

**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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

1411 Broadway (between 39th & 40th Streets) Tenth Floor – Manhattan

Friday May 16, 2025 ~ 10:30a – 1p

OPEN SESSION AGENDA

- 1. CALL TO ORDER**
- 2. WELCOME AND INTRODUCTIONS**
- 3. GUEST REMARKS**
- 4. APPROVAL OF PRIOR MEETING MINUTES**
 - a. 2025-01-31 Board Meeting (*see packet pages 2-4*)
- 5. BOARD CHAIR AND VICE-CHAIR REPORTS**
- 6. BOARD OFFICE REPORT**
 - a. Public Member Vacancy
 - b. SharePoint Login Demonstration
 - c. OP Annual Report (*see packet pages 5-19*)
 - d. Registered Licensees (Jan 1, 2025): 336 (254 In-State / 81 Out of State / 1 International)
 - e. New Licensees in 2025 (Thru 4/23/25): 5
 - f. CIDQ Annual Meeting: November 6-9, 2025 – Denver, CO
 - g. CIDQ 2025 Exam Dates: April 1-30 & October 1-31
 - h. NCIDQ Certificate Outreach
 - i. CIDQ Member Board Executive Committee
- 7. NEW BUSINESS**
 - a. Education Program Course Content – Color Theory (*see packet pages 64-66*)
 - b. CIDQ Proposed Bylaws (*see packet pages 20-49*)
 - c. Board Committee Assignments (*see packet pages 50-51*)
 - d. Consumer Information Web Page (*see packet pages 52-54*)
 - e. License Requirements Web Page (*see packet pages 55-58*)
 - f. Career Path Web Page (*see packet pages 59-63*)
 - g. Licensure Application Preparation Presentation
 - h. Fall Student/Professional Outreach Event Development
- 8. OLD BUSINESS**
 - a. Interior Designer Certification Bill – S1141 / A4840 (Hoylman-Sigal/McDonald)
 - i. In Higher Education Committee – Senate & Assembly (*see packet pages 64-65*)
- 9. SUGGESTED TOPICS FOR NEXT BOARD MEETING**
- 10. ADJOURNMENT**

~ Next board meeting Friday, September 19 – NYC ~

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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

1411 Broadway, New York, NY 10018

Remote Location:

89 Washington Avenue, Albany, NY 12234

January 31, 2025

~ 10:30 am ~

OPEN SESSION MINUTES**Primary Board Members Present:**

- P. Durante (Chair), Certified Interior Designer
- D. Mallin (Vice Chair), R.A. (remote in Albany, NY)
- R. Alweis, P.E.
- R. Betz, R.A.
- H. Galutera, Certified Interior Designer
- R. Novak, Certified Interior Designer, arrived 11:00 A.M., left 11:53 A.M.

Extended Board Members Present:

- None

Board Members Absent:

- S. Subance Ferrier, Certified Interior Designer
- E. Fisher, Ph.D., Certified Interior Designer

Guests:

- E. Lu – IIDA NY Advocacy Committee and co-founder of the Alliance of Design and Construction Professionals (ADCP)
- T. Buchan – Lobbyist, Park Strategies (remote in Albany, NY)
- T. Banks – CEO, Council for Interior Design Qualification (CIDQ) (remote via Webex), left 11:31 A.M.
- M. Barusch – Director, CIDQ Government Affairs and Advocacy (remote via Webex), left 11:31 A.M.
- A. Rienth, CIDQ Board of Directors

Department Personnel:

- E. Greppo, P.E. – Executive Secretary (ES)
- K. Fitzgerald – Associate in Professional Education
- J. O'Brien – Education Program Assistant II, left 10:47 A.M.
- M. Slivinski – Education Program Assistant I, left 10:47 A.M.
- H. Lienteigne – Administrative Assistant I, left 10:47 A.M.

1. Call to Order – Open Session

ES Greppo called the Open Session to order at 10:40 A.M.

2. Welcome and Introductions

Board members, Department personnel, and guests gave brief introductions.

3. Guest Remarks – CIDQ CEO

ES provided some professional background details on Thom Banks, Hon FASID, Hon Member IDC. Mr. Banks was invited as a guest to update the Board as his CIDQ CEO tenure is expected to end soon. Topics covered included standardizing licensure qualifications, CIDQ exam registrations, exam pass rate consistency over time, adding advanced questions to all three (3) exam sections, active certifications, and how surveys (practice analyses) administered every five (5) years inform exam content. Regulated jurisdictions, public awareness campaign, 2024 updated Model Legislation, 2025 Model Regulation work, the addition of a business analytics staff member in 2024, and, relying on volunteers (<https://www.cidq.org/volunteering>) were also discussed.

In connection with information shared by Mr. Banks, ES stated that the CIDQ Model Law passed unanimously at the 2024 Annual Meeting. ES inquired about exam resources and preparation; blueprints within the candidate handbook and score reports were mentioned. A short Q&A session followed, including federal-level trends. ES will forward CIDQ Town Hall invitation to Board Members.

Note: CIDQ attendees speaking and presenting at non-SED remote locations were asked to disconnect from Webex at the conclusion of this topic.

4. Meeting Minutes

The Open Session meeting minutes from September 27, 2024, were reviewed.

Motion – Betz/Alweis: Approve September 27, 2024, open session meeting minutes.
PASSED UNANIMOUSLY.

5. Board Office Report

- The Public Board Member is the only vacancy on the Board and the Board Office is seeking nominations of people who meet the statutory criteria. ES will reach out to associations to see if they can notify members and clients on behalf of the Board Office.
- As of January 1, 2025, there were 336 registered certified interior designer licensees (254 in-state, 81 out-of-state and one [1] international). NYSED licensed 11 certified interior designers in 2024.
- The 2024 CIDQ Annual Meeting was held November 7-9 in Chicago, IL (50th Anniversary). ES and Chair Durante attended.
- ES thanked Member Galutera for providing edits to the NCIDQ new certificate holders outreach email.
- As a continuation from the previous Board meeting, the Board Office is still working to streamline the process for applicants, remove barriers, and reduce administrative redundancy by working towards utilizing CIDQ applicant information for NYSED licensure.
- ES mentioned that the new Legislative session started on January 8, 2025.

6. Nomination and Election of Board Chair and Vice-Chair

Discussion was held for the Board Chair and Vice-Chair Board Member positions, effective January 31 – first 2026 Board Meeting.

Motion – Galutera/Betz: Move to nominate Chair Durante for Chair.

PASSED UNANIMOUSLY.

Motion – Galutera/Betz: Move to nominate Vice-Chair Mallin for Vice-Chair.

PASSED UNANIMOUSLY.

7. Requirements for certification for certified interior designers Senate Bill 1141 (Holyman-Sigal)

The Bill has been reintroduced with identical language as in the previous legislative session's version. Discussion may continue at the next Board meeting depending on the need for further Board technical review. ES reminded Board Members not to advocate or express a position on proposed legislation.

8. Board Committee Development and Assignments

Discussion outlining the Licensing, Practice and Outreach Committees was held. ES requested that Board Members email their committee preference within the next week. The Board may be asked to review Department online technical resources, assist in the development of outreach resources, and participate in outreach events related to licensure.

9. Other Business & Board Member Remarks

NY11+ is hosting the third (3rd) annual student exhibit at the Port Authority from April 1 – May 30, 2025. In line with World Creativity day, a lunch will be held in the UN lobby on April 21, 2025. NY11+ will also host a roundtable with various academic administrators on Integrating AI in Curriculum (Fall 2025, exact date TBD). ES will share an email with Board Members pertaining to the SUNY General Education Framework revised core competency for Civil Discourse and Information Literacy that identifies artificial intelligence.

10. Next Board Meeting

The next Interior Design Board Meeting will be held on May 16, 2025, in New York City at 10:30AM.

11. Adjournment

Motion – Betz/Alweis: Move to adjourn at 12:46 P.M.

PASSED UNANIMOUSLY.

Respectfully Submitted,

Eric Greppo, PE
Executive Secretary

NEW YORK STATE EDUCATION DEPARTMENT

Office of the Professions Annual Report 2024



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity



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OFFICE OF THE PROFESSIONS (OP): BACKGROUND AND AUTHORITY

Why the Education Department?



History – “For well over two centuries, New York State has led the nation in educational innovations and high standards for students and professionals.”¹

New York is unique in placing its system of professional governance under the [Board of Regents](#), a **citizen body**, which is appointed by the **State Legislature** via a joint ballot. The [State Boards for the Professions](#) assist the Board of Regents and the Education Department on all aspects of professional education, licensing, practice, and discipline. The Regents first became involved in regulating the professions in 1872, when statute authorized them to appoint examining and licensing boards in the State's medical schools. Today, Title VIII of the Education Law establishes 56 licensed professions (47 health related and 9 design/business related). Earliest regulation included the professions of Medicine (1891), Dentistry and Veterinary Medicine (1895), Certified Public Accountancy (1896), Pharmacy (1901), and Registered Professional Nursing (1903). Registered Pharmacy Technician became the fifty-fifth licensed profession in 2021, and Histotechnologist became the fifty-sixth profession in January of 2024.



On December 22, 1903, Miss Ida Jane Anderson, a 1902 graduate of Rochester Homeopathic Hospital, became the first licensed registered nurse in New York State.²

New York State's professional licensure model is unique in its governance by the Board of Regents, which places it within the purview of the **New York State Education Department**, providing an educational lens through which to consider the protection of the public, crafting of practice guidance, and the implementation of legislation.



Perspective – “Preparing licensed professionals and ensuring their continuous development.”



The Office of the Professions licenses or certifies 56 professions in various disciplines and sectors, but the one thing that connects them all is that they require education and training. Some professions may require less pre-professional education, but all require a great level of skill. The Office of the Professions and the New York State Education Department recognize education in its various forms, both written and practical, degreed or vocational, that which is learned in a classroom, and that which is gained from experience and exposure. What's more, these

¹ New York State Education Building, Floor 1. (n.d.). Board of Regents, Important Milestones. Albany, NY.

² Rochester Medical Museum and Archives. (n.d.). *Portrait [sic] of Miss Ida Jane Anderson*. New York Heritage Digital Collections: Rochester Homeopathic Genesee Hospital Collection. Retrieved February 22, 2024, from <https://nyheritage.contentdm.oclc.org/digital/collection/p277601coll2/id/164/rec/1>.

professions are constantly progressing as technology advances and bodies of knowledge evolve, and so require lifelong self-education and re-education of those who possess them (*see Appendix II – Continuing Education*).

The connection between Architecture, Veterinary Medicine, and Public Accountancy, for example, may not be immediately clear, but all of these professions require constant learning of their practitioners: the Architect must stay apprised of the latest building codes, the Veterinarian must read about the latest drugs, and the Accountant must learn the latest tax law. Furthermore, critical pieces of the life of the public are touched by all of these professionals: the structural integrity and beauty of the buildings in which New Yorkers learn, shop, eat, and dwell; the health and happiness of New York pets and livestock; and the accuracy of New York State company audits and returns.



Experience & Authority – “Protecting the Public & Professional Integrity”

The New York State [Board of Regents](#) oversees New York's unique system of professional regulation. Recognized as a model for public protection, it has grown to encompass more than 1,000,000 practitioners and over 30,000 professional practice business entities in more than 50 professions (*see Appendix III – Registered Professionals 2024*). Guided by the Regents, a citizen body, the professions are within New York State's unified system of education: The University of the State of New York. This recognizes the key role education plays in both preparing licensed professionals and ensuring their continuous development.

The State Education Department, under Regents direction, administers professional regulation through its Office of the Professions, assisted by the 33 [State Boards](#) for the Professions. Deputy Commissioner David H. Hamilton leads the Office.

Licensing, registration, and related fees are the sole means of support for professional regulation in New York State. These fees support comprehensive services to the public and the professions. The Office of the Professions provides a number of services to the public and the professions, including **Licensure and Registration**, and **Professional Discipline** (*see OP: KEY OFFICES AND RESPONSIBILITIES*).

The Office of the Professions is committed to the constant pursuit of knowledge in the professions in the interest of public protection. Many licenses require varying degrees of education. Regardless of the requirements for licensure, professional practice grants the ability to interact with the public, including patients or clients in an intimate setting. By ensuring the integrity of the licensed professions, the Office of the Professions functions to safeguard the public and ensure the highest levels of care, and has therefore continued to be entrusted with the disciplinary functions of 53 of the 56 licensed professions.³

Looking ahead, the Office of the Professions aims to maintain a collaborative and supportive relationships with all branches of the New York State government.

