024 Chair and Vice-Chair Nominations and Elections

Discussion was held for the 2024 Board Chair and Vice-Chair Board Member positions.

Motion – Fisher/Alweis: Move to nominate Chair Durante for 2024 term. **PASSED UNANIMOUSLY.**

Motion – Fisher/Galutera: Move to nominate Member Mallin for 2024 term. **PASSED UNANIMOUSLY.**

6. SharePoint Demonstrations

Board Members were shown the general Office of Professions and board-specific Board Members only SharePoint pages.

7. CIDQ

- The CIDQ annual meeting will be held November 10-12, 2023 in Louisville, KY. ES will attend and will explore topics flagged by the Board Office and the Board to better understand the national discourse.
- The proposed CIDQ Board Structure Bylaw Amendment information was updated via an email dated October 18, 2023, and supersedes what was included in the initial packet posting. Board Members were asked to email the ES all content-specific concerns.
- ES is exploring the steps for linking CIDQ experience forms, to accept in lieu of Forms 4 and 4A.
- Each Member Board receives one vote for the CIDQ Board of Directors Ballot. Upon discussion, since there was no opposition, ES will vote in favor of all candidates.
- ES is inquiring with other CIDQ Member Board Delegates about the Certified Interior Decorator C.I.D. appellation and whether it has generated any confusion with regulated Interior Design practice.

8. Education Outreach

Board Members were asked to review the NYSED Registered Interior Design programs to see if they had any contacts or ties at the listed post-secondary institutions. ES would like to offer the Board as a

resource to facilitate a short presentation on pathways to licensure. Creating an outreach draft slide deck to use with employers and within college courses was also discussed.

9. Rules and Regulations

ES will circulate his comments via email on regulations and law that pertain to Interior Design. Board Member feedback is requested.

10. Next Board Meeting

The next Board Meeting is tentatively scheduled for February 2, 2024 in New York City.

11. Adjournment

Motion – Betz/Galutera: Move adjourn at 1:17 P.M.
PASSED UNANIMOUSLY.

No executive session held.

Respectfully Submitted,

Eric Greppo, PE
Executive Secretary

Interior Design

Science

Science serves as the foundation for the durability, safety, and sustainability of interior spaces.

Technology

Developing new fabrics that are beautiful to see and touch that resist fire, resist stains, and use less energy.

Engineering

Ensuring structural integrity, safety, and regulatory compliance within interior spaces.

Arts

Ambience. Texture. Light. Air. Materials. Creatively bringing it all together into a cohesive whole.

Math

Understanding aesthetic laws of proportion.
Figuring out quantities of material to purchase.

#STEAMNewYork

CIDQ Convenes Model Legislation Task Force

As reasonable regulation of the interior design profession continues to modernize and expand in the United States, we recognize that jurisdictions considering such policies need resources that provide guidance on how to regulate the interior design profession effectively and efficiently. To that end, CIDQ has convened the **Model Legislation Task Force**, with the goal of providing the resource of model legislative and regulatory language to regulated and unregulated jurisdictions alike.

The members of the Task Force are as follows:

- Jessie Shappell, Task Force Chair, former member of the CIDQ Board of Directors
- Rose Mary Botti-Salitsky, Ph.D., FASID, IIDA, IDEC, NCIDQ
- Stacey Crumbaker, IIDA, Assoc. AIA, NCIDQ
- Michael Daly, NCARB, AIA, NCIDQ, LEED AP BD+C, RS, MBA
- Shundra Harris, FASID, RID, NCIDQ
- Cathe Evans, Executive Director, NC Board of Architecture & Registered Interior Designers
- Cameron Stiles, CID, NCIDQ, FASID, LEED AP
- David Minacci, Esq.

The Task Force's charges are to update the NCIDQ Model Legislation, originally developed in 2010, to reflect the current state of the interior design profession and regulation nationwide. The Task Force will also work to develop model regulations with the assistance of legal counsel, and to incorporate anticipated guidance from the Interorganizational Council on Regulation's Practice Overlap Task Force.

