

CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

# SUNSET REVIEW REPORT 2025

BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM AS OF DECEMBER 15, 2025





## CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION

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# CCIDC | California Council for Interior Design Certification

## BACKGROUND INFORMATION AND OVERVIEW OF THE CURRENT REGULATORY PROGRAM

### As of 12/31/2025

#### Section 1 –

#### Background and Description of the Board and Regulated Profession

**BACKGROUND** – On January 1, 1991, Chapter 3.9, Section 5800 of the California Business and Professions Code was enacted through Senate Bill 153 (Craven). This legislation established a Title Act for “Certified Interior Designers,” outlining a framework of education and professional experience requirements. It also called for the development of a California-specific examination and defined the concept of an interior design organization to administer and enforce the Title Act.

The California interior design profession responded by forming the California Council for Interior Design Certification (CCIDC), a nonprofit public-benefit corporation established in 1991 specifically to carry out the Title Act. CCIDC is structured to function similarly to a regulatory board, with the authority to verify qualifications, administer the California-specific examination, and maintain the public registry of Certified Interior Designers (CIDs).

CCIDC's core statutory responsibilities include:

Verifying education and work experience for all certification applicants

Developing and administering a California-specific examination measuring competency with California laws and codes

Maintaining a complete and accurate database of Certified Interior Designers

Since 1991, CCIDC has certified 5,621 individuals, with 1,722 active CIDs as of December 2025. Certification numbers fluctuate due to retirement, relocation out of California, industry attrition, and economic factors.

Over the past three decades, the number of active CIDs has been influenced by several external factors, including:

- The COVID-19 pandemic and its economic impacts
- Economic recessions
- Retirement and career transitions
- Relocation outside of California
- General attrition from the profession

Between 2022 and 2025, CCIDC approved 164 new Certified Interior Designers, averaging 40 new certifications annually, a decline from 75 per year during the previous reporting period.

## **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."*

CCIDC advances this mission by:

1. **Ensuring Competency Standards**  
Certifying only those who meet statutory requirements for education, experience, and examination.
2. **Establishing Measurement Standards**  
Maintaining rigorous competency standards for both qualifying experience and examination administration.
3. **Educating and Empowering Consumers**  
Providing clear information to help consumers make informed decisions when hiring Certified Interior Designers.
4. **Supporting Interior Designers**  
Guiding candidates through certification pathways and ensuring compliance with the Title Act.
5. **Engaging the Design Community**  
Delivering presentations and outreach to students, educators, and professionals statewide.

## **HISTORY of CERTIFICATION:**

In 1986, amendments to the Architects Practice Act, specifically regarding its exemptions, significantly impacted the ability of interior designers in California to independently prepare and submit construction plans for building permits. These changes imposed unforeseen limitations on the profession, creating regulatory and financial burdens for both designers and their clients, particularly small businesses and homeowners. The result was a growing concern over the added costs of hiring licensed professionals in situations where qualified, unlicensed interior designers were fully capable of executing the work, often with greater specialization.

Recognizing the critical need for professional autonomy and public trust, the California interior design community mobilized. With support from Senator William Craven, they introduced legislation to establish a Practice Act that would license interior designers. This legislative push was reinforced by a study conducted by the California Contractors State License Board, which concluded that licensure of interior designers was both appropriate and necessary to regulate professional practice.

However, the proposed bill met resistance from the Governor, who opposed the creation of another state licensing board, citing a lack of documented consumer harm. In response, a legislative compromise was reached: the Practice Act was revised into a Title Act, allowing qualified interior designers to earn the professional title of Certified Interior Designer (CID). This designation would be administered by a non-profit organization, empowered and supported by the profession itself.

The primary purpose of the Certified Interior Designer statute was to codify a clear and measurable standard of education, experience, and examination for individuals seeking to hold themselves out as Certified Interior Designers. The statute ensured that those using the CID title had demonstrated competence in interior design practices, specifically as they relate to California building codes and the scope of work permitted under the exemptions of the Architects Practice Act.

This framework was intended to give building departments, regulatory officials, and the general public a reliable indicator of professional capability, reassuring all stakeholders that Certified Interior

Designers are properly trained and tested to perform interior design services in compliance with applicable state codes. **See Attachment E: Senator Craven's Letter to Building Officials.**

Public perception of the interior design profession remains deeply influenced by media portrayals particularly through lifestyle television programming on networks like HGTV or the DIY Network. These shows often present a stylized, entertainment-based version of the profession that focuses largely on surface aesthetics such as color palettes, furnishings, and accessories. While this decorative component is indeed part of the broader interior design field, such portrayals oversimplify and misrepresent the complexity and technical expertise required in professional practice.