³ The Department of Health, [Office of Professional Medical Conduct](#) (OPMC), handles discipline for three licensed professions: physician, physician's assistant, and specialist's assistant.

OP: KEY OFFICES AND RESPONSIBILITIES

- The **Professional Education Program Review (PEPR)** unit in the Office of the Professions receives and reviews applications from education institutions in New York that wish to offer a program leading to licensure and related programs. PEPR reviews the application using general program registration standards, such as resources, faculty, curricula and awards, admissions, administration, and support services. In addition, programs that will lead to licensure must meet profession-specific requirements (e.g., specific content areas, internships hours) set out in law and regulations, if required. PEPR may use the standards of national programmatic accrediting organizations if those standards are satisfactory to the Department.
- The **Bureau of Comparative Education (CompEd)** conducts an individual transcript evaluation of applicants who did not complete a registered licensure-qualifying program or an accredited program to determine whether they have completed an equivalent program that is satisfactory to the Department. Typically, these are applicants who completed an education program outside New York. If there are educational deficiencies, these are communicated to the applicant who then has the ability, in most cases, to provide clarification and/or to complete additional coursework that meets the professional education requirements for licensure.
- Pre-Licensure Services within the **Division of Professional Licensing Services (DPLS)** receives and reviews applications for licensure and limited permits in 56 professions established under Title VIII. Pre-licensure staff work collaboratively with the Professional Education and State Board office staff for a profession, to facilitate the review of education and, if applicable, experience requirements, for licensure. In certain professions, pre-licensure staff make applicants eligible for licensing examinations, based on the requirements for each profession. When all requirements have been met, DPLS issues a license parchment and initial registration certificate to new licensees and adds the license and registration status information to OP's [Verification Search database](#).⁴ DPLS is also responsible for a variety of post-licensure functions, including registration, corporate entities, and public information.
- Executive Secretaries for each of the State Boards and Committees are appointed by the Board of Regents. Working with **State Board office** staff, they guide and coordinate the work of the boards, respond to inquiries from licensees and applicants, review applicant's experience when required for licensure, and audit continuing education compliance by licensees who must complete specific coursework to register for practice. Board members participate in the professional discipline process, assisting Department investigators and prosecutors and serving as panel members in moral character and restoration hearings.
- OP's **Office of Professional Responsibility (OPR)** and the Professional Assistance Program (PAP) uphold professional practice standards. OPR protects the public through timely investigation and prosecution of allegations of professional misconduct while ensuring due process. The PAP (created in 1985) protects the public by providing assistance and monitoring to licensees who have problems related to the use, misuse, or addiction to drugs. A registration surcharge paid by registered professional nurses supports the Statewide Peer Assistance for Nurses (SPAN) program.

⁴ A license issued by the Department is valid for life, unless surrendered, revoked, or suspended by the Board of Regents or the Office of Professional Medical Misconduct (OPMC) within the Department of Health.

- OP's **Professions Connections** aims to engage and strengthen connections with students, educators, agencies, and other stakeholders to highlight and connect the licensed professions and their services to all New Yorkers. Through collaboration with offices within the New York State Education Department, New York State Professional Organizations, and New York State agencies the offices raises awareness of the 56 licensed professions and the preparation needed for entry to practice. Other awareness campaigns include the creation of a Career Paths website, event tabling, and social media content creation and posts.
- The **OP Modernization Program** continues its development of a new system to maintain the Department's responsibilities for the review of applications for licensure and subsequent re-registration in 56 professions, limited permits, registration and oversight of pharmacies, professional business entities, statutorily authorized corporate practice waivers, and providers of professional continuing education. OP's system for the management of the investigation of complaints of professional misconduct and illegal practice of licensees, unlicensed individuals, and professional entities as well as the oversight of the discipline process will also be modernized. The modernization rollout will deliver a significant modern technology update for processing licenses, registration renewals, discipline, and self-services customer features, including enabling users to access the status of applications online.

Activities of the State Boards



In 2024, the Board of Regents appointed 64 new members to the State Boards or Committees for the Professions. Throughout the same year, 83 board meetings were held by these Boards and Committees where they discussed pertinent topics in their respective professions and offered guidance and recommendations to the Department and the Board of Regents.

The State Board for **Acupuncture** has been diligently working to update the guidance available on the Office of the Professions website and has provided a presentation at the Acupuncture Society of New York's end of year meeting.

The State Board for **Chiropractic** assisted the National Board for Chiropractic Examiners in the development of a physiotherapy exam section. The Board also assisted in the review and approval of a new branch campus of the Northeast College of Chiropractic. The Board also updated practice alerts and guidelines for NYS licensees, including guidance on the topics of diagnostic ultrasounds and dry needling; and updated the "Test Your Knowledge" questions of law and practice.

The State Board for **Dentistry** assisted in the implementation of amendments to sections 52.26 and 61.13 of the Regulations of the Commissioner of Education as required by Chapter 457 of the Laws of 2024. These amendments expand the scope of practice for registered dental assistants to include the application of topical fluoride varnish to patient teeth. The chapter also adds this to the scope of practice for licensed practical nursing. The Board also updated practice guidance, reviewed training programs, and engaged in outreach. The Board issued guidance on the continued use of protective shielding during radiographs, and the performance of oral myofunctional therapy by dental hygienists. The Board reviewed and approved two pediatric specialty programs, as well as a sedation certificate qualifying program in Kentucky, at which NYS students will be able to complete advanced training. The Board also observed the ADEX dental simulation exam at New York University in consideration of various pathways to licensure, accessibility, and portability. New York State does not currently accept the ADEX exam. The Board also developed presentations to promote the professions of dental assistant and dental hygienist in an effort toward workforce development. The Board presented on their activities to the Stony Brook Dental School of Medicine. The Board worked with the NYS Dental Association in developing a new "CE Navigator" transcript to help licensees keep track of their continuing education credits. Dentists are required to obtain 60 hours of continuing education every three years to maintain an active registration in NYS; hygienists must complete 24 hours every three years (see *Appendix II – Continuing Education*). Finally, the Board met with the NYS Department of Health on to discuss tobacco cessation, oral cancer, and licensure requirements.

The State Boards for **Engineering**, **Land Surveying**, and **Geology** continue to dedicate efforts to community outreach and education on the processes for examination, application, and obtaining and retaining licensure. The State Board for Land Surveying presented on both application preparation and what to expect as a new licensee at the NYS Association of Professional Land Surveyors' annual conference. The State Board for Engineering provided presentations on licensure application preparation, licensure as a professional engineer, and the design professional practice at the NYS Society



of Professional Engineers. The State Board for Geology presented information on the regulated practice of Geology at the “Geology Days,” meeting of the NYS Council of Professional Geologists. These boards were especially excited to connect to the history of the professions by hosting a former board member and duly licensed professional engineer and land surveyor who served the State Boards from 1974 to 1980.

The State Board for **Interior Design** continues to dedicate efforts to community outreach and education on the processes for examination, application, and obtaining and retaining licensure. Outreach included presentations on the licensure process for New York Interior Design educational institutions. Board Office Staff participated as a panel presenter promoting licensure to students at the NY 11+ ‘Paths to Professionalism,’ closing event. NY 11+ is comprised of New York State educational institutions offering four-year or more programs in Interior Design.

In addition to supporting the development and review of two administrations of the state licensing examination, the State Board for **Massage Therapy** assisted staff in responding to practice inquiries and attended the annual meeting of the Federation of State Massage Therapy Boards (FSMTB). The Board subsequently met with FSMTB representatives to learn more about the national licensure examination.

The State Boards for **Medicine** and for **Veterinary Medicine** attended and presented at various conferences, including at the Advisory Commission on Additional Licensing Models Hosts Symposium hosted by the Federation of State Medical Boards. The Board for Medicine also continued its engagement with “Project IMG,” presenting at their event in Queens, NY. “Project IMG” provides support and guidance to international medical school graduates. The Board also reviewed 170 International Medical Graduate applications. Together with the OP Informational Technology unit, the Board for Medicine also developed an online application for clinical clerkships, which will make the process of applying more efficient and accessible for all involved. The Advisory Committee on Clinical Clerkships recommended the approval of two new long-term clinical clerkship schools and recommended an extension of existing approvals for four schools. This Committee reviews and approves offshore medical training programs that help third and fourth-year NYS medical school students to gain required clinical experience. This function is critical due to the sparse and competitive availability of training programs within the United States. The Committee also issued 538 Clinical Clerkship Letters of Eligibility, and 1,097 Long-Term Clinical Clerkship Certificates to students. The State Board for Veterinary Medicine worked with the American Association of Veterinary State Boards to develop a new process for establishing procedures related to Veterinary Technician National Exam (VTNE) eligibility. The Board also helped to implement “Buoy’s Law,” which enhances the standard of information a veterinarian must provide to a pet owner when prescribing or dispensing drugs to a dog, cat, or rabbit.

The State Board for **Occupational Therapy** focused efforts toward refining and improving the process for obtaining licensure and maintaining a registration. The Board, in conjunction with the Division of Professional Licensing Services, began to utilize a “Form 20,” for New York State registered programs. Form 20 allows for a smoother application process for those applicants that attended New York State licensure qualifying registered programs. The State Board for Occupational Therapy also revised its continuing education sponsor approval process. The Board also participated in the annual conference of the New York State Occupational Therapy Association and provided regulatory updates and answered licensure and practice questions from conference attendees.

The State Board for **Optometry** worked on changing forms, issuing practice guidelines, and establishing requirements for the implementation of the Orals bill which amended Chapter 506 of the Laws of

2021 and authorizes optometrists to treat patients with additional topical and oral medications for certain ocular diseases; nasal sprays were also added to the list of topical therapeutic pharmaceutical agents that optometrists are authorized to use for the treatment of dry eye disease by Chapter 516 of the Laws of 2024.

The State Board for **Pharmacy** collaborated with the Department of Health to allow pharmacists to administer vaccinations protecting against Mpox to NYS adults and vaccinations protecting against COVID-19 to NYS children. The Board also assisted with regulations relating to a pharmacist's ability to dispense self-administered contraceptives and long acting injectable medications for the treatment of mental health and substance use disorders.

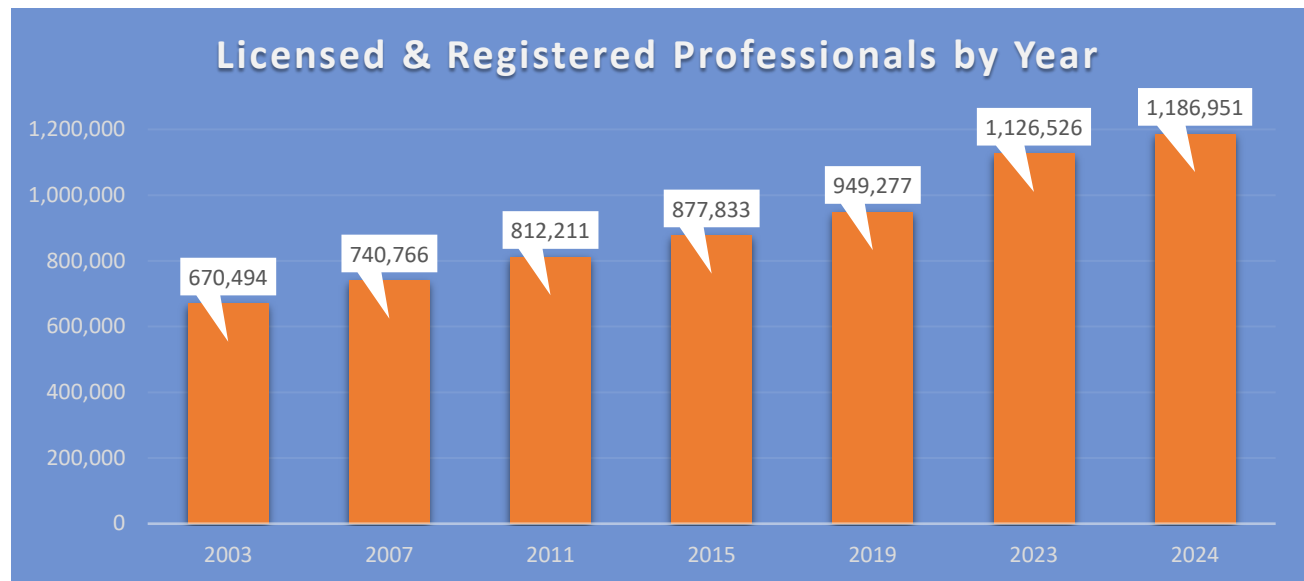
The State Board for **Physical Therapy** assisted in the review of changing the law regarding the practice of physical therapist assistants from a credentialed or certified profession to a licensed profession; therefore, changing the prior protected title of "certified physical therapist assistant" to the legally protected title of "licensed physical therapist assistant." The Board also advised on changing the education requirement for licensure as a physical therapist from a master's degree or higher, to a doctoral degree in physical therapy or its equivalent; conforming New York's physical therapist education program requirements to current national and New York State education program standards.