The Task Force was convened in June 2023 and will provide an update on its progress to CIDQ's Assembly of Delegates at the Annual Meeting in Louisville, KY from November 10–11. As a part of the updating process, CIDQ's member boards will be afforded the opportunity to provide input on proposed language through a public comment period to be opened in 2024. Further updates from CIDQ's Model Legislation Task Force will be provided in the coming months. If you have any questions, contact [Matt Barusch](#).

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§8300 Application.

This article applies to the use of a title by a certified interior designer. The general provisions for all professions contained in article one hundred thirty of this title apply to this article.

§8301 Use of the title "certified interior designer".

Only a person certified pursuant to this article may use the title "certified interior designer". Authorization contained within this article to use the title "certified interior designer" shall not be construed to permit the practice of engineering, as described in article one hundred forty-five of this title, or the practice of architecture, as described in article one hundred forty-seven of this title, by persons not otherwise authorized to engage in such practices.

§8302 Signature of a certified interior designer.



All original final interior design documents, plans and specifications, prepared by a certified interior designer or by a full-time or part-time subordinate employed under his or her supervision, shall be manually signed by the certified interior designer.

§8303 Definition of practice of interior design.



For the purposes of this article, the practice of interior design is defined as rendering or offering to render services for a fee or other valuable consideration, in the preparation and administration of interior design documents (including drawings, schedules and specifications) which pertain to the planning and design of interior spaces including furnishings, layouts, fixtures, cabinetry, lighting, finishes, materials, and interior construction not materially related to or materially affecting the building systems, all of which shall comply with applicable laws, codes, regulations, and standards. The scope of work described herein shall not be construed as authorizing the planning and design of engineering and architectural interior construction as related to the building systems, including structural, electrical, plumbing, heating, ventilating, air conditioning or mechanical systems and shall not be construed as authorizing the practice of engineering or architecture as described in article one hundred forty-five or one hundred forty-seven of this title. The interior design plans as described above are not to be construed as those required to be filed with local municipalities or building departments as required by the state education law regulating the practices of architecture or engineering.

§8304 State board for interior design.



1. A state board for interior design shall be appointed by the board of regents on recommendation of the commissioner for the purpose of assisting the board of regents and the department on matters of certification and professional conduct in accordance with section sixty-five hundred eight of this title. The board shall be composed of nine members, four of whom shall be interior designers certified in this state, two of whom shall be licensed architects who practice primarily interior design in this state, one who shall be a professional engineer in this state with an expertise in interior design, one who shall be a full-time interior design educator in this state and one who shall be the public representative. Notwithstanding the foregoing, the members of the first board who are interior designers need not be certified prior to their appointment to the board.
2. Two interior designers and a licensed architect who practices primarily interior design shall serve initial five year terms. Two interior designers and a professional engineer with an expertise in interior design shall serve initial four year terms. One licensed architect who practices primarily interior design, the interior design educator, and the public representative shall serve initial two year terms. Following the establishment of the initial membership of the board, all succeeding appointments shall be for five year terms. Any vacancy on the board shall be filled by appointment for the remainder of such member's terms in accordance with the provisions of this section.

§8305 Requirements for certification.



1. To qualify for certification to use the title "certified interior designer", an applicant shall fulfill all the following requirements:
 - a. Application: file an application with the department;
 - b. Education: have received at least seven years of professional training consisting of academic study and work experience relating to interior design and in accordance with the commissioner's regulations. These seven years shall contain at least two but not more than five years of post secondary education, including an associate degree or the equivalent, in an approved program of interior design;
 - c. Experience: have experience satisfactory to the board and in accordance with the commissioner's regulations;
 - d. Examination:
 1. pass an examination satisfactory to the board in accordance with the commissioner's regulations, and
 2. pass a separate examination satisfactory to the board relative to the fire, safety and building codes of the state;
 - e. Age: be at least twenty-one years of age;
 - f. Citizenship: meet no requirements as to United States citizenship;
 - g. Character: be of good moral character as determined by the department; and