Certified Interior Designers (CIDs) are highly trained design professionals who possess the ability to: Develop detailed construction drawings, Ensure plans meet building code compliance, Coordinate with building officials during the permit and inspection process, Execute projects with a focus on health, safety, and welfare standards.

The process of interior design, especially in the residential and commercial realms, involves close coordination with regulatory bodies, compliance with California's Title 24 building codes, and extensive knowledge of space planning, materials, accessibility standards, and life safety considerations. These complexities are rarely acknowledged in popular media, leading to misconceptions about the scope and rigor of the profession.

In California and beyond, many of the most respected architectural firms recognize the unique value that Certified Interior Designers bring to multidisciplinary project teams. Firms such as: Gensler (headquartered in California and one of the largest design firms globally), Perkins & Will, Disney Imagineering, HOK, LPA, and Lionakis, employ significant numbers of CIDs within their interior design departments. These professionals are not only critical to delivering high-quality, code-compliant interior environments but also provide expertise that is distinct from architectural services. For architectural firms, access to certified interior designers is essential to remain competitive, especially on projects where interiors are a defining component of the design scope.

Moreover, architectural firms that do not maintain internal interior design departments frequently partner with or subcontract to independent interior design firms, many of which are led or staffed by CIDs. This collaborative model has become the best practice in the industry, reinforcing the value and necessity of credentialed interior designers in integrated design teams.

In 2024, the CCIDC Board of Directors took formal action to amend its Bylaws and restructure the composition of its professional Board member roles. This decision was made to ensure that CCIDC accurately and equitably represents the full scope of the interior design profession in California.

Historically, professional Board members were selected as representatives from various interior design membership organizations. However, over time, several of these organizations either disbanded or experienced a decline in California-based membership. As a result, the Board encountered increasing difficulty in identifying qualified representatives to fill open seats. More significantly, the Board recognized that these organizations no longer reflected the diversity or breadth of the interior design profession in California. Many individual interior designers, including those operating small businesses or working independently, were not affiliated with such groups and remained underrepresented in the governance of the profession.

To address this imbalance and broaden representation, CCIDC adopted a new approach to Board composition. Professional Board members are now selected based on their expertise in distinct areas of interior design practice, rather than organizational affiliation. Under the revised

structure, Board members represent a range of design disciplines including residential, commercial, specialty practice areas, sustainable design, multi-disciplinary practice, and interior design education.

This inclusive and discipline-based structure ensures that all segments of the interior design profession regardless of firm size, affiliation, or specialty have a voice in the governance and oversight of the certification process. By aligning Board representation with the actual composition of the profession, CCIDC continues to advance its mission to protect the public and support the integrity of the Certified Interior Designer credential in California.

**1. Describe the make-up and functions of each of the board's committees (cf., Section 12, Attachment B).**

The California Council for Interior Design Certification (CCIDC) operates through a series of internal, non-public committees that support the effective governance, oversight, and administration of the Certified Interior Designer Title Act. These five standing committees are: Executive Committee, Compensation Committee, Marketing & Outreach Committee, Interior Design Education Committee, Compliance Committee and between 2021 and 2024 the Uniform Plan Submission Committee.

Each committee plays a distinct role in furthering CCIDC's mission to uphold professional standards and protect public health, safety, and welfare.

**Executive Committee**

The Executive Committee is composed of the duly elected officers of the Board: the Chair, Vice-Chair, Treasurer, and Secretary. This committee is responsible for managing day-to-day operational oversight and may act on behalf of the full Board when urgent decisions are required and a full board meeting cannot be immediately convened.

Operating in accordance with CCIDC's Bylaws, the Executive Committee is authorized to make decisions that preserve the integrity and operational stability of the corporation during emergency situations. It serves as the central decision-making body between regular board meetings.

**Compensation Committee**

Comprised of the Chair, Treasurer, and Secretary, the Compensation Committee is responsible for the annual performance evaluation of the Executive Director. The process includes a confidential survey of the full Board. Based on this review, the committee determines appropriate compensation and benefit adjustments, ensuring transparency, accountability, and alignment with nonprofit governance best practices.