After reviewing a newly mandated but unproven portion of the national licensing examination, the State Board for **Psychology** met with the Association of State and Provincial Psychology Boards to express its concerns. The Board suggested steps to ensure the exam would not unnecessarily impede access to the profession.

The State Board for **Respiratory Therapy** discussed questionable job postings, indicating that some employers may be engaging unlicensed individuals to perform license-protected activities. The Board reviewed the process for reporting illegal practice and noted the role licensees play in ensuring the appropriate delegation of services. The Board also met with the Office of Professional Discipline for an update on related professional discipline processes.

The State Boards for **Social Work** and for **Mental Health Practitioners** worked collaboratively with the NYS Office of Mental Health (OMH) and the NYS Office of Addiction Services and Supports (OASAS). The Boards assisted these offices in developing and presenting webinars on licensure requirements and diagnostic privilege within the licensed mental health professions to various mental health service providers throughout the state; these providers included addiction treatment centers, hospitals, clinics, and more. The Boards also provided technical assistance to OMH with their ongoing efforts to increase employee retention; and improve access to these licensed mental health professions by considering various pathways to licensure. The Boards also engaged in several licensure presentations, including a licensure presentation for Creative Arts Therapy at Syracuse University.

The State Board for **Speech-Language Pathology and Audiology** engaged in presentations to students in licensure-qualifying programs on the next steps toward becoming a licensed professional in New York State. The Board also engaged in conversations with the Department of State to better understand the requirements for Hearing Aid Dispenser licenses as it relates to licensed Audiologists. The Board also revised its continuing education sponsor approval process.

OP: BY THE NUMBERS

| Responsibilities and Outcomes | 2024 |
|--|-------|
| Illegal Practice Cases Opened | 153 |
| Disciplinary Investigations Completed | 4,685 |
| Pharmacy Inspections Conducted | 932 |
| Cease & Desist Orders | 19 |
| Total Number of Administrative Warnings | 26 |
| Total Number of Violations Committee Resolutions | 203 |
| Total Number of Informal Settlement Conferences | 66 |
| Total Number of Regents Actions | 554 |
| Licenses Revoked or Surrendered | 150 |
| Licenses Suspended | 313 |

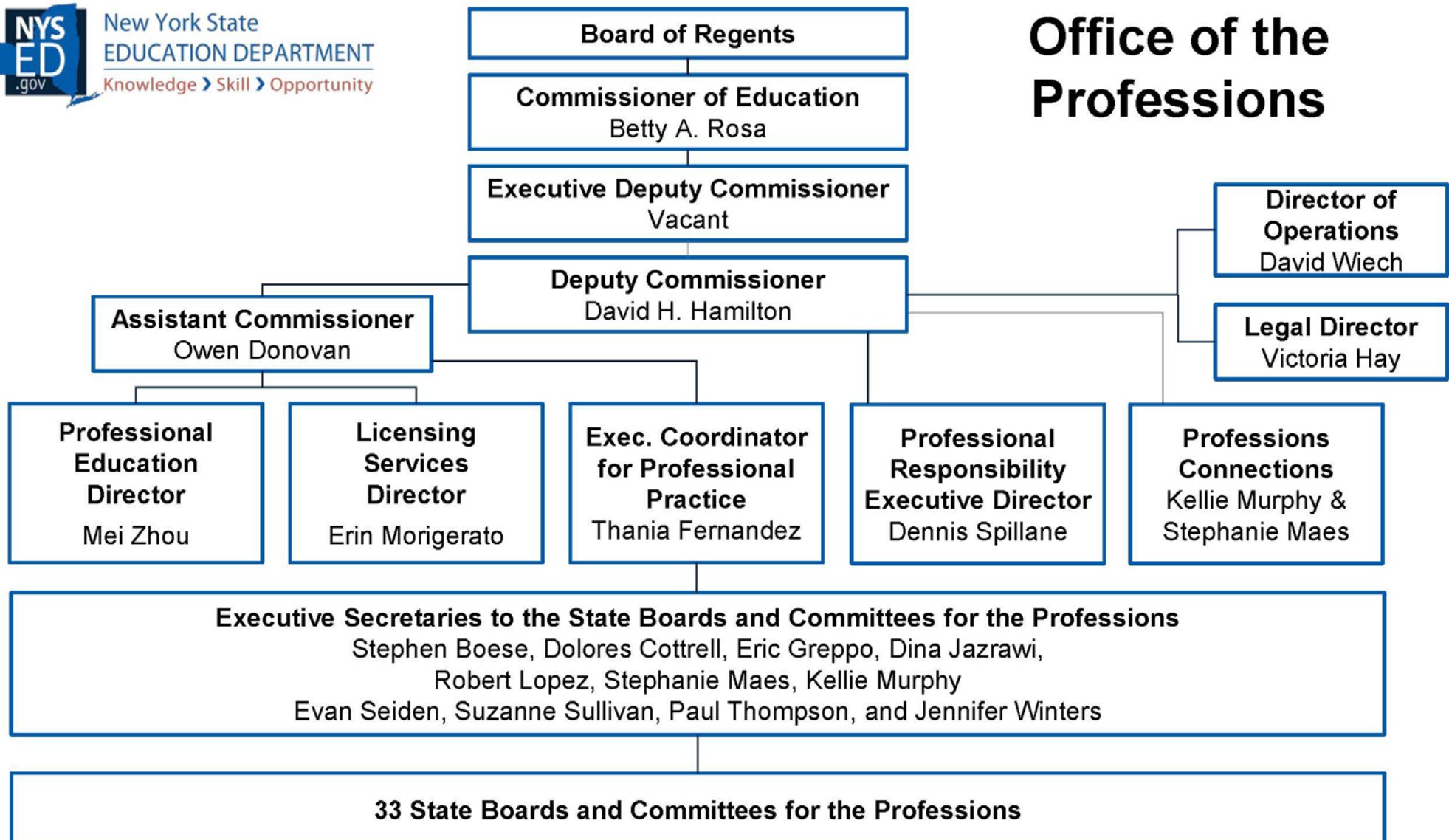
| Operational Responsibility | 2024 |
|---|-------------|
| New licenses issued | 94,746 |
| Registrations processed | 351,200 |
| Pharmacies, manufacturers, re-packers, wholesalers, and outsourcing facilities registered | 9,656 |
| Professional education program reviews completed | 438 |
| Individual reviews of education from non-accredited programs | 57,827 |
| New filings for professional corporations | 7,019 |
| Candidates taking OP-developed licensing exams | 886 |
| E-mail and telephone inquiries answered | > 1,000,000 |



| Staffing and Vacancies | | | | |
|--|-------------------|---------------|-------------------|------------------|
| Office | Budget Fill Level | Current Staff | Current Vacancies | Vacancy Rate (%) |
| Office of Professional Responsibility (OPR) | 139 | 116 | 23 | 16.55% |
| Division of Professional Licensing Services (DPLS) | 131 | 107 | 24 | 18.32% |
| State Board Offices | 56 | 50 | 6 | 10.71% |
| Professional Education | 34 | 34 | 0 | 0.00% |
| Deputy Commissioner, Technology, Central Staff | 39 | 31 | 8 | 20.51% |
| Total | 399 | 338 | 61 | 15.29% |

Appendix I – OP Organizational Chart

Office of the Professions



Appendix II – Continuing Education

| (32) Professions with Mandatory Continuing Education (MCE) or Mandatory Continuing Competency (MCC) Requirements | Year Implemented |
|--|-------------------------|
| Architect | 2000 |
| Certified Public Accountant & Public Accountant | 1987 |
| Chiropractic | 2004 |
| Dentist & Dental Hygienist | 1997 |
| Geology | 2022 |
| Land Surveyor | 2004 |
| Landscape Architect | 2007 |
| Licensed Master Social Worker & Licensed Clinical Social Worker | 2015 |
| Massage Therapy | 2012 |
| Mental Health Practitioners (Creative Arts Therapists, Marriage and Family Therapists, Mental Health Counselors, and Psychoanalysts) | 2017 |
| Occupational Therapy & Occupational Therapy Assistant | 2013 |
| Ophthalmic Dispensing | 1998 |

| | |
|---|------|
| Optometry (required only of those certified to use therapeutic pharmaceutical agents) | 1995 |
| Pharmacy | 1997 |
| Physical Therapy & Physical Therapist Assistant | 2009 |
| Podiatry | 1972 |
| Professional Engineering | 2004 |
| Psychology | 2021 |
| Respiratory Therapist & Respiratory Therapy Technician | 2000 |
| Speech-Language Pathology & Audiology | 2001 |
| Veterinarian & Veterinary Technician | 2012 |

Appendix III – Registered Professionals 2024

| | | Number of Registered Professionals 2024 | |
|--|--------|--|------------------|
| Acupuncture | 5,138 | Medicine | |
| Architecture | 21,672 | Mental Health Counselor | 12,909 |
| Athletic Trainer | 2,518 | Midwifery | |
| Audiology | 1,671 | Nurse Practitioner | 45,196 |
| Certified Public Accountant | 67,164 | Occupational Therapy | |
| Certified Shorthand Reporting | 137 | Occupational Therapy Assistant | 4,546 |
| Chiropractic | 4,967 | Ophthalmic Dispensing | |
| Certified Behavior Analyst | 24 | Optometry | 4,091 |
| Certified Clinical Lab Technician | 1,998 | Pathologists' Assistant | |
| Certified Histological Technician | 618 | Perfusion | 498 |
| Clinical Laboratory Technologist | 14,582 | Pharmacy | |
| Creative Arts Therapist | 2,257 | Physical Therapist Assistant | 7,204 |
| Cytotechnologist | 579 | Physical Therapy | |
| Dental Hygiene | 12,430 | Physician Assistant | 24,227 |
| Dentistry | 18,450 | Podiatry | |
| Dietetics-Nutrition | 7,397 | Polysomnographic Technologist | 524 |
| Interior Design | 336 | Professional Engineering | |
| Land Surveying | 1,398 | Professional Geologist | 1,122 |
| Landscape Architecture | 1,586 | Psychoanalyst | |
| Licensed Behavior Analyst | 3,775 | Psychology | 16,298 |
| Licensed Clinical Social Worker | 35,622 | Registered Dental Assistant | |
| Licensed Master Social Worker | 36,472 | Registered Pharmacy Technicians | 6,358 |
| Licensed Practical Nurse | 65,796 | Registered Professional Nurse | |
| Marriage & Family Therapist | 1,916 | Registered Specialist Assistant | 134 |
| Massage Therapy | 13,429 | Respiratory Therapist | |
| Medical Physics - Diagnostic radiological | 174 | Respiratory Therapy Technician | 844 |
| Medical Physics - Medical health | 59 | Speech-Language Pathology | |
| Medical Physics - Medical nuclear | 85 | Veterinary Medicine | 8,088 |
| Medical Physics - Therapeutic radiological | 530 | Veterinary Technology | |
| | | Total | 1,186,951 |



BYLAWS OF THE COUNCIL FOR INTERIOR DESIGN QUALIFICATION, INC.
Revised March 2019

ARTICLE I – NAME

The name by which this corporation shall be known in law is COUNCIL FOR INTERIOR DESIGN QUALIFICATION, INC. (herein “Council”).

ARTICLE II – OFFICES

The principal office of the Council shall be established and maintained at such place as the Council Board of Directors may from time to time determine. A statutory office of the Council shall be maintained in the City of Wilmington, County of New Castle, State of Delaware, at the office of the Council designated registered agent in Delaware.

