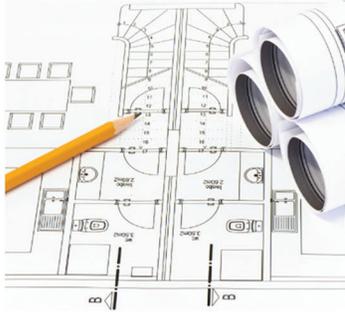


Sunset Review

California Council for Interior Design Certification



California Council for Interior Design Certification

Protect the Public's health, safety and welfare through administering the Certified Interior Designer Title Act.



CCIDC, INC.

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December | 2021



CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

George Brazil, Chair

Hootan Hamedani, Vice Chair

Christianne Barretto, Treasurer

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Carol Lamkins

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Deborah Ogden

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2021 Sunset Review Report

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California Council for Interior Design Certification

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

As of December 2021

Section 1 - Background and Description of CCIDC and Regulated Profession

- Title “Certified Interior Designer” created by passage of SB 153 (Craven) in 1990.
- SB 153 created Section 5800 of the Business & Professions Code.
- CCIDC created in 1991 to oversee the administration of Section 5800.
 - First CA non-profit Board, five more created since 1991.
- CCIDC has an 11-member Board.
 - 7 professional members.
 - 4 public members.
- The statute sets the education and experience standards for certification.
- The board sets the standard for the examination based upon:
 - California building codes and regulations.
 - Ethics and business practices.
 - Design standards applicable to California.
- Board history of working with:
 - Interior design colleges and universities.
 - Students.
 - Associations.
 - Building officials.
 - Architects.
 - Related professions (i.e. contractors).
 - General public.
- Board commitment to general public education
 - Benefits of working with certified interior designers.
- Board commitment to protecting the health, safety, and welfare of the public.
 - Certified interior designers are knowledgeable, tested, and educated:
 - ✓ California building codes & Title 24.
 - ✓ California specific interior design legal requirements.
 - ✓ Adherence to strict code of ethics and conduct.
- Certified interior designers are not “Laypersons.”

BACKGROUND - On January 1st, 1991, Chapter 3.9, Section 5800 of the California Business and Professions Code was created by Senate Bill 153 (Craven), codifying a Title Act for “Certified Interior Designers”. The statute laid out the education and work experience requirements along with a yet to be determined examination for individuals to become certified interior designers, and the definition of an interior design organization to provide administration of the Title Act.

Based upon this statute the interior design profession in California developed and created a “private” non-profit board, “*The California Council for Interior Design Certification*” (CCIDC), modeled after state boards, to oversee the administration of this title act as required by the legislature.

The board is charged with verifying education and experience requirements for those who apply to become Certified Interior Designers, determining, and approving a suitable and appropriate California examination, and maintaining a database of those who become certified. As of September 2021 CCIDC has certified 5,154 individuals since 1991, of which 2,080 are still active, mostly in the State of California.

Over the past 25 years many CIDs have left the interior design profession due to economic issues, retirement, moving out of California, or other reasons. Since the last Sunset Review in 2012, CCIDC has approved and certified 321 Certified Interior Designers. It should be noted for the record that the previous sunset review report of 2012 had numbers that were being reported over a 10-year period, whereas this report is over a 4-year period. The average number of “new” CIDs reported from 2018 to 2021 was 75 per year, down from the previous reporting period of 80 per year. We believe that COVID-19 has directly affected our numbers, many candidates have had to push-back their certification timeline due to the uncertainty of the times.

MISSION STATEMENT

“To establish and implement professional standards and educational requirements, educate the public, and facilitate interior design professional’s compliance with our standards and code of ethics in order to provide for the protection, health, safety and welfare of the public by administering the Certified Interior Designers Title Act.”

As part of the board’s mission are the following:

1. Ensure that those who become certified interior designers meet the statutory standards of competency by way of education, experience, and examination.
2. Establish the measurement standards of competency for experience and examination for those who become certified interior designers.
3. Empower consumers by providing information and educational materials to help them make informed decisions when hiring an interior designer, certified or otherwise.
4. Empower interior designers by providing information on how to become a certified interior designer in California in accordance with the requirements of the Title Act.
5. Providing forums and presentations to interior design school programs, students, and interior designers in general on the requirements and benefits of becoming a certified interior designer.

HISTORY of CERTIFICATION:

In 1986 due to changes in the architect's practice act, specifically the exemptions, it became increasingly difficult for interior designers to prepare and submit plans to local authorities for building permits. This created a burden on the design community in general, and also on small businesses and homeowners who did not want to incur the added costs of hiring licensed professionals when an unlicensed professional with the knowledge and ability could do the work legally just as well, and sometimes even better because they were specialists.

The interior design profession in California rallied and with the help of Senator William Craven introduced a bill to license interior designers in California with a practice act. This was the result of a study conducted by the California Contractors State License Board that affirmed that interior designers should be licensed in order to practice.

Due to lack of proof of consumer harm, the Governor was adamantly opposed to creating another state licensing board. A compromise was made to change the proposed practice act statute to a title act statute to be administered by a private non-profit organization to be empowered by the interior design profession in California.

The primary goal or purpose of the statute was to codify a minimum standard of education and experience for the title "Certified Interior Designer" so that persons who met these standards and passed the board's examination can hold themselves out as such. This was intended to give both the general public and the local building authorities, in circumstances where building permits were required, confidence in knowing that a certified interior designer should be competent to provide interior design services in accordance with the state building codes for the work they are allowed to perform under the exemptions contained within the architect's practice act. **See Attachment G,**

Senator Craven's Letter to Building Officials.

Who is the interior design profession today? Most people's perception of interior designers is the stereotypical decorator, as seen on HGTV or the DIY Network. Comprehending the work necessary to produce complex drawings in order to secure legally required building permits and to allow the work to be constructed accordingly, is often overlooked on television. The construction process is shown to be completed in unrealistic time frames not taking into consideration building inspections by local authorities, this leads to false perceptions of what residential interior designers really do.

Gensler, one of the largest architectural and interior design firms in the world, headquartered in California, employs many CIDs. Most large architectural firms recognize that qualified and professional interior designers are an important component of the services they offer to their clients who possess, an expertise separate from that of most architects. Without interior designers they cannot compete, these are highly specialized and talented people. Other prominent architectural firms in California with large interior design departments employing CIDs are Perkins & Will, HOK, LPA, Lionakis, and many others. Architectural firms who do not have interior design departments often work and consult with interior design firms when competing for projects that involve both architecture and interiors.

Just a few of the prominent corporations who employ CIDs, within their own organizations are: Disney Imagineering, Google, Home Depot, Starbucks, Fox Studios and Kaiser. Even the State

of California (GSA and Dept. of Real Estate) and the Army Corp of Engineers employ their own staff interior designers, who are CIDs.

1. *Describe the make-up and functions of each of CCIDC's committees.*

COMMITTEES

CCIDC does not have public committees, only five internal committees. These are the Executive, Compensation, Marketing & Outreach, Education & Examination, and Compliance Committees.

EXECUTIVE COMMITTEE - The Executive Committee is made up with the duly elected officers of the corporation, the Chair, the Vice-Chair, the Treasurer, and the Secretary. The Executive Committee may act on behalf of the board on day-to-day issues governing the operation of CCIDC and its staff. If an emergency arises that cannot wait until the full board can be convened the Executive Committee can make determinations on behalf of the board in order to maintain the integrity and operational stability of the corporation in accordance with its Bylaws.

COMPENSATION COMMITTEE - Made up of the executive officers of the board, Chair, Treasurer, and Secretary. They prepare and survey anonymously the entire board on the performance of the Executive Director on an annual basis and determine compensation and benefits.

MARKETING & OUTREACH COMMITTEE - Comprised of one or two active board members, and the Executive Director as well as outside paid consultants as needed. The purpose of the committee is to assist in the development of strategies for CCIDC to reach out to various its constituencies through Internet web-based programs, and personal contact. Communication to and from CCIDC is provided through its web site at www.ccidc.org where four distinct portals on the web site reach out to consumers, CID Candidates, CIDs, and the public.

CCIDC also has a program where direct contact is made to interior design programs and colleges in California where the Executive Director, provides either in-person or virtual presentations on certification. This has been extremely successful and CCIDC presentations are an integral part of the interior design program at interior design colleges and universities in California.

Reports by this committee are made three times per year at every board meeting.

EDUCATION & EXAMINATION COMMITTEE - This committee comprised of board members who are not only Certified Interior Designers, but interior design school educators as well as staff. The purpose of this committee is to review the examination process CCIDC uses to qualify candidates for certification, and to ensure such examination(s) conform to California standards as codified in BPC § 139 and the policy promulgated by said statute by the Office of Examination Resources (OER) under the Department of Consumer Affairs. CCIDC board determined that, in order to protect California consumers, any examination used to qualify Certified Interior Designers in this state must cover California Building Codes, Title 24, and all other regulations and codes applicable to the practice of interior design in California.

Reports by this committee are made three times per year at every board meeting.

COMPLIANCE COMMITTEE - The purpose of the compliance committee is to ensure the integrity of the CID approval process, which is moving a candidate for certification to being an actual certified interior designer. A candidate for certification has to comply with specific education and work experience conditions as well as passing an approved examination by CCIDC board.

In order to satisfy the education requirements sealed transcripts are often required directly from the educational facility, or in the case of foreign students or students from colleges or universities that have closed some other form of verification like a degree certificate or unsealed transcripts, that sometimes need translating.

For work experience the board requires verifiable resumes showing a history of where and for whom the candidate has worked, tax returns showing the occupation of the candidate if self-employed, an affidavit from an attorney who may have set up a corporation or LLC for the candidate if self-employed, or an affidavit from a CPA who is preparing tax returns or providing accounting services for the individual, again if self-employed.

Lastly, CCIDC has proof of passage of the IDEX® California examination as it administers this test through Scantron. CCIDC is the entity that notifies candidates for the examination as to whether they have passed or failed based upon results from the testing company. CCIDC also confers a certificate of completion and passage upon those candidates that do pass the examination. Those using a national examination in lieu of providing a transcript or other suitable proof of education and a resume are required to provide proof of passage for their particular test.

All of this data is assembled by CCIDC staff as soon as the candidate has met all of the eligibility requirements to become a CID and they are transmitted electronically that day to the Compliance Committee member for verification and approval. All candidates for CID go through this process without exception. This process takes no more than a day or two once a candidate has satisfied all requirements.

The volunteer CCIDC board member, who verifies that all parts of the application have been satisfied, is a standing member of this committee. One person takes this position at any one time and often serves for several years in this capacity. Candidates' approval is granted, once requirements have been met, all of the material is received, and verified. CCIDC notifies Candidates by email as well as by USPS mail.

This process allows for a board member to ensure the integrity of the certification process at all times and that staff or other outside agencies do not unduly influence the certification of any one individual.

BOARD DESCRIPTION & COMPOSITION

BPC § 5800 (b) provides for an *“interior design organization” to administer voluntary certification (such organization is defined in the code as a “nonprofit organization, exempt from taxation under Section 501(c) (3) of Title 26 of the United States Code, of Certified Interior Designers whose governing board shall include representatives of the public”*).

Under the current bylaws of CCIDC, the board shall be composed of not more than eleven (11) members, five (5) of whom will occupy a seat for each of the designated national professional interior design associations, namely the American Society of Interior Designers (ASID); the Interior Design Society (IDS); the International Interior Design Association (IIDA); the International Furnishing and Design Associates (IFDA); and the National Kitchen and Bath Association (NKBA). There is also a professional member of the board who is not affiliated

with any of these organizations who represents the “independent” or non-affiliated interior designers. Representing educators on the board is a seat designated for the Interior Design Education Council (IDEC).

Both ASID and IDEC have chosen not to participate on the appointment of their respective designated seat holder, so the full CCIDC board makes the choice from suitable volunteer candidates possessing the appropriate designations and qualifications.

Lastly, there are four (4) public member positions on the board, none of whom are associated, or ever have been, with the interior design profession in any way whatsoever.

All “professional” (i.e. non-public) members of CCIDC board are, and must be, Certified Interior Designers in accordance with CCIDC bylaws. All board members must be residents of California.

Each director serves a 3-year term with a 2-term maximum. The board has occasionally granted a one-year grace period to certain termed out directors in order to stagger terms and avoid too many leaving the board at one time, or in other instances to allow for continuity for a special project of program.

Table 1a. Attendance - Board Meetings (January 1, 2018 - September 30, 2021)												
Member Name	JAN 2018	MAY 2018	SEP 2018	JAN 2019	MAY 2019	SEP 2019	JAN 2020	JUNE 2020	SEP 2020	JAN 2021	JUNE 2021	SEP 2021
Patsy Zakian Greenough, CID, NKBA	P	T	-	-	-	-	-	-	-	-	-	-
Brian Kaneko, CID, Independent	P	T	-	-	-	-	-	-	-	-	-	-
James Ogden, Public Member	P	P	P	P	T	-	-	-	-	-	-	-
Cheri Lemons, Public Member	P	P	P	A	P	P	P	T	-	-	-	-
Christianne White, Public Member	P	P	P	P	P	P	P	P	P	P	P	P
Rebecca Soechtig, CID, ASID	P	A	P	P	V	-	-	-	-	-	-	-
Kathleen Galipeau, CID, Educator	P	A	P	V	-	-	-	-	-	-	-	-
Judith Clark, CID, IFDA	P	A	P	P	T	-	-	-	-	-	-	-
Eduardo Melgar, CID, IIDA	P	P	P	P	P	P	P	P	P	P	P	T
David Cardone, Public Member	V	-	-	-	-	-	-	-	-	-	-	-
Hootan Hamedani, CID, IDS	-	-	P	A	P	P	P	P	P	P	A	P
Carol Lamkins, CID, NKBA	-	-	P	P	P	P	P	P	P	A	P	P
Keary Mason	-	-	P	A	V	-	-	-	-	-	-	-
Linda Thomas, CID, Independent	-	-	P	P	A	P	P	A	A	P	P	P
Marie Cooley, CID, Educator	-	-	-	-	-	V	-	-	-	-	-	-
Frank Ewing, Public Member	-	-	-	-	-	P	P	V	-	-	-	-
George Brazil, CID, ASID	-	-	-	-	-	P	P	P	P	P	P	P
Deborah Ogden, CID, IFDA	-	-	-	-	-	A	P	A	P	P	P	P
Patricia Johnson, Public Member	-	-	-	-	-	-	-	P	P	P	P	P
Taylor Stead, Public Member	-	-	-	-	-	-	-	-	P	P	P	A
Julissa Garcia, CID, IIDA	-	-	-	-	-	-	-	-	-	-	-	-
Nilooar Rezvanpoor, Public Member	-	-	-	-	-	-	-	-	-	-	-	-

P = Present, A = Absent, T = Termed Out, V = Voluntarily left the board. Blank spaces indicated with a dash (-) mean that person was not on the board at that time, either prior to being appointed, or after leaving the board.

Table 1b. Meeting Locations	
Meeting Date	Location
January 20th, 2018	Sheraton San Diego Hotel & Marina - San Diego
May 19th, 2018	Los Angeles Marriott Burbank Airport - Los Angeles
September 22nd, 2018	Hilton Oakland Airport Hotel - Oakland
January 19th, 2019	Hilton Oakland Airport Hotel - Oakland
May 11th, 2019	Sheraton San Diego Hotel & Marina - San Diego
September 21st, 2019	Zoom Webinar ID 894 791 761
January 18th, 2020	Zoom Webinar ID 884 400 297
June 6th, 2020	Zoom Webinar ID 982 732 249
September 19th, 2020	Zoom Webinar ID 845 6636 7806
January 23rd, 2021	Zoom Webinar ID 889 1906 6075
June 5th, 2021	Zoom Webinar ID 811 3680 7179
September 18th, 2021	Zoom Webinar ID 849 0189 6699

Table 1c. CCIDC/Committee Member Roster					
Member Name	Date First Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type (public or professional)
Patsy Zakian Greenough	05/14/2011	05/20/2017	05/12/2018	NKBA	Professional
Brian Kaneko	05/14/2011	05/20/2017	05/12/2018	Board	Professional
James Ogden	05/04/2013	05/14/2016	05/11/2019	Board	Public
Cheri Lemons	05/14/2014	05/20/2017	06/06/2020	Board	Public
Christianne White	09/23/2017	06/05/2021	06/08/2024	Board	Public
Rebecca Soechtig	01/30/2016	N/A	01/11/2019	ASID	Professional
Kathleen Galipeau	05/14/2016	N/A	01/11/2019	Board	Professional
Judith Clark	05/04/2013	05/14/2016	05/11/2019	IFDA	Professional
Eduardo Melgar	05/14/2014	05/12/2018	06/05/2021	IIDA	Professional
David Cardone	01/28/2017	N/A	01/20/2018	Board	Public
Hootan Hamedani	01/20/2018	06/05/2021	06/08/2024	IDS	Professional
Carol Lamkins	05/19/2018	06/05/2021	06/08/2024	NKBA	Professional
Keary Mason	05/19/2018	N/A	05/11/2019	Board	Public
Linda Thomas	05/19/2018	06/05/2021	06/08/2024	Board	Professional
Marie Cooley	05/11/2019	N/A	09/21/2019	Board	Professional
Frank Ewing	05/11/2019	N/A	06/06/2020	Board	Public
George Brazil	01/11/2019	N/A	06/04/2022	ASID	Professional
Deborah Ogden	05/11/2019	N/A	06/04/2022	IFDA	Professional
Patricia Johnson	06/06/2020	N/A	06/03/2023	Board	Public
Taylor Stead	01/21/2019	N/A	06/04/2022	Board	Public
Caryn Menches	06/05/2021	N/A	06/08/2024	Board	Public
Julissa Garcia	1/22/2022	N/A	06/07/2025	IIDA	Professional
Niloofar Rezvanpoor	1/22/2022	N/A	06/07/2025	Board	Public

2. *In the past four years, was CCIDC unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?*

There has been only one meeting in which a quorum was not established; due to flight cancellations beyond our control and the meeting was cancelled by Patsy Zakian Greenough, Chair. CCIDC has not had a problem making a quorum for any of its other meetings in the past four years. CCIDC board meetings are very well attended by all board members with very few exceptions. See attendance table 1a above.

Beginning in 2019, CCIDC holds Board Meetings via Zoom. This allows more CIDs to participate in the meetings. Meetings are also recorded and placed on our YouTube channel for anyone unable to attend the meeting. Our goal to resume an in-person/online hybrid meeting each year, for the Annual Board Meeting. This will take effect when we can ensure the health, safety, and welfare of those who attend.

3. *Describe any major changes to CCIDC since the last Sunset Review, including:*

a. Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)

There has been a reorganization and relocation since the last Sunset Review. Due to an increase in lease fees, CCIDC relocated to 365 W. Second Avenue, Suite 221, Escondido, CA 92025. The new location provides more reasonable lease fees and a more secure environment. Leadership at the board level does change from time to time as board members are termed out under CCIDC Bylaws or leave voluntarily. There has been staff changes at the administrative level since the last Sunset Review. Doug Stead, former Executive Director, retired in August of 2017. Former Director of Administration, Roze Wiebe, was promoted to Executive Director in June 2017 and Carley Roden was hired as the new Executive Assistant/Certification Coordinator, in June 2017.

Since the last Sunset Review the board leadership has changed at least one time with the executive officers. The current board make-up is as follows:

George Brazil, CID, ASID	CHAIR
Hootan Hamedani, CID, IDS	VICE CHAIR
Taylor Stead, Public Member	SECRETARY
Christine Barretto, Public Member	TREASURER
Patricia Johnson, Public Member	
Carol Lamkins, CID, NKBA	
Caryn Menches, CID, Educator	
Deborah Ogden, CID, IFDA	
Linda Thomas, CID, Independent Designer	
Julissa Garcia, CID, IIDA	
Niloolfar Rezvanpoor, Public Member	

Candidates for two vacancies, one for a public board member and an IIDA board member, will be confirmed at the January 2022 Board meeting.

b. All legislation affecting CCIDC since the last sunset review.

The only legislation enacted since the last sunset review was the committee bill SB 1474 (Price) that extended the sunset date and made minor changes and updated the existing statute covering BPC § 5800.

- c. *All rules and regulation changes and all bylaw changes approved by CCIDC the last sunset review. Include the status of each change approved by CCIDC.*

There have been no Bylaw or Rules and Regulation changes since the last Sunset Review.

4. *Describe any major studies conducted by CCIDC.*

CCIDC has not conducted any major studies in order to support its mission of certifying interior designers.

5. *List the status of all national associations to which CCIDC belongs.*

CCIDC has been and continues to be a member of the following organizations:

CALBO (California Local Building Officials)

USGBC (United States Green Building Council) LEED (Leadership in Energy and Environmental Design program)

ICC (International Codes Council)

- a. *Does CCIDC's membership include voting privileges?*

CCIDC does not have voting privileges in either CALBO, LEED or ICC.

- b. *List committees, workshops, working groups, task forces, etc., on which CCIDC participates.*

CCIDC does not participate in any of these items.

- c. *How many meetings did CCIDC representative(s) attend? When and where?*

CCIDC representatives attend the CALBO Annual Business Meeting held once a year in various locations throughout the state of California and has been doing so for approximately 25 years. CCIDC representatives also attend both in San Diego and Los Angeles various local International Code Council chapter meetings held monthly.

- d. *If CCIDC is using a national exam, how is CCIDC involved in its development, scoring, analysis, and administration?*

CCIDC does not require national examinations and has not done so since 2008. CCIDC has never been involved in any development, scoring, analysis or administration of any national examinations prior to that date or since its inception.

CCIDC changed its requirements in 2008 because none of the national examinations tested candidates on California Codes and Regulations, therefore candidates for certification were required to complete two examinations, which was burdensome and costly. To ease the burden of becoming a certified interior designer in California, and to ensure that all candidates were tested on California building codes, CCIDC board decided to require one all-encompassing examination in 2009, the IDEX® California Examination.

CCIDC continues to accept national examinations for certification qualification. Since the 2012 Sunset review, The Board recognized the need to ease the burden of becoming a certified interior designer in California for those designers who have passed a National Examination and created a path for those candidates.

Anyone possessing any of these examinations receives a \$100.00 discount towards their application fee. The proof of exam passage provided directly from the examination company replaces the proof of education and work experience requirements, as the candidate provided proof of these qualifications in order to sit for the national examination.

All candidates are required to demonstrate their knowledge of California codes and regulations by taking the IDEX® California examination. Similar to attorneys in California,

all of whom must take and pass the California Bar Exam. There is a modified California bar exam, again not to dissimilar in purpose than the IDEX® California examination, for those that have been engaged in the active practice of law in another state for at least four years immediately preceding the application for admission to the California Bar.

To date there are 6 National Examinations accepted for interior design certification:

- ARE (Architects Registration Examination by National Council for Architectural Registration Boards - NCARB)
 - CQRID (Council for Qualification of Residential Interior Designers by Interior Design Society - IDS)
 - NCBDC (National Council of Building Designer Certification by the American Institute of Building Designers - AIBD)
 - NCIDQ (National Council for Interior Design Certification by Council for Interior Design Qualification)
 - CKBD (Certified Kitchen and Bath Designer by National Kitchen and Bath Association - NKBA)
- e. RIDQC* (Residential Interior Design Qualification Certification & Exam by Designer Society of America) **Must Also Have 2 Years Diversified Work Experience.*

(Please explain the movement away from the national examination and the reasons why.)
The following is a further list of reasons CCIDC does not use any national examinations. For a more detailed explanation a complete analysis has been provided in **Section 11, Attachment H, “Examination Fact Sheet”**.

1. Do not test on California codes.
2. Do not test on California Title 24 accessibility and energy codes.
3. Do not allow for experience only candidates as required by California law.
4. Limit prior work experience even with education.
5. Do not meet Section 139 of the California Business & Professions Code.
6. Some are still using subjective jury judged sections.
7. Cannot take the examination right after graduation, excludes many Community-College graduates in California.
8. Require work experience to be under supervision of specific supervisors.
9. Unregulated without any government or regulatory oversight.
10. Difficult to access because examination is not totally online.
11. Very expensive compared to other licensing and regulatory examinations.
12. Exams are promoted for reasons other than public interest and safety.

Section 2 - Performance Measures and Customer Satisfaction Surveys

6. *Provide results for each question in the customer satisfaction survey broken down by fiscal year. Discuss the results of the customer satisfaction surveys.*

There are two categories of CCIDC “customers.” There are the CIDs that CCIDC certifies on a regular basis including renewals, and the general public are the other customers. CCIDC developed two surveys aimed at each constituency, one for certified interior designers titled “The CID Satisfaction Survey,” and one for consumers titled “The Consumer Satisfaction Survey as of this date has only received 3 responses total, since the last Sunset Review.

7. *Does CCIDC have a customer satisfaction survey? How does CCIDC assess whether or not its consumers are satisfied with its operations?*

The “Consumer Satisfaction Survey (general public) survey is available online and as of this date has only received 2 responses since the last Sunset Review. Our consumer survey has 8 simple questions with 6 multiple-choice answers applicable to the first 5 questions, so it is very brief and easy to complete. All of this is spelled out on CCIDC web site.

The 6 possible quality rating answers are:

- 1.) Superior
- 2.) Very Satisfactory
- 3.) About Average
- 4.) Somewhat Unsatisfactory
- 5.) Unsatisfactory
- 6.) Not Applicable

These only apply to the first 5 questions. The remaining 3 questions are requests for determining suggestions from the consumer and how we can serve them better.

None of the 2 responses fell below answer 3, other than “Not Applicable”, “About Average”, and most (%) were in the “Superior” and “Very Satisfactory” range. It should be noted that CCIDC has very little direct consumer contact other than complaints, which are few, or questions regarding hiring an interior designer. Most contact with the general public is indirect through CCIDC web site and the information it provides.

The survey aimed at CIDs, “The CID Satisfaction Survey,” was put online in January of 2005. So far it has only received a total of 23 responses. This survey has 13 questions with the same 6 potential multiple-choice answers as the other survey. The multiple-choice answers only apply to the first 5 questions. The remaining questions seek feedback and contact information.

Most of the 23 answers with the higher percentage (40% to 60%) fall into the “Very Satisfactory” and “About Average” range. There was 1 response in 2019 and one in 2021.

Section 3 - Fiscal and Staff

Fiscal Issues

8. *Is the board’s fund continuously appropriated?*

No, this does not apply to CCIDC as we are a non-profit and a privately funded organization.

9. *Describe CCIDC’s current reserve level and spending. Describe CCIDC’s budget year: When does it begin? When does it end?*

CCIDC’s fiscal year runs from January 1st to December 31st each year. The economy since the COVID-19 Pandemic continues to struggle for the interior design profession in California. It has been especially more difficult in the commercial designers as the shift to working remotely as well as stay-at-home orders have changed the dynamics for the commercial industry. CCIDC continues to experience a large number of Certified Interior Designers retiring as the baby boom generation reaches maturation or moving to other states or into other professions. This continues to be a significant loss of revenue.

Since CCIDC started administering the California based examination (IDEX® California) it has helped offset some of these losses due to shrinking certificate holders. The current reserve level has increased to \$82,000.00 since the last Sunset Review. CCIDC’s renewals run high and low over a two-year cycle with odd years having more renewals than even years. This has resulted in uneven income year to year since the inception of CCIDC in 1992.

10. Describe if/when a deficit is projected to occur and if/when fee increase, or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by CCIDC.

Because CCIDC is a non-profit and a privately funded organization a deficit cannot be accepted unless the corporation borrows money from the private sector. Unless the U.S. economy recovers significantly, we anticipate more losses of Certified Interior Designers in California that will continue to outpace the number of new candidates.

In 2017 CCIDC revised their certification and the 2-year certification renewal fees, introducing tiered renewal structure. In the past, there was only one option available for \$250.00: including a rubber stamp, and an ID Card. The new tiered renewal allows CIDs to select from 4 renewal options ranging in price from \$250.00 - \$325.00. The Basic option includes only an ID Card. The Digital/ID-Card option provides an electronic/digital stamp and ID-Card for \$275. The rubber stamp/ID-Card option is \$300.00. The option for both digital stamp, rubber stamp, as well as an ID-Card is available for \$325.00. Beginning January 1, 2022, each of these tiered options will increase by \$25.

Examination fees have held steady since the introduction of the IDEX® California examination, however the examination administrator, Scantron, has increased the individual proctor fee in the past 4 years from \$75.00 per candidate to \$82.50 per candidate, a 10% increase. In 2017 CCIDC adjusted its exam fees to cover these costs. The contractual agreement with the examination administrator will expire in May 2022. We anticipate another proctor fee increase within the new agreement and CCIDC may have to pass this through to the candidates. This will be determined by CCIDC board at the appropriate time at a regularly scheduled board meeting in 2022.

Table 2. Fund Condition					
(Dollars in Thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Beginning Balance	5.8	6.9	28.2	58.4	68.0
Revenues	297.1	276.8	292.1	236.9	256.2
Total Revenue	302.9	283.7	320.3	295.3	324.2
Budget	282.1	278.1	269.2	271.5	275.8
Expenditures	311.4	248.6	261.9	255.8	250.5
Loans	15.4	0.0	0.0	28.5	28.3
Accrued Interest	1.4	1.6	1.2	0.1	0.0
Fund Balance	6.9	28.2	58.4	68.0	82.6
Months in Reserve	0	1.3	2.7	3.1	3.8

11. Describe the history of general fund loans. When were the loans made? When have payments been made to the board? Has interest been paid? What is the remaining balance?

Because CCIDC is a non-profit and a privately funded organization a deficit cannot be accepted unless the corporation borrows money from the private sector.

In June 2017, the organization obtained a note payable from American Express Bank, FSB, with interest at the rate of 11.97% per annum. The note payable required monthly principal

and interest payments of \$618 and a term of three years maturing on May 23,2020. As of January 31, 2020, the balance was paid in full.

In May 2020, the Organization was granted a loan from Zions Bancorporation, N.A. dba California Bank & Trust in the amount of \$28,500 under the Paycheck Protection Program ("PPP") as part of the CARES Act. As of December 31, 2020, the Organization, and received the conditions for, and received loan forgiveness in the full amount of \$28,500.

In January 2021, the Organization was granted a loan from Zions Bancorporation, N.A. dba California Bank & Trust in the amount of \$28,340 under the Paycheck Protection Program ("PPP") as part of the CARES Act. As of August 31, 2021, the Organization had met the conditions for, and received loan forgiveness in the full amount of \$28,340.

12. Describe the amounts and percentages of expenditures by program component. Use Table 3. Expenditures by Program Component to provide a breakdown of the expenditures by CCIDC in each program area. Expenditures by each component should be broken out by personnel expenditures and other expenditures (OE&E). Please explain if OE&E is not tracked separately, or if it is included in administration.

Because CCIDC is a private non-profit board it:

Does not track expenditures by program component or track OE&E. We have compiled the numbers using our financial records and assigning the appropriate OE&E to each component. The Personnel Services are not tracked by component, so they are inclusive.

Does not have "Enforcement" rights or privileges, so this item is removed from Table 3. CCIDC also does not deal with "Diversion" for the same reasons, although if a CID is disciplined by the board for any reason, the goal of the board is to rehabilitate that person through education requiring attendance at appropriate classes for things such as ethics and business practices.

The numbers are relatively small, so we have listed them in whole numbers instead of "thousands" as requested.

Table 3. Expenditures by Program Component (listed dollars in whole numbers)								
	FY 2017		FY 2018		FY 2019		FY 2020	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Examination	INCL.	\$18,482	INCL.	\$11,677	INCL.	\$13,067	INCL.	\$22,614
Certification	INCL.	\$31,905	INCL.	\$33,866	INCL.	\$30,838	INCL.	\$31,844
Administration *	\$196,898	\$64,863	\$141,325	\$61,722	\$155,181	\$63,425	\$161,716	\$39,580
TOTALS	\$196,898	\$115,250	\$141,325	\$107,265	\$155,181	\$107,330	\$161,716	\$94,038

*Administration includes costs for executive staff, CCIDC, administrative support, and fiscal services.

13. Describe the amount the Board has contributed to the BreEze program. What are the anticipated BreEze costs the Board has received from the DCA?

Because CCIDC is a non-profit and a privately funded organization it does not contribute to, nor receive funds from the BreEze Program or the DCA.

14. Describe certification renewal cycles and history of fee changes in the last 10 years. Give the fee authority (Business and Professions Code or CCIDC Bylaws and regulation citation) for each fee charged by CCIDC.

The certification renewal fee for Certified Interior Designers is bi-annual. The original fee for the initial two-years and subsequent two-year renewal fees at the inception of CCIDC in 1992 was \$200.00. That remained for 16 years and was raised to \$250.00 for both the two-year initial and the two-year renewal fee in 2008. All other fees have remained the same other than the IDEX® California fee, which was introduced in 2008. The IDEX fee is \$525.00 - \$625.00, which is far less than any of the national examination fees, most of which exceed \$1,000.00.

The original one time only application fee of \$150.00 from 1992 remains unchanged to this day; A one-hundred-dollar discount is given to candidates who have provided proof of successfully passing a national exam.

The authority under which CCIDC charges fees is contained within CCIDC Bylaws, Article V, Section 5.01.n. **See attachment A.**

In May of 2016, CCIDC board, by a unanimous motion, created an additional entry path to becoming certified. The board created Path 3, which provides an application discount of \$100.00 and recognition to those individuals who have taken any one of the national examinations relative to interior design or architecture by waiving some the application documentation that was already proven by their examination passage.

In November of 2017, CCIDC board, by a unanimous motion, created an additional entry path to becoming certified. The board created Path 4, which provides an application route for those candidates who wish to obtain the Commercial Designation upon becoming certified. Path 4 has the same requirements as Path 3 with the additional requirement of completing 5 specific ICC courses developed specifically for CIDs.

In May of 2017 CCIDC Board CCIDC board created the Emeritus category for CIDs who were over 62 years of age and contemplating retirement from the profession, but who wanted to keep their certification credential without having to comply with continuing education requirements or the need for a CID stamp. The fee was established at a lower rate of \$150.00 for every two-years.

Fee	Current Fee Amount	Statutory Limit	FY 2017 Revenue	FY 2018 Revenue	FY 2019 Revenue	FY 2020 Revenue	% of Total Revenue
Application Fee - One time only fee	\$50.00 - \$100.00	N/A	\$13,375	\$11,925	\$16,300	\$7,100	4%
Certification/Renewal Fee Bi-Annual	\$250.00 - \$325.00	N/A	\$237,641	\$281,212	\$230,500	\$194,670	79%
Penalty Late Fee - Per occurrence	\$25 - \$200	N/A	\$3,225	\$7,500	\$5,437	\$3,400	2%
Emeritus Status Fee Bi-Annual	\$150.00	N/A	\$3,700	\$5,100	\$6,150	\$3,900	2%
IDEX Examination Fee Per registration	\$450.00	N/A	\$39,080	\$32,175	\$33,075	\$26,700	12%

15. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

Because CCIDC is a non-profit and a privately funded organization it does not submit BCPs to the DCA/State of California.

STAFFING ISSUES

16. *Describe any staffing issues/challenges, i.e., vacancy rates, staff turnover, recruitment and retention efforts, succession planning.*

CCIDC staff is comprised of two people, namely the Executive Director and the Executive Assistant. There have been no issues regarding staffing.

The Executive Director is very experienced and highly trained in all aspects of the programs and software used by the organization covering the day-to-day operations; as well as in financial administration, which allows all of the financial recording responsibilities to be administered by the same person, alleviating the need for additional staff.

The Executive Assistant is experienced and trained in all aspects of the programs and software used by the organization covering the day-to-day operations.

Using state of the art software programs and equipment, all or most of the organizations needs can be met with these two people.

As a private organization CCIDC also has the ability to hire outside consultants as needed to deal with workload spikes and currently uses a consultant web designer for its Internet presence and other consultants or volunteers to reach out to consumers and students at interior design educational programs.

CCIDC does not have “cite and fine” authority and therefore does not need investigators, a staff attorney, or liaison staff with the DCA.

Succession planning was implemented in 2015, due to the impending retirement of the Executive Director in August 2017. An interim transition committee was created from existing board members who were tasked with developing a transition plan for the organization. It was determined by the transition committee that the most qualified person to succeed the Executive Director was the Administrative Director, Roze Wiebe. An employment agreement was reached and went into effect in June 2017.

Carley Roden, hired to fill the Executive Assistant role, was recruited during the transition phase in 2017 and trained prior to the actual transition.

17. *Describe CCIDC’s staff development efforts and how much is spent annually on staff development.*

Currently there are no scheduled staff development efforts, other than self-learning by staff on the latest trends in certification on a national level through associations, social media, web advances and innovations. This is accomplished through online reading, learning courses, and webinars.

Section 4 - Certification Program

18. *What are CCIDC’s performance targets/expectations for its certification program? Is CCIDC meeting those expectations? If not, what is CCIDC doing to improve performance?*

Because CCIDC board is a private non-profit 501(c) 3 corporation and cannot rely on funding from the state, cash flow and income are of primary importance to the organization. Delays in processing applications or issuing certifications impact cash flow and the financial viability of the organization.

There are 4 paths to becoming a certified interior designer and 2 examination windows each year. Path 1 candidates are persons who have enough education or experience to take the IDEX® California examination but lack the necessary work experience. A candidate under Path 1 may take up to 2 years to gain the minimum work experience in order to become a certified interior designer. As soon as that work experience requirement is met, they become a certified interior designer within one week or less. Path 1 applications are candidate driven in terms of process timeliness. The good news for Path 1 candidates is that they can take the IDEX® California examination upon graduating from school, or if they are work experience candidates only with a minimum of 5 years work experience.

Path 2 candidates already have the requisite education and/or work experience and only need to take the IDEX® California examination. The examination is given for the entire month of May and the entire month of October each year and computerized results are typically available within one or two weeks after the examination window is over. Once a Path 2 candidate has been notified of their examination results, which is within one day of CCIDC being notified and presuming they have passed the examination, their data files are reviewed and approved by the Compliance Committee in order to verify that each candidate has met the statutory requirements to use the title certified interior designer. Upon approval all that remains is for the candidate to pay their first two-year fee to start using the title.

Path 3 candidates go through the exact same process as Path 2 except their education and work experience documentation is not required because they hold one of the accepted national examinations and the documentation is the same or exceeds the certification requirement. All they need to provide is proof of their national examination. They also receive a \$100.00 application fee discount as an incentive to becoming certified and because of the shortened documentation process.

Path 4 candidates go through the exact same process as Path 3 with the addition of 5 additional courses on California Codes and Regulations created by the International Code Council (ICC) and CCIDC.

As soon as a candidate has met all of the statutory and examination requirements the goal of the board is turn the approval process around within one or two days at the most. It is then up to the candidate to complete the process by making a payment. As soon as they have paid for their first two-years of certification fees they can start using the certified interior designer title and unique number assigned to them. The board also orders their stamp and I.D. card and prepares a CID binder that covers all of the information and requirements for being a CID.

19. *Describe any increase or decrease in average time to process applications, administer exams and/or issue certifications that has been done to address them? What are the performance barriers and what improvement plans are in place? What has CCIDC done and what is CCIDC going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?*

The process time for applications has been decreased over many years through the use of online electronic application forms and the ability for candidates to use scanning and electronic transmissions directly to CCIDC. All application forms are available and fill-able online on CCIDC web site. The only requirements for original documentation are certified school transcripts, preferably mailed in sealed envelopes directly by the institution to CCIDC, and an original signed copy of CCIDC code of Ethics and Conduct.