**Marketing & Outreach Committee**

The Marketing & Outreach Committee includes one to two active board members, the Executive Director, and outside consultants as needed. Its primary responsibility is to guide outreach and communication strategies to effectively engage the public and CCIDC's key constituencies, including Certified Interior Designers (CIDs), CID candidates, Consumers and The public

Communication is facilitated through CCIDC's website ([www.ccidc.org](http://www.ccidc.org)), which features four distinct portals tailored to the needs of its core audiences. In addition, the committee oversees a highly successful education and engagement program that brings the Executive Director to interior design programs across California, delivering in-person and virtual presentations. These presentations have become integral to the curriculum at many colleges and universities offering interior design education.

Committee reports are presented three times annually during board meetings.

### **Interior Design Education Committee**

The Interior Design Education Committee consists of board members who are both Certified Interior Designers and interior design educators, along with designated staff. The committee's role is to ensure that CCIDC's examination protocols adhere to California legal and regulatory standards, specifically those codified in Business and Professions Code § 139 and overseen by the Office of Examination Resources (OPES) within the Department of Consumer Affairs.

To safeguard California consumers, the committee mandates that any examination used to qualify candidates for certification, namely the IDEX® California examination, must rigorously test on: California Building Codes, Title 24, All applicable codes and regulations relevant to interior design practice in the state

Committee updates are provided three times per year at board meetings.

### **Compliance Committee**

The Compliance Committee oversees the integrity and consistency of the CID approval process, ensuring that every candidate has met the full requirements for education, work experience, and examination before being awarded certification.

Key components of the compliance review process include: Verification of Education, Candidates must submit sealed transcripts directly from institutions, or where unavailable, alternate documentation such as diplomas, degree certificates, or translated transcripts for international or closed institutions, Verification of Work Experience, Applicants provide a verifiable resume, and, where applicable, documentation such as: Tax returns (if self-employed), Affidavits from attorneys or CPAs confirming the establishment or financial management of a design business, Verification of Examination.

Proof of passing the IDEX® California examination (administered through Measure Learning) is required. CCIDC verifies and records results, issuing formal certificates of passage to successful candidates. If a national examination is used in place of traditional education or experience documentation, candidates must supply evidence of successful completion.

All application materials are compiled by CCIDC staff and forwarded electronically to the Compliance Committee for final verification and approval typically within one to two business days after requirements are met.

A designated board member serves as the standing Compliance Committee representative, reviewing each candidate file personally. This process ensures that certification decisions are never made solely by staff or external agents, maintaining the independence and integrity of the approval process.

Successful candidates are notified via email and USPS mail, completing a transparent, consistent pathway to certification.

### **Uniform Plan Submission Committee**

Since 2021, CCIDC convened the Uniform Plan Submission Committee, which included representatives from the International Interior Design Association, American Institute of Architects California, the California Building Officials association, and the National Kitchen and Bath Association. The Committee's purpose was to strengthen the existing title act framework and

support consistent acceptance of plans prepared by interior designers across building departments.

The Committee made measurable progress in improving communication among stakeholders and in clarifying documentation expectations for plan submittals. These efforts contributed to greater consistency in plan acceptance and helped resolve misunderstandings regarding the scope of practice of Certified Interior Designers.

Committee meetings concluded in early 2024 following the introduction of legislation that sought to replace the existing title act structure with a practice act. Because the proposed legislation fundamentally altered the policy landscape under which the Committee operated, the participating organizations agreed that its work could not continue effectively while the legislation was pending. This decision was driven by procedural and policy considerations rather than any deficiency in the Committee's performance.

Despite its conclusion, the Committee achieved meaningful successes by improving coordination among the participating organizations, enhancing understanding of plan submission requirements, and contributing to more uniform acceptance of plans prepared by interior designers.

The Uniform Plan Submission Committee will be succeeded by the Advocacy Committee beginning in the first quarter of 2026.

<b>Table 1a. Attendance   Board Meetings   January 2022 Through September 2023</b>							
<b>Member Name</b>	<b>Meeting Location</b>	<b>Jan 2022</b>	<b>Jun 2022</b>	<b>Sep 2022</b>	<b>Jan 2023</b>	<b>Jun 2023</b>	<b>Sep 2023</b>
Christianne Barreto, Public Member	Zoom	A	P	P	P	P	P
George Brazil, CID, ASID	Zoom	P	P	P	P	P	P
Julissa Garcia, CID, IIDA	Zoom	-	-	A	P	P	P
Hootan Hamedani, CID, IDS	Zoom	P	P	P	P	P	P
Kathryn Hampton, CID, Independent	Zoom	-	-	-	P	P	A
Patricia Johnson, Public Member	Zoom	P	P	P	P	P	P
Carol Lamkins, CID, NKBA	Zoom	P	P	P	A	P	P
Caryn Menches, CID Education	Zoom	P	P	P	P	A	A
Deborah Ogden, CID, IFDA	Zoom	P	P	T	-	-	-
Niloofer Rezvanpoor, Public Member	Zoom	-	P	A	A	P	P
Taylor Stead, Public Member	Zoom	P	P	A	P	P	P
Linda Thomas, CID, Independent	Zoom	A	P	T	-	-	-