ARTICLE III – TERMS & DEFINITIONS

The term for which this Council is organized is perpetual.

“NCIDQ Certificate” is defined as the document verifying the successful passage of the NCIDQ Examination in its entirety.

“Certificate Holder” shall mean any individual who has an approved application and has successfully passed the NCIDQ Examination in its entirety.

“Council” is defined as the legal corporate entity of the Council for Interior Design Qualification, Inc. Membership in the Council is defined in Article VI herein.

“Jurisdiction” shall mean any governmental or legislative subdivision of the United States, Canada, or other country including any state, province, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the title and/or practice of interior design.

“Jurisdictional Board” shall mean the local body legally authorized to examine, recognize, regulate, or discipline interior designers within its specified jurisdiction.

“Unregulated Jurisdiction” is defined as a jurisdiction that does not have laws or rules specifically regulating Interior Design.

“Member Board” shall mean a jurisdictional board regulating interior design whose CIDQ membership is in good standing.

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“Member Board Member” is defined as a voting member of a jurisdictional Board who serves as a volunteer. In the United States, Member Board Members are generally appointed by the state Governor. In Canada, they come from the membership of the provincial regulatory body.

“Member Board Executive” is defined as an Administrative Director (usually paid) who oversees the administrative functions of the Boards they serve. They support and advise the Board they serve, but serve but are not voting members of the Board.

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“Assembly of Delegates” is the body of the Member Board Delegates appointed by the Member Boards of the Council pursuant to Article VII herein.

“Council Board of Directors” is the governing body of the Council, and the Council Board of Directors shall manage the activities and affairs of the Council. The members of the Council Board of Directors are nominated and appointed pursuant to Article IX herein.

“Leadership Development Council (LDC)” is the body charged with building organizational leadership capacity and creating a slate of candidates to populate pending vacancies on the Council Board of Directors and to perpetuate the LDC. The members of the LDC are nominated and appointed pursuant to Article X herein.

“Examination” shall mean the examination(s) developed and administered by the Council to determine minimum competency in the practice of interior design.

“NCIDQ Exam” is a multi-part, minimum competency exam for interior designers. It assesses the exam taker’s ability to demonstrate sufficient professional practice knowledge in the areas of health, safety, and welfare as a means to provide reasonable protection of the public.

“Policies and Procedures” shall mean a set of operational guidelines supplemental and subordinate to the bylaws.

ARTICLE IV – PURPOSES AND POWERS

- A. To aid and assist the general public in safeguarding the health, safety, and welfare of the public.
- B. To aid and assist Member Boards and the general public by establishing and administering an examination to certify practitioners as competent to practice in the profession of interior design.
- C. To study and present new plans, programs, and guidelines for new legislation relative to the practice of interior design as well as plans, programs, and guidelines for recommended codes of conduct and recommended practices to be subscribed to by practitioners in the profession of interior design, and to make all of the same available to the public.
- D. To aid and assist the general public by establishing and administering an ongoing certification program for practitioners in the profession of interior design.

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Page 2

- E. To serve as a forum for Member Boards to compile, verify, and maintain records of those persons who become licensed/registered/certified to facilitate reciprocal registration for interior designers in the various jurisdictions.
- F. The above enumeration of specific purposes shall not be construed as limiting or restricting in any way the undertaking of such functions as shall advance the general purposes enumerated.
- G. The Council shall have all powers conferred upon a non-profit, non-stock corporation by the laws of the State of Delaware.

ARTICLE V – NON-PROFIT STATUS

The Council shall not have authority to issue capital stock, is not organized for profit and no part of its net earnings shall inure to the benefit of any private member or individual. Upon any dissolution of the Council, all of its property and assets, tangible and intangible, after payment, satisfaction, and discharge of all its liabilities and obligations, shall be distributed as the Council Board of Directors may determine to such one or more organizations with objects and purposes similar to those of the Council in accordance with the laws of the State of Delaware.

ARTICLE VI – MEMBERSHIP

Section 1. Member Boards and Assembly of Delegates

The membership of the Council shall be the legally constituted Member Boards in good standing with the Council. Membership in the Council shall be attained through approval by the Council Board of Directors. Application shall be made upon forms furnished by the Council. The applicant shall provide the name and address of the jurisdictional board and other required information and provide two copies of the applicable law relating to the examination, recognition, regulation, or discipline of the profession of interior design in its jurisdiction. All members in good standing shall have equal rights and powers.

Membership in the Council shall be confined to:

- A. 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.
- B. Qualifications of membership shall be limited to such organizations as are admitted to membership by majority approval of the Council Board of Directors. In considering any application for admission to membership, the Council Board of Directors shall give due regard to:
 - i. The aims and purposes of the Council.
 - ii. The prior and current activities of the Member Board applicant.
 - iii. The applicant's standards for admission of its interior design members.

- iv. Whether such activities and standards of the applicant support the best interests of the Council.

Section 2. Removal

If, after written notification from the Council Board of Directors, a Member Board fails to pay its dues or other financial obligations to the Council or persistently refuses to abide by these Bylaws or the Policies and Procedures enacted by the Council, the Council Board of Directors may remove such Member Board from Council membership.

ARTICLE VII – ASSEMBLY OF DELEGATES

Section 1. Delegates and Credentials

- A. 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.
- B. 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.
- C. An Official Delegate may not serve concurrently as both an Official Delegate and a Director or Officer of the Council.
- D. Each Member Board admitted under Article VI, Section 1, Subsection A is entitled to be represented at meetings of the Council 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 the Council's Policies and Procedures, by proxy.
- E. 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.
- F. 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.

Section 2. Annual Meeting

At the discretion of the Council Board of Directors, the Assembly of Delegates shall meet annually to discuss issues of common concern. The time and place shall be determined by the Council Board of Directors. Notice of the meeting shall be communicated to the Member Boards at least 90 days, but not more than 150 days before the scheduled date of such meeting and shall set forth the date, time, and place of such meeting.

Section 3. Special Meetings

Special meetings of the Assembly of Delegates may be called by the President, with the approval of the Council Board of Directors, or by a two-thirds majority of the Member Boards. The Bylaws pertaining to notification for and procedures and conduct of business of Annual Meetings shall apply to Special Meetings.

Section 4. Quorum

A quorum for the transaction of business at any meeting of the Assembly of Delegates shall be the majority of all Member Boards, as represented by their Official Delegate or Alternate Delegate.

Section 5. Resolutions & Other Motions

Resolutions are the substantive matters placed on the agenda for a meeting of the Assembly of Delegates in accordance with this section. All resolutions to be considered at a meeting of the Assembly of Delegates shall be submitted to the Council Board of Directors not less than 90 days prior to the Annual Meeting. The Council Board of Directors shall review each resolution for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of compliance, consistency or clarity, and to avoid duplication. The Chief Executive Officer (CEO) shall publish and distribute all resolutions to the Member Boards not less than 75 days prior to the Annual Meeting. If the Council Board of Directors takes a position on any resolution, they shall provide a position statement to be published with the resolution.

Member Boards and the Council Board of Directors may offer or amend resolutions at the Assembly of Delegates Meeting. All other motions permitted under *Robert's Rules of Order* may be made by any Official Delegate, Alternate Delegate, or the Council Board of Directors.

Section 6. Order of Business

An agenda outlining the order of business shall be prepared for all Assembly of Delegates meetings. The agenda shall be prepared under the direction of the Council Board of Directors and sent to all Member Boards at least 45 days before the date set for the particular meeting.

Section 7. Rules of Order

Meetings of the Assembly of Delegates shall be governed by *Robert's Rules of Order* when not in conflict with the Bylaws of the Council.

Section 8. Voting

Amendments to these bylaws shall be made in accordance with Article XV. Voting by the Member Boards, as noted in these Bylaws, or as otherwise required by law, will require a two-thirds vote of the Member Boards at a physical meeting where quorum is present. Outside of a physical meeting, member boards may vote in any manner applicable by law, including through electronic transmission, and require the affirmative vote of two-thirds of all Member Boards.

Section 9. Other Participants

Council Officers and Directors, Member Board staffs, when designated by their Member Boards, persons designated by the Council Board of Directors, and persons designated by the presiding officer shall have the privilege of the floor at Council meetings and may take part in the discussion except to vote, or, except as provided in Article VII, Section 5, with respect to Officers and Directors, to initiate action.

ARTICLE VIII – OFFICERS

Section 1. Officers

The Officers of the Council shall be a President, President Elect, and Past President. As needed for business and governmental purposes, the President Elect may also be identified as the Treasurer and the Past President may be identified as the Secretary of the organization and shall have the responsibility to ensure a record of the proceedings of the meetings of the Board of Directors is preserved for reference and historical record.

Section 2. Qualifications

To be eligible to serve as an Officer on the Council Board of Directors, all individuals shall:

- A. Be a licensed, certified, or registered interior designer if domiciled or employed in a jurisdiction where interior design is regulated.
- B. Be an Active Certificate Holder in good standing.

~~C. Meet at least two (2) of the following five (5) criteria :~~

- ~~1. Have been an Official Delegate or Alternate Delegate of the Assembly of Delegates for at least two (2) years within the previous eight (8) years;~~
- ~~2. Have been a member of a CIDQ Member Board for at least two (2) years within the previous eight (8) years;~~
- ~~3. Have been a member of the Council Board of Directors within the previous eight (8) years;~~
- ~~4. Have been a member of a CIDQ committee(s) or task force for at least a total of two (2) years within the previous eight (8) years;~~
- ~~5. Have been a board member of one of the following interior design professional organizations: American Academy of Healthcare Interior Designers (AAHID), American Society of Interior Designers (ASID), Council for Interior Design Accreditation (CIDA), Interior Design Continuing Education Council (IDCEC), Interior Design Educators Council (IDEC), Interior Designers of Canada (IDC), or the International Interior Design Association (IIDA), within the previous five (5) years.~~

Section 3. Nomination-Selection of Officers

~~The Nominating Committee shall identify a single nominee for each office and shall follow established procedures for selecting candidates pursuant to the Council's Policies and Procedures.~~

An officer must be NCIDQ-certified. The CIDQ Board will select a current or previous Board Member to fill the President Elect position. That individual will subsequently advance to serve President, and Past President positions on the Board as described in Section 5.

Section 4. Election of Officers

~~The Assembly of Delegates, by the affirmative vote of two thirds of all Member Boards shall elect the candidate for President Elect. The Nominating Committee shall resubmit a revised ballot until a candidate for President Elect is elected by a vote of two thirds of all Member Boards.~~

Section 5. Terms of Office

The President shall serve for a term of one year commencing on the first day of the Council's Administrative Calendar year and ending on the last day of the Council's Administrative Calendar year for the ensuing year. The President may not be elected to serve consecutive terms; however, an individual may serve for more than one term.

The President Elect is the successor to the President and shall serve as President Elect for a one-year term before taking the office of the President.

The Past President shall serve for a one-year term immediately after completing his/her term as President.

Section 6. Vacancies

A vacancy in the office of the President shall be filled by the President-Elect who shall complete the remaining term and fulfill his/her scheduled term the following year. In the event of a vacancy in the office of President-Elect, the ~~Nominating Committee~~ CIDQ Board shall provide a candidate for President-Elect for election by the Assembly of Delegates, who meets the established criteria set forth in Section 2 above, to serve as President-Elect for the remaining term. In the event of a vacancy in the office of Past President, the Council Board of Directors shall, by vote, elect one of the previous Past Presidents to complete the term.

The Council Board of Directors, by unanimous vote, may remove a President, President-Elect, or Past-President from office with or without cause.

Section 7. The President

The President shall:

- A. Preside at all meetings of the Council Board of Directors and of the Assembly of Delegates.
- B. Be charged with the general supervision of the affairs of the Council.
- ~~C.~~ Be an ex-officio member of all committees of the Council except the ~~Nominating Committee~~ Leadership Development Council (LDC).
- C. D. Ensure that all orders and resolutions of the Council Board of Directors are carried into effect.
- E. Interpret these Bylaws and the Rules of Order in the conduct of meetings and the ruling shall govern.