- h. Fees: pay a fee of three hundred dollars to the department for admission to the two department conducted examinations and for an initial license, a fee of one hundred fifty dollars for each reexamination, a fee of one hundred thirty-five dollars for an initial license for persons not requiring admission to a department conducted examination, and a fee of two hundred ten dollars for each triennial registration period.
- 2. On recommendation of the board, the department may exempt:
 - a. from the requirement of subparagraph one of paragraph (d) of subdivision one of this section, an applicant who holds a license of certification to practice as an interior designer issued to him or her upon examination by a legally constituted board of examiners in any other state or political subdivision of the United States, provided that at the time the license or certificate was issued by such state or political subdivision the applicant met the requirements of paragraph (b) of subdivision one of this section for certification to use the title "certified interior designer" established by this article; or
 - b. from the requirements specified in paragraph (b) of subdivision one of this section provided the applicant submits, prior to January first, nineteen hundred ninety-six, satisfactory evidence that the applicant has held himself or herself out as an interior designer and has prepared interior design documents in accordance with the requirements set forth in section eighty-three hundred three of this article for a minimum of seven years, has received a secondary school diploma or equivalent, and has passed the examinations required under paragraph (d) of subdivision one of this section.

§8306 Limited permits.



- 1. On recommendation of the board, the department may issue a limited permit, valid for a period of two years and renewable once on the recommendation of the board, for use of the title "certified interior designer" in accordance with this article by one who is not a resident of this state and has no established business in this state. This individual shall:
 - a. be qualified to practice or engage, under such title, in the practice of interior design in his or her own country or state,
 - b. submit evidence satisfactory to the board of established and recognized professional standing in his or her own country or state, and
 - c. submit satisfactory certifications as to his or her qualifications.
- 2. The limited permit shall authorize the holder to use the title "certified interior designer".
- 3. A limited permit of a certified interior designer shall be used only in connection with the specific project for which the limited permit is issued and authorized in writing by the department.
- 4. The fee for each limited permit shall be one hundred five dollars.

§8307 Separability.



If any section of this article, or part thereof, shall be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder or any other section or part thereof.

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§ 52.18 Interior Design



- a. To be registered as a program creditable towards the education/experience requirement necessary for certification to use the title certified interior designer, as prescribed in section 79-3.2(b) of this Title, a baccalaureate degree curriculum shall contain at least 48 semester hours of course work in the following content areas:
1. drafting and presentation techniques;
 2. fundamentals of space planning and design;

3. materials and methods of construction;
 4. furniture, finishes, and equipment;
 5. history of architecture and the decorative arts;
 6. codes - construction, fire, safety, and accessibility;
 7. environmental and building systems;
 8. color theory and application;
 9. business practices and ethics; and
 10. construction documents.
- b. To be registered as a program creditable towards the education/experience requirement necessary for certification to use the title certified interior designer, as prescribed in section 79-3.2(b) of this Title, an associate degree curriculum shall contain at least 30 semester hours of course work in the following content areas:
1. drafting and presentation techniques;
 2. fundamentals of space planning and design;
 3. materials and methods of construction;
 4. furniture, finishes, and equipment;
 5. history of architecture and the decorative arts; and
 6. codes — construction, fire, safety, and accessibility.

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§79-3.1 Definitions.

As used in this Subpart:

- a. Acceptable accrediting agency shall mean an organization accepted by the department as a reliable authority for the purpose of accreditation at the post-secondary level, applying its criteria for granting accreditation in a fair, consistent, and non-discriminatory manner, such as an agency recognized for these purposes by the United States Department of Education.
- b. Board shall mean the state board for interior design.

§79-3.2 Education/experience credit.



