

APA-1  
07/04

TRANSMITTAL SHEET FOR  
NOTICE OF INTENDED ACTION

Control No. 485 Department or Agency Alabama Board for Registered Interior Designers  
Rule No. 485-X-5-.04  
Rule Title: Continuing Education Compliance  
       New        x Amend        Repeal        Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

\*\*\*\*\*

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

\*\*\*\*\*

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer Bryant Williams

Date July 5, 2018

APA-2  
07/04

Alabama Board for Registered Interior Designers

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Board for Registered Interior Designers

RULE NO. & TITLE: CHAPTER 485-X-5, CONTINUING EDUCATION  
485-X-5-.04, Continuing Education Compliance

INTENDED ACTION: Make further clarification of utilizing a signed affidavit for Continuing Education Units versus a report form.

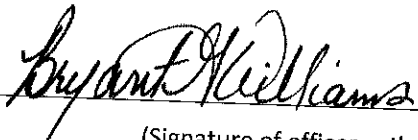
SUBSTANCE OF PROPOSED ACTION:

- Delete the sentence "The CEU reporting shall include enough detail to easily verify or evaluate the course credits listed." In subsection 1(b).
- Add subsection 1(c) to read "If requested or audited, the CEU reporting shall include enough detail to easily verify or evaluate the course credits listed. Registrants should retain certificates for up to two years.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Comments, questions, and views may be submitted in writing to the Board office at 211 Lockridge Lane, Riverside, AL 35135. All individuals submitting views will be invited to attend the next Board meeting to present their comments in person.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: September 7th, 2018

CONTACT PERSON AT AGENCY: Bryant Williams, Executive Director 205.317.0356/205.706.0330

  
(Signature of officer authorized  
to promulgate and adopt  
rules or his or her deputy)

# **ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS**

## **CHAPTER 485-X-5 CONTINUING EDUCATION**

### **TABLE OF CONTENTS**

|                    |   |
|--------------------|---|
| <b>485-X-5-.01</b> | <b>Continuing Education Rationale</b>                           |
| <b>485-X-5-.02</b> | <b>Exemptions</b>   |
| <b>485-X-5-.03</b> | <b>Definitions</b>  |
| <b>485-X-5-.04</b> | <b>Continuing Education Compliance</b>                          |
| <b>485-X-5-.05</b> | <b>Continuing Education Requirements</b>                        |
| <b>485-X-5-.06</b> | <b>Audit</b>  |
| <b>485-X-5-.07</b> | <b>Interactive Study</b>  |
| <b>485-X-5-.08</b> | <b>Self-Directed Study</b>                                      |
| <b>485-X-5-.09</b> | <b>Failure to Comply with Continuing Education Requirements</b> |

#### **185-X-5.01 Continuing Education Rationale.**

(1) Code of Alabama Chapter 34-15C-5(8) establishes the requirement of continuing education for renewal of certificates and seals.

(2) Continuing education is the process through which registrants acquire new knowledge and skills in relation to their work and is intended to supplement what has already been obtained in prior training and practice.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

#### **485-X-5.02 Exemptions.**

(1) First-time registrants approved after May 31<sup>st</sup> are exempt from continuing education requirements until the reporting period following their first renewal date.

(2) Registrants under board-approved inactive status are exempt from continuing education requirements during their inactive period.

(3) Registrant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding ninety (90) consecutive days during the annual reporting period.

(4) Personal hardship cases shall be considered on an individual basis. Request for an exemption from CEU requirements due to a personal hardship shall be submitted to the board in writing for review and written response.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8); §34-15C-5(12)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

### **485-X-5.03 Definitions.**

AIA CES - American Institute of Architects Continuing Education System: Provides AIA certified courses for use by those seeking continuing education requirements containing HSW content.

ASID – American Society of Interior Designers: a professional association.

CEU - Continuing Education Unit – measurement of contact hours and credit assigned to an approved course. One CEU equals a minimum of fifty (50) minutes of actual instruction time. Credit shall not be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study. Example: A course worth 5 CEU's lasts 5 contact hours, with 50 minutes of instruction for each hour.

HSW - Acronym used to signify that a program's content involves information about Health, Safety & Welfare of the public.