<b>Table 1a. Attendance   Board Meetings   January 2024 Through September 2025</b>							
<b>Member Name</b>	<b>Meeting Location</b>	<b>Jan 2024</b>	<b>Jun 2024</b>	<b>Sep 2024</b>	<b>Jan 2025</b>	<b>Jun 2025</b>	<b>Sep 2025</b>
Christianne Barreto, Public Member	Zoom	P	T	-	-	-	-
George Brazil, CID, ASID	Zoom	A	P	P	P	P	P
Gina Fabiola, CID, Residential	Zoom	-	-	-	-	P	P
Julissa Garcia, CID, IIDA	Zoom	P	P	P	P	P	P
Hootan Hamedani, CID, IDS	Zoom	A	A	A	T	-	-
Kathryn Hampton, CID, Independent	Zoom	P	P	P	P	P	P
Patricia Johnson, Public Member	Zoom	P	P	P	P	P	P
Carol Lamkins, CID, NKBA	Zoom	P	T	-	-	-	-
Caryn Menches, CID Education	Zoom	P	P	P	P	P	P
Lindsey Repp, Public Director	Zoom	-	-	-	-	P	A
Niloofer Rezvanpoor, Public Member	Zoom	A	A	A	P	V	-
Carley Roden, Public Member	Zoom	-	-	-	-	P	A
Taylor Stead, Public Member	Zoom	P	P	A	P	P	P
Sunny Zhao, Specialty Director	Zoom	-	-	-	-	-	A

**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.

<b>Table 1b. Board/Committee Member Roster</b>					
Member Name (Include any vacancies and a brief member biography)	Date First Appointed	Date Reappointed	Date Term Expires	Appointing Authority	Type (public or professional)
Christianne Barreto	9/23/2017	6/5/2021	6/8/2024	CCIDC Board	Public
George Brazil	1/11/2019	6/4/2022	6/4/2026	CCIDC Board	Professional
Gina Fabiola	6/7/2025	-	6/7/2028	CCIDC Board	Professional
Julissa Garcia	9/17/2022	6/7/2025	6/7/2028	CCIDC Board	Professional
Hootan Hamedani	1/20/2018	6/5/2021	6/8/2024	CCIDC Board	Professional
Kathryn Hampton	1/21/2023	-	5/16/2026	CCIDC Board	Professional
Patricia Johnson	6/6/2020	6/3/2023	6/3/2026	CCIDC Board	Public
Carol Lamkins	5/19/2018	6/5/2021	6/8/2024	CCIDC Board	Professional
Caryn Menches	6/5/2021	6/8/2024	6/8/2027	CCIDC Board	Public
Deborah Ogden	5/11/2019	-	6/4/2022	CCIDC Board	Professional
Lindsey Repp	6/7/2025	-	6/7/2028	CCIDC Board	Public
Niloofer Rezvanpoor	1/22/2022	-	6/7/2025	CCIDC Board	Public
Carley Roden	6/7/2025	-	6/7/2028	CCIDC Board	Public
Taylor Stead	1/21/2019	6/4/2022	6/4/2026	CCIDC Board	Public
Linda Thomas	5/19/2018	6/5/2021	1/1/2023	CCIDC Board	Professional
Sunny Zhao	6/7/2025	-	6/7/2028	CCIDC Board	Professional

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

Over the past four years, CCIDC has consistently met quorum requirements for its Board meetings. Attendance has remained strong, with nearly all Board members participating regularly and only minimal exceptions. Please refer to Attendance Table 1a above for detailed records.

To support broad participation across the state, CCIDC conducts its Board meetings via the Zoom platform. This virtual format has significantly enhanced accessibility and enabled greater engagement from Certified Interior Designers (CIDs) statewide.

**3. Describe any major studies conducted by the board (cf. Section 12, Attachment C).**

CCIDC did not conduct any major studies during this reporting period. However, the organization remains active in monitoring relevant policy developments and emerging issues within interior design regulation in California.