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- F. Not serve as President while concurrently holding any national board or governing body position in any organization which operates on a national or international basis, whose purpose involves or focuses on advocating for the practice or profession of interior design.
- G. At the discretion of the Council Board of Directors, and the finances of the Council permitting, be paid an honorarium in recognition of service as an Officer of the Council.
- H. Be a ~~non~~-voting member of the Council Board of Directors ~~except in the case of a tie-vote, at which time, the President shall cast the tie-breaking vote.~~

Section 8. The President Elect

The President Elect shall:

- A. In the absence or incapacity of the President, exercise the duties of and possess all the powers of the President.
- B. Oversee the receipt and disbursement of all funds of the Council.
- C. Work with the CEO in the development of a proposed budget for the Council Board of Directors review and approval.
- D. Make recommendations regarding investments for the Council's funds.
- E. Ensure accurate record keeping of the Council's accounts and financial activities.
- F. Oversee the strategic planning process for the Council.
- G. Attend all Council Board of Directors and Assembly of Delegates meetings.
- H. Be a voting member of the Council Board of Directors.

Section 9. The Past President

The Past President shall:

- A. Serve as an advisor to the President and Council Board of Directors.
- B. Provide historical knowledge and guidance.
- C. Be a voting member of the Council Board of Directors.

Section 10. Contracts and Disbursements

The Council Board of Directors may authorize any Officer(s) or agent(s) to enter into any contracts to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the Council. Such authority may be general or confined to specific instances, but the appointment of any person other than an Officer should be made by instrument in writing. When the Council Board of Directors authorizes the

execution of any other instrument in the name of and on behalf of the Council, without specifying the executing Officer(s), the President, President Elect, or the CEO may execute the same.

All checks, drafts, or other orders for the prompt payment of money, notes, or other evidence of indebtedness issued in the name of the Council, shall be by such Officer(s) of the Council and in such manner as shall from time to time be determined by resolution of the Council Board of Directors.

ARTICLE IX - THE COUNCIL BOARD OF DIRECTORS

Section 1. Membership

At least ~~three (3)~~ six (6) of the ~~seven (7)~~ nine (9) Certificate holder Directors ~~shall have served as an Official Delegate, Alternate Delegate, or as a member of a CIDQ Member Board for at least two (2) years within the seven (7) preceding the commencement of each Director's term. If the Nominating Committee is unable after diligent effort to identify candidates who have served as an Official Delegate, Alternate Delegate, or as a Member of a CIDQ Member Board, it is authorized to select candidates who have not so served. m~~ Must be active NCIDQ Certificate holders; two (2) At-Large Bboard members are not required to be NCIDQ Certified ~~Certified, and there must be one Ppublic Mmember. Of the six (6) seated certificate holders (minimum), at least five (5) must be licensed/certified/registered in a CIDQ Member Board jurisdiction.~~

Section 2. Qualifications

A. To be eligible to serve as an At-Large Director on the Council Board of Directors, individuals, excluding the Public Member and the two (2) At-Large Directors as described in paragraph B below, must be NCIDQ certified

Be an Active Certificate Holder in good standing.

1. ~~Meet at least one (1) of the following five (5) criteria:~~
 - a. ~~Have been an Official Delegate or Alternate Delegate for at least two (2) years within the previous eight (8) years;~~
 - b. ~~Have been a member of an CIDQ Member Board for at least two (2) years within the previous eight (8) years;~~
 - c. ~~Have been a member of a CIDQ committee(s) or task force for at least a total of two (2) years within the previous eight (8) years;~~
 - d. ~~Have been a member of the Council Board of Directors within the previous eight (8) years; or~~
 - e. ~~Have been a board member of one of the following interior design professional organizations: AAHID, ASID, CIDA, IDCEC, IDEC, IDC, or IIDA within the previous five (5) years.~~

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B. ~~Two (2) of the Aat-Llarge Ddirectors, in addition to the Ppublic Mmember, are not required to be NCIDQ eCertified. For example, these directors could include, but are not limited to:~~

1. ~~a Member Board Executive~~
2. ~~an International Practitioner~~
3. ~~a Lobbyist~~
4. ~~an Expert in a field related to the interior design profession or current/existing technologies relevant to the organization~~

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~~B.~~ C. One of the At-Large Directors shall be a Public Member Director, who serves as representative of the public. This Public Member Director shall be charged to represent the public's health, safety, and welfare interest in the interior design profession. To be eligible for election to serve as the Public Member Director, the applicant shall:

1. Not be, nor have been, a practitioner or educator of interior design or architecture.
2. Not be, nor have been, the spouse, child, parent, or significant other of a practitioner or educator of interior design or architecture.
3. Be unaffiliated with any Officer, Director, Council Delegate, member of a Member Board (present, incoming, or immediately outgoing), or Council staff member. "Unaffiliated" shall be herein interpreted as currently not in, nor anticipated to be in, a contractual business relationship. "Business" shall be defined herein, as including, but not limited to acting as a client, partner, employer, or employee in any endeavor for business and profit.

Section 3. Terms of Office

At-Large Directors shall serve for a two-year term unless terminated or unable to fulfill his/her term or to complete a term of office to replace a Director prior to completion of a full term of office. At-Large Directors may be elected to serve on the Council Board of Directors for multiple terms, two of which may be consecutive.

At-Large Directors' terms shall be staggered. Two (2) At-Large Directors' terms will expire in one year and three (3) At-Large Directors' terms, one of which is the Public Member, will expire the next year, ensuring continuity to the Council Board of Directors.

Section 4. Nomination of At-Large Directors

The ~~Nominating Committee-Leadership Development~~ Council (LDC) shall identify a single slate of candidates and shall follow established procedures for selecting candidates pursuant to the Council's Policies and Procedures.

Section 5. Election of At-Large Directors

The Assembly of Delegates, by the affirmative vote of two-thirds of all Member Boards, must elect At-Large Directors for the Council Board of Directors. In the event that one or more candidates is not elected, the ~~Nominating Committee-Leadership Development~~ Council (LDC) shall resubmit alternate candidates until the requisite number of At-Large Directors are approved by two-thirds of the Assembly of Delegates.

Section 6. Vacancies

In the event an At-Large Director is terminated with or without cause, or is unable to fulfill his/her term, the Council Board of Directors shall direct the ~~Nominating Committee-Leadership Development~~ Council (LDC) to provide a candidate for election by the Assembly of Delegates. If the At-Large Director is the Public Member, the Council Board of Directors shall appoint a qualified Public Member to serve the remaining term. Qualifications as identified in Article IX, Section 2 shall apply to persons filling vacancies. Elections must be held within 80 days from the date of vacancy.

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Section 7. Removal

The Council Board of Directors, by two-thirds vote, may remove an At-Large Director, with or without cause.

Section 8. Duties

The activities and affairs of the Council shall be managed by the Council Board of Directors, which shall have the right and authority to manage the affairs, property and funds of the Council and all policies and procedures of the Council. All actions taken by the Council or activities undertaken by the Council, except for Bylaw amendments and the election of ~~Officers and At-Large Board~~ Directors and elected LDC members, require the approval of the Council Board of Directors.

The Council Board of Directors shall exercise all authority, rights, and powers granted to it by the laws of the State of Delaware and shall perform all duties required by said laws and these Bylaws, in accordance therewith. It shall not delegate any of the authority, rights, or power or any other duties imposed upon it by these Bylaws or otherwise unless said delegation is specifically provided for in these Bylaws.

Section 9. Meetings of the Council Board of Directors

The Council Board of Directors shall meet in regular or special meetings to transact business in any manner allowed applicable by law, including through electronic transmission and telephonically by means in which all persons participating in the meeting can hear each other. Any agreement made, or action taken by the Council Board of Directors unanimously or otherwise, outside of such a meeting, shall not constitute or be an action of the Council Board of Directors or the Council, nor shall it be binding on any Director unless such action is taken by the unanimous written consent of all Board Members.

Regular meetings of the Council Board of Directors shall be held at such time and place as the Board may determine. Special meetings of the Board of Directors may be called by the President at his/her discretion at any time, but it shall be the duty of the President to call such a meeting at any time that he/she is requested to do so by the written request of five members of the Council Board of Directors who shall specify therein the purposes of such special meeting. Notice of any special meeting shall state the purpose or purposes thereof and no other business shall be transacted at any such special meeting. All Directors shall be given due notice in writing of the time and place of all meetings.

The Council Board of Directors must meet to act on behalf of the Council. The President and/or President-Elect and three (3) At-Large Directors must be present for any regular or special meeting of the Council Board of Directors for there to be a quorum. The CEO shall ensure that the minutes of all meetings of the Council Board of Directors are recorded. In the absence of the CEO, the President shall designate one of the Directors to ensure that the minutes of all meetings of the Council Board of Directors shall be recorded.

Each At-Large Director and voting Officer shall be entitled to one vote at any meeting of the Council Board of Directors, and any action taken by the Council Board of Directors where a quorum is present shall require the affirmative approval of three (3) Directors who are present and voting.

At all meetings of the Council Board of Directors, the President, or in his/her absence, the President Elect shall preside.

ARTICLE X – COMMITTEES AND TASK FORCES

Section 1. Authorization and Appointment of Committees and Task Forces

Committees and task forces may be established to perform services for the Council. The Council Board of Directors, upon a majority vote, shall create such committees and task forces that it deems in its own discretion appropriate; however, there shall always be a ~~Nominating Committee.~~ Leadership Development Council (LDC).

Such committees or task forces may be appointed from time to time to perform special and limited functions as assigned.

The Council Board of Directors may delegate to any of its members the authority to supervise the work of any of the committees or task forces.

The Council Board of Directors may at any time discontinue a committee or task force, other than a standing committee established in the Bylaws, or make any changes in a committee's or task force's personnel without regard to the terms of appointment of the committee or task force members.

Section 2. General Procedure of Committees and Task Forces

Every committee or task force shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every committee or task force may call and hold meetings and meet with other organizations or their representatives.

No committee or task force member shall incur financial obligations unless funds have been properly appropriated therefore and specific authorization has been given by the Council Board of Directors. No chair, or any committee or task force member, shall contract, bind, commit, encumber, or represent the Council orally or otherwise to any matter unless specifically authorized to do so.

Section 3. Terms of Committee and Task Force Appointments

The term of committee appointments shall expire at the end of the calendar year during which the appointment was made, except as otherwise directed by the Council Board of Directors.

Section 4. Standing Councils and Committees

The following committees are hereby authorized as basic to proper functioning of the Council:

A1. Leadership Development Council (LDC)

The ~~Nominating Committee~~ Leadership Development Council (LDC) shall be composed of:

- i. The most Immediate Past-President, defined as the most recent Past

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- ~~President~~ ~~Past President~~ whose term has been completed on the Council Board of Directors ~~who serves as chair~~.
- ii. One current sitting At-Large Director,
 - iii. Five (5) Member Board representatives who are either NCIDQ Certified interior designers who have served or are serving on a Member Board OR a Member Board Executive (maximum of one Member Board Executive),
 - iv. one current Delegate or Alternate Delegate, one current committee or task force chair, and one current sitting At-Large Director (excluding the Past President and President). All members of the ~~Nominating Committee~~ Leadership Development Council (LDC) shall be voting members.
 - v. Be ineligible for nomination to office and ineligible for nomination to the Council Board of Directors.
 - 3. Have a chair appointed by the President no later than December 31st of the preceding year.
 - vi. Be responsible for providing a slate of ~~Officers and~~ At-Large Board Directors ~~Director, s and successor LDC -as~~ candidates as required in these Bylaws and pursuant to the ~~Nominating Committee~~ Leadership Development Council (LDC) policies and guidelines.

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A.2. Nomination of Elected LDC Members

The Leadership Development Council (LDC) shall identify a single slate of candidates and shall follow established procedures for selecting candidates pursuant to the Council's Policies and Procedures.

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A.3. Election of LDC members

The Assembly of Delegates, by the affirmative vote of two-thirds of all Member Boards, must elect non-appointed LDC members. In the event that one or more candidates is not elected, the Leadership Development Council (LDC) shall resubmit alternate candidates until the requisite number of LDC members are approved by two-thirds of the Assembly of Delegates.

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A.4. Vacancies

In the event an elected LDC member is terminated with or without cause or is unable to fulfill his/her term, the Council Board of Directors may appoint a qualified individual to complete the term of the vacated LDC seat.

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A.5. Removal

The LDC, by a two-thirds vote, may remove an elected member, with or without cause.