IDCEC - Interior Design Continuing Education Council: A consortium of interior design professional associations whose purpose is to set mutual policy for quality continuing education for interior design professionals.

IDCEC Subject Code Index - the coding system used by IDCEC for assigning CEU course numbers according to subject matter.

IIDA – International Interior Design Association: a professional association.

NCIDQ - National Council for Interior Design Qualification: Provides examination for interior designer qualifications and records IDCEC-coded CEU course credits in a registry for those who choose to participate in the registry. The CEU registry function is a separate entity from the exam function.

Webinar – A live online educational presentation during which participating viewers can submit questions and comments.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

**Amended:** FILED.

**485-X-5-.04 Continuing Education Compliance.**

(1) For every annual renewal period, each registered interior designer shall be required to complete continuing education units relevant to technical and professional interior design subjects related to safeguarding the Health, Safety, and Welfare (HSW) of the public.

(a) The reporting period for continuing education units shall begin October 1 and end September 30 for each and every annual renewal period. The renewal application and CEU reporting document(s) must be postmarked no later than midnight September 30 of each annual renewal period.

(b) The continuing education section of the annual renewal form must be completed in full and include the a signed affidavit attesting to the registrant's fulfillment of all continuing education requirements in order to process the renewal. The CEU reporting shall include enough detail to easily verify or evaluate the course credits listed.

(c) If requested or audited, the CEU reporting shall include enough detail to easily verify or evaluate the course credits listed. Registrants should retain certificates for up to two years.

(2) Falsification of any information provided to the board regarding the continuing education unit reporting is grounds for disciplinary action.

(3) The following organizations sponsor many structured and on-line CEU courses that will qualify for HSW approval by the board. Please note that not all courses provided by these organizations will qualify.

ASID – American Society of Interior Designers

IDEC – Interior Design Educators Council

IIDA – International Interior Design Association

NCIDQ – National Council for Interior Design Qualification

NKBA – National Kitchen and Bath Association

AIA – American Institute for Architects

CSI – Construction Specifications Institute

USGBC – United States Green Building Council

(4) It is up to each registrant to make a reasoned judgment on acceptable CEU activities. Prior written approval of a proposed CEU may be requested from the board by the registrant at least 6 weeks in advance of the

scheduled activity. The board cannot guarantee the approval of any CEU without sufficient and detailed information for analysis in relation to the stated CEU reporting requirements for interactive or self-directed study units.

(5) Courses pertaining to Design Practice Management and Personal and Professional Development do **NOT** meet HSW standards and will not be accepted.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

**Amended:** FILED.

#### **485-X-5-.05 Continuing Education Requirements.**

(1) Continuing education unit requirements for registration renewal for registered interior designers are ten (10) hours per annual reporting period. A minimum of four (4) hours should be interactive course study per annual reporting period and a maximum of six (6) hours in self-directed study per annual reporting period.

(2) The study of topics related to **Codes and Standards** shall be used to satisfy the requirements for at least four (4) continuing education units per annual reporting period and may be either interactive or self-study units. Codes and Standards courses are those pertaining only to:

- Barrier Free/ADA/Universal Design (i.e. ADA, ANSI)
- Building Codes and Standards (i.e. ICC, ANSI, BOCA)
- Energy Codes and Standards (i.e. ASHRAE, ICC)
- Sustainability Standards (i.e. LEED Rating System)
- Fire Safe Design (i.e. NFPA)
- Testing and Compliance Standards (i.e. ASTM, NSF, UL, BIFMA)

(3) Each registrant shall retain detailed and verifiable documentation of continuing education units for a period of two (2) years after the annual October 1 renewal date on which they were submitted in the event the registrant is selected for an audit. Units claimed which cannot be proven to meet requirements may be disallowed.

(4) No carry-over of continuing education hours is permitted.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

**Amended:** Filed March 20, 2013; effective June 12, 2013.

#### **485-X-5-.06 Audit**

The board shall conduct annual random in-depth audits to ensure compliance with continuing education requirements. Registrants selected for audit will be notified and required to provide documentation in support of hours claimed.