Again, cutting process time for the entire certification process is in the best interest of CCIDC board as it relies upon the cash flow and income for its financial viability. The board and staff

are always evaluating ways to streamline and create efficiencies wherever possible for all candidates.

20. How many certifications or registrations does CCIDC issue each year? How many renewals does CCIDC issue each year?

CCIDC issues an average of 51 “new” certifications per year based upon the four years of 2017 to 2020. It receives an average of 55 “new” applications per year based upon the same four years.

Certification renewals are bi-annual issued every two-years and the average per year is 991, again based upon the same four-year cycle.

A reduction in renewals is factored into the numbers because from experience not everyone will renew, especially with the aging of those who were certified 30 years ago, the effects of COVID-19 on the economy, pushing people into other related or unrelated professions, and those who have moved out of state and no longer see a need to be certified in California. For the most part, these reductions are offset by the number of “new” certifications per year, although there has been an acceleration in the number of retirees and a reduction in the number of “new” certifications, as unemployment in this particular profession lags behind that of other professions.

Table 6. Certification Population					
		FY 2017	FY 2018	FY 2019	FY 2020
Certified Interior Designer	Active	1985	1885	1897	2080
	Out-of-State	3	5	2	1
	Out-of-Country	1	0	0	0
	Expired	1107	1192	1241	1192
	Retired	1422	1458	1496	1458
	Deceased	66	70	69	70
	Revoked	4	4	4	4

Table 7. Total Certification Data			
	FY 2018	FY 2019	FY 2020
Initial Certification Data:			
Initial Certification/Initial Examination Applications Received	46	41	33
Initial Certification/Initial Examination Applications Approved	29	35	26
Initial Certification/Initial Examination Applications Closed	N/A	N/A	N/A
Certifications Issued	29	35	26
Initial Certification/Initial Exam Pending Application Data:			
Pending Applications (total at close of FY)	70	183	208
Pending Applications (outside of CCIDC control) *	N/A	N/A	N/A
Pending Applications (within CCIDC control) *	N/A	N/A	N/A
Initial Certification/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):			
Average Days to Application Approval (All - Complete/Incomplete)	N/A	N/A	N/A
Average Days to Application Approval (incomplete applications) *	N/A	N/A	N/A
Average Days to Application Approval (complete applications) *	N/A	N/A	N/A
Certification Renewal Data:			
Certifications Renewed	940	915	810
* Optional. List if tracked by CCIDC.			

21. *How does CCIDC verify information provided by the candidate?*

CCIDC uses several methods to verify information provided by candidates on an application. All education must be verified by original sealed transcripts provided by the institution in question mailed or emailed directly to CCIDC office.

There are exceptions to this process for foreign student candidates or candidates who graduated from a program that no longer exists. In those cases CCIDC will accept whatever documentation the candidate can provide, such as unsealed copies of transcripts or a copy of their certificate or degree.

For work experience verification CCIDC requires a complete resume of the period the candidate is applying to their application that states when, where and for whom they worked for and in what capacity. Resumes must include the name, address, and telephone numbers of their employers so that they can be contacted for verification.

For self-employment verification CCIDC will accept copies of tax returns for the periods in question that denote the candidate's occupation, financial numbers can be redacted, or an affidavit from an attorney or accountant (CPA) that handles business affairs for the candidate attesting to the application requirements.

a. What process is used to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the candidate?

CCIDC does not have access to criminal history information of databases. Each candidate must answer whether they have ever been convicted of a felony in any jurisdiction, and if the answer is "yes" to provide further information and detail as to the nature of the conviction for the board's consideration, in the application. CCIDC has never received such an application. Candidates are also asked if they are currently certified, licensed, or registered as an interior designer in any other jurisdiction so that CCIDC can refer to that entity for further information.

Candidates agree under penalty of perjury under the laws of the State of California that the application and all writings and exhibits that are attached are true and correct. The potential for violation is a rejection of the application or a revocation of the certification after the fact if a candidate has falsified the same.

b. Does CCIDC fingerprint candidates?

CCIDC is not authorized to fingerprint candidates, nor could it verify fingerprints as it does not have access to fingerprint databases.

c. Have all current certificate holders been fingerprinted? If not, explain. Should candidates be fingerprinted?

See answer 16b above.

d. Is there a national databank relating to disciplinary actions? Does CCIDC check the national databank prior to issuing a Certification? Renewing a Certification?

No, there is not a national databank relating to disciplinary actions for interior designers. Professional interior design organizations like ASID or IIDA, nor any of the interior design related examinations like NCIDQ, except for the ARE administered by NCARB, have any source for determining if a candidate has been disciplined or has a criminal record.

e. Does CCIDC require primary source documentation?

Yes, when education transcripts are being submitted for verification CCIDC requires them to come directly from the school to CCIDC office in an official sealed envelope.

22. Describe CCIDC's legal requirement and process for out-of-state and out-of-country candidates to obtain certification.

Out-of-state and out-of-country candidates follow the same process as in-state candidates. International school accreditation must be recognized by the Council for Higher Education Accreditation (CHEA). International transcripts must come directly from a translation and evaluation services provider. This is to ensure minimum standards are met based on the same criteria for all candidates.

There are no separate legal requirements, and all candidates are accepted no matter where their domicile is. It should also be noted that candidates can take the IDEX® California examination online anywhere in the world. Other national interior design examinations cannot be taken out-of-country beyond the United States and Canada.

Scantron offers close to 1,000 test center locations in over 700 cities in over 70 countries that allow them to provide Internet-based and paper and pencil testing in a proctored environment. Of the top 100 U.S. cities by population, 99% of candidates are within 15 miles of a Scantron testing center.

A live remote proctoring option for the IDEX® California Exam has been available since May of 2020.

“Live Remote Proctoring refers to the use of the internet and automated processes to produce a secure solution for monitoring test takers remotely on a 24/7 basis. Live remote proctoring (LRP) has dedicated personnel that are responsible for closely monitoring and recording candidate's behavior in real-time. Proctors are authorized to end an exam if they deem necessary. Scantron's online proctoring records a candidate's audio, video, computer screen, and keystroke information ensuring the highest level of security for live online proctoring.”

23. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

- a. Does the board identify or track applicants who are veterans? If not, when does the board expect to be compliant with BPC § 114.5?

The Board does not have a specific veterans question on its application. If Candidates list their military service under previous work experience, CCIDC will consider time-served for work experience. To date we have not had anyone apply with such a background.

- b. How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

To date we have not had anyone apply with such a background.

- c. What regulatory changes has the board made to bring it into conformance with BPC § 35?

As a private non-profit 501(c) 3 corporation, CCIDC does not have any regulations that conflict with BPC § 35. The Board will review the Bylaws to ensure compliance.

- d. How many CIDs has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

None, we have had zero requests for military related fee/CEU coursework/status holds. There is no fiscal impact to date.

e. How many applications has the board expedited pursuant to BPC § 115.5?

Not applicable. To date we have not had anyone apply with such a background.

24. Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

Because CCIDC is a non-profit and a privately funded organization it is not required to submit notifications to the DOJ, nor is there any backlog of application responses/completions.

EXAMINATIONS

Table 8. Examination Data					
California Examination (include multiple language) if any:					
FY	2017	2018	2019	2020	2021
Certification Type	Certification	Certification	Certification	Certification	Certification
Exam Title	IDEX®	IDEX®	IDEX®	IDEX®	IDEX®
# of 1 st Time Candidates	94	69	73	51	62
Pass %	78%	88%	75%	84%	81%
Date of Last OA	N/A	N/A	N/A	1/15/2020	1/15/2020
Name of OA Developer	Castle Worldwide	Scantron	Scantron	Scantron	Scantron
Target OA Date	N/A	N/A	N/A	10/1/2021	10/1/2021
High Score (Out of 150)	145	140	139	142	134
Low Score (Out of 150)	70	69	79	90	74

25. Describe the examinations required for certification. Is a national examination used? Is a California specific examination required?

See Section 1, Items 5e and 5d. Also refer to Attachment “H” Examination Fact Sheet under Section 11 for a complete description on the entire history and examination process for CCIDC.

National examinations are not used as they do not test for specific California codes or Title 24.

If CCIDC is to hold out to the general public that CIDs have been properly vetted in accordance with Section 5800 of the California Business and Professions Code with respect to education, work experience and examination in order to protect the health, safety, and welfare of said general public then all candidates must be tested on building codes and Title 24, which are specific to California and no other state.

For this reason, CCIDC utilizes a California specific examination, namely the IDEX® California.

26. What are pass rates for first time vs. retakes in the past 4 fiscal years? (Refer to Table 8: Examination Data)

Refer to table 8. It should be noted for the record that because the IDEX® California is an examination used exclusively in California, the number of candidates registering for each examination window is relatively small compared to national examinations for similar purposes. Because the candidate pool is relatively small the candidates are extremely well

prepared and therefore the pass rate tends to be higher than it would be for a national examination with a much larger pool. This has been confirmed as a typical anomaly for smaller test pools by the psychometricians at Scantron who administer the IDEX® California examination.

In analyzing those who fail the IDEX® California over the past 5 years, most indications point to a lack of preparation for the failure. There are several third-party examination preparation companies who provide study prep services for those wishing to take the IDEX® California, so CCIDC knows who has taken a class and who has not. This does not account for those who self-study.

The IDEX® California examination is broken into 11 distinct domains, namely: Legal Requirements and Responsibilities, Professional Practice and Ethics, Design Standards, Administration, Occupancy Classifications, Types of Construction, Fire Protection Requirements, Interior Finish, Means of Egress, Accessibility, Building Systems, Miscellaneous Code Provisions. The IDEX® covers both residential and commercial building codes used in this state, and the split between the two is approximately 50/50. A designer who works primarily in the commercial field is not necessarily going to be conversant with the residential code and can easily fail this examination unless they study those codes, they are not familiar with. The same applies to a designer who works primarily in the residential field. The reason for covering both codes extensively is because most interior designers crossover and work in both fields, just like architects.

There has been a fairly even split amongst those who have failed the IDEX® California over the past 5 years between commercial and residential designers including many who have previously taken and passed a national examination, including the NCIDQ.

We added the high score and low score columns in order to give a sense of the range of scores so that one doesn't get the impression that this examination is easy based upon the pass rates. The reason for the high pass rates is because candidates are well prepared prior to taking the examination. This is reflected in the low pass rates where these candidates are not well prepared or perhaps haven't even prepared at all.

With respect to examination retakes in the four years listed above in Table 8 only four (4) people have failed on the second try, approximately 1%. For those who fail again after two tries they are monitored by CCIDC and contacted in order to see why they are failing. CCIDC can access their examination scores by Domain to determine where they are weak in terms of knowledge and which Domain they are failing. The most common Domain where candidates exhibit low scores is typically the Code sections of the examination.

Candidates who fail are encouraged to retake the examination and to attend a class on their weakest subject determined by their Domain scores. If they did take a class prior to taking the examination and failed, all of the third-party class providers will provide a remedial class often at a reduced or no charge rate.

27. Is CCIDC using computer-based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

The IDEX® California Exam is computer-based and administered by Scantron Corporation. The IDEX® California Exam is given twice a year, in May and October, the test is offered each day of the month. There are 39 testing centers in California and over one hundred worldwide. Since May of 2020 CCIDC has offered a live, online proctoring option which allows candidates to take the exam in the comfort/safety of their own home.

28. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe.

The only existing statute affecting the IDEX® California examination is contained within Section 5801.1 of the CID statute and that is BPC § 139 referencing the state's examination validation policy. This was the policy issued by the Department of Consumer Affairs (DCA), the Office of Examination Resources (OER), promulgated by AB 1105, Chapter 67, Statutes of 1999. For a copy please see Section 11, Attachment H.

CCIDC views the OER policy as an asset to examination development, and not a hindrance.

CCIDC followed this policy along with Scantron in preparing and developing the IDEX® California examination. The policy sets out the state required development, validation and occupational analyses pertaining to all boards, programs, bureaus, and divisions under the jurisdiction of the DCA. Although CCIDC is not under the jurisdiction of the DCA, CCIDC board set out to use the policy in developing the IDEX® California. In the case of occupational analyses, because the examination was state specific, and for a relatively small constituency, the test developers decided to use Subject Matter Experts (SMEs) as allowed for in the policy.

The IDEX® California passing standard is based upon minimum competency criteria at entry level to the profession of interior design as set forth by the policy of the OER.

In accordance with the requirements of the OER policy the entire IDEX® California examination was reviewed in 2019 by a task force of SME's after the adoption of the new 2018 California Building Code. Necessary changes were made to the examination subsequent to the review in order to ensure its validity as a certification examination. The IDEX Exam was reviewed and revised in 2021. An Exam Task Force was created, comprised of Subject Matter Experts, Scantron Corporation Psychometricians, and the International Code Council. The Subject Matter Experts included Interior Design Educators (all of which are Certified Interior Designers), Building Officials, Fire Marshals, Architects and Engineers.

CCIDC partnered with the International Code Council (ICC) to create all code-based questions. ICC creates Building Codes, Exams, and Certifications. ICC also will review and revise code related questions after each code updating cycle.

There are no statutes that hinder the efficient processing of applications or examinations. Because the examination is computerized the results are often available within week or so after the close of the examination window.

Special Note:

- *B&P Code § 5811 was placed into the Interior Design Law in 2003 to address the multitude of examinations allowed in order to become a CID. This should be addressed in detail perhaps in Table 8, Item 22, 23 and 24.*

5811. An interior design organization issuing stamps under Section 5801 shall provide to the Joint Committee on Boards, Commissions, and Consumer Protection by September 1, 2008, a report that reviews and assesses the costs and benefits associated with the California Code and Regulations Examination and explores feasible alternatives to that examination.

- *Please address this issue in the examination section related to table 8, items 22-24. Please cite this section and include the text.*
- *This is also where CCIDC would also indicate its compliance with BPC § 5801.1.*

This item was previously addressed in the 2012 Sunset Review report provided by CCIDC at that time, specifically in Section 10 - CCIDC Action and Response to Prior Sunset Issues. A copy of this response from 2012 has been included in this report in Section 11, Attachment B.

It is also discussed further in Section 9 of this report - CCIDC Action and Response to Prior Sunset Issues, under ISSUE #4.

SCHOOL APPROVALS

29. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? Does CCIDC work with BPPE in the school approval process?

CCIDC is not statutorily authorized to approve educational facilities for any purpose regarding interior design. CCIDC does not work with the BPPE in any role whatsoever.

How many schools are approved by CCIDC? How often are schools reviewed?

CCIDC does not approve, or even recommend interior design educational facilities, however all those that currently offer interior design education programs in California are listed in detail on CCIDC web site in a separate section for the ease of interior design students, those thinking of becoming an interior designer, or for existing designers looking for further education. The listing is reviewed continuously for changes and updates.

There are currently 44 California based interior design programs, more than any other state in the country. There are also 2 online accredited programs.

All the programs listed are accredited by an accrediting agency recognized by the U.S. Department of Education. This is the main criteria for a program to be listed on CCIDC web site.

30. What are CCIDC's legal requirements regarding approval of international schools?

CCIDC board is not authorized to approve any educational facilities. The legally authorized accrediting entity (if one exists) within each country would be responsible for such approvals of interior design programs or the professional or post-professional programs available at those facilities.

CONTINUING EDUCATION/COMPETENCY REQUIREMENTS

31. Describe CCIDC's continuing education/competency requirements, if any. Describe any changes made by CCIDC since the last review.

There is no statutory requirement for continuing education for certified interior designers, however CCIDC has a board motioned Policy 3.1: CEU Requirements for Certified Interior Designers. It requires every CID to obtain a 1.0 CEU (10 hours), every 2 years, between renewal dates, on subjects relative to the practice and business of interior design, but of their own choosing. There are no longer any mandatory specific courses.

CCIDC accepts all approved courses by the Interior Design Continuing Education Council, or any other interior design or architectural organization such as AIA, ASID, IDS, IFDA, IIDA, NKBA, etc. CCIDC also accepts from related organizations such as CALBO (building officials), CSI (construction specifiers) and many other construction/design industry organizations. CCIDC also provides a page on its web site for CIDs that offer relevant CEU courses, many of which are free.

There have been no changes to this policy since its inception from the beginning of CCIDC.

a. How does CCIDC verify CE or other competency requirements?

All CIDs are required to report their CEUs directly to CCIDC. For this purpose CCIDC has set up a “free” CID Account portal online where a CID can log in on a 24/7 basis with their own log in I.D. and password. This account allows them to update their personal information such as email address, home or work address, telephone numbers, etc. They can also add and store all of their CEU information. Whenever a CID accesses this database and makes a new entry or a change CCIDC is notified with a copy. CCIDC then tracks all CEU entries in a separate offline database for each CID where all of their information is kept and tracked. When a CIDs renewal comes up CCIDC is able to verify whether that CID has logged the required amount of CEUs.

b. Does CCIDC conduct CE audits on its certificate holders? Describe CCIDC’s policy on CE audits.

CCIDC continuously monitors CEU accounts through the online registry described above. CCIDC policy on CE audits is that a CID must obtain a 1.0 CEU (10 hours) every two-years prior to their renewal anniversary date.

c. What are consequences for failing a CE audit?

If a CID fails to complete the required amount of CEUs on their two-year anniversary they are notified by CCIDC of their deficiency. They are then given a suitable grace period in order to complete the CEU requirements based upon their individual circumstances.

The consequences can be a delay in renewing their certification, however CCIDC carries a large amount of approved and recommended CEU courses on its web site for CIDs to choose from. This was implemented as a resource for CIDs as it was difficult for many individuals to find suitable courses without expending a lot of time and effort. For those who may be experiencing some form of financial hardship there are many courses that are free of charge.

d. How many CE audits were conducted in the past four fiscal years? How many fails?

It is a continuous process as noted above. CCIDC works with CIDs who are behind in their CEUs to ensure they do not fail.

e. What is CCIDC’s course approval policy?

CCIDC accepts all courses that are approved by all of the professional interior design organizations, plus other organizations relevant to interior designers. See item 25 above.

Many professional organizations that CIDs belong to, also require CEUs and CCIDC will accept those same CEUs for their renewal purposes.

f. Who approves CE providers? Who approves CE courses? If CCIDC approves them, what is CCIDC application review process?

CCIDC does not approve CE providers, only their courses relevant to interior design or related applications like book-keeping, marketing, photography, etc., all subjects that can help and improve the business aspects of a CID or interior design business. There is no one formal application review process, most if not all courses are already approved by a professional design organization.

g. How many applications for CE providers and CE courses were received? How many were approved?

Not applicable.

h. Does CCIDC audit CE providers? If so, describe CCIDC’s policy and process.

CCIDC has no statutory authority to audit CE providers.

- i. *Describe CCIDC's effort, if any, to review its CE policy for purpose of moving toward performance-based assessments of the certificate holders' continuing competence.*

Performance based assessments are applicable to learning facilities such as colleges and universities as alternative methods for standardized testing. CEUs are intended to keep CIDs updated on new and different approaches to their design businesses. It encourages them to learn new disciplines that they might otherwise not learn and thereby fall behind in offering up-to-date services to their clients. Certification is voluntary and CCIDC does not get involved in educating CIDs, only verifying their education when they apply to become certified.

Section 5 - Enforcement Program

- 32. *What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?*

CCIDC does not have an enforcement program because it does not have any statutory cite and fine authority. This is because certification for interior designers is a voluntary program, and nothing prevents anyone from practicing interior design or calling themselves an interior designer. Other than certification and those who submit to the title act for certified interior designers, the practice of interior design in every other form is unregulated.

- 33. *Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?*

Most complaints against interior designers are related to financial or contractual obligations and none have been documented with respect to public health or safety, although there have been several complaints against persons practicing architecture or engineering outside of their training and expertise and without a suitable state license for such work. The same has also applied to designers operating as contractors without a license. CCIDC directs the complainant to refer these types of complaints to the appropriate state board under the jurisdiction of DCA.

Table 9a. Enforcement Statistics (Complaints)

Year	Number of Complaints Overall	Number of Complaints Against CIDs	Number of Complaints Against NON-CID
1993	1	0	1
1994	0	0	0
1995	4	2	2
1996	5	2	3
1997	8	4	4
1998	7	4	3
1999	4	2	2
2000	9	4	5
2001	10	5	5
2002	18	1	17
2003	10	4	6
2004	12	3	9
2005	14	8	6

Table 9a. Enforcement Statistics (Complaints)			
Year	Number of Complaints Overall	Number of Complaints Against CIDs	Number of Complaints Against NON-CID
2006	19	9	10
2007	25	13	12
2008	10	6	4
2009	3	0	3
2010	7	2	5
2011	9	3	6
2012	3	0	3
2013	8	6	2
2014	6	0	6
2015	4	1	3
2016	5	1	4
2017	2	0	2
2018	3	0	3
2019	2	0	2
2020	3	1	2
2021	3	2	1
Total	214	83	131

34. *What do overall statistics show as to increases or decreases in disciplinary action since last review.*

Since the last review CCIDC has experienced a decreasing number of consumer complaints against certified interior designers.

CCIDC has 214 documented “official” complaints since it was founded in 1992. “Official” complaints are where a person has filled out a formal complaint form citing specific violations relative to CCIDC Code of Ethics and Standards. These are broken down by year in the foregoing chart.

Out of the 214 complaints received since 1992, 83 were against Certified Interior Designers. Since 2017, the last sunset review, one CID was put on probation and required to complete 2 courses in ethics before Certification was reinstated. The 131 complaints against non-certified interior designers are recorded as a matter of record because the person filing the complaint chose to fill out a formal complaint form even though CCIDC has no jurisdiction in those complaints.

Unofficial complaints are not recorded because some people choose not to pursue a complaint with CCIDC and prefer to seek alternative remedies such as the courts. Basically, they call for advice, especially when they find out the person in question is not a CID and that CCIDC has no jurisdiction over them.

In some cases, CCIDC has mediated formal complaints and obtained satisfactory results for both parties. In others, CCIDC has provided expert witness information for a deposition, or in Small Claims court, or helped obtain an expert witness for plaintiffs for an impending legal action.

CCIDC often requires CID’s who have been disciplined or suspended by the board, in order to remediate them, to take approved classes on Ethics and Business Practices. All disciplinary actions are noted on CCIDC web site for public consumption.

35. *How are cases prioritized? What is CCIDC's complaint prioritization policy? Is it different from DCA's Complaint Prioritization Guidelines for Health Care Agencies (August 31, 2009)? If so, explain why.*

All complaints are treated as urgent dealt with as they are received by CCIDC, the CCIDC Board reviews all formal complaints. The volume is minimal as one can see from the chart above, so prioritization is not an issue. Because CCIDC is not a part of the DCA, the complaint guidelines differ, but are equally as effective for CIDs.

Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report actions taken against a certificate holder. Are there problems with receiving the required reports? If so, what could be done to correct the problems?

CCIDC is a non-profit corporation and not a state agency so there are no mandatory or legislative requirements for any person or agency to report violations, civil or criminal actions taken against a CID, or any other interior designer. All complaints received by CCIDC are filed voluntarily by the general public.

36. *Describe settlements the board, and Office of the Attorney General on behalf of the board, enter into with CIDs.*

CCIDC is a non-profit corporation and not a state agency so there are no settlements. CCIDC does not have site and fine abilities, so no monetary settlements have been received.

37. *Does CCIDC operate with a statute of limitations? If so, please describe and provide citation. If so, how many cases were lost due to statute of limitations? If not, what is CCIDC's policy on statute of limitations?*

CCIDC statute of limitations is one-year when filing a complaint that requires the complainant follow up with any requested documentation or evidence. Failure to do so indicates a lack of interest and the case is closed. There is a low volume of complaints, so they are dealt with very quickly. CCIDC does not have cite and fine authority so there is little CCIDC can do other than revoke or suspend a CIDs certification.

38. *Describe CCIDC's efforts to address uncertified activity and the underground economy. Is there any level of uncertified activity by interior designers? Is an uncertified person who prohibited from doing anything that they would be permitted to do if they had a certificate? If so, what does CCIDC do when they become aware of such activity?*

Certification is a voluntary program so there is no such thing as "unlicensed" activity. Anyone can call themselves an interior designer, or practice interior design. There is nothing an uncertified person cannot do because they are not certified, other than use the title Certified Interior Designer, or the appellation CID, which is prohibited by BPC § 5812 as an unfair business practice. Occasionally we do become aware of certain individuals who are using this title but have never been certified by CCIDC, or anyone else. CCIDC will issue a "cease and desist" letter to the individual citing Section 5812 of the BPC, in order to resolve the matter.

Cite and Fine

39. *Discuss the extent to which the board has used its cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the \$5,000 statutory limit?*

CCIDC does not have an enforcement program because it does not have any statutory cite and fine authority. This is because certification for interior designers is a voluntary program,

and nothing prevents anyone from practicing interior design or calling themselves an interior designer. Other than certification and those who submit to the title act for certified interior designers, the practice of interior design in every other form is unregulated.

40. *How is cite and fine used? What types of violations are the basis for citation and fine?*

See item 41. Above.

41. *How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?*

See item 41. Above.

42. *What are the five most common violations for which citations are issued?*

See item 41. Above.

43. *What is average fine pre- and post- appeal?*

See item 41. Above.

44. *Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines.*

See item 41. Above.

Cost Recovery and Restitution

45. *Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.*

CCIDC does not have an enforcement program because it does not have any statutory cite and fine authority or cost and restitution. This is because certification for interior designers is a voluntary program, and nothing prevents anyone from practicing interior design or calling themselves an interior designer. Other than certification and those who submit to the title act for certified interior designers, the practice of interior design in every other form is unregulated.

46. *How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.*

See item 45. Above.

47. *Are there cases for which the board does not seek cost recovery? Why?*

See item 45. Above.

48. *Describe the board's use of Franchise Tax Board intercepts to collect cost recovery.*

See item 45. Above.

49. *Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the CID to a harmed consumer.*

See item 45. Above.

50. *How does CCIDC use the internet to keep the public informed of CCIDC activities? Does CCIDC post CCIDC meeting materials online? When are they posted? How long do they remain on the website? When are draft meeting minutes posted online? When does CCIDC post final meeting minutes? How long do meeting minutes remain available online?*

CCIDC maintains a web site (www.ccidc.org) and utilizes a number of in-house online applications, web pages and outside social media (Facebook, Instagram, Twitter, and LinkedIn) to keep the public informed of its activities. CCIDC also issues a quarterly electronic online newsletter (CCIDC e-News) to over 5,000 subscribers, accessible to the general public.

All meetings, locations, dates, and times as well as agendas for meetings are posted online and announced several months in advance via CCIDC electronic newsletter. This information remains on CCIDC web site until the actual meeting date has passed and then removed, making way for the next scheduled meeting date.

Draft meeting minutes are not posted online until approved by motion of the board at a regularly scheduled board meeting. As soon as the previous board meeting minutes are approved, they are posted online within a few days. Meeting minutes are archived and available online to the general public.

CCIDC launched its much improved, user friendly, updated platform, website in 2017. It incorporates the latest features in web design and allows easier access to online information for CIDs and the general public. It includes video, webinars, and access to CCIDC's YouTube channel. CCIDC staff updates and posts of new information regularly. The web site integrates with CCIDC database, enabling CIDs make renewal payments, examination payments, examination scheduling, register CEUs, etc., available in their individual CID Account.

51. *Does CCIDC webcast its meetings? What is CCIDC's plan to webcast future CCIDC and committee meetings?*

Beginning in 2019 CCIDC began using ZOOM Webinars to host their meetings. In 2020 all meetings were exclusively available through the Zoom format. This enabled CCIDC to provide meetings in a safe and responsible manner.

Once it is possible to ensure the health, safety, and welfare of participants, CCIDC will host its annual meeting in an in-person/Zoom hybrid format. The other two meetings will continue to be held as Zoom Webinars.

52. *Does CCIDC establish an annual meeting calendar, and post it on CCIDC's web site?*

Yes, every January a new meeting calendar is established for the three regularly scheduled meetings throughout the year, namely end of January, June, and September. As other board activities become known they too are added to the Google calendar online, including special events.

53. *Is the board's complaint disclosure policy consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure? Does the board post accusations and disciplinary actions consistent with DCA's Web Site Posting of Accusations and Disciplinary Actions (May 21, 2010)?*

Because CCIDC is not a part of the DCA we are not made aware of their guidelines. Enforcement actions are posted on CCIDC web site.

54. *What information does CCIDC provide to the public regarding its certificate holders (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?*

CCIDC has an online database (“Verify a Designer”) where the public can search for a CID by entering the designer’s certification number, or any of the following key words: first name, surname, city, or state (a number of CIDs live outside of California). The information provided is the designer’s full name; certification number; certification status, i.e. current, delinquent, expired, retired, suspended, or revoked, etc.

The website includes a “Hire a Local CID” option, this search option operates similar to the “Verify a Designer” query. The search parameters are the same, only the results include only current CIDs. CIDs are allowed to select the information they provide to the public. They can include their phone number, email address and webpage.

55. *What methods are used by CCIDC to provide consumer outreach and education?*

CCIDC employs various means to reach the public and to educate them on the importance of hiring Certified Interior Designers.

CCIDC web site has a vast source of information geared to consumers, CIDs, students and building officials. Some of the pages aimed at consumers are:

- “Consumers Guide to Hiring a Certified Interior Designer”
- “The Difference Between a Decorator and a Designer”
- “Common Mistakes When Hiring an Interior Designer”

There are also consumer alerts, how to file a complaint against a designer, including an online complaint form, disciplinary actions against CIDs, and a consumer satisfaction survey. Consumers can also sign up to get the quarterly CCIDC electronic newsletter.

One of the most visited areas on our web site, other than that for consumers, is the interior design program interior design school page listing. All of the interior design programs in California including web sites and contact information are provided.

CCIDC also work with LYFE Marketing to utilize our Social Media platforms. At least three times weekly, posts are made on various topics of interest and CCIDC news. In addition, monthly ads are placed on Google, Facebook, and Instagram.

Section 7

Online Practice Issues

56. *Discuss the prevalence of online practice and whether there are issues with uncertified activity. How does CCIDC regulate online practice? Does CCIDC have any plans to regulate Internet business practices or believe there is a need to do so? Are there any online practices by CIDs that should be addressed?*

This does not apply to CCIDC as it is a voluntary certification program, and not a mandatory state licensing program. We do occasionally come across unlawful use of certified interior designer or the appellation CID, but this is normally taken care of with a cease-and-desist letter.

57. *What actions has the board taken in terms of workforce development?*

CCIDC also provides a presentation on “Ethics and Business Practices for Interior Designers”. Many education programs as well as workplaces have participated in these presentations over the past five years.

Describe any assessment the board has conducted on the impact of licensing delays.

Not applicable, CCIDC is a non-profit corporation and not a state agency and does not experience such delays.

58. *Describe CCIDC’s efforts to work with schools to inform potential certificate holders of the certification requirements and certification process.*

CCIDC implemented an aggressive interior design program outreach program back in 2008 in order to reach potential candidates for certification. All interior design programs were contacted and a representative of CCIDC was offered to come and give their interior design students a free one-hour presentation on the certification program in the state of California along with extensive information on the new IDEX® California examination, and multiple handouts and brochures.

This program coincided with the introduction of a single California certification examination in 2008, namely the IDEX® California. CCIDC also provides a two-hour presentation on “Ethics and Business Practices for Interior Designers”. Many programs have participated in these multiple presentations over the past five years and include these presentations as part of their regular curriculum.

Other presentations have included professional association gatherings of interior designers, student career forums, large private interior design firms, and industry sponsored product and services showcases.

Describe any barriers to certification and/or employment that CCIDC believes exists.

The largest barrier to certification and/or the interior design profession is the issue of interior designers being able to submit non-structural, non-seismic interior design plans to local building departments for permit approval and acquisition purposes, because they are being denied access to the permit process without an architect or an engineer’s stamp.

Building departments in Los Angeles and San Francisco, San Jose and Sacramento regularly deny Interior Designers the ability to submit non-structural/non-seismic interior design plans for permit approval and acquisition purposes. Recent programs such as Los Angeles’s Fast-track Process prohibits anyone from submitting plans that do not have an Architect’s or Engineer’s stamp.

Without the ability to submit plans per the law, (BPC § 5537, 5538, 5805) building departments are creating barriers to certification and the interior design profession in California.

The interior design profession in California is largely comprised of women and members of the LGBTQ+ community. These barriers could easily be considered prejudice in nature.

59. Provide any workforce development data collected by the board

Because CCIDC is a non-profit and a privately funded organization it does not collect workforce data.

**Section 9 -
Current Issues**

60. What is the status of the board's implementation of the Uniform Standards for Substance Abusing Licensees?

Because CCIDC is a non-profit and a privately funded organization it is not a healing arts Board, it does not meet the prerequisites to implement the Uniform Standards for Substance Abusing Licensees.

61. What is the status of the board's implementation of the Consumer Protection Enforcement Initiative (CPEI) regulations?

Because CCIDC is a non-profit and a privately funded organization it is not a healing arts Board, it does not participate in the Department of Consumer Affairs's CPEI Initiatives.

62. Describe how the board is participating in development of BreEze and any other secondary IT issues affecting the board.

Because CCIDC is a non-profit and a privately funded organization it does not contribute to, receive funds from, nor participate in the BreEze Program or the DCA.

**Section 10 -
Board Actions and Responses to COVID-19.**

63. In response to COVID-19, has the board implemented teleworking policies for employees and staff?

Beginning March 19, 2020, the CCIDC Offices closed to the public and employees began working remotely. Equipment was purchased for employees to enable them to do their work in remote locations.

In January 2021, one full-time staff member returned to work in the CCIDC office and the other continues to work remotely. This enables staff to maintain all COVID-19 protocols and reduce risk to employees. The office remains closed to the public but is fully operational.

All CCIDC Board Meetings are held via ZOOM and are well attended. CCIDC will revisit holding in-person meetings once restrictions are lifted and the threat of COVID-19 are significantly reduced.

a. How have those measures affected CCIDC operations? If so, how?

CCIDC operations were impacted fiscally, the number of CIDs renewing dropped as well as the number of applicants applying for certification. Day-to-day operations were not adversely affected by those measures.

64. In response to COVID-19, has the board utilized any existing state of emergency statutes?

Yes

b. If so, which ones, and why?

CCIDC was eligible for and utilized the Paycheck Protection Program.

65. Pursuant to the Governor's Executive Orders N-40-20 and N-75-20, has the board worked on any waiver requests with the Department?

No, CCIDC is a non-profit and a privately funded organization it is not a healing arts Board, it does not participate in the Department of Consumer Affairs.

66. In response to COVID-19, has the board taken any other steps or implemented any other policies regarding CIDs or consumers?

The CCIDC office closed to the public, during 2020 CCIDC waived all late-fees and extended payment plans to all CIDs who requested them.

67. Has the board recognized any necessary statutory revisions, updates, or changes to address COVID-19 or any future State of Emergency Declarations?

CCIDC has worked to increase their finances to allow for any state of emergency that could affect income. No other statutory changes are necessary at this time.

Section 11 - CCIDC Action and Response to Prior Sunset Issues

Include the following:

- 1. Background information concerning the issue as it pertains to CCIDC.*
- 2. Short discussion of recommendations made by the Legislature during prior sunset review.*
- 3. What action CCIDC took in response to the recommendation or findings made under prior sunset review.*
- 4. Any recommendations CCIDC has for dealing with the issue, if appropriate.*

ADMINISTRATION OF CCIDC

ISSUE #1: (ACCEPTANCE OF STAMP) What has CCIDC done to facilitate the acceptance of the certified interior designer stamp by local building officials?

Staff Recommendation: *CCIDC should work with stakeholders to find a consensus on this issue and if appropriate, submit a specific legislative proposal to the Committees.*

Our goal is to work side-by-side, with our Stakeholders, to further the best interest of Certified Interior Designers and the general public in California. CCIDC used the guidelines of the CCIDC Bylaws, to create clear definition of what a stakeholder is and who they are.:

- 1. Certified Interior Designers**
Stake: Representing the Design Profession as a Whole, not any one faction or interest.
- 2. Board of Directors**
 - A. Stake: All Inclusive
 - B. Everyone is Equal
 - a. 1 Vote = 1 Voice
 1. Professional Design Organizations
 2. Educators
 3. Independent Designers
 4. Public Members
- 3. Public**

- A. Stake: Protection of the Public Health, Safety, and Welfare
- 4. **State of California**
 - A. Stake: Government oversight through the Sunset Review
 1. Department of Consumer Affairs
 2. Senate Business, Professions and Economic Development Committee
 3. Assembly Business and Professions Committee
- 5. **Professional**
 - A. Stake: Strengthen and Clarification of the Current CID Law
 1. (CALBO, CAB, ICC, AIA)

CCIDC held several Stakeholders meetings to review the clarifying language. The previous concern for “structural safety” of the building, has now changed to the definition of the word “non-seismic.”

Architect members of AIA were adamant that proposed language changes are not possible. Their opinion is Certified Interior Designers should not be allowed to do the work they have been doing since the inception of the interior design profession.

“If you hang a picture on a wall over 15 pounds, you need to hire an architect.”

“If Certified Interior Designers really want to do this work, they should have become Architects.”

CCIDC will continue to hold Stakeholders meetings to work towards common ground.

ISSUE #2: (STRATEGIC PLAN) What is the status of the Board’s strategic plan?

Staff Recommendation: The Board should update the Committees on how it has set goals for itself since 2001. The Board should create a newly developed strategic plan and describe the timeline for its completion. This new strategic plan should address new and existing issues raised through the Sunset Review process and concerns raised by other interested stakeholders.

In September of 2017 CCIDC held a strategic planning meeting that included many of its stakeholders, CIDs, and public participants. During this meeting participants and the CCIDC Board worked together to create the “CID Commercial Designation” (see attachment E).

CCIDC will now include a strategic planning meeting during every January board meeting.

ISSUE #3: (CCIDC WEBSITE) Has the Board made any efforts to create a more user-friendly website?

Staff Recommendation: CCIDC should inform the Committees on any updates it may have to reorganize its website, make it more accessible, and promote transparency for its certified population

In September of 2017, CCIDC launched it’s new, more user-friendly website www.ccidc.org. The new site is much easier to navigate, provides more information and is kept up to date.

The new website includes a CID Account Portal where certified interior designers can update their contact information, record their continuing education units, and pay their certification fees.

The new site has improved the application process for candidates. They are able to complete the application online and provide all required information in their account.

CCIDC Staff monitors the site daily for any changes, updates or additions needed. In the past CCIDC hired a “webmaster” consultant to design, build and maintain the site. Keeping the site administration in-house has improved the ability for CCIDC to make improvements more efficiently.

ISSUE #4: (SUCCESSION PLAN FOR NEW EXECUTIVE DIRECTOR) Will CCIDC need additional staff to help ensure an easy transition with a new Executive Director?