- a. Prior to certification, the applicant shall accrue seven years of acceptable education/experience credit which shall include:
 - 1. at least two but not more than five years of post-secondary education in interior design in accordance with the provisions of subdivisions (b) and (c) of this section, including completion of an associate degree in the field or its equivalent; and
 - 2. at least two years of interior design work experience of a scope and nature satisfactory to the board, as prescribed in section 79-3.3 of this Subpart.
- b. Two years of education/experience credit may be earned for completion of an interior design program leading to an associate degree or four years of education/experience credit may be earned for completion of an interior design program leading to a baccalaureate degree provided that such programs are registered by the department pursuant to section 52.18 of this Title or are professional programs in interior design accredited by an acceptable accrediting agency or are equivalent programs.
- c. Upon evaluation by the department, education/experience credit may be earned for post-secondary-level courses completed in the subjects listed in subdivision (a) of section 52.18 of this Title, which are not part of an associate or baccalaureate degree program in interior design meeting the requirements of section 52.18 of this Title, provided that such course work is offered within a program registered by the department pursuant to Part 52 of this Title or approved by an acceptable accrediting agency or within an equivalent program.

§79-3.3 Experience acceptable for certification.



Practical experience in interior design work, satisfactory to the board and verified by the department, shall:

- a. be under the direct supervision of an interior designer, architect, or professional engineer;
- b. within the bounds of interior design practice as set forth in section 8303 of the Education Law, demonstrate diverse experience in all aspects of project planning and execution; and
- c. reflect increased levels of professional growth.

§79-3.4 Licensing examinations.



- a. A candidate shall pass two separate examinations, satisfactory to the board, prior to certification.
- b. One examination shall test, but shall not be limited to testing, the applicant's knowledge of interior design theory, building and interior systems, planning, contract documents, and professional practice.
- c. The other examination shall test the applicant's knowledge relative to fire, safety, and building codes.
- d. Education requirements for admission. Notwithstanding the provisions of section 59.2 of this Title, an applicant for certification shall not be required to satisfy all education requirements before being admitted to a professional licensing examination in interior design. Such education requirements shall be completed prior to certification.
- e. Grade retention. The grade retention limitations of subdivision (f) of section 59.5 of this Title shall not be applicable to a professional licensing examination in interior design.
- f. Passing standard. The passing standard for reach examination shall be determined by the board.

§79-3.5 Limited permits.



- a. In accordance with subdivision (l) of section 8306 of the Education Law and upon recommendation of the board, the department may issue to an interior designer who is not a resident of this state and has no established place of practice in this State a limited permit to use the title "certified interior designer" solely in connection with a single specified project, provided that such applicant submits:
 - 1. a completed application form, including:
 - i. the applicant's current residential and employment addresses;
 - ii. a description of the project for which the limited permit is requested; and
 - iii. a description of experience satisfactory to the board which is related to the nature of the project for which the permit is requested;
 - 2. verification of national certification or written confirmation, submitted to the department by a recognized licensing authority, that the applicant is legally qualified and authorized to practice as an interior designer or to use the title "certified interior designer" or other similar title in his/her own state or country, and that the applicant is currently in good professional standing; and

- 3. payment of the statutory permit fee.
- b. Limited permits shall expire two years from the date granted, except that such permits may be renewed for one additional two-year period.

§79-3.6 Exemptions.

- a. Pursuant to subdivision (1) of section 8305 of the Education Law, upon recommendation of the board, the department may exempt from the requirement of passing the licensing examination described in subdivision (b) of section 79-3.4 of this Subpart an applicant who has a license or certificate to practice as an interior designer issued to him or her upon written examination by a legally constituted authority in any other state or political subdivision of the United States, provided that the education/experience requirements, as prescribed in section 79-3.2 of this Subpart, were satisfied before licensure and that the examination for such license or certificate, at the time it was issued, was the substantial equivalent of the examination required in this state.
- b. Pursuant to subdivision (2) of section 8305 of the Education Law, upon recommendation of the board, the department may exempt an applicant from the education/experience requirements, as prescribed in section 79-3.2 of this Subpart, provided that prior to January 1, 1996 the applicant submits an application for certification and satisfactory evidence that the candidate has satisfactorily completed an approved secondary school course of study, has the equivalent of seven years of interior design work experience of a scope and nature satisfactory to the board, and has passed the licensing examinations required under section 79-3.4 of this Subpart.