(a) The board may disallow any submitted continuing education unit if that registrant has failed to demonstrate how the continuing education experience meets the requirements of this chapter. If continuing education units are disallowed, the registrant will have 60 days from date of written notification to provide documentation that substantiates the original claim or provide documentation of other continuing education hours to meet the minimum requirements. Continuing education hours submitted to remedy a disallowance shall not be used for registration renewal purposes in the following renewal period.

(b) Failure to respond to audit requirements or satisfy all CEU requirements will result in certificates becoming expired/lapsed.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

Amended: Filed March 20, 2013; effective June 12, 2013.

#### **485-X-5-.07 Interactive Study.**

(1) Interactive course study is in-person participation in education activities offered in a classroom or group setting and presented by those qualified through professional, practical, or academic experience to conduct courses of study. Examples of interactive course study include the following:

(a) Attending professional or technical CEU presentations at professional association meetings (i.e. ASID, IIDA, NKBA, AIA, CSI, IDEC), conventions, or conferences. Registrants shall obtain certificates of completion provided by the presenter showing verifiable course information as proof of participation (i.e. IDCEC CEU course number, AIA CES course number).

(b) Attending in-house CEU programs sponsored by corporations or other organizations related to the profession of interior design. Registrants shall obtain certificates of completion provided by the presenter showing verifiable course information as proof of participation (i.e. IDCEC CEU course number, AIA CES course number).

(c) Successfully completing seminars, webinars, tutorials, or short courses related to the interior design profession. Such courses shall have certificates of completion or transcripts provided by the presenter or institution as proof of participation.

(d) Successfully completing college or university sponsored courses related to the interior design profession. Transcripts or certificates provided by the institution are required as proof of completion.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

#### **485-X-5.08 Self-Directed Study.**

(1) All self-directed study units shall have detailed descriptions and proof of completion or participation (certificates of completion, transcripts, certificates, etc.) that is easily verifiable in the event of an audit.

(2) Self-directed study may include:

(a) Successfully completing interior design-related HSW courses offered on-line, by pre-recorded webcast, by correspondence courses, by televised courses, or by audio/video recorded courses. All courses shall have a certificate of completion from the presenter showing verifiable course information and earned credit hours as proof of participation (i.e. IDCEC CEU course number or AIA CES course number).

(b) Gaining certification through examination from design-related organizations such as Green Building Certification Institute (GBCI), Construction Specifications Institute (CSI), National Kitchen and Bath Association (NKBA), etc. will earn four (4) self - directed study units per annual reporting period for each new certification earned during that period. **Annual renewals will not be accepted.** Subsequent advanced or specialized certifications requiring additional examinations will be accepted. Proof of certification must be retained.

**NOTE:** The NCIDQ examination is NOT accepted for CEU credits.

(c) A one-time submittal of an authored and published article, research paper, or book on HSW issues or topics will earn four (4) self - directed study units for all items published during the annual reporting period combined. Proof of publication and the date is required.

(d) Registrants serving as an appointed board member on the Alabama Board for Registered Interior Designers or as a member on a board of a technical professional association related to interior design (i.e. ASID, IIDA,



NCIDQ, CSI, etc.) shall earn two (2) self - directed study units for all combined associations or boards for each year of service. Proof of active service during the annual reporting period is required (i.e. board minutes or work product showing active participation in board activities).

(e) Making public professional or technical HSW CEU presentations at professional association (i.e. ASID, IIDA, AIA, CSI, etc.) meetings or conferences will earn 4 self - directed study units per annual reporting period for all presentations combined during that reporting period. Proof of instruction with dates and details of the presentations shall be required. In-house presentations are **not** accepted.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-5(8)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

**Amended:** FILED.

#### **485-X-5-.09 Failure to Comply with Continuing Education Requirements.**

Failure by a registrant to comply with continuing education requirements, including submission of all required documentation postmarked no later than midnight, September 30, of the annual renewal period, or compliance with an audit requirement, shall result in the individual's certificate becoming expired/lapsed. The registrant shall forfeit the right to use the titles and seals reserved for registered interior designers with valid certificates.

**Author:** Alabama Board for Registered Interior Designers

**Statutory Authority:** Code of Ala. 1975, §34-15C-6(e)(2)

**History:** Original rule filed: July 13, 2010; effective September 21, 2010.

**Amended:** Filed March 20, 2013; effective June 12, 2013.