Staff Recommendation: *CCIDC should inform the Committees on any updates it may have on appointing a new Executive Director. CCIDC should develop a general succession plan and how it will decide on a new Executive Director. The CCIDC should also explain whether or not it will need additional staff to make the transition to a new Executive Director easy and swift.*

2021 CCIDC Response:

Succession planning was implemented in 2015, due to the impending retirement of the Executive Director in August 2017. An interim transition committee was created from existing board members who were tasked with developing a transition plan for the organization. It was determined by the transition committee that the most qualified person to succeed the Executive Director was the Administrative Director, Roze Wiebe. An employment agreement was reached and went into effect in June 2017.

Carley Roden, hired to fill the Executive Assistant role, was recruited during the transition phase in 2017 and trained prior to the actual transition.

ISSUE #5: (FEE INCREASE NEEDED?) Are current certification fees sufficient to maintain the Board’s long-term fiscal solvency?

Staff Recommendation: *CCIDC should explain to the Committees the current situation which exists regarding its fiscal condition and what action is anticipated to deal with any future deficit. The Board should also identify appropriate solutions, including raising fees, controlling spending, or other steps that might be taken in order to ensure a stable reserve level.*

2021 CCIDC Response:

In 2017 CCIDC revised their certification and the 2-year certification renewal fees, introducing tiered renewal structure. In the past, there was only one option available for \$250.00: including a rubber stamp, and an ID Card. The new tiered renewal allows CIDs to select from 4 renewal options ranging in price from \$250.00 - \$325.00. The Basic option includes only an ID Card. The Digital/ID-Card option provides an electronic/digital stamp and ID-Card for \$275. The rubber stamp/ID-Card option is \$300.00. The option for both digital stamp, rubber stamp, as well as an ID-Card is available for \$325.00. Beginning January 1, 2022, each of these tiered options will increase by \$25.

Examination fees have held steady since the introduction of the IDEX® California examination, however the examination administrator, Scantron, has increased the individual proctor fee in the past 4 years from \$75.00 per candidate to \$82.50 per candidate, a 10% increase. In 2017 CCIDC adjusted its exam fees to cover these costs. The contractual agreement with the examination administrator will expire in May 2022. We anticipate another proctor fee increase within the new agreement and CCIDC may have to pass this through to the candidates. This will be determined by CCIDC board at the appropriate time at a regularly scheduled board meeting in 2022.

LICENSING AND ENFORCEMENT ISSUES

ISSUE #6: (NEW CERTIFICATION) Does CCIDC believe a new certification category should be created for commercial interior designers?

Staff Recommendation: *CCIDC should explain to the Committees whether “commercial interior design” certification category should be created. If so, the Board should outline a plan to involve all interested stakeholders when crafting this certification.*

2021 CCIDC Response:

In September of 2017 CCIDC held a strategic planning meeting that included many of its stakeholders, CIDs, and public participants. During this meeting participants and the CCIDC Board worked together to create the “CID Commercial Designation” (see attachment E).

The group determined that there should not be a separate certification for designers who practice commercial projects as the industry is often fluid and CIDs may choose to move from residential to commercial design or vice versa. So the Commercial Designation can be added to certification.

The purpose of this program is to allow building officials to identify individuals (CIDs) who have prepared non-structural, non-seismic commercial tenant improvement plans in accordance with Sections 5537 and 5538 of the California Business and Professions Code that do not require an architect or engineers stamp or signature who are submitting plans for the purpose of obtaining a building permit.

The Commercial Designation requirements:

Who Can Apply? CIDs in good standing or qualified candidate applying under Path 4.

An initial “Grandfathering” period was given to all CIDs in good standing to qualify for the Commercial Designation without requiring an additional national exam. Effective January 1, 2020, commercial designation applicants must provide proof of passing one of the following examinations: ARE, CQRID, LEED-AP, NCBDC, NCIDQ, NKBA-(CKBD), RIDQC + 2 Years Diversified Interior Design Experience.

Qualified Candidates applying through Path 4 must also pass the IDEX California® Exam Candidates must provide proof of passing Designated California Based, International Codes Council (ICC) Courses. Courses must be complete and submitted within six months of application date.

CID Application Fee \$100, Fee includes new Commercial Designation ID Card and Stamp upon completion/approval. The Application fee for Qualified Candidates, applying through Path 4 is \$500.00 paid at the time of application submission. Fee is for Application and IDEX Exam Registration only

2-Year Certification and Renewal Fees will be the same for all Certified Interior Designers. There is no “Basic” renewal option for the Commercial Designation.

Commercial Designation CEU Requirements: 10 Hours per 2-Year Certification Period. Five of the 10 CEU hours MUST be CA code specific courses

This Designation is voluntary and not required for CIDs who do commercial design. This designation is to assist in the identification of CIDs whose primary focus of practice is commercial design. Not a guarantee that plans will be reviewed.

This is not intended as a fix-all for plan submission uniformity. This is one step of many to aid Commercial Designers to submit plans in all jurisdictions.

CCIDC Worked with the International Code Council (ICC) to create 5 online courses that would educate CIDs in the areas most concerning to Building Officials. These courses are updated after each building code update cycle. CCIDC does not make money from these courses, rather than taking a percentage, CCIDC opted to pass the discount to CIDs.

CCIDC is working to educate Building Officials about the Commercial Designation. CCIDC attends monthly International Code Council Meetings (attended by local Building Officials and Industry Partners) in San Diego, Los Angeles, and plan to join the Bay Area and Orange County chapters as well. CCIDC also participates

ICC Courses Required:

2018 IBC Essentials with 2019 CA Amendments
2019 CBC Title 24 Regulation (Energy)
2019 CBC Chapter 11B Accessibility in Public Buildings
2019 CBC Means of Egress
Building Codes 101 for Interior Designers

To date nearly 200 candidates have successfully obtained their Commercial Designation.

ISSUE #7: (REPORTING REQUIREMENTS) Should certificate holders be required to report to CCIDC when a judgment is entered against them for a crime or personal injury, or when a felony charge is filed against a CID? Should CIDs be required to report to CCIDC upon arrest?

Staff Recommendation: The Committees should discuss language to require that CIDs provide notice to CCIDC, if there is a judgment for a crime committed in excess of \$30,000, for which the certificate holder is responsible due to negligence, error, or omission in practice, or their rendering unauthorized professional services. The law should further be amended to require CIDs to report any filings of charges of a felony to CCIDC. Lastly, the Certified Interior Designers Title Act should be amended to ensure that CIDs submit a report to the CCIDC when arrested.

2021 CCIDC Response:

In the very few instances, where a judgement in excess of \$30,000 has been made against a CID (2 total), the injured party has filed a complaint against the CID. The Board was able to address the CID accordingly.

CCIDC recommends to all CIDs to obtain Errors and Omissions Insurance coverage. Information is provided for them on the CCIDC Website: <https://ccidc.org/errors-and-omissions-insurance>.

The application for certification requires a statement of any felony convictions. A renewal application can also confirm whether or not there have been any other convictions since the initial application.

As certification is voluntary and CCIDC does not have site and fine capabilities, the task of “requiring” them to submit a report upon arrest is not easily governed. Perhaps submission of a report upon conviction would be more realistic. As stated previously, we generally receive complaints from injure parties or other industry professionals prior to a conviction.

This is the opportunity for CCIDC to inform the Legislature of solutions to issues identified by CCIDC and through the prior review of CCIDC. Provide a short discussion of each of the outstanding issues, and CCIDC's recommendation for action that could be taken by CCIDC or by the Legislature to resolve these issues (i.e., legislative changes, policy direction, etc.) for each of the following:

- 1. Issues that were raised under prior Sunset Review that have not been addressed.*
- 2. New issues that are identified by CCIDC in this report.*
- 3. New issues not previously discussed in this report.*
- 4. New issues raised by the Legislature.*

NEW ISSUES:

NEW ISSUE #1:

During the 2012 and 2017 sunset review a report was provided in accordance with BPC § 5811. After that review CCIDC believes that BPC § 5811 should either have been removed or amended in committee bill SB 308 implementing the extension of the current statute until January 1, 2018. Unfortunately this was overlooked. CCIDC also believes that at that time the concerns of the legislature expounded in BPC § 5811 had been significantly addressed as there were no follow up questions or discussions. There is also a deadline date of September 1, 2008, in BPC § 5811 that is no longer valid, nor was it in 2012. Also mentioned in BPC § 5811 is the "California Code and Regulation Examination" no longer exists. A new examination was introduced in 2008 named the "IDEX® California" examination.

CCIDC would like to request that either BPC § 5811 be removed in its entirety, or that it be amended as follows:

5811. An interior design organization issuing stamps under Section 5801 shall provide, **as and when required**, to the Joint Committee on Boards, Commissions, and Consumer Protection ~~by September 1, 2008~~, a report that reviews and assesses the costs and benefits associated with the ~~California Code and Regulations Examination~~ IDEX® California examination. ~~and explores feasible alternatives to that examination.~~

NEW ISSUE #2

Although this is under the heading "New Issues" it is an ongoing issue for certified interior designers that was not addressed under the prior Sunset Review noted above under Section 9 - Issue #1: Acceptance of Stamp.

Under BPC § 5537 and 5538 of the Architect's Practice Act are exemptions for "laypersons" to do non-structural and non-seismic work where a licensed/registered architect or engineer is not required to stamp and or sign drawings that may be needed for a building permit issued by a local jurisdiction. "Laypersons" are literally anyone who is not a licensed/registered design professional, i.e. architect or engineer. Persons who fit into this definition are licensed contractors or sub-contractors, building designers, owner builders, developers, interior designers, interior decorators, and members of the general public that possess the skills necessary to prepare

drawings that require the skills of a licensed contractor to implement them and the need to procure a building permit, and of course certified interior designers.

Certified interior designers are the only group within the above definition, who practice under the exemptions of BPC § 5537 and 5538, that have been specifically tested on California Codes and Title 24, along with California laws and statutes that are relevant to interior designers, and that must have a specified amount of education and/or experience. This is codified in BPC § 5800 - 5812. CCIDC contends that because of the requirements of BPC § 5800 - 5812 certified interior designers should not be considered “laypersons”.

This sets certified interior designers apart from all others as they are recognized for their skills as they have met the state standard for interior designers, that of being certified. This is not to demean any other group or the general public as they may also possess these skills and knowledge; however these other groups and the general public have not met the state standard by submitting to the vetting and examination required in order to use this title.

Each certified interior designer is issued a unique number that identifies them as such and is issued a special stamp containing that number and their name, similar to architects and engineers, along with an I.D card. The purpose of the stamp is to identify to clients, contractors, and most importantly to building officials, that the person who prepared the plans and stamped them has met this higher standard for certified interior designers.

Also as previously discussed in this report certified interior designers as part of their consumer protection responsibilities are required to prepare and provide a contract as delineated under BPC § 5807, something no other interior designers or interior decorators are bound by.

What is the issue with respect to acceptance of the CID stamp (Plan Submission)?

First, we must change the language of the issue at hand. The issue is not “acceptance of the CID Stamp.” The real issue is that building officials in many jurisdictions do not allow CIDs to “submit plans” of any sort, without requiring an Architect or Engineer’s stamp. The issue relates to a lack of uniform consistency of plan submission, stamped by CIDs, for permitting purposes, across all 450 plus building official and permitting jurisdictions in California. There is a disconnect amongst building officials when they interpret not only the certified interior designer law, but also the exemptions within the architect’s practice act and the reference to those exemptions within the certified interior designers law. Section 5538 of the architect’s practice act, along with the California Building Standards Code (CBC) is referenced in BPC § 5805 of the certified interior designers statute.

Where does this disconnect emanate from? A sense of history of these exemptions is important in order to understand how we got to where we are today. It emanates from the current vague language contained within BPC § 5538 of the architects practice act. It is clear that these exemptions were first introduced for the benefit of contractors and subcontractors as it constantly references “labor and materials” and the “work necessary to provide for their installation”.

There is also a significant reference to “storefronts”, being the first prominent item for exemption. It should be noted that in 1939 the interior design profession as we know it today did not exist. Storefronts for the most part back in those days were made of wood and subject to the elements and therefore needed replacing from time to time, unlike the materials we use today. The exemption specifically speaks to builders and contractors being able to replace and install storefronts without the need to employ the services of an architect or engineer. Also included were exemptions for interior alterations or additions, often necessary for minor renovations, again

where the services of an architect, or engineer for that matter were not needed. Section 5538 was first added to Chapter 33 in 1939 specifically noted as an “Exemption” and reads as follows:

(Note: Highlights in yellow are by the author of this report)

5538. This chapter does not apply to any person in so far as such person furnishes plans, drawings, specifications, instruments of service or other data for labor and materials to be furnished by such person, either alone or with subcontractors, for **store fronts, interior alterations or additions**, fixtures, cabinet work, furniture, or other appliances or equipment, or for any work necessary to provide for their installation, or for any alterations or additions to any building necessary to or attendant upon the installation of such **store fronts, interior alterations or additions**, fixtures, cabinet work, furniture, appliances or equipment, nor does this chapter prevent any such person from advertising or putting out any sign or card or other device which might indicate to the public that such person is qualified to furnish such plans, drawings, specifications, instruments of service or data.

Section 5538 was first amended in 1963 with an enumerated breakdown added and the first reference to the “structural system and safety of the building”. It is clear this amendment was concerned with “unlicensed laypersons”, those who were not architects or engineers, doing work that affected the structural safety of the building without possessing the requisite knowledge, education or expertise. Seismic was not mentioned. These amendments were still primarily aimed at building contractors as the word “subcontractors” was still included along with “storefronts” and “labor and materials” as prominent parts of the exemption. Again, the interior design profession as we know it today did not exist. The amended 1963 version of Section 5538 reads as follows:

5538. This chapter does not prohibit any person from furnishing, either alone or with **subcontractors, labor and materials**, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

- (a) For **store fronts, interior alterations or additions**, fixtures, cabinetwork, furniture, or other appliances or equipment.
- (b) For any work necessary to provide for their installation.
- (c) For any alterations or additions to any building necessary to or attendant upon the installation of such **store fronts, interior alterations or additions**, fixtures, cabinetwork, furniture, appliances, or equipment, provided such alterations do not change or alter the **structural system or safety of the building**.

The next amendment to Section 5538 occurred in 1985. The words “nonstructural” and “seismic” are introduced for the first time. The word “unlicensed” is also introduced in order to broaden the reach of the exemptions beyond that of contractors and subcontractors as they are now “licensed” professions under California law, and interior designers are now a strong emerging profession to compliment that of architecture. As mentioned in the first part of this report giving a historical perspective of interior design and its emergence in the built environment, especially for office employees has changed dramatically by 1985.

The amendment language in item “c” from the word “However” until the end was (underlined by this author) clearly an attempt at deliberately curbing anyone from providing any design services outside that of a licensed architect. The words “structural system”, heretofore referencing the actual “shell” of the building has been replaced with “any components”. There is no definition of what structural or seismic components are, and that has been left to speculation and interpretation. This paragraph created a serious conflict between what a building official will

accept as nonstructural, nonseismic interior design work versus what constitutes practicing architecture without a license as defined by the California Architects Board.

The amended 1985 version of Section 5538 is as follows:

5538. This chapter does not prohibit any person from furnishing either alone or with **subcontractors**, labor, and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

- (a) For **nonstructural** store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- (b) For any **nonstructural** work necessary to provide for their installation.
- (c) For any **nonstructural** alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment. However, an **unlicensed** person may not render or offer to render services to another person in connection with the planning, design, preparation of instruments of service, such as drawings and specifications, or administration of construction or alteration, of any component affecting the safety of any building or its occupants, including, but not limited to, structural or seismic components, except as exempted from this chapter by Section 5537.

Because of the amendments noted above and the confusion created not only within the interior design profession, but also with building officials and licensed contractors Section 5538 was amended again in 1990. It also caused the interior design profession in California to pursue practice act legislation (SB 153) that was eventually compromised into a title act resulting in BPC § 5800 for certified interior designers. SB 153 incorporated the amendments to 5538 at that time and no further amendments have been made since. Please note that specific changes were made to reference licensed contractors and their statute, and the word “subcontractors” was removed (see amended 5538 below). The word “nonseismic” was also added to complement the word “nonstructural”. The word “those” was also substituted for “any” in item “c”.

Even though these 1990 amendments cleaned up a lot of the ambiguity and deliberate restrictions imposed on interior designers and many others by the amendments from 1985, this section still remains subject to interpretation with regards to what constitutes “safety” of the building. Building officials do not know how to interpret this word with respect to accepting interior design plans for permit purposes and this has resulted in a complete lack of consistency across the state when it comes to interior designers being able to submit their interior design plans.

The amended 1990 version of Section 5538 is as follows:

5538. This chapter does not prohibit any person from furnishing, either alone or with **contractors**, if required by Chapter 9 (commencing with Section 7000) of Division 3, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

- (a) For nonstructural or **nonseismic** store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- (b) For any nonstructural or **nonseismic** work necessary to provide for their installation.
- (c) For any nonstructural or **nonseismic** alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided **those** alterations do not change or alter the structural system or safety of the building.

As noted above the word “safety” has become the bone of contention for building officials when trying to reconcile the certified interior designer statute with BPC § 5538 as contained within said statute BPC § 5800(a). Because BPC § 5538 is mentioned in BPC 5800(a) building officials refer back to that statute when determining the acceptability of the interior design plans for building permit purposes.

There is no definition in either statute for the word “safety” in this regard, so the building official makes this determination often before even reviewing the interior design plans and sometimes rejecting them out of hand because they do not contain a licensed architect or engineer’s stamp.

Where does this happen? The most common jurisdictions where interior design plans are rejected out of hand are in Los Angeles, San Francisco, and more often than not in San Jose, even though the plans meet the requirements of the exemptions contained within the architect’s practice act. Needless to say these are the 3 largest building department jurisdictions in the state of California. Typically the plans rejected are for commercial work unless it is residential work beyond the scope of an interior designer or building designer. If those plans perhaps cross over into structural and seismic territory, they should not be allowed to submit them without an architect’s stamp.

Without the ability to submit non-structural/non-seismic interior design plans, for permit approval and acquisition purposes, per the law, (BPC § 5537, 5538, 5805); building departments are creating barriers the interior design profession in California. Recent programs such as Los Angeles’s Fast-track Process prohibits anyone from submitting plans that do not have an Architect’s or Engineer’s stamp.

The interior design profession in California is largely comprised of women and members of the LGBTQ+ community, while the architect and building official professions are still predominantly male. These barriers could easily be considered prejudice in nature.

In other large jurisdictions, like San Diego nearly all commercial work that is nonstructural, nonseismic, is acceptable to the building department including horizontal exiting, one hour fire corridors and reflected ceiling plans delineating lighting types and locations, Title 24 energy calculations, and a host of other related drawings and calculations that form the entirety of a commercial interior design project in a hi-rise office building.

Because this work is nonstructural and nonseismic it does not legally cross the boundary of the architect’s practice act, which would require the California Architects Board to intervene and issue a citation for practicing as an architect without a license. This is simply not the case and has been thoroughly discussed with the staff of CAB. By this simple fact commercial or residential interior design is not architecture according to state law as long as it meets the exemption standards of BPC § 5537 and 5538.

If the terms “nonstructural” and “nonseismic” as they relate to the structural system of the building, and as originally contained within the exemptions of 1939 until 1963 had been maintained, this would not be an issue. The issue goes back to the ambiguous word in this case, that of “safety”, which can be interpreted to mean anything when it was introduced in 1963.

In the 2014 California Architects Board sunset review report on page 64 they cite the following:

“An adequate supply of architects is crucial, because in robust economies, firms report that they are simply unable to find enough architects to hire. It is quite possible that a more integrated approach to licensing will produce more architects. The (CAB) Board is beginning to hear anecdotal evidence that firms are having difficulties finding architects to hire as the economy expands.”

Notwithstanding a potential shortage of architects, there is work clearly exempted by the architect's practice act that allows consumers to seek the services of others with the potential of not only saving money but time as well. It is a well-documented fact that a shortage in supply will create a much higher price for demand. This nonstructural, nonseismic work can be done by others, not least of all by qualified interior designers.

How does the public know who is qualified and who to hire? In California only certified interior designers are vetted and documented in accordance with state law to have the proper education, work experience and examination, which thoroughly tests them on California building codes and Title 24. This is not intended to diminish or demean any organizations or private associations that also require similar requirements for membership or any other attribute. The general public in California have a lot of options, and it is up to them to do their homework before embarking upon their respective projects. In some cases they may choose to hire a licensed architect even though one may not be required by statute or circumstances.

Relative to commercial work there are many factors as to why an owner would want to hire an interior designer over an architect. There are many subspecialties in interior design, even more so than architecture and the practitioner who often operates solely in a specific area of expertise becomes an authority as opposed to a generalist.

For example a designer who specializes in dental operatories tends to come from the profession of interior design more often than not, as opposed to architecture. This is not an area of expertise taught in architectural educational programs and not one that architects with their extensive training towards the exterior of buildings want to specialize in. There may be exceptions, but those will be rare.

Take this example and transfer it to the interiors of restaurants, grocery stores, department stores, medical offices, shoe stores, coffee shops, schools, hotels, hospitals, casinos, car dealerships, even police and fire facilities, not to mention ships, yachts, and aircraft. As you can see the specializations are limitless and many times an interior designer will work hand in glove with an architect when a building shell is involved, or the work requires a licensed architect or engineer because it has structural or seismic elements.

Yet many times interior designers will have difficulty submitting their plans, even though they are nonstructural and nonseismic in scope to building departments for permitting purposes because those plans lack an architect or engineer's stamp. The perception amongst some building officials is that because it is a commercial project must require an architect's signature and stamp, even though that may not be the case according to the law and the building code.

When it comes to commercial office space the architect who designs the building will also produce some of the interiors, especially the common areas, often utilizing their own interior design staff or department. If the building has some large tenants moving in at the time of completion, then again, the architect may utilize their interior design staff to do that work also. Being an architectural firm submitting their interior design plans for permitting is not a problem.

In instances when the leasing market is slow the architect for the building will move on to their next project leaving the building owner to seek other suitable services for space planning, which is vital to the conclusion of a successful lease agreement. This is a highly competitive and initially low paying service as the building owner may have to pay a space planner multiple times planning the same space before a suitable tenant signs a lease. Typically these are non-built out floors, completely empty and devoid of any construction including the one-hour fire corridors connecting

the two stairwells as required by building and fire codes. Why don't they build them out when the building is constructed? Because no one knows if the floor is going to be leased to multiple tenants or a single tenant, all of which determines the configuration of that corridor, or whether one is even needed at all.

When a prospective tenant or tenants look at a building the space planner (typically an interior designer) will determine along with the landlord and the leasing broker how the floor they are considering leasing will be broken up and that will also determine the configuration of the one-hour corridor, which must conform to state building and fire codes. Only the space planner on this team has that knowledge at this point.

A typical scenario from experience is that the leasing broker will call the space planner (interior designer) at 4:00 p.m. to announce a prospective tenant representative is arriving that evening and would like to meet at 9:00 a.m. the next morning. By the way says the broker, they are looking at three other buildings so your space plan is competing. When you meet the next morning, you are informed that your plan needs to be ready and in the hands of the tenant by 4:00 p.m. that same day as the representative is heading back to their corporate office on the East coast. Architects do not do this kind of work. They are not trained to do this kind of work. There is no money in this kind of work for an architect. Space planning is often done for a low fee because there are no guarantees the tenant will rent the space being planned. The landlord or building owner wants to keep their costs for space planning low for this very reason that the same space can get planned over and over again for different prospective tenants. The payoff for the space planner is that when a space does eventually get leased, they get paid a higher fee for the interior design and construction drawings leading to a building permit and eventual construction.

Once a lease has been consummated the space planner now puts on their interior designer hat and produces the final plans along with the necessary construction documents not only for the leased space, but also for the one-hour corridor unless it already exists, in order to obtain a building permit. In the case of an existing corridor work will have to be included on the interior design plans for access and exit doors that will only be placed upon the successful completion of a space plan. This is determined by the layout of the new space or reconfiguration of existing space being designed by the space planner. An architect is not required for this work, and it is nonstructural and nonseismic.

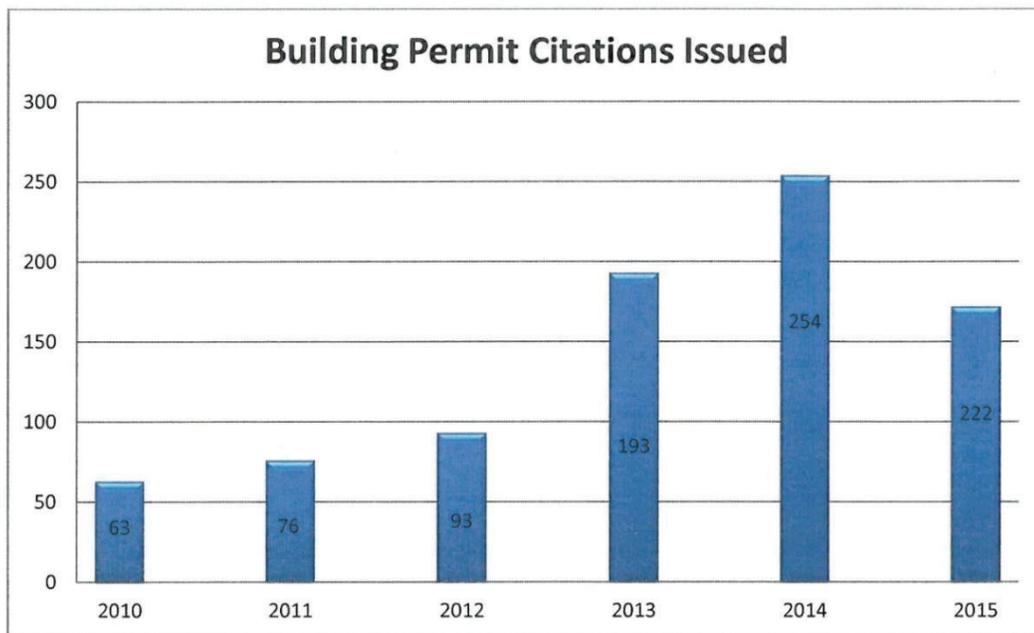
As noted earlier the building shell architect is typically long gone and now because of the ambiguity of the word "safety" in the exemptions, some building officials demand an architect's stamp on the interior designer's plans because they interpret this to apply to what are clearly nonstructural, nonseismic elements with the building. The building was empty and stood perfectly in that condition. Adding corridors or interior improvements does not add any structural or seismic integrity to the building shell, nor does it take any away. Trying to bring an architect into the equation at this point serves no purpose other than to delay and increase the costs of doing business for the building owner, the tenant, and the interior designer.

Another relevant issue to bring up at this point is that of permit avoidance. In jurisdictions with restrictive plan check submission policies there is a higher level of "permit avoidance". Permit avoidance is most common where existing spaces are being renovated or reconfigured to suit a new tenant. In the commercial leasing market once a lease has been signed there is a small window of "free rent" (2-3 months) before the lease begins. This is provided for the purposes of preparing the space for the new tenant. Because of this time pressure to get the space ready in jurisdictions that are overly restrictive and require architects stamps and signatures on relatively simple nonstructural, nonseismic drawings the permit process is just simply avoided altogether.

The upside for the landlord or building owner is the permit fees and time constraints are avoided and the tenant moves in before the rent begins to accrue. This of course takes a complicit licensed contractor willing to circumvent the permit process as well. The downside for the jurisdiction is the loss of the revenue stream generated by permit fees; and they do not get to inspect the construction thereby not ensuring public safety.

The following chart was obtained from the Los Angeles Basin Chapter of the International Code Council. These are statistics for Los Angeles County only. The purpose of including this chart is to demonstrate the rise in permit avoidance in one jurisdiction alone over the past 6 years.

There has been a 336 percent increase in building permit citations issued from calendar year 2010 to 2014. This chart only includes single-violation building permit citations.



PROPOSED SOLUTION

CCIDC realizes that changing the word “safety” or eliminating it altogether would be an impossible task given that it is in another professions statute. Changing the architect’s statute should be the business of the architects and not CCIDC. However, part of that statute does reside within the certified interior designer’s statute, and this should be addressed.

CCIDC accepts that the word “safety” should be of concern to building officials and should remain in BPC § 5538. It should however be removed from BPC § 5800 and addressed in a different manner.

CCIDC proposes that amendments be made to BPC § 5800 that clarify exactly what certified interior designers can and cannot do. Certified interior designers are held to a higher standard than “laypersons” vis-à-vis a codified standard of education, work experience, and a California specific examination that thoroughly tests on California building codes, Title 24, California regulations and laws, ethics and conduct, and design standards. These are not laypersons that BPC § 5537 and 5538 was originally intended for and enacted to exempt although they do fall under those exemptions.

The following are our proposed amendments:

The words below in “black” are the existing statute language, and the words in “red”, including strikeouts, are the proposed changes.

5800. As used in this chapter:

"Certified interior designer" or the initials "CID" as used in this context shall mean an Occupations Title Standard for a person who meets all of the following requirements:

(1) Prepares and submits non-structural and non-seismic plans and documents consistent with Sections 5805 and 5538 to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and that require a building permit.

(2) Engages in programming, planning, designing, and documenting the construction and installation of non-structural and non-seismic conventional and standard construction elements, finishes, veneers, and furnishings and the administration of construction observance and installation thereof.

(3) Provides plans and documents that illustrate non-structural and non-seismic conventional and standard partition layouts, horizontal exiting, rated corridors, reflected ceiling plans and lighting orientation, locate power and communications outlets, materials and finishes and furniture, including storefronts, interior alterations, fixtures, millwork, appliances and equipment for all buildings as described in 5537 and 5538, including but not limited to high-rise office and high-rise residential buildings.

(4) Engages in coordination and collaboration with other allied design professionals who may be retained to provide consulting services, including but not limited to architects, structural, mechanical, and electrical engineers, and various specialty consultants.

(5) Demonstrates, by means of education, experience, and examination, the competency to protect and enhance the health, safety, and welfare of the public.

(6) The certification of Interior Designers does not prohibit Interior Designer or Interior Decorator services by any person or retail activity.

(7) Nothing in this statute shall preclude local building officials who have jurisdiction over any project as required by the California Building Standards Code from determining the requirements or qualifications of who can submit such documents in order to procure a building permit.

5805. Nothing in this chapter shall preclude Certified Interior Designers or any other person from submitting non-structural, non-seismic conventional and standard construction interior design plans for commercial or residential buildings to local building officials, except as provided for in Sections 5537 and 5538. In exercising discretion with respect to the acceptance of interior design plans, the local building official shall reference the California Building Standards Code and the Occupational Title Standard set forth in Section 5800(a).

Attachments

- A. CCIDC Bylaws
- B. CCIDC Rules and Regulations
- C. CCIDC Board Policies
- D. Current Organizational Chart
 - a. Relationship of committees to CCIDC
 - b. Membership of each committee
 - c. (cf., Section 1, Question 1).
- E. Commercial Designation
- F. Senator Craven's Letter
- G. Legislative Counsel Letter to Senator McPherson 2000
- H. CCIDC Examination Fact Sheet
- I. DCA Examination Policy

ATTACHMENT A

CCIDC BYLAWS

ATTACHMENT B

CCIDC RULES AND REGULATIONS

ATTACHMENT C

CCIDC BOARD POLICIES

ATTACHMENT D

COMMITTEE ORGANIZATIONAL CHART

ATTACHMENT E

CID COMMERCIAL DESIGNATION

ATTACHMENT F

SENATOR CRAVEN'S LETTER

ATTACHMENT G

LEGISLATIVE COUNSEL LETTER
SENATOR MCPHERSON 2000

ATTACHMENT H

CCIDC EXAMINATION FACT SHEET

ATTACHMENT I

DCA EXAMINATION POLICY

CCIDC BYLAWS

BY-LAWS OF CCIDC, INC.
dba CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION
A Nonprofit Public Benefit Corporation

RECITALS

Purpose

This Corporation is a non-profit public benefit corporation organized solely for public purposes under relevant provisions of the California Corporations Code. The Corporation's Mission Statement is to establish and implement professional standards and educational requirements, educate the public, and facilitate interior design professional's compliance with our standards and code of ethics in order to provide for the protection, health, safety and welfare of the public.

ARTICLE I - OFFICES

Principal Office

Section 1.01. The principal office of the Corporation for its transaction of business is 1605 Grand Avenue, Suite 4, San Marcos, CA 92078.

Change of Address

Section 1.02. The Board of Directors is hereby granted full power and authority to change the principal office of the Corporation from one location to another County in the State of California. Any such change shall be noted by the Secretary in these By-laws but shall not be considered an amendment of these By-laws.

ARTICLE II - CERTIFICATE HOLDERS

Classification of Certificate Holders

Section 2.01. The Corporation shall have one (1) class of Certificate Holders, and each Certificate Holder shall have equal rights. No person shall hold more than one Certificate in the Corporation.

Eligibility for Certificate Holder

Section 2.02. Any person, as defined in Section 5065 of the Corporations Code, who also qualifies under Section 5800 et seq of the California Business and Professions Code, is eligible to be a Certificate Holder of the Corporation, except that, in the case of a natural person, such person shall not be eligible for Certificate Holder unless over the age of eighteen (18) years.

Qualification of Certificate Holder

Section 2.03. Certificate Holders of the Corporation shall be limited to persons who meet the qualifications set forth in Division 3, Chapter 3.9 (Section 5800 et. seq.) of the California Business and Professions Code, or successor statutes, and who are certified as Certified Interior Designers ("CIDs") in this State in accordance with the terms and conditions contained in these By-laws and the Administrative Rules and Regulations of the Corporation.

Admission to Certificate Holder

Section 2.04. Any person eligible and qualified to be a Certificate Holder under these By-laws shall be admitted to become a Certificate Holder upon the approval of the Corporation (or Compliance Committee of the Board of Directors that is duly authorized, by resolution, to admit Certificate Holders) and submission of an application submitted by such person in such form and in such manner as shall be prescribed by the Corporation, and upon the payment of the minimum annual fees, if any, outlined in these By-laws and/or the Administrative Rules and Regulations of the Corporation.

Certificate Holder's Term

Section 2.05. The term of a Certificate Holder's certification shall continue until terminated as provided in these By-laws, the Administrative Rules and Regulations, or the Code of Ethics and Conduct.

Certificate Holder's Fees

Section 2.06. The minimum annual fees, and other fees payable to the Corporation by Certificate Holders shall be as provided in the Administrative Rules and Regulations of the Corporation.

Assessments

Section 2.07. Certificate Holder's rights and interests in the Corporation shall be non-assessable.

Number of Certificate Holders

Section 2.08. Except as may be provided by law, there shall be no limit on the number of Certificate Holders the Corporation may admit.

Transferability of Certificate

Section 2.09. Certification in the Corporation is personal to the Certificate Holders, and neither the Certificate Holders of the Corporation nor any rights of their certification may be transferred or assigned for value or otherwise, whether voluntarily or by operation of law.

Record of Certificate Holders

Section 2.10. The Corporation shall keep, in written form (or in any form capable of being converted into written form), records containing the name, address of each Certificate Holder. The records shall also contain the fact of termination and the date on which such certification ceased. Such records shall be kept in the principal office of the Corporation and shall be subject to the rights of inspection required by law and as set forth in these By-laws; provided, however, the Corporation shall not be required to disclose personal or confidential information to any third party.

Non-liability of Certificate Holders

Section 2.11. A Certificate Holder of the Corporation shall not, under any circumstances, by reason of such certification in the Corporation, become or be personally liable for any of the debts, obligations, or liabilities of the Corporation.

Voting Rights

Section 2.12. Except as is required by applicable law, Certificate Holders shall not have any vote in the affairs of the Corporation.

Termination of Certification

Causes

Section 2.13.

(a) All rights of certification of a Certificate Holder shall automatically terminate on the occurrence of any of the following causes:

- (1) The voluntary resignation of a Certificate Holder;
- (2) Where a certification is issued for a period of time, the expiration of such period of time;
- (3) The death of a Certificate Holder;
- (4) The expulsion, revocation, or suspension of a Certificate Holder's certification in the Corporation;
- (5) The dissolution of corporate Certificate Holders; or
- (6) The non-payment of fees and other charges outlined in the Administrative Rules and Regulations of the Corporation.

Effect of Termination

(b) The rights of a Certificate Holder in the Corporation shall cease on the termination of such Certificate Holder's certification with the Corporation.

Expulsion, Revocation, or Suspension of a Certificate Holder

Section 2.14. A Certificate Holder may be expelled as a Certificate Holder of the Corporation, or may have their certification with the Corporation revoked or suspended; for the nonpayment of the Certificate Holder's financial obligations to the Corporation, for conduct as a Certificate Holder which is found by the Corporation to be in violation of these By-laws; the Administrative Rules and Regulations, or Code of Ethics and Conduct

adopted by the Corporation; or for conduct which is detrimental to the interests of the Corporation or the other Certificate Holders of the Corporation. Expulsion of a Certificate Holder or revocation of such Certificate Holder's certification in the Corporation, notice to such Certificate Holder, appeals, and other actions related to the revocation, suspension, or expulsion of a Certificate Holder shall occur by action of the Board and in accordance with methods and procedures outlined in the Administrative Rules and Regulations of the Corporation. A Certificate Holder shall have no voting rights if expelled or if such Certificate Holder's certification is suspended or revoked. A Certificate Holder shall further have no voting rights during the period such Certificate Holder's certification is suspended.

Certificate Holders' Meetings

Section 2.15. Meetings of the Certificate Holder's shall only occur as required, and upon the terms and conditions, by the Corporations Code or other applicable law.

ARTICLE III - BOARD OF DIRECTORS

Classification of Board of Directors

Section 3.01. The Corporation shall have one (1) class of Directors only, and each Director shall have equal voting and other rights. No person shall hold more than one (1) directorship position on the Board of Directors in the Corporation.

Eligibility for Board of Directors

Section 3.02. Any person, as defined in Section 5065 of the Corporations Code, is eligible to be a Director of the Corporation, except that, in the case of a natural person, such person shall not be eligible for Director unless over the age of eighteen (18) years.

Qualification of the Board of Directors

Section 3.03. Any person eligible for the Board of Directors under Article III of these By-laws is qualified for the Board of Directors only after such person has satisfied that, if such person be a corporation, that the corporation is in good standing; and that if such person be a natural person, that such person is of good moral character and in sympathy with the objectives of this Corporation. All Directors shall be residents of California. Except for the Public Directors, all Directors must further be qualified as Certificate Holders as provided in Article II of these By-laws.

(a) Except for the Independent Director, all Professional Interior Design Directors shall be professional members in good standing of their respective designated organization for the duration of their term on the Corporation's Board of Directors, as defined in Article III, Section 3.04(a).

(b) Employees of the Corporation are not eligible to serve on the Board.

Number of Directors

Section 3.04. The authorized number of Directors of the Corporation is eleven (11). The eleven (11) Directors of the Corporation shall consist of:

(a) One member holding membership in each of the following five (5) interior design organizations (hereinafter referred to as the "Professional Interior Design Directors"):

- (1) ASID;
- (2) IDS;
- (3) IFDA;
- (4) IIDA; and
- (5) NKBA.

As Directors of the Corporation, there shall be no requirement that any one or more of the Professional Interior Design Directors have any formal, fiduciary, or other direct relationship with the interior design organizations listed above.