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B. Examinations Committee(s)

The Examinations Committee(s) shall:

1. Be responsible for the development and grading of the examinations.
2. Be responsible for the improvement of the process and other duties as determined

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- by the Council Board of Directors.
3. Consist of a chair that is a Certificate Holder and if domiciled or employed in a jurisdiction where interior design is regulated be a licensed, registered, or certified interior designer.

C. Finance Committee

The Finance Committee shall:

1. Review the strategic plan of the Council and develop the annual work plan and budget for presentation to the Council Board of Directors.
2. Monitor all financial matters, including investments.
3. Perform other duties as determined by Council Board of Directors.

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ARTICLE XI – COUNCIL SERVICES TO MEMBER BOARDS

To accomplish the objectives of this Council, as stated in Article IV of these Bylaws, as recognition of the privilege and responsibility of membership in the Council, every Member Board shall be required to accept the actions and decisions of the Council and Council Board of Directors. This acceptance shall extend to all of the following Council services provided to Member Boards to the greatest extent permitted within the context of their individual jurisdictional laws.

A Member Board that does not adhere to the Council Bylaws, upon action taken by the Council, may have its membership rights revoked and no longer be entitled to any Council services or other rights and privileges of membership in the Council. The Council shall retain all membership dues paid by such Member Board.

Section 1. Examination

The Council shall produce examinations designed to test the knowledge, skills, and abilities required for the competent practice in interior design and shall issue appropriate description material on the examination for use by the Member Boards and candidates. The procedures and fees shall be established by the Council Board of Directors.

Section 2. NCIDQ Certificates

The NCIDQ Certificate carries the recommendation that an applicant, because of having demonstrated minimum competency by passing the Examination, be accorded favorable consideration by any Member Board to which that person may apply for registration, licensing, certification, or membership. CIDQ will provide representatives of Member Boards verification for any Certificate Holder, active or inactive.

Section 3. Forms and Documents

To ensure uniformity in the reporting of an applicant's education, experience, registration (if applicable), and other necessary supporting examination data for determining eligibility for examination or reciprocal licensure, the Council shall study, prepare, and distribute forms and documents appropriate for use by the Council, Member Boards, and applicants.

Section 4. Research

The Council may engage in research pertinent to all matters relating to legal recognition of interior designers and the practice of the profession of interior design.

ARTICLE XII – COUNCIL SERVICES TO MEMBERS OF THE INTERIOR DESIGN PROFESSION

Section 1. Council Record Maintenance

The Council shall maintain an active data bank of Certificate Holders. Fees for this record maintenance are established by the Council Board of Directors and are due on a schedule established by the Council Board of Directors. Applicants neglecting to remit annual maintenance fees waive the right to be maintained in the current record.

Section 2. NCIDQ Certificate

Candidates with an approved application on file who successfully complete the Examination receive a certificate attesting to same. Upon subsequent request by the active Certificate Holder, the Council will forward Certificate Holder confirmation to any party requested. If the Certificate Holder has not maintained a current record, payment of the stipulated fee must occur prior to receiving the NCIDQ Certificate confirmation.

ARTICLE XIII – FINANCES, FUNDS, ACCOUNTING AND INVESTMENTS

Section 1. Dues and Fees

- A. **Membership Dues.** The annual membership dues from each Member Board shall be established by the Council Board of Directors.
- B. **Fees.** The fees for Council services and products shall be established by the Council Board of Directors.

Section 2. Operating Fund

- A. All dues from Member Boards and all other receipts from activities of the Council shall be placed in the operating fund of the Council. The operating fund of the Council shall be administered by the President-Elect who, with the approval of the Council Board of Directors, may delegate certain responsibilities.
- B. **General Budget.** At the Council Board of Directors Meeting concurrent with the Annual Meeting, the Council Board of Directors shall adopt a general budget, which shall document the anticipated income and expenditures for the next fiscal year. Financial statements will be provided by the Finance Committee and reviewed regularly by the Council Board of Directors and audited annually by an independent auditor for accuracy. The budget shall show in detail:
 - 1. The anticipated gross income and net income from all sources during the fiscal year; and
 - 2. The expenditures estimated as incidental and necessary to carry on the activities and affairs of the Council in a proper, diligent, and efficient manner.

- C. Authority to Expend and Disburse Money. No Officer, At-Large Director, committee or task force chair or member, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and on its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability or commitment has been properly incorporated into the budget and authorized by the Council Board of Directors in the manner herein set forth, and the Council Board of Directors has made an appropriation to pay the same. All checks shall be signed by an authorized representative or representatives as directed by the Council Board of Directors.
- D. Fiscal Year. The fiscal year and the administrative year of the Council, which may or may not be concurrent, shall be determined by the Council Board of Directors.

Section 3. Securities and Investments

The Council Board of Directors shall have charge of the investment of all funds of the Council not held in its operating fund. It shall sell, purchase, transfer, and convey securities and exercise all rights of proxy, or participation in reorganizations, of depositing securities and similar rights of the Council with respect to its securities, or it may authorize such purchase, sales, transfers, conveyances and the exercise of any or all of said right.

The members of the Council Board of Directors shall not be personally liable for any decrease of capital, surplus, income, balance, or reserve of any fund or account resulting from any of their acts performed in good faith. The accounts of such investments shall be incorporated into the annual report to the Council.

ARTICLE XIV – INDEMNIFICATION

- A. Any present or former At-Large Director, Officer, employee, or agent of the Council, or other such persons so designated in the discretion of the Council Board of Directors, or the legal representatives of such person, shall be indemnified (including advances against expenses) by the Council against all judgements, fines, settlements, and other reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Director, Officer, employee, or agent if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Council, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful and to the extent authorized by the Council Board of Directors. No indemnification or advance against expenses shall be approved by the Board or paid by the Council until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.
- B. As a condition precedent to any defense and/or indemnification the individual seeking indemnification must provide written notification to the Council within 15 calendar days after notice of said action, suit, proceeding, or claim. At the time of written notice to the Council, the Council shall, in its sole discretion, have the right to either appoint an independent counsel to take over the defense of the claim, pursuant to the approval by the Council Board of Directors and any insurance carrier, or deny a defense to the individual at that time and reimburse the individual after final judgment, if so required.

ARTICLE XV - AMENDMENTS

These Bylaws may be amended at any special or annual meeting of the Assembly of Delegates by resolution submitted to the Member Boards not less than 90 days prior to its vote. Outside of a physical meeting, Member Boards may vote in any manner applicable by law, including through electronic transmission. An affirmative vote by not less than two-thirds of all the Member Boards shall be required to secure adoption of any amendment to these Bylaws. All amendments so adopted shall become effective immediately unless otherwise specified.



Council for
Interior Design
Qualification

February 21, 2025 Board Leadership Taskforce Town Hall



@NCIDQ May 16, 2025

BLTF Presentation at CIDQ's Annual Meeting

November 8, 2024

Chicago, Illinois



Board Leadership Task Force (BLTF) Members



Kari Frontera
Past CIDQ President
Chair



TL Ritchie
Louisiana
CIDQ Member Board
Member



Emmy Williams
North Carolina
CIDQ Member Board
Member



Caroline Alexander
Virginia
CIDQ Member Board
Member



Marie Wikoff
Nevada
CIDQ Member Board
Member



Keri Koch
Nova Scotia
CIDQ Member Board
Member



Nicole Thiessen
Saskatchewan
CIDQ Member Board
Member



Shana Bryant
Arkansas
Member Board Executive

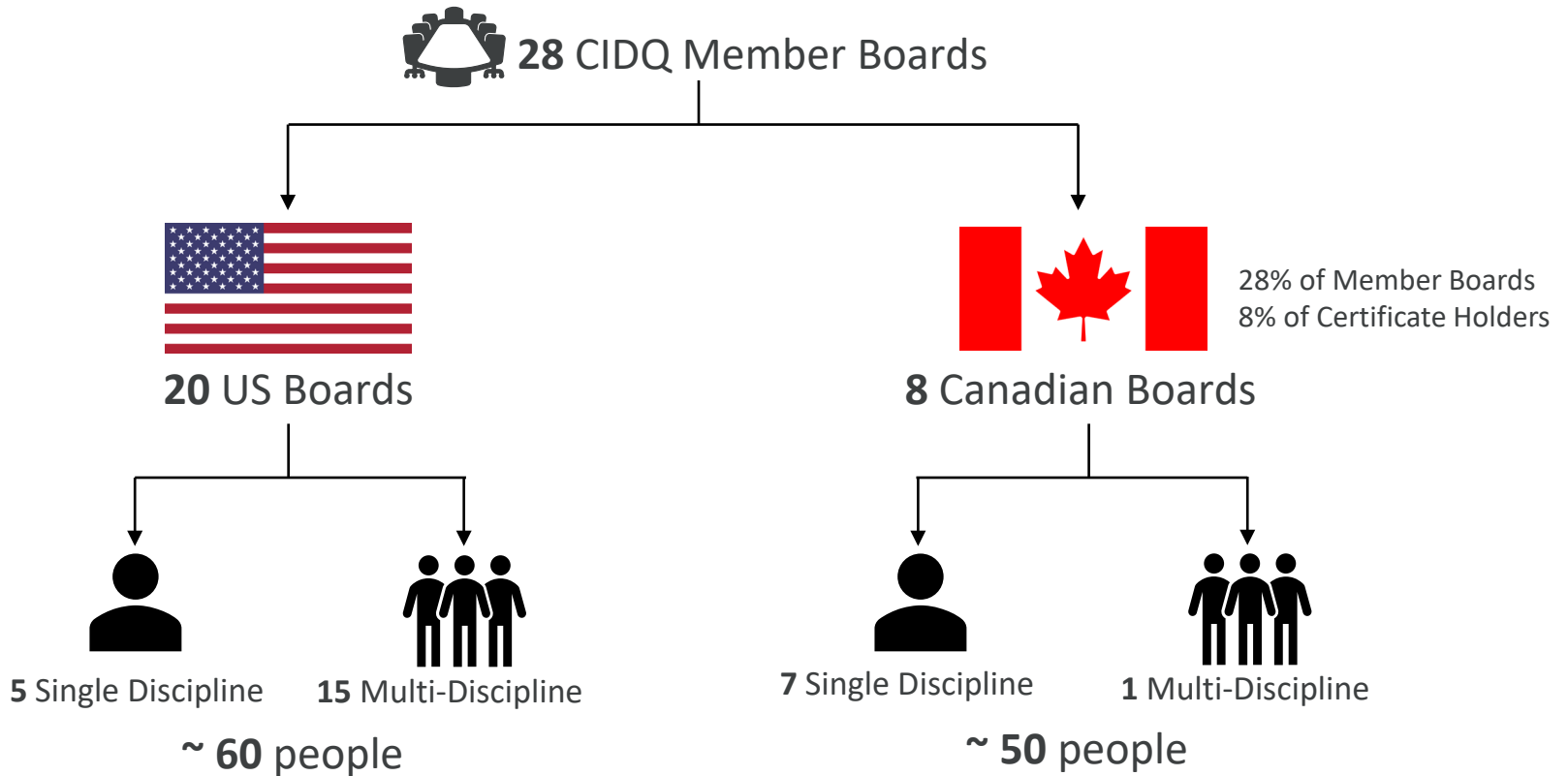


Leslie Hanska
Oklahoma
Member Board Executive



Charrisse Johnston
CIDQ At Large Director
Board Liaison

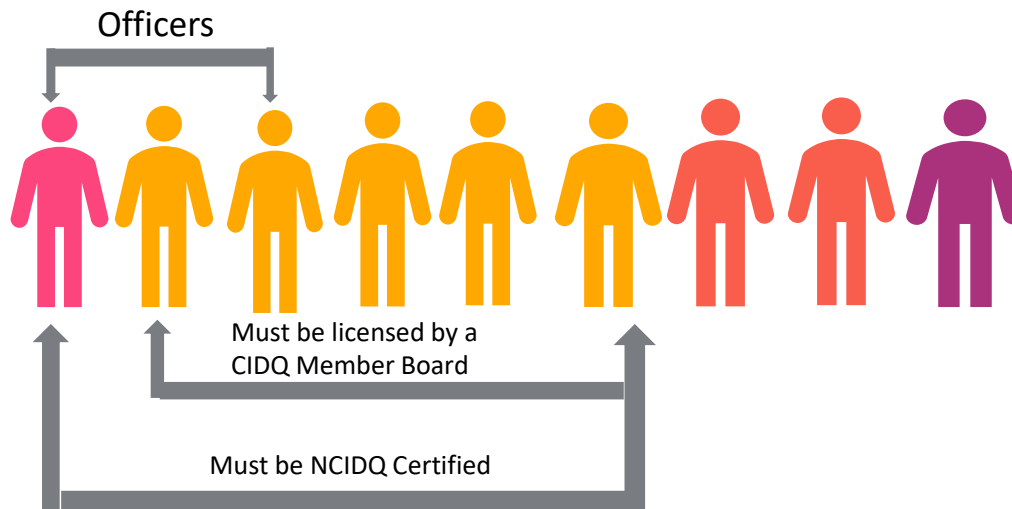
Current Member Board Candidate Pool



CIDQ Board Composition

Proposed Composition

- The Board is comprised of nine (9) people
- The Officers (Past President, President, and President-elect) must be NCIDQ certificate holders.
- At least six (6) of the nine (9) Board Members must be NCIDQ certified.
 - *Of the six (6) seated certificate holders, at least five (5) must be licensed/certified/registered in a CIDQ Member Board Jurisdiction.*
- Two (2) At-Large Board Members are not required to be NCIDQ certified.
- There must be a Public Board Member



Let's breakdown some Board composition possibilities...