(b) One (1) member not affiliated with any of the above-listed professional interior design organizations (the "Independent Director");

(c) One director holding membership in IDEC (the "IDEC Director"); and

(d) Four (4) individuals who shall not be professionally familiar and associated with the design, construction, building, or furniture industries (the “Public Directors”).

Term, Appointment, and Election of Directors

Section 3.05. Of the eleven (11) Directors of the Board, six (6) shall be appointed in the manner provided in this Article III, and five (5) shall be appointed by the Nominating Committee established by the Board as provided in these By-laws.

Initial Directors

(a) There are currently ten (11) Directors for the Corporation, as such, reference in these Bylaws to the appointment of initial Directors is unnecessary.

Successor Directors

(b) The appointment of Successor Directors for the Corporation shall occur in the following manner:

Professional Interior Design Directors

(1) In the event a Professional Interior Design Director's term expires or terminates, then the Board shall solicit from the interior design profession and industry names of prospective candidates to serve as a successor for such Professional Interior Design Director position. Among such candidates, the Nominating Committee may select for ratification by the Board a person from such list of candidates to serve as the next Professional Interior Design Director for such position. Further provided, the Directors shall place greater consideration for a candidate if such candidate is endorsed by the respective interior design organization.

Independent Director

(2) Subsequent to the initial appointment and upon expiration of the Independent Director's initial term, the Independent Director shall recommend candidates to serve as a Director in their place and stead. The Board may further solicit and/or accept nominations from other qualified methods. Among such candidates, the Nominating Committee of the Board may select for ratification by the Board one (1) person from such list of candidates to be the next Independent Director.

Public Directors

(3) Subsequent to the initial appointment and upon expiration of a Public Director's term, the Board shall solicit from the interior design profession and industry names of prospective candidates to serve as a successor Public Director(s). Among such candidates, the Nominating Committee may select for ratification by the Board one (1) or more persons from such list of candidates to serve as the next Public Director(s).

Miscellaneous Provisions Relating to Directors

(c) Except as otherwise provided in these By-laws, all vacancies on the Board shall be filled by the Nominating Committee upon ratification by the Board.

(d) Except as otherwise provided in these By-laws, each elected or appointed Director shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified.

(e) No Director shall serve more than two (2) full consecutive terms.

(f) A Director who has previously served two (2) full consecutive three-year terms may be re-nominated to the Board after a one (1) three-year term break.

(g) To the extent it is possible; the membership of the Board should reasonably reflect representation from the various geographic areas of the state.

(h) No Director shall move from one class of seat on the Board to another class of seat without one (1) three-year term break in order to serve beyond two (2) full consecutive three-year terms.

Resignation and Removal of Directors

Section 3.06. The Board may declare vacant the office of a Director who is subject to those termination events outlined in this Article III.

Assessments

Section 3.07. Directorships shall be non-assessable.

Transferability of Directorship

Section 3.08. Neither the Directors of the Corporation nor any rights associated with such directorship may be transferred or assigned for value or otherwise.

Board of Directors Membership Book

Section 3.09. The Corporation shall keep, in written form (or in any form capable of being converted into written form), a directorship book containing the name, address of each member of the Board of Directors. The book shall also contain the facts of termination and the date on which such membership to the Board of Directors ceased. Such book shall be kept in the principal office of the Corporation and shall be subject to the rights of inspection required by law, and as set forth in these By-laws; provided, however, the Corporation shall not disclose personal or confidential information regarding any member of the Board of Directors.

Inspection Rights of Members of the Board of Directors

Demand

Section 3.10.

(a) Subject to the Corporation's right to set aside a demand for inspection pursuant to Section 6310 et. seq. of the Corporations Code and the power of the court to limit inspection rights pursuant to relevant provisions of the Corporations Code, and unless the Corporation provides a reasonable alternative as provided in these By-laws, a Director satisfying the qualifications set forth hereinafter may do either or both of the following:

(1) Inspect and copy all records available to such Director pursuant to applicable provisions of the Corporations Code, at reasonable times, on five (5) business days' prior written demand on the Corporation, which demand shall state the purpose for which the inspection rights are requested; or

(2) Obtain from the Secretary of the Corporation, on written demand and tender of a reasonable charge, copies of all records available to such Director pursuant to applicable provisions of the Corporations Code. The demand shall state the purpose for which the list is requested. The records shall be available on or before the later of ten (10) business days after the demand is received or after the date specified therein as the date as of which the list is to be compiled.

Directors Permitted to Exercise Rights of Inspection

(b) The rights of inspection set forth in Section 3.10(a) of these By-laws may be exercised by the following:

(1) Any Director, for a purpose reasonably related to such Director's interest as a Director;

(2) The authorized number of Directors for a purpose reasonably related to the Directors' duties and responsibilities as Directors of the Corporation.

Alternative Method of Achieving Purpose

(c) The Corporation may, within ten (10) business days after receiving a demand pursuant to Section 3.10(a) of these By-laws, deliver to the Director or Directors making the demand, a written offer of an alternative method of achieving the purpose identified in said demand without providing access to or a copy of such records the Board of Directors. An alternative method, which reasonably and in a timely manner accomplishes the proper purpose set forth in a demand made pursuant to these By-laws, shall be deemed reasonable; unless within a reasonable time after acceptance of the offer, the Corporation fails to do those things which it offered to do. Any rejection of the offer shall be in writing and shall indicate the reasons the alternative proposed by the Corporation does not meet the proper purpose of the demand made pursuant to Section 3.10(a) of these By-laws.

Denial of Request

(d) If the Corporation reasonably believes that the information will be used for a purpose other than one reasonably related to a Director's duties and responsibilities as a Director, the Corporation may deny the Director access to the list of Certificate Holders and the list of the Board of Directors.

Authorized Inspectors

(e) Any inspection and copying under these By-laws may be made in person or by the Director's agent or attorney. The right of inspection includes the right to copy and make extracts.

Non-liability of Directors

Section 3.11. A Director of the Corporation shall not, under any circumstances, by reason of such membership to the Board of Directors, become or be personally liable for any of the debts, obligations, or liabilities of the Corporation.

Termination of Directorship to Board of Directors

Section 3.12. A Director's directorship to the Board of Directors, and all rights of membership to the Board of Directors shall automatically terminate on the occurrence of any of the following events:

- (a) The voluntary resignation of a Director;
- (b) Where a membership to the Board of Directors is issued for a period of time, the expiration of such period of time;
- (c) The death of a Director;
- (d) The dissolution of an incorporated Board member;
- (e) The dissolution of one of the interior design organization listed in Section 3.04(a). In such event, the acting Professional Interior Design Director associated with such dissolved interior design organization shall act as Director for the remainder of their term. Upon the expiration of such Director's term, the Board vacancy shall be thereafter filled by the appointment of a Professional Interior Design Director with membership in good standing with any of the interior design organizations listed in Section 3.04(a).
- (f) The Director has been declared of unsound mind by a final order of court;
- (g) The Director has been convicted of a felony;
- (h) The Director has failed to attend at least fifty percent (50%) of all scheduled meetings of the Board of Directors determined within a twelve (12) consecutive month period of time;
- (i) The removal of a Director as provided in these By-laws; or
- (j) As otherwise required by applicable provisions of California law.

Reduction in Number of Directors

Section 3.13. Any reduction in the number of Directors on the Board shall not act to remove any Director prior to the expiration of such Director's term of office, with the reduction in the number of Directors of the Corporation also being effective only after such matter is approved, by the requisite number of Directors, at a duly called meeting of the Directors as provided for in these By-laws.

Procedure for Termination

Section 3.14. If grounds appear to exist for terminating a Director under Article III of these By-laws, the following procedure shall be followed:

- (a) Upon the vote of at least two-thirds (2/3) of the Board, the Board shall give the Director at least fifteen (15) days' prior notice of the proposed termination and the reasons for the proposed termination by personal delivery or other method customary to the Board. Notice shall be given by any method reasonably calculated, to provide actual notice. In the event notice by personally delivery or by such other customary method is ineffective, the Board's may give notice by mail sent by first-class, postage pre-paid, to the Director's last address as shown on the Corporation's records in the same time frame as outlined in this subparagraph.
- (b) The Director shall be given an opportunity to be heard by the Board, or an appropriate committee of the Board, either orally or in writing, at least five (5) days before the effective date of the proposed termination. The hearing shall be held, or the written statement considered, by the Board or by a committee authorized by the Board to determine whether the termination should occur.
- (c) The Board, or an appropriate committee of the Board, shall decide whether the Director should be terminated. All decisions of the Board, or an appropriate committee of the Board, shall be final with regard to termination of Directors.

(d) All Directors agree that, by their appointment to the Board of Directors, any action challenging the termination, including a claim alleging defective notice, must be commenced within one (1) year after the date of the termination of their directorship with the Corporation.

(e) It is the intent of the Corporation that, unless required by the Corporations Code or other applicable law, that the Certificate Holders of the Corporation have no voting rights to elect, appoint, or remove Directors of the Corporation, and shall have no right to remove any or all the Directors of the Corporation.

Effect of Termination

Section 3.16. The rights of a former Director in the Corporation shall immediately cease on the termination date of such Director's membership.

Replacement of Removed or Terminated Director

Section 3.17. The replacement of the Director whose directorship on the Board was terminated or expired shall occur in the same manner, and upon the same terms, conditions, and timeliness as outlined in Sections 3.04 and 3.05 of these By-laws relating to the appointment of successor Directors, or as otherwise provided for herein. In the event, however, that such vacancy has not been filled as provided in this Article III within thirty (30) days that the vacancy began, then the Board shall fill such vacancy by the vote of a majority of the Directors at a duly called and noticed meeting of the Directors until such vacancy is otherwise filled as provided in these By-laws. In the event the Directors are unable to obtain a majority vote for the appointment of a temporary Director to fill such a vacancy, then the Chairperson of the Board of the Corporation shall be the tiebreaker in any such actions of the Directors to determine which nominee shall act as a temporary Director of the Board to fill such vacancy.

Compensation of Directors

Section 3.18. The Directors shall not be compensated, by the Corporation; provided, however, that a Director may be entitled to reimbursement of costs incurred by such Director in direct relation to the Director's services as a Director of the Corporation that are approved by the Board of Directors.

ARTICLE IV - MEETINGS OF BOARD OF DIRECTORS

Place

Section 4.01. Meetings of the Board of Directors shall be held at the principal office of the Corporation, or at such other location within the State of California as may be designated from time to time by the Board of Directors.

Date and Time

Section 4.02. The Directors shall meet at least annually each year for the purpose of transacting such proper business as may come before the meeting. If the day fixed for the regular meeting of Directors falls on a legal holiday, such meeting shall be held at the same hour and place on the next succeeding day.

Special Meetings

Section 4.03. Special meetings of Directors shall be called, by a majority of the Board of Directors, the Chairperson of the Board of Directors, or the Executive Director of the Corporation to be held at the principal office of the Corporation or at such times and places within the State of California as may be ordered by resolution of the Board of Directors. Where the purpose of the special meeting is the removal of Directors and the election of their replacement, a majority of the Directors of the Corporation may call special meetings for such purpose. No business, other than the business that was set forth in the notice of the special meeting, may be transacted at a special meeting.

Notice of Meetings

Section 4.04. Written notice of every meeting of Directors shall be either personally delivered, mailed by first-class or registered or certified United States mail, postage prepaid, sent to the Directors via facsimile, or sent to the Directors some other reliable form of electronic communication no later than twenty (20) days before the date of the meeting to each Director who on the record date for notice of the meeting is entitled to vote thereat. There shall be some form of proof of delivery available to the Corporation when using electronic communications or facsimile to deliver notices to the Directors of meetings. In the event given by mail or other

means of written communication, the notice shall be addressed to the Director at the address of such Director appearing on the books of the Corporation or at the address given by the Director to the Corporation for the purpose of notice. Where no such address appears or is given, notice shall be given at the principal office of the Corporation or by publication in any newspaper of general circulation in the county in which the principal office of the Corporation is located. The Secretary or Assistant Secretary of the Corporation, or any transfer agent specially designated by the Secretary or Assistant Secretary for the purpose herein mentioned, shall execute an affidavit of the giving of the notice of the meeting of Directors. In the case of a specially called meeting of Directors, notice that a meeting will be held at a time requested by the person or persons more than ninety (90) days after receipt of the written request from such person or persons by the Chairperson of the Board, the President, Vice-Chairpersons, or Secretary of the Corporation, shall be sent to the Directors forthwith and in any event no later than twenty (20) days after the request was received.

(a) When a Directors' meeting is adjourned to another time or place, and if the adjournment is for more than forty-five (45) days or if after the adjournment a new record date is fixed for the adjourned meeting, a notice of the adjourned meeting shall be given to each Director of record entitled to vote at the meeting.

Contents of Notice

Section 4.05. The notice shall state the place, date, and time of the meeting. In the case of regular meetings, the notice shall state those matters which the Board of Directors at the time the notice is given, intends to present for action by the Directors. The notice of any meeting at which Directors are to be elected, or whose appointment is to be confirmed, shall include the names of all those who are nominees or appointees at the time the notice is given to the Directors. For a special meeting, the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted.

Notice of Certain Agenda Items

Section 4.06. Approval by the Directors of any of the following proposals, other than by unanimous approval by those Directors entitled to vote, is valid only if the notice or written waiver of notice states that general nature of the proposal or proposals:

- (a) Removing a Director;
- (b) Amending the Articles of Incorporation, these By-laws, the Administrative Rules and Regulations, or the Code of Ethics and Conduct of the Corporation; or
- (c) Electing to wind up and dissolve the Corporation.

Waivers, Consents, and Approvals

Section 4.07. The transactions of any meeting of Directors, however called and noticed, and wherever held, shall be as valid as though at a meeting duly held after regular call and notice, if a quorum is present either in person or by proxy, and if, either before or after the meeting, each of the persons entitled to vote but not present in person or by proxy, signs a written waiver of notice, a consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Quorum

Section 4.08. A quorum at any meeting of Directors shall consist of seventy percent (70%) of the Directors represented in person and entitled to vote. For purposes of this By-law, "entitled to vote" is defined as the power to vote for the election of Directors at the time any determination of voting power is made and does not include the right to vote on the happening of some condition or event which has not yet occurred.

Loss of Quorum

Section 4.09. The Directors present at a duly called or held meeting at which a quorum is present may continue to transact business until the withdrawal of enough Directors leave less than a quorum, if such action taken, other than adjournment, is approved by at least a majority of Directors required to constitute a majority of a quorum.

Adjournment for Lack of Quorum

Section 4.10. In the absence of a quorum, any meeting of Directors may be adjourned from time to time by the vote of a majority of the votes represented either in person or by proxy, but no other business may be transacted except as provided in Section 4.09 of these By-laws.

Voting of Board of Directors

One Vote Per Director

Section 4.11. Each Director is entitled to one vote on each matter submitted to a vote of the Directors.

Indivisible Interest in Single Membership in Board of Directors

(a) (Not applicable).

Membership in Board of Directors in Two or More Names

(b) Where a membership in Board of Directors stands of record in the names of two (2) or more persons, whether fiduciaries, members or representatives of a partnership or other organization, joint tenants, tenants in common, husband and wife as community property, tenants by the entirety, or otherwise, or if two (2) or more persons (including proxy holders) have the same fiduciary relationship respecting the same membership, unless the Secretary of the Corporation is given written notice to the contrary and is furnished with a copy of the instrument or order appointing them or creating the relationship wherein it is so provided, their acts with respect to voting shall have the following effect: if only one (1) person votes, such act shall bind both or all persons; and if more than one (1) person votes in varying manners, the act of the majority so voting shall bind all persons.

Record Date of Membership in Board of Directors

(c) The record date for the purpose(s) of determining the Directors entitled to vote at and to notice a meeting of Directors, is thirty (30) days before the date of the meeting of Directors.

Cumulative Voting

(d) Cumulative voting shall not be authorized for the election of Directors or for any other purpose.

Proxy Voting

(e) Directors entitled to vote shall not be permitted to vote or act by proxy. Any amendment of this provision creating or expanding proxy rights shall be adopted with approval by the Directors. For purposes of this provision of these By-laws, "approval by the members" shall assume the same definition set forth in relevant provisions of the Corporations Code.

More than One (1) Director Claiming Rights to Directorship Position

(f) In the event more than one (1) person attends a meeting of the Board claiming to be a Director of the Corporation's Board, the Corporation shall not allow either person to vote at the meeting. The Corporation shall thereafter investigate and determine which person is lawfully entitled to act as Director.

Action Without Meeting by Written Ballot

Ballot Requirements

Section 4.12.

(a) Any action which may be taken at any regular or special meetings of Directors may be taken without a meeting. If an action is taken without a meeting, the Corporation shall distribute a written ballot to every Director entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the Corporation. Approval by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Solicitation of Ballots

(b) Ballots shall be solicited in a manner consistent with the requirements of giving notice of meetings set forth in Section 4.04 of these By-laws, and of voting by written ballot set forth in Section 4.12 of these By-laws.

All such solicitations shall indicate the number of responses needed to meet the quorum requirements and shall state the percentage of approvals necessary to pass the measure submitted. The solicitation shall specify the time by which the ballot must be received in order to be counted.

(c) Action under this Section 4.12 is only an optional method.

Conduct of Meetings

Chairperson of the Board

Section 4.13.

(a) The Chairperson of the Board or, in their absence, the Vice-Chair, or any other person chosen by a majority of the voting Directors, present in person shall be Chairperson of and shall preside over the meetings of the Directors.

Secretary of Meetings

(b) The Secretary of the Corporation shall act as the secretary of all meetings of Directors; provided that in their absence, the Chairperson of the meetings of Directors shall appoint another person to act as secretary of the meetings.

Rules of Order

(c) The Robert's Rules of Order, as may be amended from time to time, shall govern the meetings of Directors insofar as such rules are not inconsistent with or in conflict with these By-laws, the Articles of Incorporation of this Corporation, or applicable law.

Required Vote of the Directors

Section 4.15. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Directors. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting. Notwithstanding any provision to the contrary, the following matters require the minimum approval of the number of Directors as specified in these By-laws:

(a) Adoption, amendment or repeal of Articles of Incorporation, By-laws, Administrative Rules and Regulations or Code of Ethics and Conduct; or

(b) Appointment of a Chairman of the Board, Vice-Chair, Treasurer, and Secretary.

(c) An increase or reduction in the number of Directors serving on the Board.

ARTICLE V - POWERS AND RESPONSIBILITIES OF THE BOARD

Powers and Responsibilities of the Board.

Section 5.01. The powers and responsibilities of individual Directors of the Board shall be as follows:

(a) Administer and enforce all provisions of the certification criteria established by California law, as defined in the Administrative Rules and Regulations and subsequent provisions as approved and adopted by the Corporation's Board.

(b) Monitor all changes and revisions in California State law with regard to the certification criteria and adopt provisions as necessary to maintain compliance.

(c) Review and approve all applications for certification.

(1) The Board shall not be required to review each and every application for certification. The Board shall direct the Executive Director and the staff of the Corporation. The Executive Director and the Corporation's staff shall thoroughly examine each application for certification to ensure each candidate's satisfaction of conformance with the certification criteria. The Executive Director and the Corporation's staff shall then present those applications to the Board for signed approval by a Director. The Board may randomly sample the applications in order to verify conformance with the certification criteria.

(2) It will also be the Board's responsibility to monitor and ensure that all candidates who are denied certification are properly and timely notified with regard to the denial of their application for

certification and the reason(s) for such denial so that he/she may remedy their qualifications or requirements and to meet the certification criteria. This task will also be carried out by the Executive Director and Corporation staff.

(d) Interpret and enforce the Code of Ethics and Conduct for Certified Interior Designers established by the Certification Task Force. The Board shall ensure its distribution to all candidates and Certified Interior Designers. The Board, at its discretion, may amend the Code of Ethics and Conduct, and the Administrative Rules and Regulations, as it deems necessary by vote of two-thirds (2/3) of the Directors.

(e) Establish a procedure for conducting hearings and appeals with regard to complaints from the public. A forum shall be devised for hearing from both sides in a dispute. This shall be in a written submission form so the Board can make a determination. If the Board determines it cannot make a decision based upon the written submission, the Board may elect to conduct a public hearing. The Board is concerned with violations of the Code of Ethics and Administrative Rules and Regulations only. Any other disputes between a member of the public and a Certified Interior Designer must be resolved through other avenues. The Board's power to discipline a Certified Interior Designer found guilty of violating the Code of Ethics and Administrative Rules and Regulations and conduct shall be limited to denial of any application for re-certification or suspension of such member's certification for a period of time as determined by the Board.

(f) Establish internal operating rules through By-laws and resolutions.

(g) Establish policies, goals, objectives, priorities, timetables, procedures and position statements in furtherance of the law and the profession.

(h) Authorize material transactions, investments, acquisitions, expenditures, etc.

(i) Select and hire an Executive Director, direct, and monitor their performance, and remove them, if necessary. The Executive Director shall exercise the powers and perform the duties delegated by the Board and vested in them by the Corporation's Administrative Rules and Regulations adopted by the Board.

(j) Establish, maintain, and periodically review personnel policies. The Board shall, together with the Executive Director, prepare a written personnel policy and procedure manual.

(k) Monitor corporate finances (both income and expenditures) through financial reports prepared by an independent accounting expert. The Board shall hire an independent CPA auditor, separate from Corporation's accountant, to conduct an annual audit of the finances and to prepare an executive management report relating to the operation of the Corporation.

(l) Establish and approve annual operating budgets based upon projected income and expenditures prior to the end of each fiscal year.

(m) Monitor and evaluate implementation of all Board policies and decisions.

(n) Monitor and set all fees with regard to the application and certification process. Fees shall be set in accordance with guidelines established by the State of California.

(o) Maintain the official roster of all Certified Interior Designers in the State of California.

(p) Adopt a common seal and protect the same from misuse, misrepresentation, and copyright infringement.

(q) Promote certification as a standard for interior designers in the State of California to other professionals and the general public and through public forums, education, print or other advertising media.

(r) Take all corporate action as required and in compliance with Corporation's articles of incorporation and bylaws.

(s) File all annual tax returns and required reports in a timely manner.

(t) Take all corporate action in a manner consistent with requirements for federal and state tax-exempt status.

(u) Keep a complete record of all minutes and acts of the Corporation and to supervise all of the Corporation's agents and employees and to see that their duties are properly performed.

(v) Take any and all other lawful action that is in the best interests, and in furtherance of the goals and objectives, of the Corporation.

Section 5.02. A majority of the Directors where a quorum is present must approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest, except as special approval is provided for in the Corporations Code.

ARTICLE VI - OFFICERS

Officers and Duties

Section 6.01. The Officers of the Corporation are the Chairperson of the Board, the Vice-Chair, the Secretary, and the Treasurer. Officers shall serve for one (1) year terms at the pleasure of the Board, with such appointments automatically renewed unless otherwise removed by the Board.

Section 6.02. The Chairperson of the Board (for purposes of these By-laws and the Corporation's affairs, the person in this position shall be referred to as either the "Chairperson of the Board;" provided, however, only one person shall be the Chairperson of the Board) is the chief executive officer and general manager of the Corporation. All references in California law or otherwise to the term "president" shall mean the Chairperson of the Board as applied to the Corporation. The Chairperson of the Board shall, subject to the control of the Board, have general supervision, direction and control of the business and affairs of the Corporation and of its officers, employees and agents, including the right to employ, discharge and prescribe the duties and compensation of all officers, employees and agents of the Corporation, except where such matters are prescribed in these By-laws or by the Board. The President/Chairperson of the Board shall preside at all meetings of the Board and meetings of the members, if any. The President/Chairperson of the Board is authorized to sign all contracts, notes, conveyances and other papers, documents and instruments in writing in the name of the corporation.

Section 6.03. The Vice-Chair shall perform under the direction of the Chairperson of the Board, duties and responsibilities in the management of the Corporation or in one or more particular areas of its management. In the event of the disability of the Chairperson of the Board, the duties of the Chairperson of the Board shall be exercised by the Vice-Chair.

Section 6.04. The Secretary shall keep or cause to be kept the minute book of the Corporation. The Secretary shall sign in the name of the Corporation, either alone or with one (1) or more other officers, all documents authorized or required to be signed by the Secretary. If the Corporation has a corporate seal, the Secretary shall keep the seal and shall affix the seal to any documents as appropriate or desired. The Board may by resolution authorize one (1) or more assistant secretaries to perform, under the direction of the Secretary, some or all the duties of the Secretary.

Section 6.05. The Treasurer is the chief financial officer of the Corporation, and where appropriate, may be designated by the alternate title "chief financial officer." The Treasurer is responsible for the receipt, maintenance, and disbursement of all funds of the Corporation and for the safekeeping of all securities of the Corporation. The Treasurer shall keep, or cause to be kept, books and records of account and records of all properties of the Corporation. The Treasurer shall prepare or cause to be prepared annually, or more often, if so directed by the Board or President, financial statements of the Corporation. The Board may by resolution authorize one (1) or more assistant treasurers to perform, under the direction of the Treasurer, some or all the duties of the Treasurer.

Appointment or Removal of Officers

Section 6.06. The Officers of the Corporation shall be appointed by the Board of the Corporation.

Section 6.07. Any Officer may be removed from office, at any time by the Board, with or without cause or prior notice.

Section 6.08. When authorized by the Board, any appointed Executive Officer may be appointed for a specific term under a contract of employment. Notwithstanding that such Executive Officer is appointed for a specified term or under a contract of employment, any such Executive Officer may be removed from office at any time pursuant to these By-laws and shall have no claim against the Corporation on account

of such removal other than for such monetary compensation as the Executive Officer may be entitled to under the terms of the contract of employment.

Resignation of Officers

Section 6.09. Any Executive Officer may resign at any time upon written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the Executive Officer is a party. Such resignation is effective upon receipt of the written notice by the Corporation unless the notice prescribes a later effective date or unless the notice prescribes a condition to the effectiveness of the resignation.

Execution of Instruments

Section 6.10. Any and all instruments executed in the name of the Corporation, including, but not limited to, contracts, agreements, purchase orders, notes, deeds, deeds of trust, mortgages, leases, security agreements, checks and drafts issued, endorsements of checks and drafts received, certificates, applications, and reports shall be executed by any one or more Officers, employees or agents of the Corporation as authorized from time to time by the Board. Such authorization may be general or confined to specific instances.

(a) The respective offices and duties thereof as established and defined in this Article VI and by resolution of the Board include, except as otherwise provided, the authority to execute instruments in the name of the Corporation when the execution of the instrument is incident to carrying out the duties of the office.

Advisory Consultants

Section 6.11. The Board may have legislative, legal, financial advisory and other consultants and staff available to it to provide consultation and other advice. The Board shall further select and hire an Executive Vice President and other necessary staff to assist the Corporation in the day-to-day management of the affairs and activities of the Corporation. The Executive Vice President may, at their discretion, hire further staff to assist them in carrying out the Executive Vice President's duties and responsibilities.

ARTICLE VII - COMMITTEES

Section 7.01. Committees of the Corporation are of two (2) kinds, those with legal authority to act for the Corporation and advisory committees.

Section 7.02. The Board may, by resolution adopted by a majority of the authorized number of Directors then in office, designate one (1) or more committees with legal authority to act for the Corporation to the extent specified in the resolution creating such committee, each such committee consisting of two (2) or more Directors, to serve at the pleasure of the Board. The Board may designate one (1) or more Directors as alternate members of any committee, who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the Directors then in office. The procedures of these committees shall be the same as relating to the rules and conduct of the meetings of the Board. Any such committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except with respect to:

- (a) The filling of vacancies on the Board or on any committee.
- (b) The fixing of compensation of the Directors for serving on the Board or on any committee.
- (c) The amendment or repeal of these By-laws or the adoption of new bylaws.
- (d) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeal-able.
- (e) The appointment of other committees of the Board.
- (f) The approval of any self-dealing transaction not permitted by Section 5233 of the Corporations Code to be approved by a committee.

Section 7.03. Advisory committees may be appointed to consist of one or more Board members. Advisory committee membership may also consist of Directors only, both Directors and non-Directors, or non-Directors only, and also may include nonvoting members and alternate members. Advisory committees

have no legal authority to act for the Corporation but shall report their findings and recommendations to the Board.

Section 7.04. The Board may establish a Nominating Committee, which shall consist of three (3) Directors. The first Chair of the Nominating Committee shall be as determined by resolution of the Board. The Chair shall serve a one (1) year term as Chair of the Nominating Committee. Thereafter, the prior Chairman of the Corporation's Board shall serve as the Chair of the Nominating Committee for one (1) year terms. In the event the prior Chairman of the Corporation's Board is unable or unwilling to serve as Chair of the Nominating Committee, then in that event the Board shall determine the Chair of the Nominating Committee. The other two (2) Directors on the Nominating Committee shall be selected by the Corporation's Board, with at least one (1) Director on the Nominating Committee being a Public Director. All Directors serving on the Nominating Committee shall serve one (1) year terms, and the Directors shall appoint new Directors to the Nominating Committee from such terms expire, or as such positions on the Nominating Committee otherwise become vacant.

ARTICLE VIII - AMENDMENTS TO ORGANIZATIONAL DOCUMENTS

Amendment of Articles by the Directors

Section 8.01. Any amendment to the Articles of Incorporation may be amended by a two-thirds (2/3) vote of the full Board at any such meeting called for the purpose of approving or rejecting such amendment, in addition to any other purpose such meeting was called. Any proposed amendment to the Articles of Incorporation shall comply with the other terms and conditions set forth in these By-laws and applicable law.

ARTICLE IX - AMENDMENTS TO THE BY-LAWS

Amendment of By-laws by Directors

Section 9.01. Subject to paragraph (a) of these By-laws, these By-laws may be amended, or new By-laws adopted at any regular or special meetings of the Board of Directors when called for the specific purpose by a majority vote of the members of the Board of Directors. In the event of such a meeting called for that specific purpose, the written consent of two-thirds (2/3) of the full Board of the Board of Directors shall be effective to repeal and/or amend any By-law and to adopt any additional By-laws.

(a) An amendment or repeal of these By-laws approved by the Board of Directors shall require the approval of the Directors when such amendment or repeal involves:

(1) An amendment to these By-laws specifying or changing a fixed number of Directors, or changing from a fixed to a variable number of Directors or vice versa;

(2) An addition or amendment of a By-law that requires approval of the Directors be unanimous or by a greater proportion than that already required by law or these By-laws;

(3) An amendment to these By-laws increasing the length of the Directors' terms;

(4) An addition or amendment of a provision that provides for the selection of Directors other than as provided in these By-laws;

(5) An addition or amendment of a By-law when such addition or amendment of a By-law relates to the Board's authority to fill vacancies created by the removal of Directors;

(6) An addition or amendment of a By-law changing the number necessary for a quorum at Directors' meetings, creating or changing proxy rights, or changing or repealing cumulative voting rights;

(7) An addition or amendment of a By-law that would terminate all Director membership on the Board;
or

(8) An addition or amendment of a provision that requires the approval of the Directors consistent with the California Corporations Code.

ARTICLE X - CORPORATE RECORDS AND REPORTS

Record Keeping

Section 10.01. The Corporation shall keep adequate and correct records of accounts and minutes of the proceedings of meetings of its Certificate Holders, Board of Directors, and committees of the Board of Directors. The Corporation shall also keep a record of its Certificate Holders giving their names and

addresses. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted into written form.

Annual Report

Section 10.02. The Board shall make available to the Board of Directors an annual report within a reasonable time after the Corporation files its annual federal income tax return for a given fiscal year. Reports shall contain all the information required by Section 6321(A) of the Corporations Code, any other federal or state reporting requirements, and shall be accompanied by any report thereon of independent accountants. If there is no such report from independent accountants, a certificate of an authorized officer of the Corporation stating that such statements were prepared without audit from the books and records of the Corporation will be prepared. The annual report shall also be made reasonably available to all Certificate Holders in a manner determined by the Directors or as may be required by applicable law.

Annual Statement of Certain Transactions

Section 10.03. The Corporation shall make available annually to its Directors, a statement of any transaction or indemnification described in Section 6322(D) and (E) of the Corporations Code, if such transaction or indemnification took place. Such annual statements shall be affixed to and sent with the annual report described in these By-laws.

Indemnification

Section 10.04. The Corporation may indemnify a Director, Officer, agent or employee under relevant provisions of the Corporations Code, or pursuant to any contract entered into with any employee who is not an Officer of Director. Expenses incurred in defending any proceeding may be advanced by the Corporation as authorized in the Corporations Code prior to the final disposition of such proceeding upon receipt of any undertaking by or on behalf of the Director, Officer, agent, or employee to repay such amount unless it shall be determined ultimately that the Director, Officer, agent or employee is entitled to be indemnified.

Section 10.05. The Corporation may purchase and maintain insurance on behalf of any Director, Officer, agent, or employee of the corporation against any liability asserted against or incurred by the Director, Officer, agent, or employee in such capacity or arising out of the Director's, Officer's, agent's, or employee's status as such, whether or not the Corporation would have the power to indemnify the Director, Officer, agent or employee against such liability under the provisions of Section 7237 of the Corporations Code.

ARTICLE XI - MISCELLANEOUS

Construction of These By-laws

Section 11.01. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these By-laws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular.

Incorporation of Administrative Rules and Regulations and Code of Ethics and Conduct

Section 11.02. The Administrative Rules and Regulations and Code of Ethics and Conduct, as may be amended from time to time by the Board, are incorporated into these By-laws by this reference.

Severability

Section 11.03. It is intended that each paragraph, Section, and Article of these By-laws be viewed as separate and divisible, and in the event that any portion of these By-laws are held to be invalid or contradict relevant provisions of the Corporations Code or other applicable law, such invalid portion shall be severed to the minimum amount necessary to make such provisions valid or consistent with applicable law. It is further intended that the remaining portions of these By-laws continue to be in full force and effect.

I, RICHARD GALITZ, M.D., the currently acting Secretary of the Corporation, certify that this is a true and correct copy of the Corporation's By-laws, adopted by the Board and which became effective on the 25th day of September 2010, and that these By-laws include all amendments, if any, to the date of this instrument.

CCIDC RULES & REGULATIONS

CCIDC

ADMINISTRATIVE RULES AND REGULATIONS

09/25/2010

1.0 DEFINITIONS

1.1 DIVERSIFIED INTERIOR DESIGN EXPERIENCE:

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

1.2 INTERIOR DESIGN:

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

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

1.3 FIRM:

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

1.4 COLLEAGUE:

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

1.5 CLIENT:

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

1.6 INTERIOR DESIGN CERTIFICATION EXAMINATION:

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

- A. IDEX® California.

1.7 ACCREDITED INTERIOR DESIGN DEGREE PROGRAM:

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

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

1.8 ACCREDITED INTERIOR DESIGN CERTIFICATE PROGRAM:

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

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

1.9 INTERIOR DESIGN EDUCATION:

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

- A. A certificate and/or degree program of interior design from a USDE recognized accrediting school; or
- B. A combination of courses in the following categories:
 1. Interior Design/Interior Decoration;
 2. Construction Documents;
 3. Architecture;
 4. Art and Architectural/Design History;
 5. Building Codes;
 6. Drafting;
 7. Computer Aided Design and Drafting (CADD);
 8. Graphic Design;
 9. Business Practices

The required combination of courses shall be determined by CCIDC.

1.10 INTERIOR DESIGN EDUCATION AND DIVERSIFIED INTERIOR DESIGN EXPERIENCE:

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

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

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

B. The phrase "part-time diversified interior design experience" as used in these Administrative Rules and Regulations shall be defined as experience of the nature described in Section 1.1, above,

of less than thirty-six (36) hours per week or less than eighteen hundred (1800) hours per year. Part-time experience will be considered in proportion to full-time experience.

1.12 CERTIFICATE HOLDER OR CERTIFIED INTERIOR DESIGNER

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

2.0 ADMINISTRATION OF CCIDC

2.1 ADMINISTRATION

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

B. Location of Offices. The principal office of CCIDC, Inc., is located at 365 w. Second Ave., Suite 221, Escondido, CA 92025.

C. Delegation of Certain Functions.

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

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

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

4. Nothing herein prohibits the Executive Director from re-delegating to their subordinates.

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

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

3.0 APPLICATION FOR CERTIFICATION

3.1 QUALIFICATION AND APPLICATION.

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

1. He/she is a graduate of a four or five-year accredited interior design degree program, and has two-years of diversified interior design experience; or

2. He/she has completed a three-year accredited interior design certificate program, and has three years of diversified interior design experience; or

3. He/she has completed a two-year accredited interior design certificate program, and has four years of diversified interior design experience; or

4. He or she has at least eight years of interior design education, or at least eight years of diversified interior design experience, or a combination of interior design education and diversified interior design experience that together total at least eight years.

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

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

1. Copy of college transcript and/or technical school records with official seal.

2. Completed Application for Certification listing diversified interior design experience.

3. Effective January 1, 2013, the IDEX® California is the only interior design certification examination required by CCIDC.

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

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

3.2 DURATION AND RENEWAL OF CERTIFICATION.

A. Expiration of certification and renewal of unexpired certification.

All Certificates issued under Chapter 3.9 of the Business and Professions Code shall expire twenty-four (24) months after the issue date. Certification shall remain in full force and effect until revoked or suspended for cause, or until expiration, and shall be renewable every two (2) years. To renew an unexpired certificate, the Certified Interior Designer shall, on or before the expiration date of the certification, pay the renewal fee as well as report required Continuing Education to the CID Account.

B. Renewal of expired certification.

A certificate which has expired may be renewed at any time within four (4) years after its expiration by filing an application for renewal on a form prescribed by the Board and paying the renewal fee in effect. If the certification is renewed after its expiration date, the certificate holder, as a condition precedent to renewal, shall also pay the delinquent administrative fee. Renewal shall be effective on the date the application is received by CCIDC, the date all renewal fees are paid, and/or the date the delinquent and reinstatement fees, if applicable, are paid. If so renewed, the certification shall continue in effect through the date provided, when it shall expire if it is not again renewed. Upon

renewal of certification as provided above, the Board shall issue to the Certified Interior Designer a new identification card setting forth the next expiration date.

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

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

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

1. No fact, circumstance, or condition exists which, if the certification were issued, would justify its revocation or suspension;
2. The candidate pays all of the fees which would be required of the candidate if the candidate were then applying for the certification for the first time; and
3. The candidate takes and passes the current applicable interior design certification examination.

3.3 CERTIFICATION BY RECIPROCITY

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

1. The candidate is legally recognized and in good standing as an interior designer in a jurisdiction of the United States or Canada with requirements that are substantially equivalent to the requirements of Chapter 3.9 of the Business and Professions Code governing Certified Interior Designers in this state; and
2. Provides evidence of passage of the IDEX® California interior design certification examination, or equivalent as determined by CCIDC from time to time.

3.4 FEES AND REVENUE.

A. Fee Schedules, Penalties, and Delinquency Fees.

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

1. The fee for the initial two (2) year certification shall be two hundred seventy-five dollars (\$275) in addition to a one-time nonrefundable one hundred Path 3 or 4) or two hundred (Path 1 or 2) dollars (\$100 - \$200) application and processing fee.
2. The fees for a replacement certificate shall be \$35.00, a replacement I.D. card shall be \$25.00, a replacement Digital Stamp shall be \$50, and a replacement stamp shall be \$75.00.
3. The biannual renewal fee shall be two hundred seventy-five dollars (\$275).

4.0 ISSUANCE OF CERTIFICATION

4.1 ISSUANCE OF CERTIFICATION

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

4.2. GROUNDS FOR DENIAL OF APPLICATION FOR CERTIFICATION

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

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

4.3 RECORDS; INDEX

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

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

4.4 DURATION OF CERTIFICATION

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

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

4.5 REPLACEMENT OF LOST CERTIFICATES, STAMP, OR IDENTIFICATION CARD

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

4.6 CHANGE OF ADDRESS; NOTICE; PENALTY

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

4.7 USE OF STAMP AND SIGNATURE ON PLANS

A. Each Certified Interior Designer will, upon certification, receive a stamp of the design authorized by CCIDC. Each Certified Interior Designer shall sign, date, and indicate their certification number on all plans, specifications, and other instruments of service and contract documents prepared for others.

4.8 USE OF TITLE CERTIFIED INTERIOR DESIGNER

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

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

5.0 DISCIPLINE

5.1 INVESTIGATIONS: SUSPENSION OR REVOCATION OF CERTIFICATION

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

5.2 TIME FOR DISCIPLINARY ACTION: LIMITATION

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

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

5.3 POWERS AND PROCEEDINGS BY THE BOARD REGARDING DISCIPLINARY MATTERS

A. The powers and proceedings used by CCIDC Board relating to disciplinary actions outlined in this Article 5 will be consistent with applicable law, including Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code (Sections 11500 to 11528) and Article 5 of Chapter 3 of Part 2 of Division 2 of Title 1 of the Corporations Code (Sections 5340 to 5342). Additional powers and proceedings may further be developed by CCIDC and legal counsel when determined to be in the best interest of CCIDC and the Certified Interior Designers.

5.4 EXPIRATION OF SUSPENDED OR REVOKED CERTIFICATION RENEWAL

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

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

5.5 VIOLATION AS GROUNDS FOR DISCIPLINE IN GENERAL

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

5.6 FRAUD IN OBTAINING CERTIFICATION

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

5.7 FRAUD IN PERFORMANCE AS CERTIFIED INTERIOR DESIGNER

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

5.8 GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

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

5.9 GROSS INCOMPETENCE

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

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

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

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

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

5.12 CONTEST OF NOTIFICATION PROCEDURE

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

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

B. If the Certified Interior Designer or Non-certified interior designer fails to notify the Executive Director in writing that he/she intends to contest the Notification, or the decision made after an informal conference within the time specified in this section, the Notification or the decision made after the informal conference shall be deemed a final order of CCIDC and shall not be subject to further administrative review.

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

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

CCIDC BOARD POLICIES

CCIDC BOARD POLICIES INDEX

Category	Policy	Subject	Approval
Finance	1.1	Not Used	-
	1.2	Check Authorization and Signature Policy (Revised)	09/25/10
	1.3	Not Used (Deleted 09/25/10)	-
	1.4	Corporate Loans (Revised)	09/25/10
	1.5	Not used (Deleted 09/25/10)	-
Board	2.1	Position Statements and Confidentiality (Revised)	09/25/10
Operations	2.2	Not used (Deleted 09/25/10)	-
	2.3	Conflicts of Interests (Revised)	09/25/10
	2.4	Prevention of Sexual Harassment (Revised)	09/25/10
Education	3.1	CEU Requirements for CIDs (Revised)	09/25/10
Legal	4.1	Member Appellations (Revised)	09/25/10
	4.2	Election of Officers (Revised)	09/25/10
	4.3	Contracts for Services and Products (Revised)	09/25/10
	4.4	Graphic Standards (Revised)	09/25/10
	4.5	Code of Ethics and Professional Conduct	06/24/03
	4.6	Disciplinary Procedures	08/23/97
PR/Awards	5.1	Not used (Deleted 09/25/10)	-
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	5.3	Not used (Deleted 09/25/10)	-
Executive	6.1	Reimbursable Travel Expenses for Board Members (Revised)	09/25/10
	6.2	Protocol Guidelines for CCIDC Board of Directors Presence at Events (Revised)	09/25/10
	6.3	Required Attendance at Board of Directors Meetings (Revised)	09/25/10
	6.4	Schedule and Procedure for Submitting Information to the Board of Directors (Revised)	09/25/10
	6.5	Distribution of Board of Directors Meeting Minutes (Revised)	09/25/10
	6.6	Directors Per Diem Reimbursement (Revised)	09/25/10
	6.7	Director Retention of Board of Directors Materials (Revised)	09/25/10
	6.8	Ensure Communication at All Levels (Revised)	09/25/10
	6.9	Method for Release of CID Roster (Revised)	09/25/10

FINANCE

Policy 1.2 Check Authorization and Signature Policy

Purpose: To establish expenditure authorization and check signature procedures in accordance with independent auditor recommendations and insurance coverage requirements.

Intent: To identify CCIDC representatives who are authorized to approve expenditures and sign corporate checks.

1. Payment of invoices must be authorized in advance by the officer of the appropriate jurisdiction or committee responsible for the expenditure. The Executive Director may authorize expenditures related directly to expenditures necessary for office administration.
2. All checks shall require one or more of the following signatures: Executive Director, Chair, or Treasurer.
3. The Executive Director will be responsible for the accountability of all blank checks for all program accounts.
4. For all checks under \$5,000.00 one (1) signature will be required. For all checks over \$5,000.00 two (2) signatures will be required.
5. The Accounting Department will record checks in the check register by jurisdiction/committee and program when checks are issued.
6. Whenever possible, checks should be issued directly to vendors and only under exceptional circumstances to staff.
7. Under no circumstances may checks be made payable to "bearer" or "cash".
8. Under no circumstances will blank checks be signed.
9. All bank statements and related correspondence will be mailed to the Treasurer's office, or home, directly by the bank. Reviewed and forwarded to the Executive Director.

Approved: 09/25/2010

FINANCE

Policy 1.4 Corporate Loans

Purpose: To establish guidelines for making, or receiving corporate loans, to or from other corporations, banks, or individuals.

Intent: To insure CCIDC takes a responsible position in the administering of its funds and the disposition of same.

1. All consideration for any loan(s) should be made by the full board and voted thereon.
2. All loan agreements must be approved by the corporate attorney before being signed.
3. All loan agreements should be signed by the Chair, or in the absence of same, another appropriate officer such as Vice Chair or Treasurer.
4. The administration of all loans shall be the responsibility of the Executive Director including collection and final disposition.

5. All loans shall be in the sole interest of the organization only and no personal loans of any kind shall be made to the board, staff or any other individual.
6. All loans shall bear interest at an appropriate rate close to market rates in effect at that time for similar loans.

Approved: 09/25/2010

BOARD OPERATIONS

Policy 2.1: Position Statements and Confidentiality

Purpose: No Board Member, Committee Member or Staff may make position statements or opinions inconsistent with the Board.

Intent: To avoid misrepresentation of CCIDC as a whole, this policy has been established to remind officers, committee members, Directors, and staff members of their legal responsibility to the Corporation.

1. No officer, committee member, Director or staff member may represent opinions about CCIDC business issues or actions, unless those opinions have been approved in advance by the Board of Directors. A member may express his/her personal opinions if clearly stated that it is not necessarily the position of CCIDC.
2. Those matters, which have been deemed confidential by the Board of Directors, are not to be discussed outside of meetings of the Board or its committees without the express permission of the Chair.

Approved: 09/25/2010

BOARD OPERATIONS

Policy 2.3 Conflicts of Interest

Purpose: To ensure that all volunteers, staff, and members of the Board of Directors of CCIDC who act on behalf of CCIDC think individually, are motivated by the best interests of CCIDC, act in furtherance of the organization's mission, and are not compromised by outside interests.

1. For the purpose of this policy, conflicts of interest occur whenever a volunteer, member of CCIDC staff, or a member of the Board of Directors acts in a position of authority on an issue in which he or she, (1) directly; (2) through an entity in which he or she has a material financial interest; or (3) through a family member, has financial or other interest.
2. Conflict of interest situations should be avoided whenever possible, and otherwise disclosed and handled in good faith. Specifically:

- a. Members of the board shall perform the duties of a director, including the duties of a member of any committee of the board upon which the director may serve, in good faith, in a manner such director believes to be in the best interests of CCIDC and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
- b. Members of the board shall fully disclose if they have a family or social relationship with any person who seeks to contract services or business with CCIDC and abstain from voting on any such proposed contracts.
- c. Should any actual or potential conflict of interest affect the ability of a person to carry out any position of responsibility, such person may: (1) be required by the Board of Directors to decline any nomination or appointment or resign their position; or (2) be prohibited by the Board of Directors from participating in the particular situation or decision-making process.

Approved: 09/25/2010

BOARD OPERATIONS

Policy 2.4 Prevention of Sexual Harassment

- Purpose: To ensure that all volunteers, employees, and members of the Board of Directors of CCIDC are free from sexual harassment while performing work for or on behalf of CCIDC.
1. Sexual harassment in employment violates both state and federal law and, accordingly, will not be tolerated by any volunteer, employee, or member of the Board of Directors of CCIDC.
 2. According to the United States Equal Employment Opportunity Commission (EEOC), sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when (1) submission to that conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of that conduct; or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
 3. It is also unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her against another individual. CCIDC will not retaliate against a volunteer, employee, or member of the Board of Directors for filing a complaint and will not tolerate or permit retaliation by volunteers, employees, or members of the Board of CCIDC.
 4. If you believe that you have been unlawfully harassed, provide a written complaint to the President as soon as possible after the incident. Your complaint should include details of the incidents, names(s) of the individual(s) involved and names of any witnesses. CCIDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.
 5. If CCIDC determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with circumstances involved. A volunteer, employee, or member of the Board of Directors of CCIDC determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of their relationships with CCIDC.

6. CCIDC requires all volunteers, employees, and members of the Board of Directors to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You should also be aware that the EEOC and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think that you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Approved: 09/25/2010

EDUCATION

Policy 3.1: CEU Requirements for Certified Interior Designers.

Purpose: To establish the requirement of Continuing Education Units (CEU's) to maintain Certified Interior Designer (CID) status.

Intent: To establish the number of CEU's required for maintaining CID status and the enforcement of this mandatory requirement.

1. Every active Certified Interior Designer is required to successfully complete continuing education courses equivalent to 10 Hours or 1.0 Continuing Education Units (CEU's) during each two-year certification period.
2. It is the responsibility of each active Certified Interior Designer to report to CCIDC their completed CEU course credits online to the CID Account at the time of certificate renewal.
3. CCIDC accepts all approved courses by the Interior Design Continuing Education Council or any Interior Design organization (i.e. IIDA, ASID, IFDA, IDS, NKBA, etc.) AIA approved courses must be relevant to the practice of Interior Design. All courses approved by IDCEC, IIDA and ASID, are registered with IDCEC.
4. Activities for which CEU credit **is not intended**: Association membership, leadership activities, committee meetings/activities; Professional exam preparation; Entertainment and recreation. Mass media programs (TV, radio, newspaper) do not qualify unless they are an integral part of a planned continuing education experience qualifying under CEU criteria. Some meetings, conventions, and exhibits, (only planned learning activities within such events are eligible for CEU credit.) Tours without specific lecture time by qualified lecturers; work experience; Youth programs; Individual scholarship such as articles, books, research projects, presentation of papers, or teaching.
5. Instructors may receive CEU credit for preparing and offering an IDCEC approved CEU for the first time only that the course is offered. The CEU credit is equivalent to the CEU credit received by participants.

Approved: 09/25/2010

LEGAL

Policy 4.1: Member Appellations

Purpose: To establish the correct use of the appellation by Certified Interior Designers.

Intent: To ensure proper representation and application of the Certified Interior Designer appellation.

1. If the CID initials are used, they should always be capitalized and not separated with periods or other punctuation.
2. CIDs in good standing may use the following appellations immediately following their name:
 - a.) Certified Interior Designer (preferred usage)
 - b.) CID
 - c.) Certified Interior Designer # (insert actual number).
 - d.) Certified Interior Designer # (insert actual number) in the State of California.
 - e.) Certified Interior Designer in the State of California.
3. No Certified Interior Designer shall imply in any way whatsoever that they are “State” certified or have been certified by any “State” agency.
4. “Delinquent” or “Expired” CID’s are not entitled to use any CID designation.
5. Design firms, dealerships, manufacturers, or architectural firms may not imply the firm is certified, even when one or more employees of the firm are CIDs in good standing.
6. Violations of the appellation policy will be monitored by CCIDC through formal notification to the identified individual or firm by the Executive Director. If, after two notifications to the identified individual or firm, the violation continues, the Executive Director shall notify them by mail to cease and desist. Failure to comply with the cease-and-desist letter will result in action in accordance with Section 17200 of the California Business and Professions Code, the unfair business practices act.

Approved: 09/25/2010

LEGAL

Policy 4.2: Election of Officers

Purpose: To establish a process by which candidates for office are selected and voted upon by the Board of Directors.

Intent: To ensure proper procedures are followed consistent with CCIDC Bylaws.

1. The officers of the corporation are the Chair, the Vice Chair, the Secretary, and the Treasurer. Officers shall serve for one-year terms at the pleasure of the Board.
2. For duty descriptions of officers refer to CCIDC Bylaws, Chapter 4.
3. A request for nominations for officer positions shall be E-mailed to the entire board not less than 60 days prior to the Annual Meeting. Such nominations shall be returned to the Elections Officer

within 15 working days or considered void if received after that time. A board member may be nominated to more than one position but elected to only one position. A board member who is nominated for office(s) must accept the nomination for office(s) within ten (10) days. Written acceptances shall be mailed or faxed to the Elections Officer. The Elections Officer shall be the highest-ranking staff position of the corporation.

4. The Elections Officer shall count each vote and the person with the most votes shall be duly elected to that position. If there is a contested election, then any member of the board may call for the vote again and a recount.
5. The Elections Officer shall tabulate the votes for the office of Chair first, Vice Chair second, Secretary third and Treasurer fourth. Any person who was nominated for more than one office and who is elected to an officers position shall automatically be disqualified from subsequent offices. In the event there is a tie vote for an office the Elections Officer shall call for another vote for that office. If after three (3) votes a tie vote remains, the Elections Officer shall ask the candidates who are tied to step outside the room. A discussion by the remaining board members shall try to resolve the tie vote. The candidates who are tied shall rejoin the board and the three (3) vote cycle shall begin again. This cycle shall continue until a person is elected to the office in question. No other office in the election sequence shall be tabulated until the previous office is elected.
6. If a candidate wishes to prepare a one-page biographical data sheet and statement it will be sent to each board member as long as it is received prior to 30 days before the Annual Meeting.

Approved: 09/25/2010

LEGAL

Policy 4.3: Contracts for Services and Products

Purpose: To ensure that all agreements with outside parties for services and products are established within accepted business practices which protect CCIDC from undue risk.

Intent: To establish a procedure that minimizes CCIDC's exposure to risk.

1. In furtherance of its purposes, CCIDC regularly enters into agreements for services and products with outside parties. All agreements should: be conducted efficiently and professionally; reflect the highest standards of business ethics; strive to ensure that the services and/or products involved are of the highest quality; be documented thoroughly; and protect CCIDC's proprietary interests.
2. All agreements for services or products must be conducted through written contracts and not on the basis of oral understanding.
3. All contracts for services or products, which are within the budget approved by CCIDC's Board of Directors, must be signed by the Executive Director after consultation with the appropriate board officer of jurisdiction.
4. All contracts for services or products which are not within the budget approved by CCIDC's Board of Directors must first be approved by the Officer of Jurisdiction, Secretary, Treasurer and Chair.

Approved: 09/25/2010

LEGAL

Policy 4.4: Graphics Standards

Purpose: This manual contains a description and approved criteria for use for each component of a unique and powerful graphics program for use by CCIDC and the Board of Directors. The purpose of the guidelines is to insure the display of a unified and consistent image of California Certified Interior Designers.

The objectives of this manual are:

- A. Provide a concise description of each piece within the graphics program.
- B. Provide examples of the proper use of each piece.
- C. Provide information for CCIDC, Board of Directors and California Certified Interior Designers reference.
- D. Provide guidelines for use of CCIDC logo and IDEX logo in collateral material produced by CCIDC and used by Certified Interior Designers in California.

Approved: 09-25-2010

LEGAL

Policy 4.5: Code of Ethics and Conduct

Purpose: To establish minimum standards of behavior and conduct for Certified Interior Designers.

Intent: To provide the public, legislators, and the profession of Interior Design with standards of conduct and behavior for Certified Interior Designers.

1. Preamble

Certified Interior Designers shall conduct their interior design practice in a manner that will encourage the respect of clients, fellow interior designers, the interior design industry, and the general public. It is the individual responsibility of every CID to abide by the Code of Ethics and Conduct, Bylaws, Policies and Position Statements of CCIDC.

2. Definitions

The terms used in this Code shall be defined in the same manner in which they are defined in the Bylaws, Policies and Position Statements of CCIDC.

3. Responsibility to the Public

- A. In performing professional services, a Certified Interior Designer shall exercise reasonable care and competence, and shall take into account all applicable laws, regulations and codes.
- B. In performing professional services, a Certified Interior Designer shall at all times consider the health, safety, and welfare of the public.
- C. In performing professional services, a Certified Interior Designer shall not knowingly violate the law, nor counsel or assist a client in conduct the Certified Interior Designer knows, or reasonably should know, is illegal.
- D. A Certified Interior Designer shall not knowingly accept monies from a client for any installation or construction work that is required by law to be performed by a licensed contractor without holding such a license from the State.

- E. A Certified Interior Designer shall not permit his/her name, signature, or stamp to be used in conjunction with a design or project for which interior design services are not to be, or were not, performed by the Certified Interior Designer or under his/her responsible direction.
- F. A Certified Interior Designer shall not engage in any form of false or misleading advertising or promotional activities and shall not imply, through advertising or other means, that staff members or employees of his/her firm are Certified Interior Designers unless such be the fact.
- G. A Certified Interior Designer shall not make misleading, deceptive, or false statements or claims about his/her professional qualifications, experience, or performance.
- H. A Certified Interior Designer shall not by affirmative act or failure to act, engage in any conduct involving fraud, deceit, misrepresentation, or dishonesty in professional or business activity.
- I. In conduct of his/her professional activities, a Certified Interior Designer shall not discriminate on the basis of race, religion, gender, national origin, age, non-disqualifying handicap, or sexual orientation.
- J. In performing professional services, a Certified Interior Designer shall refuse to consent to any decision by his/her client or employer, which violates any applicable law or regulation, and which, in the Certified Interior Designer's judgment, will create a significant risk to public health and safety.

4. Responsibility to the Client

- A. A Certified Interior Designer shall undertake to perform professional services only when he/she, together with his/her consultants, is qualified by education, training or experience to perform the services required. (A Certified Interior Designer should not work outside their specific area of expertise).
- B. Before accepting an assignment, a Certified Interior Designer shall reasonably inform the client of the scope and nature of the project involved, the interior design services to be performed, and the method of remuneration for those services. A Certified Interior Designer shall not materially change the scope of a project without the client's consent.
- C. When accepting an assignment, a Certified Interior Designers should always have a contract, or letter of agreement, with the client that clearly spells out the scope of the work, the fees or costs associated with that scope of work, how and when those fees are to be paid by the client, when the work is expected to be completed, and a clause for legal remedies in the case of a dispute between the client and the Certified Interior Designer utilizing binding arbitration or other suitable forms of dispute resolution.
- D. A Certified Interior Designer shall disclose, in writing, to his/her employers and clients prior to the engagement, any direct or indirect financial interest that he/she may have that could affect his/her impartiality in specifying project-related goods or services and shall not knowingly assume or accept any position in which his/her personal interests conflict with his/her professional duty. If the employer or client objects to such financial or other interest, the Certified Interior Designer shall either terminate such interest, or withdraw from such engagement.
- E. A Certified Interior Designer shall not reveal any information about a client, a client's intention(s), or a client's production method(s) which he/she has been asked to maintain in confidence, or which he/she should reasonably recognize as likely, if disclosed, to affect the interests of his/her client adversely. Notwithstanding the above, however, a Certified Interior Designer may reveal such information to the extent he/she reasonably believes is necessary to (1) stop any act which creates a significant risk to public health and safety and which the Certified Interior Designer is unable to prevent in any other manner; or (2) to prevent any violation of applicable law or this Code of Ethics.

5. Responsibility to Other Certified Interior Designers and Colleagues

- A. A Certified Interior Designer shall pursue his/her professional activities with honesty, integrity and fairness, and with respect for another interior designer's or colleague's contractual and professional relationships.
- B. A Certified Interior Designer shall not initiate or participate in any discussion or activity, which might result in an unjust injury to another interior designer's or colleague's reputation or business relationships.
- C. A Certified Interior Designer shall not accept instruction from his/her clients, which knowingly involves plagiarism, nor shall he/she consciously plagiarize another's work.
- D. A Certified Interior Designer shall not endorse the application for certification of an individual known to be unqualified with respect to education, training, experience, or character, nor shall he or she knowingly misrepresent the experience, professional expertise, or moral character of that individual.
- E. A Certified Interior Designer shall only take credit for work that has actually been created by that designer or the designer's firm and under the designer's direction.

6. Responsibility to the Profession

- A. A Certified Interior Designer agrees to maintain standards of professional and personal conduct that will reflect in a responsible manner to the profession.
- B. A Certified Interior Designer shall seek to continually upgrade his/her professional knowledge and competency with respect to the interior design profession.
- C. A Certified Interior Designer agrees, whenever possible, to encourage and contribute to the sharing of knowledge and information between Certified Interior Designers and other allied professional disciplines, industry, and the public.
- D. A Certified Interior Designer shall not knowingly make false statements or fail to disclose any material fact requested in connection with his/her application or the renewal thereof.

Approved: 6/24/03

LEGAL

Policy 4:6: Disciplinary Procedures

Purpose: To establish procedures to conduct disciplinary proceedings and consider alleged violations of the Bylaws, Code of Ethics and Conduct and other policies, or any other conduct to be detrimental to the best interest of CCIDC.

Intent: To provide the Board of Directors with procedures to conduct disciplinary proceedings and consider alleged violations.

1. The Complaint

- A. The individual against whom a complaint is made shall currently hold Certified Interior Designer status.
- B. All complaints against a CID shall be filed within two (2) years of the occurrence of the alleged act, except that a complaint alleging a violation of Section 3.F of the Code of Ethics may be filed within two (2) years after the discovery of the alleged false statements or

failure to disclose, provided such discovery occurs no later than five (5) years after the date of the application for membership.

- C. All complaints shall be submitted in writing to CCIDC office, shall be signed by the complaining party, and shall include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint.

2. Discipline

- A. The procedures for discipline shall be as described in CCIDC Rules and Regulations, Item 5.0.

Approved: 8/23/97

EXECUTIVE

Policy 6.1: Reimbursable Travel Expenses for Board Members

Purpose: To reimburse for expenses incurred for travel on CCIDC's behalf.

Intent: To establish criteria for reimbursement.

1. It is the responsibility of each board member to keep their expenses on behalf of CCIDC to a minimum and not engage in activity that would incur frivolous or excessive charges to CCIDC.
2. Make travel reservations as early as possible in order to get lowest rates.
3. If CCIDC has determined specific overnight accommodations with a set lodging amount and you wish to make other arrangements, costs beyond the amount of the pre-arranged lodging will be the responsibility of the individual.
4. The following are guidelines for specific expense items:
 - A. Meals and Lodging: Reasonable and customary costs associated with location and type of event if not otherwise provided by CCIDC.
 - B. Mileage: At current IRS standard.
 - C. Try to use a shuttle to and from airports or share a cab/rideshare.
5. All expenses must be submitted on a CCIDC approved expense form available from CCIDC office along with all receipts. Lack of receipts will result in non-reimbursement of those particular expense items.
6. Expenses will be paid within 5 working days upon receipt of expense forms.

Approved: 09/25/2010

EXECUTIVE

Policy 6.2: Protocol Guidelines for CCIDC Board of Director Presence at Events.

Purpose: To establish proper procedure for requesting Board of Director presence at an industry or public event.

Intent: To gain maximum benefit for CCIDC and the Host from CCIDC Board of Director presence.

The following recommendations may apply, when a request is made to have a CCIDC Board of Director present at an event.

1. The request needs to be made at least thirty (30) days before the planned event to the Executive Director at CCIDC in writing. The request should contain the following information.
 - A. A statement of the event scope and purpose.
 - B. A statement of expenses, if any, to be incurred by CCIDC Director.
 - C. A statement of expectations, i.e. a welcome address, a speech, a jury, a reception, etc.
 - D. A statement addressing ground travel arrangements and how they will be provided.
 - E. A statement addressing air travel and lodging arrangements, if any, to be incurred.
2. The reply, which will be forwarded to the Host by the Executive Director, will include the following:
 - A. A press release to be made available to all newspapers and publications describing the visiting CCIDC Director profile, etc.
 - B. A request for a preliminary schedule for the visiting CCIDC Director.
 - C. A request for additional information and details of the event.
 - D. A request for a script or topic if a speech or address is to be given.
 - E. A request for local contact information - name, cell phone, E-mail address, etc.
 - F. A request for a description of the dress requirements for the entire event.
 - G. A request for a list of event organizers, and other Guests involved in the event.
 - H. A request for a seating plan for CCIDC Director where applicable.
3. Introductions for all visiting CCIDC Directors should follow common courtesy guideline.
 - A. The Host entity and/or event speaker shall recognize each CCIDC Director in an appropriate order, i.e. Chair, Vice Chair and Board members.
 - B. At the conclusion of the event the speaker should thank CCIDC Director, or guests.
 - C. Social introductions would follow the same format as described under 3A.
4. Follow Up:
 - A. The event contact will provide a list of special participants, which deserve a "Thank You" from CCIDC Director.
 - B. The event contact will respond in kind to CCIDC Director.
 - C. The event contact will keep CCIDC informed and will provide any and all press articles and opportunities generated from the event and CCIDC Director presence.

Approved: 09/25/2010

EXECUTIVE

Policy 6.3: Required Attendance at Board of Directors Meetings

Purpose: To encourage maximum attendance for all Board of Directors Meetings.

Intent: To insure maximum representation.

1. A member of the Board of Directors must attend at least two Board meetings per year.

2. A Director who is unable to attend a Board meeting must notify the Chair or Executive Director not later than 30 days prior to the meeting.
3. Should a Director know well in advance that he or she is unable to attend a meeting or meetings, the Director may resign from office. In accordance with Chapter 3, Section 3.4 of the Bylaws, the resigning Director shall provide written notice of their resignation to the Chair or to the Board.

Approved: 09/25/2010

EXECUTIVE

Policy 6.4: Schedule and Procedure for Submitting Information to the Board of Directors.

Purpose: To bring items of business to the Board of Directors in a timely and efficient manner.

Intent: To expedite the conduct of business at Board of Director meetings.

1. Reports or other actions requiring a Board of Directors vote must be on the official agenda in order to have action taken during that particular meeting. To request agenda space for any business coming before the Board of Directors, a written request must be directed to the Chair 21 days in advance of the next regularly scheduled meeting. Requests normally are to be made by the Director or Committee Chair of Jurisdiction.
2. A written report and any related materials for consideration must be mailed, or e-mailed, to the Executive Director at CCIDC office, and the Director or Committee Chair of Jurisdiction so that they are received no later than 14 days prior to the first day of the scheduled meeting.
3. The copy mailed to the Executive Director must be accompanied by an appropriate instruction for copying and distribution.
4. The Executive Director will contact the Chair to schedule appropriate time for agenda discussion.
5. The agenda and copies of all reports and any related materials for consideration will be sent to all Board of Director members so that they are received a full 7 days prior to the next scheduled meeting.
6. Board members are to read and fully familiarize themselves with the agenda materials prior to the Board meeting.
7. The submitted report should be concise, well organized, and provide adequate information and any recommended action for the Board of Directors to act upon. Any report prepared for the Board of Directors should answer the following questions:
 - A. What is the issue? (Definition)
 - B. What is the need for consideration of the issue and recommended action relative to the issue?
 - C. How does the consideration of the issue and recommended action support CCIDC's mission, purposes, vision, and change goals?
 - D. How long would implementation of the recommended action take? Who would be involved?
 - E. What cost would the recommended action involve?
 - F. What alternatives are to the recommended action?
8. Exception to this policy will be considered at the Chair's discretion.

Approved: 09/25/2010

EXECUTIVE

Policy 6.5: Distribution of Board of Directors Meeting Minutes

Purpose: To establish a procedure for distribution of Board of Directors Meeting Minutes.

Intent: To assure communication with the Board of Directors.

1. Staff will issue "Draft" meeting minutes within 30 working days after a board meeting, or conference call board meeting, where a quorum is present, and a proper business meeting is conducted. Copies will be distributed to each director via E-mail.
2. Any changes, comments, additions, or deletions to the meeting minutes shall be communicated to staff within 10 working days from receipt of same. Final decisions on any changes to the official meeting minutes shall be the responsibility of the board Chair.
3. It shall be deemed that the meeting minutes will become "Final" if no comments, changes, additions, or deletions are received from the Board.
4. The meeting minutes shall be approved by a vote of the board at the next regularly scheduled board meeting.

Approved: 09/25/2010

EXECUTIVE

Policy 6.6: Directors Per Diem Reimbursement

Purpose: Explain the purpose of the Per Diem and when it gets paid.

Intent: To establish a clear policy regarding reimbursement of Per Diem.

1. In accordance with Chapter 3, item 3.11 of CCIDC Bylaws, Directors will be paid a \$100.00 "per diem" for each meeting day that they attend. This is to be paid for Board of Director Meetings only and is not intended for committee meetings, director orientations, visits to schools or colleges, or other board or CCIDC business, with the exception for strategic planning meetings held the day prior to a regularly scheduled Board of Director Meeting in which case a per diem of \$50.00 will be paid to each director attending. Any deviation, even under special circumstances, must be approved by the Board and voted thereon.
2. The "per diem" does not apply to travel time unless it occurs on the same day as the meeting.
3. The "per diem" should be added to an expense report under "Miscellaneous" expenses clearly denoting the dates for which it is paid. It will be paid within 5 working days per the reimbursable expense policy.
4. A Form "1099" (IRS) will be issued to any Director who accrues \$600.00 or more in "per diem" in any given year.

Approved: 09/25/2010

EXECUTIVE

Policy 6.7: Director Retention of Board of Director Materials.

Purpose: That Directors retain all written Board of Directors materials.

Intent: To save duplication costs and additional postage.

1. It is the responsibility of each Director to retain for future reference all Board of Directors agenda books, meeting minutes, freestanding reports, and other written communications to the Board of Directors so that they do not have to be reduplicated and redistributed for the past year.
2. With the exception of reports and information deemed to be of a confidential nature each Director should share appropriate Board of Directors information and materials with their associations.
3. Upon completion of their term of office, each Director should shred any confidential material such as financial data or unapproved meeting minutes and discard the rest.

Approved: 09/25/2010

EXECUTIVE

Policy 6.8: Ensure Communication at all levels.

Purpose: To ensure communication at all levels within the organization.

Intent: To facilitate communication and response.

1. Prior to its disbursement all correspondence containing information relating to CCIDC shall be reviewed and edited, if necessary, by the Chair and the Executive Director.
2. All correspondence containing information relating to CCIDC sent to anyone shall be copied and sent to CCIDC office.
3. All correspondence from any Board member to CCIDC office shall be copied to the Chair.

Approved: 09/25/2010

EXECUTIVE

Policy 6.9: Method for Release of CID Roster

Purpose: To establish a method for release of CID Roster.

Intent: To provide an objective and consistent process for release of CID names and personal information and to control undesirable use or loss of privacy.

1. Under no circumstances will the CID Roster be made available in whole or in part to anyone in order to protect the privacy of all CID's. It may be made available in electronic (E-mail/Website) format to potential clients or consumers of interior design services wishing to obtain the names of CID's in their particular area or location. Such requests will only contain the contact information allowed by the CID.

2. Any party requesting to submit a piece of information to the CID Roster must first submit said piece of information to the Board for approval. If approved, CCIDC will submit said information to CCIDC web master for insertion on CCIDC web site, or for inclusion in the quarterly CCIDC E-news.

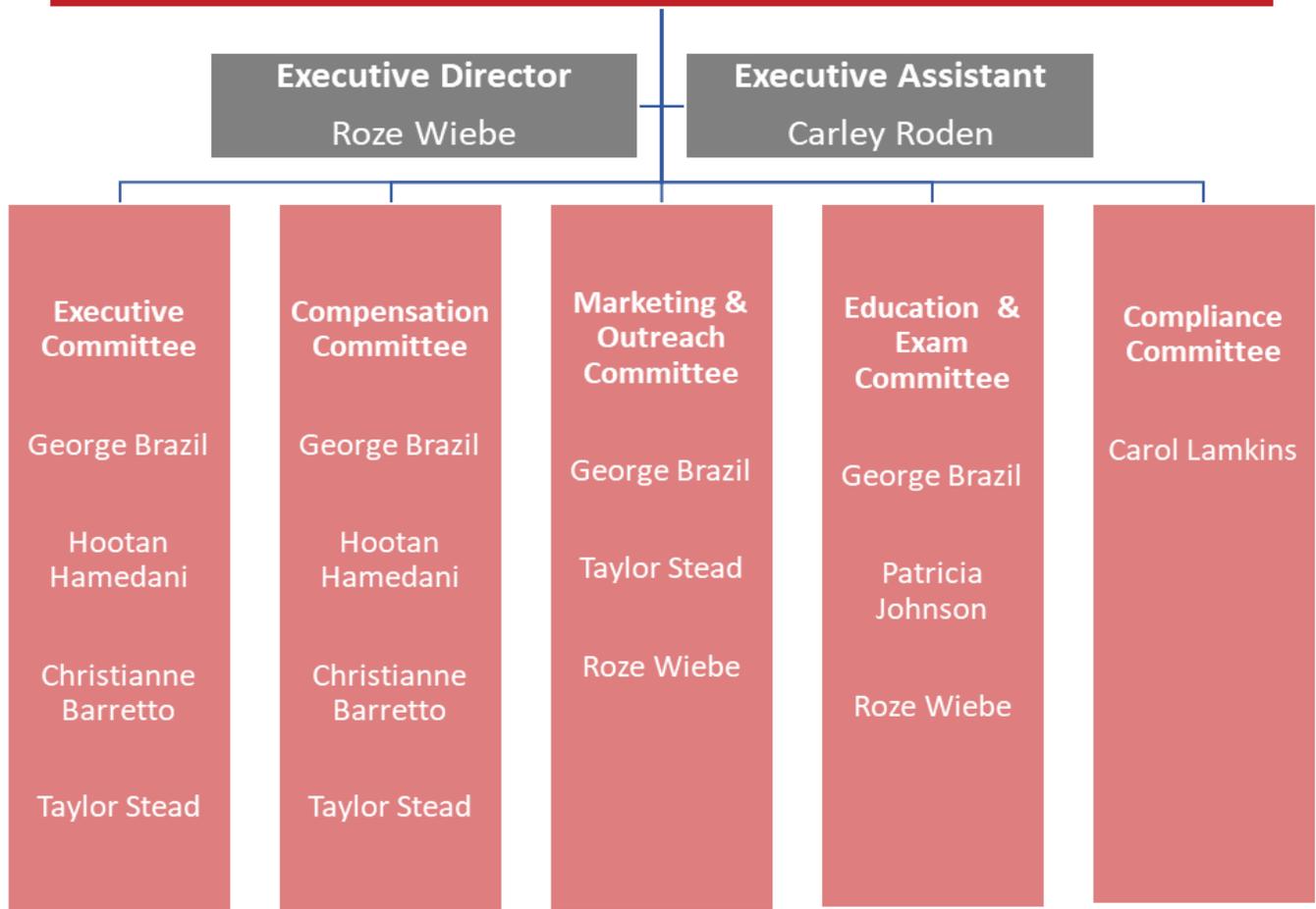
Approved: 09/25/2010

CCIDC CURRENT COMMITTEE STRUCTURE ORGANIZATIONAL CHART

CCIDC CURRENT COMMITTEE STRUCTURE ORGANIZATIONAL CHART

CCIDC Board of Directors

George Brazil, CID - Chair
 Hootan Hamedani, CID - Vice Chair
 Christianne Barretto, Public Director - Treasurer
 Taylor Stead, Public Director - Secretary
 Patricia Johnson, Public Director
 Caryn Menches, CID
 Carol Lamkins, CID
 Deborah Ogden, CID
 Linda Thomas, CID



CID COMMERCIAL DESIGNATION

Certified Interior Designer *Commercial Designation*



PURPOSE

The purpose of this program is to allow building officials to identify individuals (CIDs) who have prepared non-structural, non-seismic commercial tenant improvement plans in accordance with Sections [5537](#) and [5538](#) of the [California Business and Professions Code](#) that do not require an architect or engineers stamp or signature who are submitting plans for the purpose of obtaining a building permit.

HISTORY

Some Building Departments have routinely denied the submission of non-structural, non-seismic tenant improvement plan check submission, especially for work in hi-rise office buildings, even though the design work is exempt under Sections [5537](#) and [5538](#) of the [California Business and Professions Code](#). When turned away designers are forced to seek the services of a licensed architect or structural or civil engineer incurring delays and additional consumer costs.

- Who is it for?
 - For Interior Designers who primarily engage in commercial design.
 - For Interior Designers who submit drawings to building departments for commercial projects.
 - For Interior Designers who want an additional commercial designation to their certification.

REQUIREMENTS

QUALIFICATIONS:

- Must be a CID in good standing or qualified candidate applying under [Path 4](#).
- Effective January 1, 2020, ALL CIDs must provide proof of passing one of the following examinations:
 - ARE
 - CQRID
 - LEED-AP
 - NCBDC
 - NCIDQ
 - NKBA-(CKBD)

- RIDQC + 2 Years Diversified Interior Design Experience.
- *Qualified Candidates applying through [Path 4](#) must also pass the IDEX California® Exam*
- Provide proof of passing the following California Based, International Codes Council (ICC) Courses.
 - Courses must be complete and submitted within six months of application date.
- **CID Application Fee \$100.**
 - Fee includes new Commercial Designation ID Card and Stamp upon completion/approval.
 - The Application fee for *Qualified Candidates*, applying through [Path 4](#) is **\$500.00** paid at the time of application submission.
 - Fee is for Application and IDEX Exam Registration *only*
- 2-Year Certification and Renewal Fees will be the same for all Certified Interior Designers.
 - **There is no “Basic” renewal option for the Commercial Designation.**
- Commercial Designation CEU Requirements: 10 Hours per 2-Year Certification Period.
 - Five of the 10 CEU hours **MUST** be CA code specific courses
- This Designation is voluntary and not required for **CIDs** who do commercial design.
 - This designation is to assist in the identification of **CIDs** whose primary focus of practice is commercial design.
 - Not a guarantee that plans will be reviewed.
 - This is not intended as a fix-all for plan submission uniformity.
 - This is one step of many to aid Commercial Designers to submit plans in all jurisdictions.

ICC COURSES

2018 IBC Essentials with 2019 CA Amendments

This online course is intended to familiarize participants, specifically interior designers, with construction requirements which are common for most commercial buildings and will provide a basic understanding of the 2018 International Building Code and the 2019 California Building Code.