As an example, you could have a Board comprised of:

- All individuals with **Member Board** experience (as either an NCIDQ certificate holder, MBE, or Public Member) **OR**
- Six (6) from **Member Board jurisdictions** with one (1) **Member Board Executive**, one (1) **international member**, and one (1) **Public Member** **OR**
- Five (5) certificate holders from **Member Board jurisdictions**, three (3) at-large certificate holders from **Non-Member Board jurisdictions**, and one (1) **Public Member**

LDC - Leadership Development Council (replaces current Board Nominating Committee)

Proposed Leadership Development Council (LDC)

- 7 members
- Two-year staggered terms for Member Board Representatives
- LDC slate elected by Assembly
- All voting members



(1) Immediate Past President (no longer on the Board)-Chair
Serves one year term



(1) Sitting At Large Director
Serves one year term, could be reappointed. Appointed by President-Elect

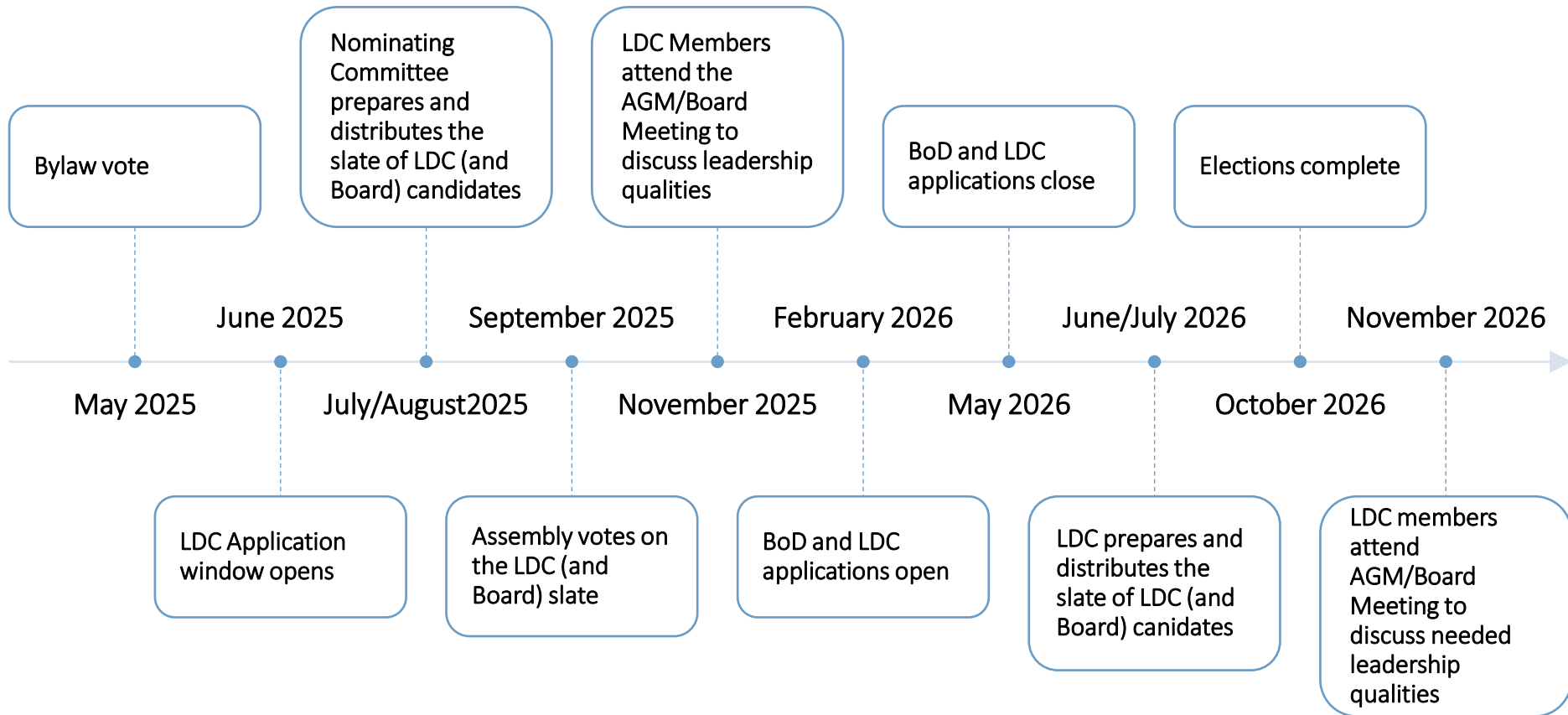


(5) NCIDQ certified Interior designers who have served on a member Board **OR** as a Member Board Executive (*Maximum of one Member Board Executive*)

Proposed Changes to the current Nominating Committee process:

- LDC members will receive mandatory training and attend a CIDQ Board meeting to discuss the strategic plan and set board priorities.
- When the call for Board nominations opens, the LDC will clearly outline and communicate candidate priorities (e.g., specific areas of knowledge/expertise, strategic thinking capacity, member board experience, Canadian representation, geographic and practice diversity, etc.) for the coming year.
- Any applicant not selected after interviews will receive feedback and potential mentorship from a member of the LDC.
- The LDC will be a continuous volunteer position for 2 years for the selected Member Board representatives- whereas currently, it's a compressed 3-month commitment with members that change annually and only indirect communication with the CIDQ Board regarding leadership needs.

Proposed Transition to a Leadership Development Council



Benefits of New Board Structure

- Provides **more involvement and influence** for the member boards at the critical candidate selection stage (LDC members would now be elected by the assembly of delegates)
- Majority of the board must be from member board jurisdictions (5 of 9)
- All CIDQ board officers (president, president-elect, past president) must still be NCIDQ certified.
- The Board candidate pool has been expanded to nearly 9,000, but the LDC will vet all candidates.
- Helps to create a more inclusive, strategically focused board by allowing up to two persons who may not meet one of the other criteria (i.e. Member Board Executive, international practitioner, non-Member Board jurisdiction member, lobbyist, AI expert).

Now we would like to hear from you.....





STATE BOARD FOR INTERIOR DESIGN OFFICE OF THE PROFESSIONS

Board Committee Overview

Excerpted from State Education Law §6508 - Assistance by state boards for the professions:

A board for each profession shall be appointed by the board of regents on the recommendation of the commissioner for the purpose of assisting the board of regents and the department on matters of professional licensing, practice, and conduct.

Excerpted from NYSED website:

State Board Responsibilities

All professional and public members of the State Boards... must be dedicated to public protection and quality professional preparation and conduct. Depending on the particular board, members of the State Boards advise on licensing requirements, licensing examinations and practice issues, and provide community outreach, as well as participate in licensure disciplinary and/or restoration and moral character proceedings.

The Executive Secretary to the Board for Interior Design shall be informed of new and continuing business matters revealed by one or more board members and will record such communications. When the Executive Secretary determines a committee review is appropriate, he will send an email to the Board Chairperson and appropriate committee Chairperson(s) describing the nature and context of the review request. The committee Chair(s) will arrange the appropriate collaborative means to work with committee members. They shall also keep the Executive Secretary informed of the date and times of scheduled collaboration to afford the option to participate. Depending on the matter and the expertise necessary for each review, additional board members may be assigned to a committee. Ad-hoc committees may also be formed at the discretion of the Executive Secretary and Board Chairperson.

When a resolution, determination, or finding on a committee assigned matter is achieved, the Committee Chairperson shall develop a summary report to the Executive Secretary with copy to the Board Chairman. The Executive Secretary will utilize the report to develop a formal memo for delivery to the full board during open or executive session, as appropriate.

| 2025 Committee Rosters | | |
|-------------------------|----------|----------------------|
| Member | Outreach | Licensing & Practice |
| Pam Durante, CID | X | |
| Hans Galutera, CID | X | |
| Suzette Subance-Ferrier | X | |
| Rose Novak, CID | X | |
| Reid Betz, RA | | X |
| Robert Alweis, PE | | X |
| Ellen Fisher, CID | | X |
| Daria Mallin, RA | | X |

Board Committee Descriptions

Outreach

- Develop consistent and clear ways of communicating to support the ID Board and NYSED
- Review and suggest improvements for the Career Paths and Consumer Info NYSED webpages
- Be “Ambassadors” for the Profession
- Develop programs and materials for various audiences to spread knowledge about the profession, and encourage its growth
 - High School
 - College
 - Alternative students and learning groups
 - Emerging professionals
- Participate in one major event per calendar year to bring major industry players and emerging professionals together
 - Propose events/locations to participate in outreach
 - Include other Design associations: ASID NY METRO, IIDA, NY 11, NKBA, IFDA, etc.
- Develop and distribute materials for:
 - Events – slideshows and leave-behinds
 - Social Media (LinkedIn, Instagram, other?)
- Like, share and capitalize on posts from NYSED and NCIDQ

Licensing & Practice

- Remain current in knowledge of NYS Licensing Requirements.
- Help to steward NCIDQ relationship and provide the ID Board with updates.
- Review bill and policy language and updates.
- Be a resource for stakeholders.
- Provide input on Licensing Exams
- Provide pertinent, important and/or critical updates to Outreach Committee
- Inform Executive Secretary & Board of current trends and events regarding Practice Issues
- Act as primary resource in assisting OPD in disciplinary / morale character proceedings.
- Provide pertinent, important and/or critical updates to Outreach Committee

The New York State Education Department (“SED”) Office of the Professions (“OP”) is alerting everyone to a vishing scam that has been brought to our attention. Phishing—or “vishing”—scams impersonate SED employees or websites attempting to collect licensure and personal information from the licensee. **If you receive an inquiry which you believe to be suspicious do not provide any information. To verify if the inquiry was from OP, contact us directly.** You may report any suspicious communication received to the Federal Trade Commission.



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Interior Design

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Certified Interior Designers and Their Services

[Collapse All](#)

What is a New York Certified Interior Designer?

A Certified Interior Designer (CID) licensed in New York plans, designs, supervises and/or consults on various aspects of interior spaces including:

- layouts and planning of interior construction
- furnishings and fixtures
- cabinetry, lighting and finishes
- other aspects of interior construction not materially related to the main structural building components or systems

To safeguard people and property, certified interior designers incorporate construction, fire, safety and accessibility codes and data into their design services.

When would I use the services of a certified interior designer?

You might employ a CID to plan and design the interior space of a new or existing house or business. The CID will consider your needs as well as environmental safety laws, building and fire codes, accessible-design regulations, and historic preservation factors. Certified interior designers work to integrate design solutions with informed selections from a range of product resources and services.

What services do New York certified interior designers offer?

New York CIDs work with you to create home and business environments that project your desired image while allowing for changing requirements, functionality, comfort, and efficiency. Their services include the following:

- schematic design and development
- space planning
- complete interior design specifications
- working drawings
- project monitoring and post-occupancy review

In providing these and related services, certified interior designers ensure that all fire codes, flammability ratings, and other safety and product issues are addressed.

What credentials does a New York Certified Interior Designer have?