2019 CBC Title 24 Regulation (Energy)

This course will demonstrate the critical concepts of Title 24 (Energy) of the 2019 California Building Code that are most used by interior designers. These concepts provide a basis for the correct use of the code in the design, plan review, inspection, and analysis of commercial building projects. It will provide a clear understanding and correct use of the requirements identified by these basic code provisions, tables and categorizations. You will be able to apply the code in

clear-cut situations and build your understanding of the intent of the code when asked to make code compliance decisions in commercial building projects.

2019 CBC Chapter 11B Accessibility in Public Buildings

This online course focuses on the minimum accessibility requirements for alterations in commercial facilities for compliance with the 2019 California Building Code, specifically for interior designers. It addresses the design, plan review and inspection of commercial buildings to ensure that people with physical impairments, visual impairments and hearing impairments can use the facilities. Participants will gain an understanding of the content as well as the new formats of the CBC and Chapter 11B.

2019 CBC Means of Egress

This course is an overview of the fundamental requirements for means of egress as indicated in the 2019 California Building Code. Participants will receive an overview of the fundamental requirements for means of egress as indicated in the 2019 California Building Code. Participants will be able to apply provisions of the 2019 CBC specifically related to the design, plan review and inspection of the means of egress system in commercial buildings.

Building Codes 101 for Interior Designers

This course will provide participants with the history, purpose and use of the Codes. This course provides information about the International Codes with a focus on the areas of the Building Code that are most often used by Interior Designers.

IDENTIFICATION



- Certified Interior Designers with the Commercial Designation will have a special stamp and identification card that says Commercial on them (see examples).
- Building Officials and members of the Public can verify the status of a CID's Commercial Designation on the CCIDC Website.
 - Through the [Verify Certification](#) link.
 - CIDs with the Commercial Designation will show "COMMERCIAL"



APPLICATION PROCESS

For Current CIDs in Good Standing:

For current CIDs to apply: Login to your CID Account to [pay application fee](#). CCIDC will respond to your application once received via email with a request for proof of National Exam passage and coupons for the ICC Courses. You have six months from receipt of application payment to submit proof of ICC course completion.

Commercial Interior Designers Who Are Not-Yet Certified:

Please apply for certification with the commercial designation through [Path 4](#).

SENATOR CRAVEN'S LETTER

SACRAMENTO
STATE CAPITOL
SACRAMENTO, CALIFORNIA
PHONE 554-4241

GOVERNOR'S OFFICE
2317 FA (SACRAMENTO)
STATE 152
CALIFORNIA 95833
PHONE 554-433011
FAX 554-433011
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Senate

California Legislature



WILLIAM A. CRAVEN
SENATOR
38TH DISTRICT

VICE CHAIRMAN
COMMITTEE ON RULES

December, 1991

Dear Building Official:

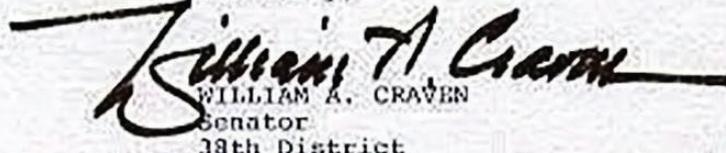
In 1990, I sponsored SB 153 which was chaptered into law. It establishes Certification of Interior Designers in the State of California as a means by which the public and local building officials could easily identify competent professionals qualified to work with building, life-safety, flammability and disabled access code issues for interior spaces.

Designers who are Certified under the provisions of Chapter 3.9, Section 5800 of the Business & Professions Code have demonstrated through education, experience and examination their knowledge of the Uniform Building Code as it relates to space planning and non-structural interior construction documents.

Beginning January 1, 1992, a stamp will be issued to Certified Interior Designers which will provide quick identification when they submit their plans. Building officials will then be able to recognize Certified Interior Designers as professionals qualified to develop interior plans and specifications in accordance with health, safety and welfare guidelines.

Thank you for your cooperation.

Sincerely,


WILLIAM A. CRAVEN
Senator
38th District

WAC:sj

COMMITTEES

AGRICULTURE AND WATER RESOURCES

BUSINESS AND PROFESSIONS

ELECTIONS

LOCAL GOVERNMENT

**LEGISLATIVE COUNSEL LETTER
TO SENATOR McPherson 2000**

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OFFICE OF THE CLERK OF THE ASSEMBLY
 Nancy A. Pritchard, Clerk
 Sacramento, California 95834-4999

OFFICE OF THE CLERK OF THE SENATE
 Patricia M. Davis, Clerk
 Sacramento, California 95834-4999



September 21, 2000

Honorable Benoit McPherson
 3076 State Capitol

CERTIFIED INTERIOR DESIGNER - #6147

Dear Senator McPherson:

QUESTION

Under the proposed 2000 International Building Code, would local building officials in California be prohibited from accepting interior design plans from certified interior designers who are not registered design professionals?

OPINION

Under the proposed 2000 International Building Code, local building officials in California would not be prohibited from accepting interior design plans from certified interior designers who are not registered design professionals.

ANALYSIS

Chapter 3.9 (commencing with Sec. 5800) of Division 3 of the Business and Professions Code¹ governs the certification and regulation of interior designers. Under that chapter, a "certified interior designer" is defined in subdivision (a) of Section 5800 as follows:

¹ All further section references are to the Business and Professions Code, unless otherwise specified.

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 Jeff Tracy
 Greg J. Van
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 Lisa G. Zimmet

"5800. As used in this chapter:

"(a) 'Certified interior designer' means a person who prepares and submits nonstructural or nonseismic plans consistent with Sections 5805 and 5538 to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements, finishes and furnishings within the interior spaces of a building, and has demonstrated by means of education, experience and examination, the competency to protect and enhance the health, safety, and welfare of the public.

Despite the inclusion of the word "certified" in the definition in subdivision (a) of Section 5800, California has no government certification program or licensing scheme for interior designers, but rather provides for voluntary certification by a professional interior design organization (see Sec. 5801).² A certified interior designer may obtain a stamp from an interior design organization certifying that the person has submitted evidence of passage of an interior design examination approved by that interior design organization, along with completion of specified education and experience requirements (Sec. 5801). Local building officials, in exercising discretion in the acceptance of plans submitted by certified interior designers, are required to reference the Uniform Building Code (Sec. 5805). However, any person, including certified interior designers, may furnish labor and materials, with or without plans, for nonstructural or nonseismic work (Sec. 5538).

The State Housing Law (Pt. 15 (commencing with Sec. 17910), Div. 13, H. & S.C.) establishes the building codes that govern the safety and structure of buildings and regulates details of construction, use of materials, and electrical, plumbing, and heating specifications according to different types of building occupancy. Section 17922 provides that the California Building Code, as set forth in Title 24 of the California Code of Regulations,

² Assembly Bill No. 1096 of the 1999-2000 Regular Session was passed by both the Assembly and the Senate, but was vetoed by the Governor on September 10, 2000. A.B. 1096 had proposed to repeal Chapter 3.9 (commencing with Sec. 5800) of Division 3 of the Business and Professions Code, and to add a new Chapter 3.9, which would have provided for the registration of interior designers and the regulation of their professional services by a Board of Interior Design created by the bill. The bill would have set forth educational, examination, and experience requirements for registration. The bill would have provided, among other things, for criminal penalties for the use of the title "registered interior designer" if the person is not registered and has not met specified criteria. Under the bill, persons who are already certified design professionals as of December 31, 2000, would have automatically become registered interior designers.

shall impose substantially the same requirements as are contained in the most recent edition of the Uniform Building Code of the International Conference of Building Officials, with amendments, as well as other specified industry codes. Subdivision (a) of Section 17922 of the Health and Safety Code reads as follows:

"17922. (a) Except as otherwise specifically provided by law, the building standards adopted and submitted by the department for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 and the other rules and regulations, which are contained in Title 24 of the California Administrative Code, adopted, amended, or repealed from time to time pursuant to this chapter shall be adopted by reference, except that the building standards and rules and regulations shall include any additions or deletions made by the department. The building standards and rules and regulations shall impose substantially the same requirements as are contained in the most recent editions of the following uniform industry codes as adopted by the organizations specified:

"(1) The Uniform Housing Code of the International Conference of Building Officials, except its definition of 'substandard building.'

"(2) The Uniform Building Code of the International Conference of Building Officials.

"(3) The Uniform Plumbing Code of the International Association of Plumbing and Mechanical Officials.

"(4) The Uniform Mechanical Code of the International Conference of Building Officials and the International Association of Plumbing and Mechanical Officials.

"(5) The National Electrical Code of the National Fire Protection Association. In adopting building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 for publication in the State Building Standards Code and in promulgating other regulations, the department shall consider local conditions and any amendments to the uniform codes referred to in this section. Except as provided in Part 2.5 (commencing with Section 18901), in the absence of adoption by regulation, the most recent editions of the uniform codes referred to in this section shall be considered to be adopted one year after the date of publication of the uniform codes.

"(6) Appendix Chapter I of the Uniform Code for Building Conservation of the International Conference of Building Officials.

Because the International Building Code (hereafter the IBC) is not one of the codes specified in Section 17922 or in any other provision of California law, the IBC currently does not apply in this state. Thus, in our opinion, under existing law, the IBC does not impose requirements upon local building officials in this state.

However, we have been informed by counsel for the California Building Standards Commission that the proposed IBC may replace the Uniform Building Code as the basis for the California Building Code by the time when the next revision of the California Building Code is adopted.³

If Section 17922 of the Health and Safety Code or another California statute is amended to make the IBC applicable in this state, the only remaining issue is whether local building officials would be prohibited from accepting interior design plans from certified interior designers who are not registered design professionals.

The proposed 2000 IBC would define a "registered design professional" as "an individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state in which the project is to be constructed (Sec. 202.17, IBC)."⁴ California does not currently require that interior designers be registered or licensed in order to practice interior design.

The IBC defines "construction documents" as "written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit" (Sec. 202.3, IBC). The IBC further provides that construction documents are required to be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed (Sec. 106.1, IBC). Thus, no conflict would exist between the types of documents the IBC requires a registered design professional to prepare and California's restriction on the types of documents certified interior designers may prepare because under the IBC, California has the authority to determine the applicable statutory requirements for registered design professionals and for persons who are not registered design professionals.

As discussed above, California law allows a certified interior designer to prepare and submit nonstructural or nonseismic plans to local building departments and to engage in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements and the finishes and furnishings used within the interior spaces of a building (Sec. 5800). Thus, while California does not license or register interior designers, it allows certified interior designers to submit interior design plans to local building officials. If Section 17922 of the Health and Safety Code or another statute is

³ In fact, Assembly Bill No. 1626 of the 1999-2000 Regular Session, as amended in the Assembly June 15, 1999, proposed that change by amending Sections 17922 and 18916 of the Health and Safety Code to include the most recent edition of the International Building Code authored by the International Conference of Building Officials. However, these provisions were deleted from that bill when it was amended on January 20, 2000, and were not included in the bill when it was enacted as Chapter 3 of the Statutes of 2000.

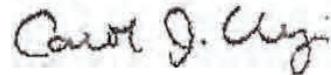
⁴ We assume, for purposes of this analysis, that "the state in which the project is to be constructed" is California.

amended to make the IBC applicable in California, local building officials would continue to have authority under California law to accept interior design plans from persons, including certified interior designers, who are not registered design professionals.

Accordingly, it is our opinion that under the proposed 2000 International Building Code, local building officials in California would not be prohibited from accepting interior design plans from certified interior designers who are not registered design professionals.

Very truly yours,

Bion M. Gregory
Legislative Counsel



By
Carol J. Uzzi
Deputy Legislative Counsel

CJU:acp

EXAMINATION FACT SHEET

EXAMINATION FACT SHEET

The following is in response to the question, “Why doesn’t CCIDC require national interior design examinations, such as the NCIDQ examination, for the certification of interior designers in California?”

CCIDC MISSION STATEMENT

To establish and implement professional standards and educational requirements, educate the public, and facilitate interior design professional's compliance with our standards and code of ethics in order to provide for the protection, health, safety and welfare of the public.

STATUTORY STATEMENT

Statutory requirement for all certified interior designers: BPC § 5800 (a) ...**and has demonstrated by means of education, experience, and examination, the competency to protect and enhance the health, safety, and welfare of the public.**

In conjunction with the two statements above, the CCIDC board is charged with the responsibility to ensure that all designers who become Certified Interior Designers (CID) in California have been thoroughly tested on all of the requirements necessary to ensure for the protection of the California public. To test candidates for certification on elements not relevant or germane to practicing interior design in California is to fail in that responsibility. The only way to ensure the competency of CIDs for the California consumer is to test candidates on the California codes and Title 24.

BRIEF LIST OF REASONS CCIDC DOES NOT USE NATIONAL EXAMINATIONS

For a more detailed and thorough explanation of each item listed here please go down to the corresponding item number below.

1. Do not test on California codes.
2. Do not test on California Title 24 accessibility and energy codes.
3. Do not allow for experience only candidates as required by California law.
4. Limit prior work experience even with education.
5. Do not meet Section 139 of the California Business & Professions Code.
6. Cannot take the examination right after graduation.
7. Require work experience to be under supervision of specific supervisors.
8. Unregulated without any government or regulatory oversight.
9. Difficult to access because examination is not totally online.
10. Very expensive compared to other licensing and regulatory examinations.
11. Exams are promoted for reasons other than public interest and safety.

MYTH vs. FACT

Myth: CCIDC does not recognize or accept other examinations.

Fact: CCIDC does accept the national interior design examinations in California, such as the NCIDQ examination along with all other interior design and architectural examinations, namely

the NKBA (both parts CKD and CBD), CQRID, ARE (Architects examination), and NCBDC (Building designers examination).

Whether a candidate possess a national examination or not, because none of the national examinations test candidates on the California Building Codes (CBC) or Title 24 as they relate to interior design in California, the CCIDC board of directors requires all candidates to take a California specific examination.

For candidates who have already taken and passed a national examination CCIDC has created a special path for them that allows them to reciprocate the California application process by providing proof of passage of such an examination and in return receive a \$100.00 discount from the CCIDC application fees.

It should be noted that none of the national interior design examinations, other than NCIDQ, object to their members having to take a California specific examination if they want to become certified in this state.

HISTORY

CCIDC created and required a California specific supplemental examination known as the “California Codes and Regulations Examination” (CCRE) in 1994. This examination was required in addition to a national examination (NCIDQ). In 1999 CCIDC accepted two additional national interior design examinations, namely NKBA and CQRID, as well as the California specific supplemental examination, the CCRE. At that time the CCRE was updated and expanded from 25 multiple choice questions to 75.

In 2001 CCIDC was directed by the Joint Legislative Sunset Review Committee (JLSRC) through statute that all examinations utilized by CCIDC were to be required to conform to BPC § 139 of the Business and Professions Code (BPC § 5801.1). Both NKBA and CQRID complied with CCIDC’s requests for psychometric evaluation data, but NCIDQ refused. CCIDC was required by statute to report on the examination process and evaluation by September 1, 2008 (the date was extended by statute from the original date of 2002 to accommodate data collection and analysis).

In 2007 the CCIDC board could not justify the expense, time and effort of two examinations for certification candidates in California. The board resolved to go to one examination that would test, specifically, on California codes and Title 24, as well as ethics and business practices, California civil law that affects interior designers, and common design standards, specific to the practice of interior design in this state.

An offer for producing this “California” version of the examination was made to the NCIDQ by way of modifying their existing national examination to meet California standards, but again they refused. This resulted in the culmination of the IDEX California examination, developed independently by CCIDC as a single test for certification candidates, an expanded and updated version of the CCRE.

DETAILED FACTS REGARDING THE NCIDQ EXAMINATION

1. Does not test on California Codes, which are different than any other state.

Section 5805 of the certified interior designer statute states as follows: Nothing in this chapter shall preclude certified interior designers or any other person from submitting interior design plans to local building officials, except as provided in Section 5538. In exercising discretion with respect to the acceptance of interior design plans, the local building official shall reference the **California Building Standards Code**.

The California Building Code is clearly defined in this statute, and this is the code that all certified interior designers must be tested on in order to ensure that the interior design plans they are submitting to local building officials conform to the laws and codes of this state.

2. Does not test on Title 24 accessibility and energy conservation requirements, which are exclusive to California, and far exceed the requirements of the ADA.

Title 24 is an integral part of the CBC and therefore the same applies as noted in item 1 above.

3. Does not allow for applicants with “experience only” as required by the certified interior designers statute.

Section 5801 (d) of the certified interior designer states as follows: He or she has at least eight years of interior design education, or at least **eight years of diversified interior design experience**, or a combination of interior design education and diversified interior design experience that together total at least eight years.

None of the national “interior design” examinations allow candidates to apply for registration without an education requirement.

4. Has a limitation on allowing for prior work experience as a designer to be used for qualification to register for the examination. Prior work experience prior to 2007 is allowed, however work experience after 2008 must be “qualified work experience” in order to “earn” an NCIDQ certification.

Qualified work experience is determined by having to work under the “direct supervision of an NCIDQ certification holder, a licensed/registered interior designer, or an architect who offers interior design services”. For many states this is simply not attainable as there are not enough qualified “direct supervisors” available, especially in states that do not have a regulatory program for interior designers (most states).

For a large state like California there are many outlying areas, where finding employment under a “qualified direct supervisor” acceptable to NCIDQ would be near impossible. The limitations imposed by this examination on the process of even being eligible to complete an application form are exclusive and not inclusive, which is the opposite of the IDEX California examination.

5. Does not meet BPC § 139 as contained within BPC § 5801.1 of the certified interior designer’s statute.

BPC § 139 through the OER Examination Validation Policy it promulgated requires all examinations under the jurisdiction of the DCA to ensure that passing standards are based upon “minimum competency criteria at an entry level to the profession”.

NCIDQ was asked on numerous occasions prior to 2008 to provide psychometric data for analysis in accordance with BPC § 139, but repeatedly refused to do so. Their examination is given in 3 separate sections (it was 6 separate sections at the time of the 1996 Sunset Review), which allows candidates to take each section either as a group all at once, or individually on separate test dates. Failing one section allows the candidate to take it over again, multiple times, if necessary, until they pass it without having to retake the sections they may have already passed. This skews the overall pass rates, which result in a much higher rate than if the pass rates were based upon a candidate taking all three sections only once. No one knows, other than CIDQ, how many times a candidate takes any one section over and over again as they do not provide or publish this information.

6. Candidates cannot take the NCIDQ examination right after graduating from a college or university interior design program, unlike the IDEX California, and other certification and licensing examinations used in California such as the Architects Registration Examination (ARE) and the Bar examination.
7. NCIDQ candidates are required to have a minimum work experience* between 2 and 3-1/2 years of working experience under a specified eligible supervisor before applying.
* <https://www.cidq.org/paths>
8. The NCIDQ examination is administered by a private non-profit 501(c) 6 corporation and has no government or regulatory oversight. The IDEX California administered by CCIDC is regulated by the statutory reporting requirements of BPC § 5811 and the overall sunset review process of the certified interior designer’s law.

Whenever a private examination is written into statute without legislative oversight the application and qualification requirements can be changed at any time by the private entity that owns that examination, therefore creating a de facto change in the statute without public or legislative input.

9. This examination is given over a two-day period at multiple locations across the entire country on the exact same date because it cannot be given securely in order to retain integrity of the examination over multiple dates.

This requires candidates in outlying areas to travel to the specified examination location on a specific day, and if they are taking all sections at once, they will need an overnight place to stay. This further entails travel costs, lodging costs, meals, and other expenses, even possibly airfare and a rental car. If they fail a portion of the examination, then these costs are repeated when they come back for a retake.

The IDEX California is a single online examination in its entirety and can be taken anywhere in the world. Candidates have taken the IDEX California in places across the entire U.S. and outside of the country as far away as Dubai and Hong Kong. The IDEX California has two, one-month long testing windows in the months of May and October every year so a candidate can choose any day and time within those months, plus their

closest accessible location, or from the comfort of their own home with online live proctoring.

10. The NCIDQ examination is more than double the cost of the IDEX California examination, which is \$600.00 (\$450.00 registration plus \$150.00 application), at over \$1,300.00 in application and scheduling fees* and it still does not test on California codes or Title 24. Add to this the cost of preparation classes, reference books, etc., the costs climb to over \$2,000.00. This places a burden and undue hardship on a person trying to enter the profession and obtain a professional title or appellation to denote their academic and work experience accomplishment.

*<https://www.cidq.org/dates-fees-forms>

11. Why is the NCIDQ examination pushed so hard by the professional interior design organizations (ASID and IIDA) despite their claim they have no financial interest in this examination?

It is in the interest of their legislative goals to push this examination on a national and international (Canada) level because it is also a requirement in both organizations to reach the level of a professional member. The examination serves two purposes for these organizations, one to enhance their membership categories, and two as a required examination whenever they promote a regulatory program with a state legislature.

It is interesting to note that two thirds of ASID's membership have never taken any examination whatsoever and are referred to as "Allied" members as opposed to "Professional" members.

CCIDC takes no issue with this arrangement as an examination should be required in order to test a candidate for a state regulatory program for competency. Even though there are other national examinations, the NCIDQ examination is not exclusive to this process; however it does not test on California specific areas of practice relevant to interior design and the competency to protect the health, safety, and welfare of California consumers.

It should also be noted that in particular ASID Chapters derive income from providing preparation classes to individuals wishing to take the NCIDQ examination, so there is a financial incentive to some within the ASID community who benefit from this practice. In contrast, CCIDC provides a free-of-charge IDEX California basic study guide, while all other study materials and preparatory classes are given by third parties with no affiliation to CCIDC and where no financial benefit is derived by CCIDC, thus eliminating any conflict of interest.

SUMMATION:

Using a national interior design examination, such as the NCIDQ examination, which does not test on the relevant codes and laws for California for certifying interior designers would be like using the Bar exam from another state to license attorneys in California, as an example. The civil and criminal laws in California are different than in other states, so logically California should and does have its own Bar exam. The building, accessibility, and energy codes in California are also different than in other states, so logically California should and does have its own interior design certification examination, the IDEX California.

CCIDC also believes that a two-day expensive examination with convoluted application eligibility requirements is unnecessary to certify an interior designer in this state. All CIDs are required to have a minimum of 2 years of education plus 4 years of work experience as delineated by statute (BPC § 5801), or at least 8 years of work experience, plus an examination approved by the CCIDC board before they can become a certified interior designer.

CCIDC views the NCIDQ examination, as well as other similar national examinations (NKBA, CQRID, etc.), as “interior design” examinations, and not “certification” examinations. CCIDC feels the IDEX California examination is more than adequate to serve the board’s requirement to determine if a candidate for becoming a CID in this state is competent or not.

The bottom line is that interior designers do not cause any significant health or safety issues with the general public, at least none that have been documented to date, anywhere in the United States or Canada. Had they done so CCIDC would be aware of them, as would every other regulatory agency overseeing interior designers, plus the legislature would have been informed as this would be the prime impetus for licensing this profession.

Interior designers practicing within the scope of interior design, do not kill or harm people. If they do then they are no longer practicing interior design, rather something else like architecture, engineering, or construction for which there are separate licenses in every state. Given this statement of fact, the proponents of interior design licensing, and the national exam associated with such, impose a greater burden to become an interior designer than for example an Emergency Medical Technician (EMT) who is actually charged and specifically trained with saving lives.

DCA EXAMINATION POLICY

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

EXAMINATION VALIDATION POLICY

EFFECTIVE: 09/30/99

1ST REVISION: 01/31/00, 2ND REVISION: 09/07/04



PREAMBLE

The intent of this policy is to establish guidelines that define psychometrically sound and valid examination development and administration procedures for the Department of Consumer Affairs (DCA). These guidelines, which serve as an examination validation policy, have been developed to meet the mandates of Government Code Section 12944 (a), which requires that all licensing boards, programs, bureaus, and divisions establish job-relatedness of licensing examinations.¹ This document serves to implement the standards promulgated herein, as mandated by Assembly Bill 1105, Chapter 67 (Statutes of 1999), Business and Professions Code Section 139, under the guidance of the Office of Examination Resources (OER)²

The guidelines for examination validation must provide for the variety of practices and professions under the jurisdiction of the DCA numbering approximately 230 in such dissimilar professions as psychology and architecture. Another issue that relates to this variety of professions is the diversity of structure and number of occupations regulated by the various boards, programs, bureaus, and divisions. For example, one board regulates forty-two separate license practices, each requiring an individual examination; in contrast, another board regulates just one type of license practice but requires both a state and a national examination. While some boards license as many as 280,000 practitioners others license as few as 20 practitioners.

For some boards, programs, bureaus, and divisions, the best choice for examination programs is the use of national examinations that are provided by testing vendors. While it is recognized that the boards, programs, bureaus, and divisions have the final responsibility for its examination programs, the testing vendor should apply the standards identified within this policy to ensure that the examination programs comply with California requirements.

It should be noted that California's DCA maintains a designated unit specifically dedicated to ensuring valid and psychometrically sound licensing examinations, unlike most other state government entities that license practitioners. As such, OER is a valuable resource for all parties affected by this legislative mandate. The OER possesses the requisite psychometric expertise to serve as a provider of services for examination development, occupational analysis, standard setting, program review, and evaluation. Therefore, it must be able to acquire resources as needed to provide the level of service requested by the boards, programs, bureaus, and divisions.

¹ See Addendum A.

² See Addendum A.

POLICY

In response to the Legislature's request, pursuant to AB 1105, Chapter 67 (statutes of 1999), this policy shall address examination development and validation and occupational analyses pertaining to the boards, programs, bureaus, and divisions under the jurisdiction of the California Department of Consumer Affairs (DCA).

The following numbered paragraphs describe the activities required to meet testing standards and implement this policy:

1. AN APPROPRIATE SCHEDULE FOR EXAMINATION VALIDATION AND OCCUPATIONAL ANALYSIS AND CIRCUMSTANCES UNDER WHICH MORE FREQUENT REVIEWS ARE APPROPRIATE

Examination Development and Validation:

Each board, program, bureau, and division under the jurisdiction of the DCA should ensure that the content of its licensing examination is validated by basing the content of its examinations upon the results of a current occupational analysis specific to its licensees. Therefore, the distribution of questions should be proportional to the relative importance of subject matter areas of the occupational analysis.

Occupational Analysis:

Each board, program, bureau, and division under the jurisdiction of the DCA should ensure that occupational analyses are conducted and that the practice for its licensees is defined. Occupational analyses and/or validations should be conducted every three to seven years, with a recommended standard of five years, unless the board, program, bureau, or division can provide verifiable evidence through subject matter experts or a similar procedure that the existing occupational analysis continues to represent current practice standards, tasks, and technology.

It is recommended that the report resulting from the occupational analysis contain the following content areas:

INTRODUCTION

- Purpose of the occupational analysis
- Content validation strategy
- Participation of licensed practitioners
- Adherence to legal standards and guidelines

EXAMINATION OUTLINES

- Summaries of examination outlines
- Examination outlines
- Description of content areas

DEVELOPMENT OF EXAMINATION OUTLINES

- Critical values for task statements
- Critical values for knowledge/skill statements
- Assignment of job tasks to examination format
- Content area weights
- Linkage of the knowledge/skill statements to tasks

SURVEY QUESTIONNAIRE PROCEDURE AND ANALYSIS

- Interviews
- Task and knowledge/skill statements
- Sampling strategy
- Distribution and return of questionnaires
- Respondent demographics

CONCLUSION

- Application of occupational analysis results

2. MINIMUM REQUIREMENTS FOR PSYCHOMETRICALLY SOUND EXAMINATION VALIDATION, EXAMINATION DEVELOPMENT, AND OCCUPATIONAL ANALYSES, INCLUDING STANDARDS FOR SUFFICIENT NUMBER OF TEST ITEMS

Examination development and occupational analysis should adhere to accepted technical and professional standards to ensure that all items on the examination are psychometrically sound, job-related, and legally defensible. These standards include those found in *Standards for Educational and Psychological Testing and the Principles for Validation and Use of Personnel Selection Procedures*. Other professional literature that defines and describes testing standards and influences professionals are produced by the following organizations: *The American Educational Research Association; the American Psychological Association; the Clearinghouse for Licensure, Enforcement, and Regulation (CLEAR); the Educational Testing Service (ETS); the National Council of Measurement in Education; the National Organization for Competency Assurance; and the Society for Industrial and Organizational Psychology.*

The *Standards for Educational and Psychological Testing* have been referenced as the "standard" for the basis of all aspects of the policies contained in this document.

California practice should be appropriately represented in occupational analyses conducted on a national level in order for the results of the occupational analysis to be valid for examination development in California.

The number of items in an examination should be sufficient to ensure adequate content coverage and provide reliable measurement. Both subject matter expert judgment and empirical data should be used to establish the number of items within an examination. The empirical data should include results from occupational analysis and item and test analysis. The item bank for an examination should contain a sufficient number of items such that: 1) at least one new form of the examination could be generated if a security breach occurred; and 2) items are not overexposed. Frequent exposure of items may result in candidates who pass because of "practice effect" rather than demonstration of competence.

If changes are made to examination content, methods for administration, or examination format, the examination should be revalidated.

3. STANDARDS FOR REVIEW OF STATE AND NATIONAL EXAMINATIONS

The following standards, at a minimum, should be considered in a review of state and national examinations.

- Description of method to establish content-related validity
- Examination reliability
- Information about the sample of practitioners surveyed
- Item development process (experts used, editing methods, etc.)
- Method to ensure standards are set for entry-level practice
- Occupational analysis report and frequency of updates
- Pass/fail ratio
- Pass point setting methodology
- Right to access information from all studies and reports from test vendors (local or national)
- Right of state agency to review recent examination
- Size of item banks
- Statistical performance of examinations
- Test plan and method to link to occupational analysis
- Test security methods; test administration processes
- The request for proposal (RFP)

If national examinations are used, the suitability of examination content for California practice should be determined by a review of the results of the occupational analyses and the demographics of the practitioners upon which it is based.

4. SETTING OF PASSING STANDARDS

Every board, program, bureau, and division under the jurisdiction of the DCA should ensure that passing standards for its examination(s) are based on minimum competency criteria at an entry level to the profession.

The process of setting standards should adhere to accepted technical and professional standards so that persons who become licensed possess sufficient knowledge and experience to practice safely and competently. The passing standards should be determined by a criterion-referenced passing score methodology that considers the representativeness of subject matter experts used in the standard setting, their training in the standard setting process, and the suitability of statistical analyses.

Boards, programs, bureaus, and divisions that have laws or regulations requiring a fixed passing percent score should seek to change the law or regulation to require a criterion-referenced passing score that is based on the minimum competence criteria.

5. APPROPRIATE FUNDING SOURCES FOR EXAMINATION VALIDATIONS AND OCCUPATIONAL ANALYSES

Ideally candidates for a licensing examination would serve as the source of funding for examination development, administration, and processing. However, experience has shown this practice is not viable for every board. Because the integrity of the examination process is essential in ensuring consumer protection, if candidates are unable to bear the entire cost, it is therefore appropriate for licensees of the profession to also bear part of the cost of the examination development process.

Funding for the examination development process requires a budget that reflects the costs of examination validation and occupational analysis. It is imperative that budget line items be designated for these purposes in a fully funded budget. To assure validity, maintain consistency, preserve security, and ensure the integrity of the examination program, the budget line items need to be continuous appropriations.

Additional budgetary considerations are related to the ability of boards, bureaus, programs, and divisions to contract for activities associated with examination development and occupational analyses. These activities encompass data entry, development and administration of national examinations, electronic examination administration, and expenses associated with travel and per diem for subject matter experts who participate in examination development and occupational analysis workshops.

Moreover, boards, programs, bureaus, and divisions must have the budgetary flexibility to adapt to unexpected or additional program needs. For example, the potential for catastrophic incidents such as a security breach of an examination and loss of an examination should be accounted in determining overall costs.

6. CONDITIONS UNDER WHICH BOARDS, PROGRAMS, BUREAUS, AND DIVISIONS SHOULD USE INTERNAL AND EXTERNAL ENTITIES TO CONDUCT THESE REVIEWS

Internal review occurs when a board, program, bureau, or division develops and administers its own examinations independently or with oversight or administration of the review performed by the OER staff.

External review occurs when a board, program, bureau, or division contracts out for development and/or administration of their examination or relies on a national examination.

A board, program, bureau, or division may choose to use external and/or internal resources for various reasons, depending on its program needs. The program staff must determine the most logical application of resources based on budget and standard requirements. Issues affecting those requirements include, but are not limited to, specialization, experience, uniformity, expertise, timing, consistency, cost-effectiveness, objectivity, staffing, and security needs.

7. STANDARDS FOR DETERMINING APPROPRIATE COSTS OF REVIEWS OF DIFFERENT TYPES OF EXAMINATIONS, MEASURED IN TERMS OF HOURS REQUIRED

The technical standards are delineated in the *Standards for Educational and Psychological Testing*. These standards define the tasks that must be performed to meet each guideline. Costs can then be applied to the performance of each task; however, the length of time spent in the performance of each task is based on the difficulty in performing the task, coupled with the complexity of the profession.

Addendum B provides examples of the minimum activities that should occur in any occupational analysis or examination development. Costs would include test development staff expenses, subject matter expert related expenses, administrative support activities, travel and per diem, workshop support activities, utilization of technological opportunities to enhance the test development and analysis activities, and funding for the workshop facilities.

Addenda C through F include a sample of an examination schedule, example of costs associated by workshop types (costs vary by board), a portion of a master task schedule necessary to accomplish both a written and oral portion of an examination, including oral examiner training and proposed implementation dates.

8. CONDITIONS UNDER WHICH IT IS APPROPRIATE TO FUND PERMANENT AND LIMITED-TERM POSITIONS WITHIN A BOARD, PROGRAM, BUREAU OR DIVISION TO MANAGE THESE REVIEWS

The licensing examination is one of the last hurdles that a candidate must face in the licensing process. A board, bureau, program, or division has the ultimate responsibility to ensure that the examination meets technical, professional, and legal standards and protects the health, safety and welfare of the public by assessing a candidate's ability to practice competently. Because examinations are critical to the mandate for consumer protection, it is therefore necessary that if a program provides an examination, it should maintain examination support staff. The number of support staff needed is determined by each program's examination requirements and secured through the budget process. Factors that may affect change in the number of staff support needed include but are not limited to the following:

- 1) An increase in the number of times an examination is offered
- 2) A change of method by which an examination is administered, for example:
 - A change from paper to electronic administration
 - A change from requiring only a written examination to additionally requiring a practical or oral examination
- 3) A change of examination administration, for example:
 - A change from requiring a national examination to an examination based on and developed by California practitioners, or vice-versa
 - A change in examination vendors
- 4) A unique circumstance such as a breach of examination security
- 5) Legislative mandates

9. OTHER

Summary:

Examinations and the inferences made from the resulting scores are validated on a continuous basis, and examination validation is never "finished." Each examination is based upon the results of an occupational analysis that identifies the job-related critical skills necessary for safe and competent practice. Examinations are designed to assess those skills. To ensure that examinations are job-related, practicing licensees known as subject matter experts must develop the examinations.

ACKNOWLEDGMENTS

In 1999 the policy standards for examination validation and occupational analyses were developed by the board, bureau, and program Executive Officer or his/her representative as listed below. A number of these individuals are still engaged in developing standards for examination validation; others have assumed different duties within the Department or have applied their talents to jobs outside the Department of Consumer Affairs. The Office of Examination Resources remains indebted to this group and continues to publish this document for educational purposes.

C. Lance Barnett, Ph.D, Registrar, Contractors State Licensing Board.

Teresa Bello-Jones, R.N., M.S.N., J.D., Executive Officer, Board of Vocational Nurse and Psychiatric Technician Examiners

Cindi Christenson, Executive Officer, Board of Registration for Professional Engineers and Land Surveyors

Georgetta Coleman, Executive Officer, Board of Dental Examiners

Sherry Mehl, Executive Officer, Board of Behavioral Sciences

Patricia Harris, Executive Officer, Board of Pharmacy

Cathleen McCoy, Executive Officer, Respiratory Care Board

Thomas O'Connor, Executive Officer, Board of Psychology

Steve Sands, Executive Officer, Board of Architectural Examiners

Carol Sigmann, Executive Officer, Board of Accountancy

Chairman: **Norman Hertz, Ph. D.,** Office of Examination Resources

The final draft standards were submitted to all the boards, bureaus, and programs that have occupational licensing programs for their review and comment. The final draft standards were also submitted to affected divisions for review and comment. The comments of all who responded were considered for incorporation into this document.

In September 2004, OER made writing style and format revisions to the original publication.

GLOSSARY OF TERMS

Content-Related Evidence of Validity. Evidence that shows the extent to which the content domain of a test is based upon tasks performed in practice and the knowledge, skills, and abilities required to perform those tasks.

Criterion-Referenced Passing Score. The criterion against which the passing score is established is the concept of minimum competence. The criterion represents an absolute standard not dependent upon the performance of the candidates who sit for the examination.

Entry Level. The perspective that the content of tests should be based on the level of competency required of a practitioner who has been licensed for less than five (5) years.

Minimum Competence. The level of knowledge, skills and abilities required of practitioners that when performed at this level would not cause harm to the public health, safety, or welfare.

Occupational Analysis (Job Analysis). A method for identifying the tasks performed in a profession or on a job and the knowledge, skills, and abilities required to perform that job. For occupational licensing, the term occupational analysis is preferred because the scope of analysis is across a profession, not a solitary job.

Pass/Fail Ratio. The pass/fail ratio is defined as the percentage of candidates who pass compared to those who fail. A fixed pass/fail ratio or an extremely high or low pass rate may indicate a mismatch between education, training, and experience and the examination content. Likewise, a highly fluctuating pass/fail ratio may signal a disparity in the examination process and should be investigated.

Reliability. The degree to which test scores are consistent, dependable, or repeatable; that is, the degree to which they are free of errors of measurement.

Retranslate. The process of assigning existing test questions to a new examination outline. New examination outlines are produced from the results of an occupational analysis.

GLOSSARY OF TERMS

(Continued)

Revalidation. The ongoing process of affirming that an occupational analysis is valid.

Subject Matter Experts (SMEs). Subject matter experts are practitioners currently possessing an active license in good standing, are active in their practice, and are representative of the diversity of the professional population of the profession in terms of years licensed, practice specialty, ethnicity, gender, and geographic area of practice.

Validity. The degree to which a certain inference from a test is appropriate or meaningful. Validity is not a property inherent in a test but refers to the degree to which the decision based upon a test is accurate. In the occupational licensing context, validity is interpreted as correctly differentiating between persons who are qualified from those who are not.

ADDENDUM A

Government Code Section 12944 (a)

12944. Licensing boards; unlawful acts based on examinations and qualifications; determination of unlawfulness; inquiries; reasonable accommodations; records

- (a) It shall be unlawful for a licensing board to require any examination or establish any other qualification for licensing which as an adverse impact on any class by virtue of its race, creed, color, national origin or ancestry, sex, age, medical condition, or physical disability, mental disability, unless such practice can be demonstrated to be job related.

Business and Professions Code Section 139

- (a) The Legislature finds and declares that occupational analyses and examination validation studies are fundamental components of licensure programs. It is the intent of the Legislature that the policy developed by the department pursuant to subdivision (b) be used by fiscal, policy, and sunset review committees of the Legislature in their annual reviews of these boards, programs and bureaus.
- (b) Notwithstanding any other provision of law, the department shall develop in consultation with the boards, programs, bureaus and divisions under its jurisdiction, and the Osteopathic Medical Board of California and the State Board of Chiropractic Examiners, a policy regarding examination development and validation, and occupational analysis. The department shall finalize and distribute this policy by September 30, 1999, to each of the boards, programs, bureaus, and divisions under its jurisdiction and to the Osteopathic Medical Board of California, and the State Board of Chiropractic Examiners... This policy shall address, but shall not be limited to, the following issues:

**Business and Professions Code Section 139
(continued)**

- (1) An appropriate schedule for examination validation and occupational analyses, and circumstances under which more frequent reviews are appropriate.
- (2) Minimum requirements for psychometrically sound examination validation, examination development, and occupational analyses, including standards for sufficient number of test items.
- (3) Standards for review of state and national examinations.
- (4) Setting of passing standards.
- (5) Appropriate funding sources for examination validations and occupational analyses.
- (6) Conditions under which boards, programs, and bureaus should use internal and external entities to conduct these reviews.
- (7) Standards for determining appropriate costs of reviews of different types of examinations, measured in terms of hours required.
- (8) Conditions under which it is appropriate to fund permanent and limited term positions within a board, program, or bureau to manage these reviews.

ADDENDUM B

Minimum Activities Necessary to Support a Valid Examination Program

The following activities must be considered as **minimum** in the process of creating and maintaining a valid examination program. Typically, an individual trained in assessment and measurement performs the activities required for the program. Moreover, the board, program, bureau or division provides staff support for most, if not all, of these activities when the Office of Examination Resources or another test vendor performs the review or development. On-going consultation with the board, program, bureau, or division is essential at every stage.

I. Examination Development

- 1) Fulfill Americans with Disabilities Act requirements
- 2) Evaluate item bank
- 3) Conduct workshop(s)
 - a) Item writing
 - b) Item review
 - c) Exam construction
 - d) Passing score
 - e) Others as necessary
- 4) Edit examination
- 5) Score examination and perform item analysis
- 6) Maintain item bank
 - a) Enter information subsequent to workshops
 - b) Enter statistics subsequent to item analysis
- 7) Coordinate activities with computer-based testing vendor
- 8) Provide continuous technical assistance

ADDENDUM B

(Continued)

II. Occupational Analysis

- 1) Conduct research/review of prior analysis and related materials
- 2) Conduct workshop(s)
 - a) Develop content
 - b) Finalize task and knowledge statements
 - c) Review description of practice
- 3) Construct questionnaire
- 4) Develop sampling plan/data entry format
- 5) Distribute questionnaire to licensees
- 6) Analyze questionnaire data
- 7) Develop description of practice
- 8) Prepare examination plan
- 9) Prepare and print validation report
- 10) Retranslate examination item bank

III. Special Projects

- 1) Perform analysis of national or other examinations
- 2) Perform special analyses.



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CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

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BACKGROUND PAPER FOR The California Council for Interior Design Certification

**Joint Sunset Review Oversight Hearing, March 10, 2022
Senate Committee on Business, Professions, and Economic Development
and Assembly Committee on Business and Professions**

**IDENTIFIED ISSUES, BACKGROUND AND RECOMMENDATIONS
REGARDING THE CALIFORNIA COUNCIL FOR INTERIOR
DESIGN CERTIFICATION**

BRIEF OVERVIEW OF THE CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

History and Function of the Council

The California Council for Interior Design Certification (CCIDC) was created in 1991 as a result of SB 153, (Craven, Chapter 396, Statutes of 1990) which established both a formal certification program and title protection for certified interior designers (CID). The legislation specified the education and examination requirements for certification. In addition, the enabling legislation required the formation of a non-profit entity for the role of oversight authority, and CCIDC formed as that regulatory body in 1991.

The legislation that initially established the Sunset Review process in California, SB 2036 (McCorquodale, Chapter 908, Statutes of 1994) established an original sunset date for the CID law for July 1, 1996. In 1996, the law was allowed to sunset, and SB 435 (McPherson, Chapter 351, Statutes of 1997) reinstated the sunset date in an urgency measure for one year, and the law has been extended periodically by legislation since that time. The CCIDC's last sunset extension legislation was SB 547, (Hill, Chapter 429, Statutes of 2017) where the CCIDC received a four-year sunset extension.

The creation of the CCIDC was a first of its kind to create a regulatory non-profit entity for the oversight of a profession in the Business and Professions Code (BPC) and subsequently the Legislature authorized the creation of two additional non-profit regulatory entities that oversee certification programs, one for tax preparers and one for massage therapists.

The current law provides for a voluntary system whereby an interior designer may become certified and obtain a "stamp" from an interior design organization (CCIDC) by demonstrating competency through education, experience, and examination (BPC §§ 5800 *et seq.*).

The current CCIDC mission statement, as stated in its December 2021, Sunset Review Report is as follows:

To establish and implement professional standards and educational requirements, educate the public, and facilitate interior design professional's compliance with our standards and code of ethics in order to provide for the protection, health, safety and welfare of the public by administering the Certified Interior Designers Title Act.

Board Structure and Membership

BPC § 5800(b) provides for an “interior design organization” to administer a voluntary certification program for interior design professionals. The regulatory entity must be a nonprofit organization exempt from taxation under Section 501(c)(3) of Title 26 of the United States Code, and whose governing board includes representatives of the public.

The current bylaws of CCIDC specify that CCIDC’s board of directors have no more than eleven members, five of whom occupy a seat for each of the designated national professional interior design associations: the American Society of Interior Designers (ASID); the Interior Design Society (IDS); the International Interior Design Association (IIDA); the International Furnishing and Design Associates (IFDA); and the National Kitchen and Bath Association (NKBA). There is also a professional member of the board who is not affiliated with any of the above-mentioned organizations and represents an “independent” or non-affiliated interior designer. There is a board seat for educators, which is designated for the Interior Design Education Council (IDEC). The bylaws specify that a nominating committee, established by the CCIDC, appoint five members (including four public members).

Both ASID and IDEC have chosen not to participate in appointing their respective designated seat holder, so the full CCIDC board makes the choice from volunteer candidates possessing the appropriate designations and qualifications.

Lastly, there are four public member positions on the board, who may not be current or former associates with the interior design profession.

All professional members of the CCIDC board must be a CID in accordance with the CCIDC bylaws. All board members must be residents of California.

Each director serves a three-year term with a two-term maximum. The board notes that it has occasionally granted a one-year grace period to certain termed out directors in order to stagger terms and avoid too many vacancies at one time, or in other instances to allow for continuity for a special project of program.

CCIDC reports that only one board meeting was cancelled in the last five years due to quorum issues. Currently, there are no board member vacancies.

The CCIDC’s current Bylaws require the board of directors to meet at least annually to conduct regular business. Per BPC § 5811.1, the CCIDC is subject to the provisions of the Bagley-Keene Open Meeting Act which requires, among other things, that meeting notices be posted at least 10-days prior to the meeting. Currently, the CCIDC’s Bylaws do not have a provision requiring compliance with that law. Since 2019, board meetings have been conducted remotely utilizing Zoom. Prior to that time, in-person board meeting locations fluctuated between northern and southern Californian cities, including

San Diego, Los Angeles, and Oakland. At the appropriate time, the CCIDC board intends to return to in-person meetings, while also allowing for the continuation of remote participation.

A list of the current board members are in the following table:

CCIDC/Committee Member Roster					
Member Name	Date Appointed	Date Re-appointed	Date Term Expires	Appointing Authority	Type
George Brazil is a Certified Interior Designer as well as a professional member of ASID; he is currently serving as President-elect of the California North chapter.	01/11/2019	N/A	06/04/2022	ASID	Professional
Hooten Hamedani holds a Master of Science in Architecture, is a CID, he is also a LEED Accredited Professional and Professional Member of the Interior Design Society.	01/20/2018	06/05/2021	06/08/2024	IDS	Professional
Taylor Stead is a Licensed Marriage and Family Therapist. Taylor received a Master of Arts in Marital and Family Therapy from the University of San Diego. She has Extensive experience and training in individual, family, and group therapy working with severely and chronically mentally ill adults and substance use disorders.	01/21/2019	N/A	06/04/2022	CCIDC-Board	Public
Patricia Johnson is a Code Review consultant for the city of Livermore, CA. Prior to creating her own business code reviewing business; Patricia held positions as Captain, Deputy Fire Marshal and Fire Marshal at UC Davis, and Deputy Fire Marshal for the Santa Clara County Fire Department.	06/06/2020	N/A	06/03/2023	CCIDC-Board	Public
Christianne Barretto, has a broad accounting and	09/23/2017	06/05/2021	06/08/2024	CCIDC-Board	Public

operations background in both for-profit and non-profit industries, leading in positions of Director of Finance & Operations, Finance Director, Administrative Manager, and now Consultant					
Carol Lamkins is recognized on a national level as an NKBA Certified Master in Kitchen & Bath Designer. Carol is a representative and spokesperson for the design industry for over three decades, member of the certification task force creating the IDEX CA, author and presenter of The Original IDEX CA Prep Class and prior co-ownership of a kitchen and bathroom design center and showroom.	05/19/2018	06/05/2021	06/08/2024	NKBA	Professional
Caryn Menches is a CID and the Principal Designer/Owner of Modern Lotus Interiors in Orange County, California.	06/05/2021	N/A	06/08/2024	Educator	Professional
Deborah Ogden is a CID, a member of IFDA, an NCIDQ Certificate holder, Principal for Ogden Studio Interior Design, and Adjunct Instructor at 3 Bay Area Interior Design programs.	05/11/2019	N/A	06/04/2022	IFDA	Professional
Linda Thomas is a CID and an independent interior designer. Linda is the owner of Lido Interiors and general contractor with over 20 years in the field of interior design.	05/19/2018	06/05/2021	06/08/2024	CCIDC-Board Independent Designer	Professional
Julissa Garcia is a 19-year veteran of San Diego's design industry and as the principal designer at j.design.studio; she is involved in all projects. Her creative talent, combined with extensive knowledge of the commercial interior design and construction process, make her	01/22/2022	N/A	06/07/2025	IDA	Professional

one of the most sought after designers in San Diego.					
Niloofar Rezvanpoor is currently an attorney for the Department of State Hospitals. She has worked closely with District Attorneys in the insurance fraud unit to help detect the unusual pattern, trends and fraud schemes within the insurance industry.	01/22/2022	N/A	06/07/2025	CCIDC-Board	Public

Committees

CCIDC does not have any statutorily required committees but utilizes five internal committees.

- **Executive Committee** – Comprised of the Chair, the Vice-Chair, the Treasurer, and the Secretary. The Executive Committee may act on behalf of the board on day-to-day issues governing the operation of CCIDC and its staff. If an emergency arises that cannot wait until the full board can convene, the Executive Committee can make determinations on behalf of the board in order to maintain the integrity and operational stability of the corporation in accordance with its Bylaws.
- **Compensation Committee** – Comprised of the Chair, the Vice-Chair, the Treasurer, the Secretary, and the Executive Officer. This committee prepares and anonymously surveys board members on the performance of the Executive Director on an annual basis and determines compensation and benefits.
- **Marketing & Outreach Committee** – Comprised of one or two active board members, and the Executive Director as well as outside paid consultants as needed. The committee assists in the development of strategies for CCIDC to reach out to its various constituencies through web-based programs and personal contact.
- **Education & Examination Committee** – Comprised of board members who are also interior design school educators as well as staff. The committee reviews the examination process CCIDC uses to qualify candidates for certification, and to ensure the certification examination complies with BPC § 139.
- **Compliance Committee** – The compliance committee is comprised of two board members. This committee reviews applicants twice a year after the examinations to ensure applicants meet all of the requirements for initial certification.

Fiscal and Fund Analysis

CCIDC is a non-profit, privately funded organization and does not rely on any General Fund monies. Unlike the State of California, the CCIDC’s fiscal calendar runs from January 1 to December 31.

The fee for an initial application is set at \$150 and has not increased since 1992. For applicants who have passed a national examination, the CCIDC will provide a \$100 discount with proof of successful passage of that examination. In 2017, CCIDC raised and revised the 2-year re-certification fee and created a tiered renewal structure.

Certificate renewals occur bi-annually. Under the current renewal structure, certificate holders select from four renewal options, which include a different fee per the renewal path selected.

*Tier 1: \$275: CCIDC issued ID hard card.

*Tier 2: \$300: CCIDC issued ID hard card and electronic/digital stamp.

*Tier 3: \$325: CCIDC issued ID hard card and rubber stamp.

*Tier 4: \$350: CCIDC issued ID hard card, digital stamp and rubber stamp.

*Renewal fee amounts reflect a \$25 increase as of January 1, 2022.

The CCIDC board has also created a new Emeritus category for CIDs over 62 who may contemplate retirement from the profession, but would like to keep their certification credential without having to comply with continuing education (CE) requirements or the need for a Certified Interior Design stamp. This fee is \$150.00 every two years.

Any changes in the number of new and existing interior design certificate holders impacts the revenues of the CCIDC. As noted in the CCIDC’s 2021 Sunset Review Report, the COVID-19 pandemic and the ramifications on the economy remain a challenge for the interior design profession. Shifting to remote work and stay-at-home orders affected the commercial industry designers. CCIDC reports a continued decline in its certification population, affecting revenues.

Fee Schedule and Revenue (listed revenue dollars in whole numbers)							
Fee	Current Fee Amount	Statutory Limit	FY 2017 Revenue	FY 2018 Revenue	FY 2019 Revenue	FY 2020 Revenue	% of Total Revenue
Application Fee – One time only fee	\$50.00 - \$150.00	N/A	\$13,375	\$11,925	\$16,300	\$7,100	4%
Certification/Renewal Fee Bi-Annual	\$275.00 – \$350.00	N/A	\$237,641	\$281,212	\$230,500	\$194,670	79%
Penalty Late Fee – Per occurrence	\$25 – \$200	N/A	\$3,225	\$7,500	\$5,437	\$3,400	2%

Emeritus Status Fee Bi-Annual	\$150.00	N/A	\$3,700	\$5,100	\$6,150	\$3,900	2%
IDEX Examination Fee Per registration	\$450.00	N/A	\$39,080	\$32,175	\$33,075	\$26,700	12%

*Note: This table was taken from the CCIDC's 2021 Sunset Review Report.

The CCIDC is not required to abide by any statutory mandate for holding funds in reserve.

Fund Condition					
(Dollars in Thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Beginning Balance	5.8	6.9	28.2	58.4	68.0
Revenues	297.1	276.8	292.1	236.9	256.2
Total Revenue	302.9	283.7	320.3	295.3	324.2
Budget	282.1	278.1	269.2	271.5	275.8
Expenditures	311.4	248.6	261.9	255.8	250.5
Loans	15.4	0.0	0.0	28.5	28.3
Accrued Interest	1.4	1.6	1.2	0.1	0.0
Fund Balance	6.9	28.2	58.4	68.0	82.6
Months in Reserve	0	1.3	2.7	3.1	3.8

*Note: This table was taken from the CCIDC's 2021 sunset review report.

The following table shows the amount of expenditures in each of CCIDC's program areas. CCIDC employs two staff members and does not break out administration costs by examination and certification. CCIDC tracks personnel expenses by salaries, health and worker's compensation insurance, payroll expenses, and employer taxes, among others in order to arrive at an "Administration" number. The Operating Expenses & Equipment in the adjacent column under "OE&E" are all of the other expenses not directly associated with the certification or examination processes. This would be office rent, equipment leases for the copier and postage meter, office supplies, computer maintenance and acquisition, bank fees, accounting fees, board meetings, etc.

Expenditures by Program Component (listed dollars in whole numbers)								
	FY 2017		FY 2018		FY 2019		FY 2020	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Examination	INCL.	\$18,482	INCL.	\$11,677	INCL.	\$13,067	INCL.	\$22,614
Certification	INCL.	\$31,905	INCL.	\$33,866	INCL.	\$30,838	INCL.	\$31,844
Administration *	\$196,898	\$64,863	\$141,325	\$61,722	\$155,181	\$63,425	\$161,716	\$39,580
TOTALS	\$196,898	\$115,250	\$141,325	\$107,265	\$155,181	\$107,330	\$161,716	\$94,038

*Administration includes costs for executive staff, CCIDC, administrative support, and fiscal services.

*This table taken from the CCIDC's 2021 Sunset Review Report.

The OE&E expense under "Examination" are those costs CCIDC expends to an outside vendor for administering the IDEX California. They do not break out or track personnel time or costs to in house administration of the examination – as it is under "Administration".

The same applies to “Certification” which is all of the costs associated with both new and renewal certifications including issuing the stamps, I.D. cards, invoicing, postage, etc. This number varies each year depending on the number of new applications and the number of certificate renewals.

Because CCIDC is a private non-profit entity it does not have an enforcement program that includes any citation or fine authority, nor does it have a diversion program. Because of this, “Enforcement” is not included in the Expenditures by Program Component” table. If there is a discipline recommended for a CID, the CCIDC report that its goal is to rehabilitate the certificate holder through education by requiring attendance at appropriate classes for things such as ethics and business practices.

The CCIDC reports that it received two loans from the Paycheck Protection Program, as part of the federal CARES Act, which were subsequently forgiven.

Staffing

The CCIDC staff is comprised of the Executive Director and the Executive Assistant. Roze Wiebe is the current Executive Director and has been in that position since 2017. Prior to her Executive Director role, Roze was CCIDC’s Administrative Director.

As a non-profit entity, the CCIDC may hire outside consultants as necessary. Currently, CCIDC relies on outside consultants or volunteers to focus on consumer outreach.

As a non-profit regulatory entity, the CCIDC does not have “cite and fine” authority and does not employ investigators or staff attorneys.

Certification/Stamp

As of January 2022, the CCIDC reports there are approximately 2,080 interior design certificate holders. According to information provided in the CCIDC’s 2021 Sunset Review Report, the number of certificated interior designers has been steadily decreasing. The CCIDC attributes this decline to economic factors, aging workforce, and employment changes stemming from the pandemic. According to information provided by the Bureau of Labor Statistics, in May of 2020, there are approximately 9,480 interior designers in California, the majority of which are not certified.

There are four pathways available to obtain interior design certification.

Pathway 1: Is reserved for those applicants who have enough education or experience to be eligible to take IDEX® California examination, but do not meet the work experience requirement. A candidate under Path 1 may sit for the IDEX® California examination while continuing to gain the minimum work experience needed to become a CID. Path 1 candidates may take the IDEX® California examination upon graduating from school, or if they have a minimum of 5 years work experience. The CCIDC holds these applications until all education and experience requirements are met, and will then issue a certificate upon providing the required information to CCIDC.

Pathway 2: Candidates who have the requisite education and/or work experience and only need to take the IDEX® California examination.

Pathway 3: This pathway is the same of Path 2, but candidates' education and work experience documentation is not required because they hold one of the accepted national examinations and the documentation is the same or exceeds the certification requirement. All they need to provide is proof of their national examination. They also receive a \$100.00 application fee discount as an incentive to becoming certified and because of the shortened documentation process.

Pathway 4: Candidates go through the exact same process as Path 3 with the addition of five additional courses on California Codes and Regulations created by the International Code Council (ICC) and CCIDC. These additional courses allow CIDs to obtain commercial designation status in addition to their certification.

CCIDC created a new designation for those CIDs seeking a commercial designation. The purpose of the certification program is to allow building officials to identify individuals (CIDs) who have prepared non-structural, non-seismic commercial tenant improvement plans in accordance with specified provisions of the Business and Professions Code that do not require an architect or engineer. In order to obtain the commercial designation, the applicant needs to take and pass one of six national examinations in addition to the IDEX® California, or take the Residential Interior Design Qualifying Certification examination, which is a national examination, plus have two years diversified interior design experience along with the passage of the IDEX® California.

CCIDC does not require fingerprint background checks for purposes of obtaining certification.

As of September 9, 2010, CCIDC's Administrative Rules and Regulations require that certificates expire twenty-four months after the issue date. Certification shall remain in effect until revoked or suspended for cause, or until expiration, and shall be renewable every two years. To renew an unexpired certificate, the CID shall, on or before the expiration date of the certification, pay the renewal fee as well as report required continuing education (CE).

Examination

As part of the qualifications for certification, CCIDC currently requires the passage of the IDEX®, which is a California-specific examination. BPC § 5800 specifies in the definition of a "certified interior designer" that the person has...demonstrated by means of *education, experience and examination*, the competency to protect and enhance the health, safety, and welfare of the public. While there are national certifying examinations for interior design professionals, the CCIDC requires that applicants take and pass only the IDEX® California examination (which is not a national examination). In 2008, the CCIDC, under the direction of the Joint Sunset Review Committee, eliminated the requirement for using a national examination and instead required an examination that includes testing on the requirements that are germane to the practice of interior design in California, including California Building Codes and Title 24 related to building energy standards. The CCIDC states the following reasons for continuing to rely on a California-specific examination as opposed to accepting the passage of a national examination for certification:

- *Do not test on California codes.*
- *Do not test on California Title 24 accessibility and energy codes.*
- *Do not allow for experience only candidates as required by California law.*
- *Limit prior work experience even with education.*
- *Do not meet Section 139 of the California Business & Professions Code.*

- *Cannot take the examination right after graduation.*
- *Require work experience to be under supervision of specific supervisors.*
- *Unregulated without any government or regulatory oversight.*
- *Difficult to access because examination is not totally online.*
- *Very expensive compared to other licensing and regulatory examinations.*
- *Exams are promoted for reasons other than public interest and safety.*

The CCIDC reports that applicants for CCIDC certification, who provide proof of passage of a nationally recognized interior design examination, are eligible for a \$100.00 discount from the CCIDC application fees; however, they are still required to take and pass the IDEX®.

The IDEX® California Examination is computer-based and administered by Scantron Corporation. The Scantron Corporation determines the examination fee, which currently costs \$82.50. This is separate than the application fee assessed to each applicant by the CCIDC. The examination is offered twice annually in May and October, and the test is available each day of the month. There are reportedly 39 testing centers throughout California and over one hundred sites worldwide. Since May of 2020, the CCIDC offers a live, online-proctored option, which allows candidates to take the examination at home. CCIDC allows anyone with a minimum of 40 semester units in interior design education or a minimum of 5 years diversified interior design working experience to sit for the IDEX California examination.

The CCIDC notes, “It should be noted for the record that because the IDEX® California is an examination used exclusively in California, the number of candidates registering for each examination window is relatively small compared to national examinations for similar purposes. Because the candidate pool is relatively small, the candidates are extremely well prepared and therefore the pass rate tends to be higher than it would be for a national examination with a much larger pool. This has been confirmed as a typical anomaly for smaller test pools by the psychometricians at Scantron who administer the IDEX® California examination. In analyzing those who fail the IDEX® California over the past 5 years, most indications point to a lack of preparation for the failure. There are several third-party examination preparation companies who provide study prep services for those wishing to take the IDEX® California, so CCIDC knows who has taken a class and who has not. This does not account for those who self-study.”

Examination Data					
California Examination (include multiple language) if any:					
FY	2017	2018	2019	2020	2021
Certification Type	Certification	Certification	Certification	Certification	Certification
Exam Title	IDEX®	IDEX®	IDEX®	IDEX®	IDEX®
# of 1 st Time Candidates	94	69	73	51	62
Pass %	78%	88%	75%	84%	81%
Date of Last OA	N/A	N/A	N/A	1/15/2020	1/15/2020
Name of OA Developer	Castle Worldwide	Scantron	Scantron	Scantron	Scantron
Target OA Date	N/A	N/A	N/A	10/1/2021	10/1/2021
High Score (Out of 150)	145	140	139	142	134
Low Score (Out of 150)	70	69	79	90	74

*Note: This table is taken from the CCIDC’s 2021 Sunset Review Report.

BPC § 5801.1 requires that the procedure for issuing the CID stamp, including the requirement of an examination in order to obtain certification, be subject to BPC § 139 which requires specified entities under the Department of Consumer Affairs to submit a report every two years ensuring that every licensing examination is subject to periodic evaluation.

The CCIDC reports that it complies with the requirements of BPC § 139, as the IDEX® California examination was recently reviewed in 2019 by a task force of subject matter experts after the adoption of the new 2018 California Building Code. The IDEX® examination was reviewed and revised in 2021. An Exam Task Force was created, comprised of Subject Matter Experts, Scantron Corporation Psychometricians, and the International Code Council (ICC). The Subject Matter Experts included Interior Design Educators (all of which are CIDs), Building Officials, Fire Marshals, Architects and Engineers. CCIDC collaborated with the ICC to create all code-based questions. ICC creates Building Codes, Exams, and Certifications. ICC also will review and revise code related questions after each code updating cycle.

Schools

The CCIDC does not approve any program offering an interior design course or education. Instead, the CCIDC simply verifies the appropriate education and work experience has been completed for purposes of certification. There are currently 44 programs offering interior design education in California, many of which are part of the California State University and the California Community College systems. Because the CCIDC does not approve educational institutions, there are no separate requirements for individuals seeking certification who are educated outside of California. The CCIDC reports that it provides the list of interior design programs on its website. All programs listed on the CCIDC's website are reportedly accredited by an accrediting agency recognized by the United States Department of Education.

Continuing Education

There is no statutory mandate for current certificate holders to obtain CE in order to renew the certificate. However, the CCIDC established through internal policies a board-policy to require certificate holders to obtain 10 hours of CE every two years in any subject related to interior design. Only those certificate holders who have the commercial designation are required to take five hours of CE in courses related to California building code. All others may choose the courses as long as they are from an approved provider.

CCIDC accepts CE from a variety of providers including the Interior Design Continuing Education Council, AIA, ASID, IDS, IFDA, IIDA, NKBA, California Association of Building Officials (CALBO), CSI (construction specifiers) along with other construction/design industry organizations. CCIDC also provides a page on its web site for CIDs that offer relevant CE courses, many of which are free. There have been no changes to this policy.

The CCIDC reports that it does not audit certificate holders as to whether or not CE is completed. However, certificate holders are required to submit documentation of their CE at the time of renewal. CCIDC notes that if a certificate holder fails to submit the appropriate CE completion, the certificate holder will receive a first, second and final notification to comply with the requirement. After the third notification, their certificate is noted "delinquent" until the CE is complete. As noted by the CCIDC, if a certificate holder provides proof of a viable reason (long-term illness, impairment, etc.), the Board

can vote to waive the CE requirement for the period that they were incapacitated. The CCIDC does not approve any CE provider.

Enforcement

CCIDC reports that it does not have a traditional enforcement program because it does not have any statutory cite and fine authority. This is because certification for interior designers is a voluntary program and nothing prevents anyone from practicing interior design or calling himself or herself an interior designer. Other than certification and those who submit to the title act for “certified” interior designers, the practice of interior design in every other form is unregulated.

However, the CCIDC does take certain actions against certificate holders such as not meeting CE requirements and issuing cease and desist letters to uncertified individuals violating title act provisions (such as calling oneself “certified” without the appropriate certification by the CCIDC). Once a complaint is filed, CCIDC reports the following process when assessing enforcement related issues: gather all evidence (from both the complainant and the certificate holder), at the next board meeting, the CCIDC board will review all evidence, interview all parties involved in a closed session, and deliberate on the issue. From there the CCIDC board will determine if there has been a code of ethics violation and if so, recommend to the certificate holder a course of action. All parties are notified of the outcome and if there is a judgement against the certificate holder, this information is available on the CCIDC website under “Enforcement Actions.”

According to the CCIDC, since the inception of the certification program in 1992, CCIDC has received a total of 214 documented “official” complaints and of that total, only 83 were for those who have obtained the voluntary interior design certification. The remaining 131 were levied against non-CIDs. Since the CCIDC’s last sunset review in 2017, there have been three reported complaints against CIDs, and eight complaint against non-CIDs. Since CCIDC’s last sunset review in 2017, only one CID was placed on probation and required to complete two ethics course prior to reinstatement.

Certification for interior designers in California is a voluntary program; as such, there is no “unlicensed” activity. Anyone can hold oneself out as an interior designer, or practice interior design. There are no restrictions on an uncertified person other than use the title of “Certified Interior Designer”, or the appellation CID, which is specified by BPC §§ 5804 and 5812 as an unfair business practice. The CCIDC reports that when it becomes aware of uncertified individuals using the title “certified interior designer” who are not certified, they will issue a “cease and desist” letter to the individual citing BPC § 5812 of the, in order to resolve the matter. According to the CCIDC, there has not been a cease and desist letter sent since the last sunset review.

The CCIDC reports that the majority of complaints against CIDs are typically related to financial and contractual obligations. While the CCIDC does receive complaints related to interior designers who are not voluntarily certified, CCIDC cannot take action against those individuals unless they are in violation of BPC §§ 5812 and 5804.

The CCIDC statute of limitations is one year when filing a complaint that requires the complainant to follow up with any requested documentation or evidence. CCIDC does not have cite and fine authority so there is little CCIDC can do other than revoke or suspend a CID’s certification.

Consumer Awareness and Education

CCIDC maintains a web site (www.ccidc.org) and reports to utilize social media (Facebook, Instagram, Twitter, and LinkedIn) to keep the public informed of its activities. CCIDC also issues a quarterly electronic online newsletter (CCIDC e-News) to over 5,000 subscribers, accessible to the public.

CCIDC reports that all meetings, locations, dates, and times as well as agendas for meetings are posted online and announced several months in advance via CCIDC electronic newsletter. This information remains on the CCIDC web site until the actual meeting date has passed and then removed, making way for the next scheduled meeting date.

Draft meeting minutes are not posted online until approved by motion of the board at a regularly scheduled board meeting. As soon as the previous board meeting minutes are approved, they are posted online within a few days. Meeting minutes are archived and available online to the public.

CCIDC launched an updated website in 2017. The new website offers video, webinars, and access to CCIDC's YouTube channel. CCIDC reports that staff updates and posts of new information regularly. The website integrates with the CCIDC database, enabling certificate holders to make renewal payments, examination payments, examination scheduling, and register CE.

CCIDC has an online database ("Verify a Designer") where the public can search for a CID by entering the designer's certification number, or any of the following key words: first name, surname, city, or state (as a number live outside of California). The website includes a "Hire a Local CID" search function.

PRIOR SUNSET REVIEW: CHANGES OR IMPROVEMENTS

The Senate Committee on Business, Professions and Economic Development and the Assembly Committee on Business and Professions last reviewed the CCIDC in 2017. At that time, the CCIDC was provided a four-year extension allowing it to continue its program of certifying interior design professionals. Due to the COVID-19 pandemic and strains on the Legislature in 2019 and 2020, the CCIDC was granted an additional one-year extension to balance workload and ensure an appropriate and thoughtful legislative review of the program. During the CCIDC's previous sunset review, the Committees found seven issues related to the administration of a voluntary certification program of the interior design profession, including the contemplation of whether the CCIDC should continue in its administrative capacity and whether or not the voluntary certification program still has merit.

In December 2021, the CCIDC submitted its required sunset report to the Senate Committee on Business, Professions, and Economic Development and the Assembly Committee on Business and Professions. In this report, the CCIDC described actions it has taken since its prior review to address the recommendations of the Committees among other changes resulting from changing economies, the recent COVID-19 pandemics and other issues to address issues. According to the CCIDC, the following are some of the more important programmatic and operational changes, enhancements, and other important policy decisions or changes made:

- **The website has been updated.** In September 2017, the CCIDC launched an updated website that includes Certified Interior Design accountant portal where certificate holders can update contact information, upload completion of CE, and pay certification fees.
- **Fund stability.** In 2017, CCIDC revised certification and renewal fees and created a tiered renewal system, in January 2022 CCIDC increased all fees by \$25.
- **New certification for commercial interior design.** Instead of establishing an entirely new certificate program for those seeking a commercial interior design certificate, the CCIDC opted to establish a commercial interior design designation.
- **CCIDC moved to a new headquarters and appointed a new executive officer.**

CURRENT SUNSET REVIEW ISSUES FOR THE CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

The following are unresolved issues pertaining to the CCIDC and other areas of concern for the Committees to consider along with background information concerning the particular issue. There are also recommendations the Committees' staff have made regarding particular issues. This Background Paper has been shared with the CCIDC and other interested parties, including the profession, and can respond to the issues presented and the recommendations below.

ADMINISTRATIVE ISSUES

ISSUE #1: *Bagley-Keene Open Meetings Act.*

Background: Although the CCIDC is a nonprofit 501(c)(3) entity, pursuant to BPC § 5811.1, it is required to comply with the provisions of the Bagley-Keene Act. The Bagley-Keene Act generally requires public bodies to publicly notice their meetings at least 10 days prior to the meeting, prepare agendas, accept public testimony, and conduct their meetings in public unless specifically authorized to meet in a closed session.

Every state body, including a board, commission, or similar multimember body of the state that is created by statute or required by law to conduct official meetings, and every commission created by executive order is required to comply with the provisions of the Bagley-Keene Act. Since the Bagley-Keene Act is nuanced and complex, many incoming members of boards and bureaus overseen by the DCA are required to attend or participate in training programs that cover the important elements of the Bagley-Keene Act. BPC Section 453 specifies that every newly appointed board member is required, within one-year of assuming office, to complete a training and orientation program offered by the DCA regarding, among other things, his or her functions, responsibilities, and obligations as a member of that board. Part of that training incorporates providing information about the Bagley-Keene Act.

Currently, it is unclear if the CCIDC is abiding by the requirements of the Bagley-Keene Act. The CCIDC's current bylaws, Section 4.04, only require that written notices of board of directors meetings be sent to the directors no later than 20 days before the meeting, along with other requirements for notifying board members of meetings. However, nothing mentions requirements for the CCIDC to post agendas for meetings in the CCIDC's bylaws. Additionally, there is no mention in the 2021 Sunset Review Report about how the CCIDC complies with the requirements of the Bagley-Keene Act. Certainly, there is no indication that board members receive any training or information on the requirements on the Bagley Keene Act.

Staff Recommendation: *The CCIDC should advise the Committees on its processes and procedures for compliance with the Bagley-Keene Act.*

CERTIFICATION ISSUES

ISSUE #2: *Stamp Acceptance.*

Background: In establishing a regulatory program for certified CIDs, the goal was to help alleviate confusion amongst local building authorities in circumstances where building permits were required,

and provide assurance in knowing that a CID is competent to provide interior design services in accordance with the state building codes for the work they are allowed to perform.

Under BPC §§ 5537 and 5538 of the Architect's Practice Act, there are exemptions for "laypersons" to do non-structural and non-seismic work where a licensed/registered architect or engineer is not required to stamp and or sign drawings that may be needed for a building permit issued by a local jurisdiction.

"Laypersons" are individuals who are not a licensed/registered design professional, i.e. architect or engineer. Examples of persons who fit into this definition are licensed contractors or subcontractors, developers, interior designers, and members of the public who possess the skills necessary to prepare drawings that require the skills of a licensed contractor to implement them.

CIDs should not be a part of that group within the above definition, who practice under the exemptions in BPC §§ 5537 and 5538. CIDs are reportedly tested on California Codes and Title 24, along with California laws and statutes that are relevant to interior designers, and have a specified amount of education and experience as specified in BPC §§ 5800 – 5812. CCIDC contends that because of the requirements of BPC § 5800 – 5812, CIDs should not just be considered "laypersons".

CCIDC reports that plans designed by CIDs, which encompass non-structural, non-seismic interior design plans, have been rejected by local jurisdictions without an architect or an engineer's stamp. These concerns were expressed during the CCIDC's prior sunset review in 2017 and continue to be a noted concern.

In the past, the Legislature considered proposals to establish licensure for interior designers under a practice act within the BPC. Both of the bills, SB 1312 (Yee of 2008) and AB 2428 (Ma of 2012) ultimately failed passage in the legislative process. Proponents of these bills argued that a state program for interior designers would provide greater acceptance in local building departments across the state. As noted by the CCIDC, a few local jurisdictions continue to deny certified interior design plans without an architect or engineer's stamp.

As noted in the CCIDC's 2021 Sunset Review Report, the issue of stamp acceptance from local building departments continues to be a factor for whether or not an individual seeks the state certification. If the CIDs still need an architect or engineers' stamp, is the certificate being underutilized? There is nothing specified in the BPC related to CIDs that requires a local building department or anyone to accept the plans of a CID.

As noted by the CCIDC, building departments in large metropolitan cities such as Los Angeles, San Francisco, San Jose, and Sacramento regularly deny CIDs the ability to submit non-structural/non-seismic interior design plans for permit approval and acquisition purposes.

As noted earlier in this report, the issue of stamp acceptance was raised in prior sunset review reports and is generally raised as a concern by the profession in those years outside of the sunset review process. In 1991, then Senator Craven, who authored SB 153, the original legislation establishing a certification program authored a letter to a building official, stating that the former Senator "sponsored SB 153...as a means by which the public and local building officials could easily identify competent professionals qualified to work with building, life-safety, flammability and disable access for interior spaces." The letter further stated, "Building officials will then be able to recognize Certified Interior

Designers as professionals qualified to develop interior plans and specification in accordance with health, safety and welfare guidelines.”

It does not appear that CCIDC, the architect profession, stakeholder or building departments have found a viable path to ensure Certified Interior Designers are able to submit plans without denial for those projects for which they may be qualified to perform.

Staff Recommendation: *The CCIDC should advise the Committees on whether it believes the current certification program is working as intended to ensure CIDs are able to submit plans for approval at local building departments without additional approvals or oversight. The CCIDC should advise the Committees on what it believes is the appropriate solution to address this long outstanding issue.*

ISSUE #3: Commercial Designation.

Background: In November of 2017, the CCIDC board unanimously voted to create an additional path of certification. The Path 4 certification is for those candidates who wish to obtain a *Commercial Designation* as part of their certification. Path 4 certification has the same requirements as Path 3, with the additional requirement of completing five specific ICC courses developed specifically for CIDs. As noted by the CCIDC, the purpose of this program is to allow building officials to identify CIDs who have prepared non-structural, non-seismic commercial tenant improvement plans in accordance with BPC §§ 5537 and 5538 that do not require an architect or engineer’s stamp or signature who are submitting plans for the purpose of obtaining a building permit. The goal of this designation is likely to make it easier on plan reviewers to acknowledge the certification of the CID and approve plans (as authorized) without the requirement to obtain additional sign-offs from an architect or engineer as long as the project specifications meet the current exemptions to any licensure or practice requirements for architects or engineers.

This issue of a commercial designation was raised during the CCIDC’s last sunset review in 2017. As part of the staff background paper it was noted that, “Many interested parties have also suggested that, if a new certification for commercial interior designers were to be created, an individual should meet the following requirements: 1) Passage of the National Council for Interior Design Qualification (NCIDQ) Exam, 2) Passage of a supplemental exam testing knowledge of the California Building Code, 3) Annual CE courses sanctioned by the California Building Officials (CALBO) and agreed upon by the interior design profession.”

In response to the sunset issue, in September 2017, the CCIDC held a strategic planning meeting to address the topic, which reportedly included stakeholders, CIDS, and public participants. The outcome of the meeting was the creation of the *commercial designation* for CIDs who wish to use that particular designation when submitting plans for approval or providing services. There is no prohibition on a CID from providing commercial design services without the commercial designation, as it is voluntary.