A licensed New York CID has earned at least 7 years of education/experience credit and has passed a 12.5 hour national licensing examination. With the exception of those who applied for licensure prior to January 1, 1996, certified interior designers have at least a two year associate's degree from an interior design program registered by the State Education Department (or its equivalent) and have earned qualifying experience as interior designers.

What should I expect as a client of a certified interior designer?

You should expect to be provided with:

- a description of the designer's qualifications;
- names of former clients as references;
- a clear and complete description of the work that will be done and the products that will be delivered;
- a project schedule, including terms of payment; and,
- final plans, specifications and reports that contain the signature of the certified interior designer.

The CID can provide complete project services, including project planning, design, supervision, and inspection.

What can I do to ensure a good professional relationship with my certified interior designer?

Make your needs known as clearly as possible; ask questions if you are unsure about any elements of the project. It is also in your best interest to have a *written contract* that contains the following:

- description of the work to be done;
- work schedule;
- a description of the completed products, including drawings, schedules and data; and
- the amount and terms of payment of the designer's compensation.

How do I locate a certified interior designer?

Check under "Interior Decorators and Designers" in the yellow pages of your telephone book. You may also call professional organizations for assistance in identifying their members who may specialize in your area of need.

The State Board for Interior Design *cannot* refer you to a practitioner.

What questions should individuals with disabilities ask about accessing services?

Ask such questions as whether the service location is physically accessible (curb cuts, ramps, restrooms, etc.) as well as whether there is a Telecommunication Device for the Deaf (TDD) and parking for people with disabilities.

Are client records confidential?

Yes, in general. New York certified interior designers are required by the Rules of the Board of Regents to keep confidential any personally identifiable facts, data or information obtained in a professional capacity unless the client has given prior consent to release this information.

Verifying a New York License

New York interior designers must display a current New York registration certificate; this certificate lists the professional's name, address, and dates of the registration period. Interior designers must reregister every three years to practice in New York. Some professionals also display their original New York license, diploma, licenses from other states, and membership certificates. You may [verify](#) an individual's license and registration on this site.

Last Updated: May 19, 2009

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Search...



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License Requirements for Interior Design

Interior Design

License Requirements

[Application Forms](#)

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Any use of the title "Certified Interior Designer," within New York State requires licensure.

To be licensed as a certified interior designer in New York State you must:

- be at least 21 years of age
- meet education and examination requirements
- meet experience requirements
- be of good moral character

You must submit an application for licensure and the other forms indicated, along with the appropriate fee, to the Office of the Professions at the address specified on each form. It is your responsibility to follow up with anyone you have asked to send us material.

The specific requirements for licensure are contained in Title 8, [Article 161](#), Section 8305 of New York Education Law and [Section 52.18](#) and [Subpart 79-3](#) of the Commissioner's Regulations.

You should also read the [general licensing information](#) applicable for all professions.

Fees

The licensure fee for Certified Interior Design is \$377.

The fee listed is the fee that is currently in place when this page was posted. Fees are subject to change. The fee due is the one in law when your application is received (unless fees are increased retroactively). We will bill you for the difference if fees have been increased.

- Do not send cash.
- If you apply for licensure electronically using the online Application for Licensure, you will be required to pay by credit card.
- Other payments must be made by personal check or money order payable to the New York State Education Department. Your cancelled check is your receipt.
- Mail any required forms and fees to the indicated address on the form.

NOTE: Payment submitted from outside the United States should be made by check or draft on a United States bank and in United States currency; payments submitted in any other form will not be accepted and will be returned. Your canceled check is your receipt.

Partial Refunds

- Partial refunds may be granted only if you submit a written request, fax, or email to withdraw your licensure application.
- The New York State Education Department is not responsible for any fees paid to an outside testing agency.

If you withdraw your application, obtain a refund, and then decide to seek New York State licensure at a later date, you will be considered a new applicant and be required to pay the licensure and registration fees and meet the licensure requirements in place at the time of reapplication.

Education and Experience Requirements

Eligibility for licensure is based on a combination of education and experience for which years of credit are awarded. The credit awarded for education determines the required number of years of experience.

You must accrue at least seven years of acceptable education and experience credits, including the following:

- At least two but no more than five years of postsecondary education in an approved program of interior design, including an associate degree or its equivalent; and
- At least two years of interior design work experience satisfactory to the State Board for Interior Design. To be acceptable for licensure your practical experience must:
 - be under the direct supervision of an interior designer, architect, or professional engineer;
 - 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
 - reflect increased levels of professional growth.

You may earn two years of education/experience credit for completion of an associate degree interior design program or four years credit for completion of a baccalaureate degree interior design program if the program is:

- registered by the New York State Education Department as licensure-qualifying, or
- accredited by an acceptable accrediting agency, or
- considered to be an "equivalent" program.

The [Council for Interior Design Accreditation](#) (CIDA - formerly FIDER, Foundation for Interior Design Education Research) is an acceptable professional accrediting agency for interior design for programs accredited at the professional level.

Earlier programs that were CIDA-accredited at the pre-professional assistant level will be reviewed for equivalency to an associate-degree curriculum.

For a program to be considered "equivalent:"

- A baccalaureate degree curriculum must contain at least 48 semester hours of coursework 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.
- An associate degree curriculum must contain at least 30 semester hours of coursework in content areas (1) through (6) listed above for a baccalaureate degree curriculum.
- Additionally, you may also earn education/experience credit for postsecondary-level courses completed in the content areas listed for a baccalaureate degree curriculum if the courses are offered through an approved program as described at the beginning of this section.

Examination Requirements

You are required to pass all three sections of the Council for Interior Design Qualification (CIDQ) Examination which is administered twice yearly in April and October. The examination consists of the following three sections:

- Section 1 - Fundamentals - IDFX
- Section 2 - Professional - IDPX
- Section 3 - Practicum - PRAC 2.0

If you have taken the NCIDQ examination prior to October 2000, and were not successful in passing all sections of the examination, then you must take all three sections of the new examination.

If you have passed the NCIDQ examination prior to 1990, you must have also taken and passed the Building & Barrier Free Codes section of the examination prior to October 2000 or taken and passed Section I of the examination between October 2000 and January 2004.

Contact CIDQ for eligibility requirements, fees, and other examination information at:

CIDQ
225 Reinekers Lane
Suite 210
Alexandria, VA 22314
Phone 202-721-0220, Fax: 202-721-0221
Email inquiries@cidq.org
Web www.cidq.org

If you have a disability and may require reasonable testing accommodations for the examination, please contact the Council for Interior Design Qualification (CIDQ) for information on the procedures for requesting such accommodations.

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Certified Interior Designer

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[About the Career Profiles](#)

A background image for the Certified Interior Designer section. It shows a close-up of a color palette with various colored swatches (red, orange, yellow, green, blue, purple) fanned out. In the foreground, there are architectural blueprints and a small model of a building structure.


Certified Interior Designer

[Click Here for Print Profile](#)

Certified interior designers plan, design, supervise, and consult on interior spaces. This includes non-structural elements such as interior layouts, furnishings and fixtures, and cabinetry, lighting and finishes. These professionals also incorporate construction, fire, safety and accessibility standards into their work. Examples of services:

- schematic design and development
- space planning and complete design specifications
- project monitoring and post-occupancy review

Interior Designer Career Video



Salary and Projected Growth



Median salary: \$65,440 in NY

Salary range: \$42,000-\$92,160

Projected growth: average

Where Could I Work?



Architecture and Design firms – residential, commercial, and institutional

Retail stores

Self-employed

Your Interests and Abilities



Technical drawing

Art and design

Analysis

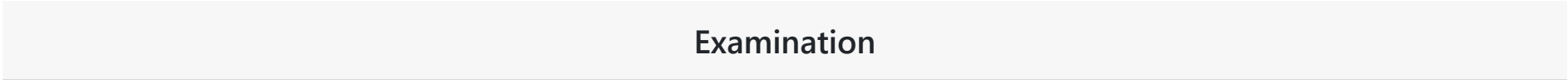
Professional Skills



- Attention to detail
- Initiative
- Adaptability
- Communication
- Creativity



"Credit" toward an interior design license are based on the type of education and experience you have. You will need 7 credits of combined education and experience for licensure. Your experience requirement will depend on the credits granted for your education; at least 2 years of interior design work experience will be required. Visit the [Office of the Professions](#) for a listing of all options and requirements.





All three sections of the Council for Interior Design Qualification (CIDQ) Examination

What Interests You?

Match your interests and personality to career options! Explore a free career tool at mynextmove.org/explore/ip

Tip: try searching for [mentoring programs](#)—talk to an interior designer about what they do and how they got started!



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Careers in the Licensed Professions

Certified Interior Designer

Certified Interior Designers plan, design, supervise, and consult on interior spaces. This includes non-structural elements such as interior layouts, furnishings and fixtures, and cabinetry, lighting and finishes. These professionals also incorporate construction, fire, safety and accessibility standards into their work. Examples of services:

- schematic design and development
- space planning and complete design specifications
- project monitoring and post-occupancy review

Education and Experience

“Credits” toward an interior design license are based on the type of education and experience you have. You will need 7 credits of combined education and experience for licensure. Your experience requirement will depend on the credits granted for your education; at least 2 years of interior design work experience (2 credits) will be required.

Examination

All three sections of the Council for Interior Design Qualification (CIDQ) Examination

Salary and Projected Growth

- Median salary: \$65,440 in NY
- Salary range: \$40,730 - \$92,160;
Projected growth: below average

Where Could I Work?

- Architecture and Design firms – residential, commercial, and institutional
- Retail stores
- Self-employed

Your Interests and Abilities

- Technical drawing
- Art and design
- Analysis

Professional Skills

- Attention to detail
- Initiative
- Adaptability
- Communication
- Creativity

STATE OF NEW YORK

4840

2025-2026 Regular Sessions

IN ASSEMBLY

February 6, 2025

Introduced by M. of A. McDONALD -- read once and referred to the Committee on Higher Education

AN ACT to amend the education law, in relation to the requirements for certification for certified interior designers

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Section 8305 of the education law, as added by chapter 905 of the laws of 1990, paragraph (b) of subdivision 2 as amended by chapter 653 of the laws of 1993, is amended to read as follows:

§ 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]~~ met the educational requirements required to sit for an examination offered by a national certifying organization for interior design professionals, provided that such certifying organization is approved by the commissioner;

(c) Experience: have met experience ~~[satisfactory to the board and in accordance with the commissioner's regulations]~~ requirements deemed necessary to sit for an examination offered by a national certifying organization for interior design professionals provided that such certifying organization is approved by the commissioner;

(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~~

EXPLANATION--Matter in italics (underscored) is new; matter in brackets [-] is old law to be omitted.

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~~building codes of the state~~ provide a verification from a national certifying organization for interior design professionals that an applicant has passed an examination offered by such certifying organization for interior design professionals, and that the applicant is a certificate holder in good standing from such certifying organization for interior design professionals, provided that such certifying organization is approved by the commissioner;

(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~~ the applicant 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~~ presented the applicant to be 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~~]; or~~

(c) from the requirements of subparagraph one of paragraph (b) of subdivision one of this section, an architect licensed under article one hundred forty-seven of this chapter.

§ 2. This act shall take effect on the first of January next succeeding the date upon which it shall have become a law. Effective immediately, the addition, amendment and/or repeal of any rule or regulation necessary for the implementation of this act on its effective date are authorized to be made and completed on or before such effective date.

§ 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.

CIDA Professional Standards 2024

Standard 12. Light and Color

Interior designers apply the principles and theories of light and color effectively in relation to environmental impact and human wellbeing.

Intent: This standard ensures graduates understand the art and science of light and color. Graduates should be able to integrate light and color in the design process to enhance the human experience.

Student Learning Expectations

- a) Students are **aware** of the impact of illumination strategies and decisions.

Students **understand**:

- b) the principles of natural and artificial lighting design.¹
- c) strategies for using and modulating natural light.
- d) Students appropriately select and **apply** luminaires and light sources.
- e) Students **understand** how light and color impact health, safety, and wellbeing in the interior environment.²

Student work demonstrates **understanding** of:

- f) color principles, theories, systems, and terminology.
- g) color in relation to materials, textures, light, and form.

Student work demonstrates the **ability** to appropriately:

- h) select and apply color to support design purposes.³
- i) use color solutions across different modes of design communication.⁴

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