There was an “inclusion” period given to all Certified Interior Designers in good standing to qualify for the commercial designation without requiring any additional examination. Effective January 1, 2020, commercial designation applicants must provide proof of passing one of the following examinations: ARE, CQRID, LEED-AP, NCBDC, NCIDQ, NKBA-(CKBD), RIDQC + 2 Years Diversified Interior Design Experience.

Qualified Candidates applying through Path 4 must also pass the IDEX California® Examination and candidates must provide proof of passing five specified ICC Courses. Courses must be complete and submitted within six months of application date. The CE requirements for the commercial designation are 10 hours every two-years and five of those hours must be in California-code specific courses.

The CCIDC notes that this designation is not a guarantee that plans will be approved or accepted, and is only one-step to aid CIDs in obtaining the appropriate plan approval.

The CCIDC reports that it works to educate building officials about the commercial designation, and attends monthly ICC Meetings (attended by local Building Officials and Industry Partners) in San Diego, Los Angeles, and plans to join the Bay Area and Orange County chapters as well.

To date, the CCIDC reports that nearly 200 candidates have successfully obtained the commercial designation.

Staff Recommendation: *The CCIDC should advise the Committees on whether or not the newly implemented commercial designation has increased the acceptance of CID stamps.*

ENFORCEMENT ISSUES

ISSUE #4: *Does the CCIDC need additional authority to enforce violations of the Interior Design Act?*

Background: The CCIDC reports that it does not have a formal enforcement program because it lacks the statutory authority for a citation and fine program. CCIDC reports that most complaints pertain to financial or contractual obligations, yet overall statistics from the CCIDC about enforcement related matters are relatively low. Since the inception of the program, the CCIDC reports only 214 documented official complaints against CID and data surrounding the number of disciplined certificate holders is unclear.

However, the CCIDC does note instances where certificate holders may face discipline, yet how the discipline is determined or appealed, or the steps in the process are extremely vague.

Staff Recommendation: *The CCIDC should inform the Committees about its enforcement process, and any availability to appeal disciplinary outcomes.*

ISSUE #5: *How does the CCIDC enforce the requirement for a CCIDC to use a contract?*

Background: BPC § 5807 requires a CID to use a written contract when contracting to provide interior design services to a client. Prior to the CID commencing work, the CID is required to execute the written contract. The written contract must include the following requirements:

- The name, address, and certification number of the CID and the name and address of the client.
- A description of the procedure that the CID and the client will use to accommodate additional services.

- A description of the procedure to be used by any party to terminate the contract.
- A three-day rescission clause.
- A written disclosure stating whether the CID carries errors and omissions insurance.

In the CCIDC’s Sunset Review Report in 2012, it recommended that CIDs be required to use a written contract when providing interior design services to a client. As noted at that time, “Although CCIDC has received only 83 complaints against CIDs since 1992, a substantial number of those complaints related to unfulfilled contract obligations, disputes over charges for goods sold, and failure to deliver goods. The use of written contracts would lend clarity to those types of disputes.” There is limited data provided by CCIDC as to the numbers of contracts utilized and whether or not CIDs are fulfilling this requirement.

Staff Recommendation: *The CCIDC should advise the Committee about how it ensures that CIDs are meeting the contract requirements. If the CCIDC has not encountered any issues with contract requirements, has it established a process for when a complaint is received?*

OTHER ISSUES

ISSUE #6: Technical Cleanup.

Background: There may be a number of non-substantive and technical changes to the Interior Design Act, which may improve operations of the CCIDC, or there may be provisions that are outdated and no longer applicable and code clean up may be warranted.

For example, BPC § 5811 specifies that *an interior design organization issuing stamps under Section 5801 shall provide to the Joint Committee on Boards, Commissions, and Consumer Protection by September 1, 2008, a report that reviews and assesses the costs and benefits associated with the California Code and Regulations Examination and explores feasible alternatives to that examination.* That provision was included so the CCIDC could review and assesses the costs and benefits associated with the California Code and Regulations Examination and explores feasible alternatives to that examination. This requirement was included in SB 363 (Figueroa, Chapter 874, Statutes of 2003) to address concerns about whether or not the national examination. That report was likely provided in 2008 and thus that requirement is no longer applicable.

Staff Recommendation: *The CCIDC should provide the Committees with any proposals for technical statutory cleanup that may be necessary.*

CONTINUED REGULATION OF THE COUNCIL FOR INTERIOR DESIGN CERTIFICATION

ISSUE #7: Continued Regulation by the CCIDC.

Background: The CCIDC was created by a coalition of professional interior design organizations in January 1992 with the intent of being the organization responsible for determining whether interior designers met the education, experience and examination requirements. The CCIDC operates outside

of the state government, is not a state agency, and does not rely on any funds from the state for its operations.

Although there continues to be stakeholder issues which impact this certifying body and its certificate holders related to the acceptance and appropriate utilization of the “stamp” for plan approval, and ensure the integrity and consumer benefit of a voluntary certification, as a private certifying organization, the CCIDC serves a valuable benefit to the public, in certifying interior designers in California and should be continued and reviewed again by the appropriate policy committees of the Legislature in four years

Staff Recommendation: *Recommend that the CCIDC maintain its current oversight of voluntary certified interior design professionals and be subject to review by the Legislature once again in four years.*

CCIDC RESPONSE TO SUNSET REVIEW STAFF RECCOMENDATIONS

ADMINISTRATIVE ISSUES

ISSUE #1: Bagley-Keene Open Meetings Act.

Background: Although the CCIDC is a nonprofit 501(c)(3) entity, pursuant to BPC § 5811.1, it is required to comply with the provisions of the Bagley-Keene Act. The Bagley-Keene Act generally requires public bodies to publicly notice their meetings at least 10 days prior to the meeting, prepare agendas, accept public testimony, and conduct their meetings in public unless specifically authorized to meet in a closed session. Certainly, there is no indication that board members receive any training or information on the requirements on the Bagley Keene Act.

Staff Recommendation: The CCIDC should advise the Committees on its processes and procedures for compliance with the Bagley-Keene Act.

CCIDC Response: *The Bagley Keene-Act is provided to new Board Members in their Board Orientation Binder. During New Board Member Orientation, the Bagley Keene Act is covered, and Board Members are required to sign an acknowledgement that they have received, read, and understand that they are required to comply with the Bagley Keene Act while on the CCIDC Board.*

Every new board member also has a personal orientation with the Executive Director and has the opportunity to clarify or ask questions regarding the Bagley-Keene act provisions or any other CCIDC procedure, board rules and regulations.

Each meeting agenda states the following: CCIDC meetings operate under the requirements of the Bagley-Keene Open Meeting Act (Act) set forth in Government Code Section 11120-11132. CCIDC conducts public meetings to ensure adequate opportunity for public participation and to perform a technical review of code changes pursuant to Health and Safety Code Section 18929.1. Requests for accommodations for individuals with disabilities should be made to CCIDC's office no later than ten (10) working days prior to the day of the meeting.

Meetings are subject to cancellation, and agenda items are subject to being taken out of order, removal, continuance, or referral. Items scheduled for a particular day may be moved to an earlier day to facilitate CCIDC business. Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not holding or for terminating the scheduled meeting. Please contact CCIDC with any questions concerning this meeting notice/agenda at 365 W. Second Ave, Suite 221, Escondido, CA 92025, by telephone at (760) 294-1936, by email at ccidc@ccidc.org or visit the CCIDC website at www.ccidc.org.

Meetings are open to the public except when specifically noticed otherwise in accordance with the Bagley-Keene Open Meeting Act (Act). All times when stated are approximate and subject to change without prior notice at the discretion of the Board unless listed as "time certain." Items may be taken out of order to maintain a quorum, accommodate a speaker, or for convenience. Action may be taken on any item listed on this agenda, including information-only items. The meeting may be canceled without notice.

Members of the public can address the board during the public comment session. Public comments will also be taken on agenda items at the time the item is heard and prior to the Board taking any action on said items. Total time allocated for public comment may be limited at the discretion of the Board Chair.

(See attachment A).

CERTIFICATION ISSUES

ISSUE #2: Stamp Acceptance.

Background: In establishing a regulatory program for certified CIDs, the goal was to help alleviate confusion amongst local building authorities in circumstances where building permits were required and provide assurance in knowing that a CID is competent to provide interior design services in accordance with the state building codes for the work they are allowed to perform. Under BPC §§ 5537 and 5538 of the Architect's Practice Act, there are exemptions for "laypersons" to do non-structural and non-seismic work where a licensed/registered architect or engineer is not required to stamp and or sign drawings that may be needed for a building permit issued by a local jurisdiction.

It does not appear that CCIDC, the architect profession, stakeholder or building departments have found a viable path to ensure Certified Interior Designers are able to submit plans without denial for those projects for which they may be qualified to perform.

CCIDC Response: *The only group that has any say on who may or may not submit plans for permits are building officials. Building officials are not licensed by the state and therefore have no oversight other than the purview of the individual cities and counties they work for. While there are many building departments conversant with the CID law and accept non-structural and non-seismic plans there are some who do not because they feel the only viable option is to accept plans only from licensed architects and engineers. If the proposed language changes are made to the CID law, building officials will have clarified legislation to refer to that allows these plans to be submitted by CIDs.*

Building Officials have stated that if the language in our title act clarified what CIDs do, they would not have a problem with plan submissions. This is the goal that would benefit the design profession in California.

Stakeholders meetings have not yielded results due to the fact that certain parties come with only their agenda in mind and refuse to work towards a compromising solution. CCIDC serves the interior design profession as a whole and is focused on improving plan submissions for everyone we serve.

Currently there are 7 design related professional organizations.

<i>AIBD</i>	<i>American Institute of Building Design – 4 CIDs</i>
<i>ASID</i>	<i>American Society of Interior Designers - 412 CIDs (89 Professional Members – NCIDQ)</i>
<i>DSA</i>	<i>Designer Society of America - None listed</i>
<i>IDEC</i>	<i>Interior Design Educators Council – 6 CIDs</i>
<i>IDS</i>	<i>Interior Design Society - 26 CIDs</i>
<i>IFDA</i>	<i>International Furnishings and Design Association - 14 CIDs</i>
<i>IIDA</i>	<i>International Interior Design Association – 238 CIDs (106 Professional NCIDQ)</i>
<i>NKBA</i>	<i>National Kitchen and Bath Association – 88 CIDS</i>
<i>USGBC</i>	<i>United States Green Building Council - 24</i>

We also represent 1261 CIDs who do not belong to any professional organizations. 74 of which state they specialize in Commercial Design.

Of the 2085 certified interior designers 824 belong to one or more professional organization.

Two of these organizations, are only willing to work with CCIDC if they give in to their demands "Only the NCIDQ" and "Requires more control of the CCIDC Board." During the Strategic Planning Meeting where the Commercial Designation was created, leaders of both ASID and IIDA participated in the guidelines for the designation and agreed to it. Two days before the Commercial Designation was presented to the Board, IIDA sent a demand letter that said they would only support the Commercial Designation if CCIDC agreed to ONLY use the NCIDQ and placed 3 new Board Positions with members from their organization on our board. The CCIDC Board reminded them that every

organization has EQUAL representation on our Board and that the inequities of the NCIDQ as a certification exam for California have already been proven.

Any additional certification, title, registration, or licensure will have no merit unless there is a strengthening and clarification of the law that is currently in place (*see below). This title will not allow anyone to do any more work than what is allowed under the Exemptions 5537 & 5538 of the Architect's Practice Act. Regardless of interior designer's credentials or examinations they have passed the review and approval of construction documents will always be under the purview of the Building Official. Holding the Commercial Certified Designer title out to do so is ill-advised and will result in further frustration to California Interior Designers and Building Officials alike.

AIA has said in no uncertain terms, that they will never support clarifying language in the CID legislation. Initially their issue had to do with "Safety of the Building" then their concern changed to "the new definition of seismic." We were told that "If this is the work designers want to do, they should go back to school and become Architects." (See Attachment B).

CCIDC Will continue to work with Stakeholders in an effort to improve and benefit California's Interior Design profession as a whole.

*Proposed language changes to strengthen the current legislation:
5800. As used in this chapter:

"Certified interior designer" or the initials "CID" as used in this context shall mean an Occupations Title Standard for a person who meets all of the following requirements:

(1) Prepares and submits non-structural ~~or~~ and non-seismic plans and documents consistent with Sections 5805 ~~and 5538~~ to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and that require a building permit.

(2) ~~and who~~ Engages in programming, planning, designing, and documenting the construction and installation of non-structural ~~or~~ and non-seismic conventional and standard construction elements, finishes, veneers, ~~and~~ furnishings and the administration of construction observance and installation thereof.

(3) Provides plans and documents that illustrate non-structural and non-seismic conventional and standard partition layouts, horizontal exiting, rated corridors, reflected ceiling plans and lighting orientation, locate power and communications outlets, materials and finishes and furniture, including storefronts, interior alterations, fixtures, millwork, appliances and equipment for all buildings as described in 5537 and 5538, including but not limited to high-rise office and high-rise residential buildings.

(4) Engages in coordination and collaboration with other allied design professionals who may be retained to provide consulting services, including but not limited to architects, structural, mechanical, and electrical engineers, and various specialty consultants.

(5) ~~within the interior spaces of a building, and has~~ demonstrated, by means of education, experience, and examination, the competency to protect and enhance the health, safety, and welfare of the public.

(6) The certification of Interior Designers does not prohibit Interior Designer or Interior Decorator services by any person or retail activity.

(7) Nothing in this statute shall preclude local building officials who have jurisdiction over any project as required by the California Building Standards Code from determining the requirements or qualifications of who can submit such documents in order to procure a building permit.

5805. Nothing in this chapter shall preclude ~~eCertified iInterior dDesigners or any other person~~ from submitting ~~non-structural, non-seismic conventional and standard construction~~ interior design plans for ~~commercial or residential buildings~~ to local building officials, ~~except~~ as provided for in Sections ~~5537 and 5538~~. In exercising discretion with respect to the acceptance of interior design plans, the local building official shall reference the California Building Standards Code ~~and the Occupational Title Standard set forth in Section 5800(a)~~.

ISSUE #3: Commercial Designation.

Background: In November of 2017, the CCIDC board unanimously voted to create an additional path of certification. The Path 4 certification is for those candidates who wish to obtain a Commercial Designation as part of their certification. Path 4 certification has the same requirements as Path 3, with the additional requirement of completing five specific ICC courses developed specifically for CIDs. As noted by the CCIDC, the purpose of this program is to allow building officials to identify CIDs who have prepared non-structural, non-seismic commercial tenant improvement plans in accordance with BPC §§ 5537 and 5538 that do not require an architect or engineer's stamp or signature who are submitting plans for the purpose of obtaining a building permit.

The goal of this designation is likely to make it easier on plan reviewers to acknowledge the certification of the CID and approve plans (as authorized) without the requirement to obtain additional signoffs from an architect or engineer as long as the project specifications meet the current exemptions to any licensure or practice requirements for architects or engineers.

Staff Recommendation: The CCIDC should advise the Committees on whether or not the newly implemented commercial designation has increased the acceptance of CID stamps.

CCIDC Response: *The Commercial Designation is only one step in supporting interior designers who practice commercial design. CCIDC continues to work with CALBO, ICC and building departments to educate them on the new designation. Unfortunately, the pandemic halted some efforts as industry events usually attended by CCIDC have been cancelled. CCIDC's efforts to educate Building officials about the Commercial Designation occur during monthly ICC meetings attended in San Diego, Los Angeles and in 2022 Northern California.*

CIDs are at the mercy of individual building officials and their policies regarding plan check acceptance and permit issuance. Every building department is different and as building officials come and go their policies may change. The only way to change this is to strengthen the CID law by adding previously proposed language allowing CIDs, especially those with the commercial designation, the ability to do horizontal exiting in accordance with the CBC. The AIA, and others will push back on this recommendation even though there are many building departments and officials that allow this.

ENFORCEMENT ISSUES

ISSUE #4: Does the CCIDC need additional authority to enforce violations of the Interior Design Act?

Background: The CCIDC reports that it does not have a formal enforcement program because it lacks the statutory authority for a citation and fine program. CCIDC reports that most complaints pertain to financial or contractual obligations, yet overall statistics from the CCIDC about enforcement related matters are relatively low. Since the inception of the program, the CCIDC reports only 214 documented official complaints against CID and data surrounding the number of disciplined certificate holders is unclear.

Staff Recommendation: The CCIDC should inform the Committees about its enforcement process, and any availability to appeal disciplinary outcomes.

CCIDC Response: *The necessity for discipline is determined by the CCIDC Code of Ethics (COE), if a CID has violated one or more of the COE, discipline may be warranted and is determined by the CCIDC Board of Directors.*

All complaints are reviewed for validity, evidence from both the complainant and CID is collected and provided to the Board of Directors. At the next scheduled Board Meeting, in closed session, the CCIDC Board of Directors reviews the complaint, and all parties are allowed to present their testimony to the Board. If the CID has been found to have violated one of the code of ethics, the board determines the appropriate “enforcement action” based on the evidence/testimony provided.

Depending on the Violation, the Board may enforce any of the following:

Probation (Loss of Certification for set amount of time, usually in conjunction with other actions).

Additional Coursework (IE: Ethics Courses, Code Classes, business management Courses).

Revocation of Certification (in extreme cases or in the case of repeat offenses, CIDs can permanently lose their certification).

The 214 recorded complaints include both non-CIDs and CIDs. CIDs are well trained in the CCIDC ethics and professional conduct required of all CIDs and are tested on these requirement in the IDEX® California examination as well as being required to sign and date a complete list of the Code of Ethics and Conduct upon applying to become a CID. This results in very few complaint against CIDs as most of the complaints are against non-CIDs. The CCIDC Code of Ethics and Conduct in this regard appears to be working in favor of the consumer.

CCIDC is not opposed to being granted site and fine abilities.

ISSUE #5: How does the CCIDC enforce the requirement for a CCIDC to use a contract?

Background: BPC § 5807 requires a CID to use a written contract when contracting to provide interior design services to a client. Prior to the CID commencing work, the CID is required to execute the written contract. The written contract must include the following requirements:

Staff Recommendation: The CCIDC should advise the Committee about how it ensures that CIDs are meeting the contract requirements. If the CCIDC has not encountered any issues with contract requirements, has it established a process for when a complaint is received?

CCIDC Response: *CCIDC is the only board in the country that has specific contract information and contract requirements written into a statute for interior designers. Other states may require a contract, but they do not say what kind and what protections should be in it for the consumer. Non-CIDs have convoluted contracts, or no contract at all, that try to protect the designer and not the client or consumer.*

OTHER ISSUES

ISSUE #6: Technical Cleanup.

Background: There may be a number of non-substantive and technical changes to the Interior Design Act, which may improve operations of the CCIDC, or there may be provisions that are outdated and no longer applicable and code clean up may be warranted.

Staff Recommendation: The CCIDC should provide the Committees with any proposals for technical statutory cleanup that may be necessary.

CCIDC Response: CCIDC requests that either BPC § 5811 be removed in its entirety, or that it be amended as follows:

5811. An interior design organization issuing stamps under Section 5801 shall provide, **as and when required**, to the Joint Committee on Boards, Commissions, and Consumer Protection **by September 1, 2008**, a report that reviews and assesses the costs and benefits associated with the **California Code and Regulations Examination IDEX® California examination. and explores feasible alternatives to that examination.**

CCIDC Response to Public Comments made at Sunset Review Hearing

- First, to note that the speakers that were present at the hearings are not Certified Interior Designers and do not have a working background experience with CCIDC or certification.
 - IIDA only represents a small portion of Commercial Designers in California; it does not represent the entirety of Commercial Designers.
- One speaker stated that CCIDC's Commercial Designation does not require an additional national exam. This is a false statement, in order to obtain a Commercial Designation, candidates are required to provide proof of passing one of several National Exams in order to qualify.
 - The issue IIDA has is that the NCIDQ is not the ONLY national exam required.
 - Requiring the NCIDQ creates barriers to entry that are undue. CCIDC serves the entire interior design profession in California, including interior designers who are not affiliated with any professional group/club.
 - This would create barriers to IIDA's own membership as many of them are "Associate" members and have never taken the NCIDQ. (see Attachment C)
 - The proof that the NCIDQ does not meet California State Exam requirements has been provided during two of the past Sunset Reviews.
- During a 2017 CCIDC Strategic Planning meeting, CCIDC and its Stakeholders (including the leadership off IIDA Northern and Southern California) created the Commercial Designation. Everyone worked together to determine the requirements to obtain the Commercial Designation as well as the parameters for its creation.
 - Participants agreed to the new designation and were in support of it.
 - Days before the launch of the new designation, IIDA leadership sent CCIDC a demand letter, stating if we did not agree to their terms, they would oppose the designation they helped to create (See Attachment D).
- The IDEX® California Exam has been revised with the International Code Council (ICC), the entity for writing and publishing building codes, testing building officials, providing certifications, and educating members of various construction related professions; writing the code-related questions for the examination.
- Psychometricians from Scantron worked with ICC and subject matter experts that included Certified Interior Designers, Interior Design Educators, Architects, Building officials and Fire Marshals to revise and update the entire IDEX® California Exam.
- One speaker stated that "California legislation and the exam have not been revisited since its inception in 1991."
 - Certified Interior Design legislation is reviewed via sunset review every four years.
 - The IDEX Exam was introduced in 2009
 - Since then it has been updated after each code change.
 - Two major revisions were completed in 2014 and 2021
 - Scantron psychometricians review every exam after each testing period to authenticate the exam for validity.

- Since 2000, there have been three legislative attempts by ASID & IIDA to create a Practice Act.
- **2000** – AB 1906: This would have created a Practice Act for Interior Design and created the Board for Interior Design. The bill passed the Legislature but was vetoed by Governor Davis.
 - Governor Davis’s veto message stated: “This bill would repeal the existing private certification program for interior designers and instead would establish a new state program, the Board of Interior Design, to administer a title act that would limit the use of the term “registered interior designer.” This bill creates a new regulatory program for an industry where there is no 5 demonstrated consumer harm. The creation of a new regulatory program a new state agency at a time when the Legislature is eliminating licensing boards and streamlining regulatory programs is inappropriate. Additionally, this bill does not provide for adequate start-up funding and **is unclear as to what, if any, consumer protection would be served. Government intervention in a marketplace should be reserved for cases where there is consumer harm.**”
- **2008** – SB 1312: This bill would have created a Practice Act for “Registered Interior Designers” and would have created a “Registered Interior Design Committee” under the CA Architects Board. SB 1312 passed the Senate policy and fiscal committees but did not have the votes to pass the State Senate, where it died.
- **2012** – AB 2482: This bill would have created a Practice Act for “Registered Interior Design” and would have created the California Registered Interior Design Board. AB 2482 was never heard or brought up for a vote, as it did not have the votes to pass its first committee.
- While interior designers may choose to practice commercial design, like architecture there is not definitive separation between commercial and residential design.
 - There is no separate formal education for a commercial designer vs. a residential designer.
 - Both commercial and residential designers practice in the code environment, albeit at different levels, the interior design profession as a whole deals with building codes.
 - There is no barrier to moving from one discipline to the other. In 2008 during the recession many out-of-work residential designers found work in the commercial field. During the recent COVID pandemic, while many offices were shutting down, displaced commercial designers practiced residential design.
- CCIDC effectively continues to represent the design profession as a whole, including commercial designers.
 - If IIDA’s intentions are to better serve Commercial Designers, they would work with CCIDC and support the changes to the current legislation requested by CCIDC.
 - These language changes will clarify for Building Officials the type of work that is currently in the scope of the interior design profession.
 - These language changes would reduce the issues faced with plan submission, allowing all commercial designers to submit non-seismic/non-structural drawings without refusal for an architect’s stamp.
 - These language changes would align Senator Craven’s initial intent for the Title Act with the work performed by thousands of interior designers in California, daily (See Attachment E).
 - These language changes would prove that California is at the forefront of the design profession. Enabling California to be leaders in the field of interior design.

ATTACHEMENTS

Attachments are documentation to further support the responses of CCIDC.

Attachment A

CCIDC's Guide to the Bagley Keene Act

A BRIEF GUIDE TO THE BAGLEY-KEENE OPEN MEETING ACT

The CCIDC Board of Directors (“Board”) is subject to the Bagley-Keene Open Meeting Act (“the Act” or “the Bagley-Keene Act”). The Act requires the Board’s meetings to be open to the public.¹ While operating under the requirements of the Act can sometimes be frustrating, such openness is essential for public transparency.

B. Meetings Subject To The Bagley-Keene Act

1. What is a “meeting”?

The term “meeting” under the Bagley-Keene Act has a broader definition compared to how that term is used in day-to-day language. Under the Bagley-Keene Act, a “meeting” will occur when a quorum of the Board convenes, either serially or all together in one place, to address issues under the Board’s jurisdiction.² Obviously, a meeting includes a formal gathering where members debate and vote on issues. But a meeting also includes situations where the Board merely receives information.

Issues about what constitutes a meeting often arise in the context of informal gatherings such as study sessions or pre-meeting get-togethers. The study session historically arises from a group’s desire to study a subject prior to its placement on the group’s agenda. However, if a quorum is involved, the study session should be treated as a meeting under the Bagley-Keene Act. With respect to pre-meeting briefings, such meetings may be considered “meetings” and thus open to the public.

2. Beware of emails, texts and “serial” meetings.

The Bagley-Keene Act prohibits a majority of the members of the Board from using “a series of communications of any kind...to discuss, deliberate, or take action on any item of business that is within the subject matter of “the Board.”³ A meeting held via a series of communications between members is often referred to as a “serial meeting.”

Examples of serial meetings include emails and texts exchanged between a majority of the members regarding issues before them. A serial meeting can also occur when Board Member A discusses with Board Member B an issue within the board’s jurisdiction. Board Member B then calls Board Members C and D to get their thoughts on the issue. If a majority of the board members discuss the issue in this way, the Bagley-Keene Act considers them to have held a meeting, although they did not meet in person or at the same time.

¹ The Bagley-Keene Act is codified in Government Code sections 11120-111321.

² Government Code section 11122.5.

³ Government Code section 11122.5.

In short, members of the Board must refrain from calling or otherwise contacting other members on a one-to-one basis, or conducting serial meetings, in order to discuss, deliberate, or take action outside the meeting on a matter within the Board's purview.

Additionally, members must not text or email each other during an open meeting on any matter within the Board's jurisdiction. Using electronic devices to communicate on such matters outside the public's view violates the law.

C. Notice And Agenda Requirements For Regularly Scheduled Meetings

The Board must give the public at least 10 calendar days' written notice of each meeting to be held.⁴ The notice must include the name, address, and telephone number of a person who can provide further information prior to the meeting and must contain the website address where the notice can be accessed. The notice must also be posted on the Internet at least 10 calendar days before the meeting and made available in appropriate alternate formats upon request.

The notice of each meeting must include the meeting's agenda, including all items of business to be transacted or discussed at the meeting, and must provide a brief general description of each item. The description should have enough information to allow an interested lay person to decide whether to attend the meeting or to participate in that particular agenda item. Likewise, the state body cannot add additional items to the agenda unless it provides the proper 10 days' notice.⁵

Items not included on the agenda may not be discussed, even if no action is to be taken by the Board regarding those items.

E. Voting

All voting must be made publicly. Accordingly, members may not vote by secret ballot or by proxy. Likewise, the Board must publicly report (i.e., include in the minutes) any action taken and the vote or abstention on that action of each member present for the action.⁶

⁴ Government Code section 11125, subdivision (a).

⁵ Government Code section 11125, subdivision (b). There are two rare situations in which agenda items may be added after the 10-day notice period has started to run. The first situation is when the topic the state body wishes to add would qualify as a grounds for an emergency meeting under the Bagley-Keene Act. An emergency exists in the event of a work stoppage or other activity that severely impacts public health and/or safety, or in the event of a "crippling disaster that severely impairs public health or safety or both." (Gov. Code § 11125.5(b).) The second situation occurs when there is a need for immediate action and that need came to the body's attention after the agenda was released in accordance with the 10-day notice requirement.

⁶ Government Code section 11123, subdivision (c).

F. Recording The Meetings

All recordings of meetings of the Board must be made available for public inspection under the California Public Records Act, but may be erased or destroyed 30 days after the taping or recording.

Persons attending a public meeting have a right to record the proceedings in the absence of a reasonable finding by the Board that the recording could not continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.⁷

G. No Conditions On The Public's Attendance Of Meetings

No person can be required to register or sign-in or fulfill any other condition in order to attend a public meeting of the Board. If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to persons present during the meeting, "it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document."⁸

All meetings must be accessible to persons with disabilities.⁹

H. Opportunity For Public Comment At Meetings

The Bagley-Keene Act, with limited exceptions, requires the Board to allow members of the public an opportunity to directly address the Board on each agenda item before or during the Board's discussion or consideration of the item.

Generally, if a body wishes to establish a standing rule limiting discussion of agenda items or public comment to a certain amount of time, the body may do that by adopting an administrative regulation. To this end, the Department of Consumer Affairs has a regulation regarding public comment during meetings subject to the Bagley-Keene Act. Specifically, unless otherwise allowed by the Board:

members of the public will be permitted to address the committee, panel or board prior to the committee, panel or board making any decision. Public comments will be heard in the order in which speakers sign up; limited to only agenda items; and may be no longer than five minutes in length unless otherwise permitted.¹⁰

⁷ Government Code section 11124.1, subdivision (a).

⁸ Government Code section 11124.

⁹ Government Code section 11131.

¹⁰ California Code of Regulations, title 28, section 1003.

Members of the public who use a translator must be allowed at least twice the allotted time to address the Board.

I. Disclosure Of Documents

When documents are distributed to all, or a majority of all, the members of the Board for discussion or consideration at or before a public meeting, those documents must be made available for public inspection. Generally, the records must be made available for inspection at the time of distribution to members.¹¹

If records are prepared by some other person and distributed to members of the Board during a meeting, the documents must be made available for public inspection after the meeting.¹²

The Board may not charge a fee for a notice, including the agenda, of a meeting, and may only charge fees to cover the direct reproduction costs of documents considered at the meeting.¹³

Documents distributed prior to or during a meeting must be made available upon request by persons with disability, in appropriate alternative formats. No extra charge can be imposed for putting those documents into an alternative format.

J. Penalties For Violation Of The Bagley-Keene Act

Any interested person, the Attorney General, or a district attorney could bring a court action if the Board failed to comply with the Act. In that action, the plaintiff could seek to nullify any actions the Board took without providing proper notice. If the action succeeded, the plaintiff would be entitled to attorney's fees and costs.¹⁴ Moreover, a violation of the Bagley-Keene Act done with the intention of depriving the public of information to which the member knows or has reason to know the public is entitled, constitutes a misdemeanor.¹⁵

¹¹ Government Code section 11125.1, subdivision (a).

¹² Government Code section 11125.1, subdivision (b).

¹³ Government Code section 11126.7.

¹⁴ Government Code section 11130.5.

¹⁵ Government Code section 11130.7

CCIDC Board Members Guide to the Bagley-Keene Act
Acknowledgement

Board Member Name: _____

My signature below acknowledges that I have received, read, and understand that as a Board Member of CCIDC, Inc., I will follow the guidelines of the Bagley-Keene Act, to the best of my ability.

Should I have any questions or concerns about the Bagley-Keene Act, I will contact Roze Wiebe, Executive Director of CCIDC (roze.wiebe@ccidc.org or 760.504.5161) for assistance.

Signed: _____

Date: _____

Name: _____

Board Position: _____

Professional Member:

Public Member:

Attachment B

When is a Licensed Professional Required?



WHEN IS A LICENSED PROFESSIONAL REQUIRED?

These requirements apply to building permits submitted on or after January 1, 2017.

Plans that can be prepared by an unlicensed person

Per California Business & Professions Code Sections [5537](#) & [6737](#), these four groups of structures may be designed by any person provided the wood frame structures substantially comply with current California Building Code conventional framing requirements:

1. Single-family dwellings of wood frame construction not more than two stories and basement in height.
2. Multiple dwellings containing no more than four dwelling units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
3. Garages or other structures appurtenant to buildings described under subdivision (a), of wood frame construction not more than two stories and basement in height.
4. Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

Per California Business & Professions Code Sections [5538](#) & [6745](#), the following may also be designed by any person:

5. Nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment including any nonstructural or nonseismic work necessary to provide for their installation, so long as those alterations do not change or affect the structural system or safety of the building.

Unlicensed persons may not design any building or structure component that changes or affects the safety of any building, including but not limited to, structural or seismic components. NOTE: Unlicensed designers must sign all plans (Architect's Practice Act).

Plans required to be designed by an Architect or Engineer:

The following are examples of work requiring plans which are stamped and signed by an engineer or architect registered by the State of California.

- Projects with interior or exterior structural alterations
- Interior Alteration with an occupancy change
- All Group A (Assembly) Occupancies
- All Group E (School and Day Care) Occupancies
- All Group F (Factory and Industrial) Occupancies
- All Group H (Hazardous) Occupancies
- All Group I (Industrial) Occupancies
- All Group R, Division 1,2, or 6 Occupancies
- All Group S (Storage) Occupancies
- Interior alterations with walls and partitions over 5 feet 9 inches in height or ceiling work which cover a floor areas greater than 3,000 square feet, for Groups B, S-1, S2, OR M Occupancies
- Storage racks over 8 feet in height

- Tanks and vessels
- Machinery and equipment support and anchorage, (there may be exceptions)
- Lateral force resisting systems utilizing poles embedded in the ground
- Any other project deemed by the Building Official to require professional designs by a California Registered Engineer or Architect.

Design Limitations for Professionals:

The following limitations for professionals are based on the California Health and Safety (HSC) and the Business and Professional Code (BPC). Please note that electronic signatures are accepted per California Code of regulations Title 16, Section 411.

Architects

May design any building of any type except the structural portion of a hospital (HSC section 15048 and BPC sections 5500.1 and 6737).

Landscape Architects

May not "practice, or offer to practice, architecture or engineering in any of its various recognized branches." (BPC section 5615)

Civil Engineers

May design any building except hospitals and schools (HSC section 39148, BPC sections 5537.5, 6731, 6735, and Education Code section 39148).

Structural Engineers

No limitations. May design any building of any type (BPC sections 6637.1, 6731, and 6736)

Attachment C

IIDA Membership Chart

MEMBERSHIP LEVELS

IIDA membership provides you a support network that connects you to peers, clients, and educators while offering you the opportunity to advance your career through continuing education, industry recognition, and relevant research. We work for you to advocate for design excellence, legislation, leadership, accreditation, and community outreach to increase the value and understanding of Interior Design as a profession that enhances business value and positively impacts the health and well-being of people's lives every day.

Whether you are a design professional, educator, or student, IIDA has a membership level to fit your experience!

BY THE NUMBERS (+/- 600 MEMBERS)

Membership Level	Approximate Percentage
Associate	45%
Industry	20%
Professional	15%
Student	10%
Dealer	5%
Educator	5%

PROFESSIONAL INTERIOR DESIGNER OR ARCHITECT

- Professional Interior Designers are actively engaged in the profession and are NCIDQ certified OR are actively engaged in the profession and meet additional requirements.

11:52 AM 4/11/2022

Attachment D

IIDA Letter to CCIDC Regarding Commercial Designation



INTERIOR DESIGN COALITION OF CALIFORNIA
ELEVATING THE PROFESSION OF INTERIOR DESIGN

September 20, 2017

Roze Wiebe
Executive Director
CCIDC, Inc.
California Council for Interior Design Certification
1605 Grand Avenue, Suite 4
San Marcos, CA 92078

Re: Proposal for Moving Ahead with CCIDC on New Commercial Certification:

Dear Roze,

Responding to previous conversations regarding the possible partnership between CCIDC and IDCC towards the development of a new commercial certification for interior designers, IDCC proposes the following criteria. We appreciate the ability to have this conversation, and irrespective of outcome, we are looking forward to our two organizations moving forward with goodwill and collegiality. We believe that this new certification will benefit both practitioners and consumers. The commercial certification would have no impact on current CIDs, nor would it be exclusionary in any way. Eligibility for the new certification will be based on passage of the NCIDQ in addition to a California codes test. One of our ultimate goals is to facilitate acceptance of commercial designers' plans for review with the local building officials.

Proposed Criteria for Moving Ahead with CCIDC:

- ASID and IIDA choose professional members for appointment to the CCIDC Board by next public meeting (1 per organization, to be confirmed at the end of the current members' terms)
- Two additional board members to include representatives from prominent commercial design firms, who are NCIDQ holders
- An additional board member to include one post-secondary educator from a CIDA-accredited four-year design program
- Examinations mandatory for the new certification include the NCIDQ and a California codes examination
- Timeline:
 - CCIDC will respond to IDCC regarding a decision by 10/1

- If CCIDC Board approves, marketing for the new certification will occur during October, November, and December. Marketing will occur in collaboration with ASID and IIDA, and will involve several email blasts to keep stakeholders apprised of progress
- New certification should be available, and ready for distribution, by 11/1
- By 1/1/18, the CCIDC website and bylaws should be updated, and the new members of the Board should be in place
- Current CIDs who have passed the NCIDQ will be grandfathered into the new certification
- Interior Designers who have passed the NCIDQ and have passed either the CCRE or the IDEX will also be grandfathered in
- The fee for the new two-year certification will be \$250
- If the IDEX is used as a code exam a discount will be given

I would like to reiterate my appreciation for your consideration of these criteria. We look forward to hearing from you after your Board meeting on September 23. Please do not hesitate to get back to me if you'd like clarification on any of the above items.

Regards,



Bill Weeman, IIDA, CID
President, Interior Design Coalition of California (IDCC)

Cc: Christina Marcellus
Susan Stuart
Emily Kluczynski

Attachment E

Senator Craven's Letter – Describes Intent of CID Law and Scope of Work

SACRAMENTO OFFICE
STATE CAPITOL
ENCLOSURE 25 09/81
PHONE 218-434-1211
OFFICE STAFF
2221 FAIRMOUNT AVENUE
SUITE 102
CALIFORNIA, CA 95834
PHONE 252-435-3014
FAX 252-435-3014
AREA 222-2271

Senate California Legislature



WILLIAM A. CRAVEN
SENATOR
38TH DISTRICT

VICE CHAIRMAN
COMMITTEE ON RULES

December, 1991

Dear Building Official:

In 1990, I sponsored SB 153 which was chaptered into law. It establishes Certification of Interior Designers in the State of California as a means by which the public and local building officials could easily identify competent professionals qualified to work with building, life-safety, flammability and disabled access code issues for interior spaces.

Designers who are Certified under the provisions of Chapter 3.9, Section 5800 of the Business & Professions Code have demonstrated through education, experience and examination their knowledge of the Uniform Building Code as it relates to space planning and non-structural interior construction documents.

Beginning January 1, 1992, a stamp will be issued to Certified Interior Designers which will provide quick identification when they submit their plans. Building officials will then be able to recognize Certified Interior Designers as professionals qualified to develop interior plans and specifications in accordance with health, safety and welfare guidelines.

Thank you for your cooperation.

Sincerely,

A large, stylized handwritten signature in black ink that reads "William A. Craven".

WILLIAM A. CRAVEN
Senator
38th District

WAC:sj