**4. List the status of all national associations to which the board belongs.**

CCIDC is an active member of several professional and regulatory organizations that support building code development, sustainability initiatives, and interior design legislation. These affiliations include the California Association of Local Building Officials (CALBO), the United States Green Building Council (USGBC) through participation in the Leadership in Energy and Environmental Design (LEED) program, the International Code Council (ICC), and the California Legislative Coalition for Interior Design (CLCID). Through these memberships, CCIDC remains

informed on matters of policy, innovation, education, and regulatory developments affecting the built environment and the practice of interior design in California.

Board representatives from CCIDC regularly attend the California Building Officials (CALBO) Annual Business Meeting, which is hosted each year in varying locations across the state. CCIDC has sustained consistent attendance at this annual event for approximately twenty-five years. In addition to this ongoing participation, CCIDC representatives attend monthly chapter meetings of the International Code Council (ICC) in multiple regions, including but not limited to the San Diego, Sacramento Valley, Northern California Tri-County, and Los Angeles ICC chapters. These meetings provide critical insights into evolving code interpretations and implementation practices throughout California jurisdictions.

While CCIDC maintains membership in these associations, it does not possess voting privileges within CALBO, LEED, or the ICC. Its role is observational and participatory, primarily involving attendance at educational conferences, chapter meetings, and legislative briefings relevant to its mission and regulatory responsibilities.

CCIDC does not currently participate in formal committees, workshops, working groups, or task forces organized by these national associations. Its engagement is focused on maintaining awareness of the Title Act and developments through attendance and observation rather than direct policy or standards development.

**Fiscal Issues**

**5. Is the board's fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation.**

No, this does not apply to CCIDC as we are a non-profit and a privately funded organization. As such, CCIDC does not rely on any funds from the State of California, and so does not rely on legislative appropriation for its revenues or spending authority.

**6. Using Table 2. Fund Condition, describe the board's current reserve level, spending, and if a statutory reserve level exists.**

**Fiscal Year and Financial Overview**

CCIDC operates on a calendar fiscal year, beginning on January 1st and ending on December 31st annually.

**Economic Impact and Revenue Challenges**

The economic landscape for the interior design profession in California has remained challenging since the onset of the COVID-19 pandemic. The commercial design sector continues to be significantly impacted by the widespread shift to remote work and the long-term effects of stay-at-home orders. These changes have altered the demand for commercial interior design services across the state.

In recent years, CCIDC has observed gradual fluctuations in the number of Certified Interior Designers. These changes reflect broader workforce trends, including retirements among long-tenured practitioners and the routine movement of professionals across state lines or into other occupational fields. While such shifts are expected within a maturing profession, they have contributed to modest impacts on CCIDC's overall revenue. CCIDC continues to monitor these trends to ensure that its certification program remains responsive to the evolving needs of the design community and the public it serves.

**Mitigation Efforts and Financial Stability**

To help offset losses, the implementation of the IDEX® California examination has proven beneficial. Since its introduction, the exam has attracted new candidates, helping to stabilize certification numbers and partially compensate for the decline in existing CIDs.

**Revenue Cycles and Income Variability**

It is important to note that CCIDC's certification renewal cycle follows a two-year pattern, with a higher volume of renewals occurring in odd-numbered years. This cyclical pattern has contributed to fluctuations in annual income since the organization's founding in 1992. While this variability is expected and planned for in annual budgeting, it does contribute to year-over-year differences in revenue generation.

Overall, CCIDC continues to adapt its financial strategies to maintain operational stability and uphold its mission amid ongoing industry changes.

<b>Table 2. Fund Condition</b>		(list dollars in thousands)			
	FY 2022	FY 2023	FY 2024	FY 2025	
Beginning Balance	\$72.6K	\$53.5K	\$78.3K	\$30.8K	
Revenues	\$241.6K	\$240.4K	\$232.4K	\$262.1K	
<b>Total Revenue</b>	\$314.2K	\$293.9K	\$310.7K	\$292.9K	
Budget	\$263.0K	\$241.9K	\$235.6K	\$279.5K	
Expenditures	\$260.6K	\$215.7K	\$279.9K	\$222.6K	
Loans	\$0.0	\$0.0	\$0.0	\$0.0	
Accrued Interest	\$0.0	\$0.0	\$0.0	\$0.0	
<b>Fund Balance</b>	\$53.6K	\$78.2K	\$30.8K	\$70.3K	
<b>Months in Reserve</b>	2.5	4.35	1.32	3.79	

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

As a self-funded, non-profit corporation, CCIDC cannot accept or operate under a budget deficit unless it were to secure borrowing from the private sector an action not currently under consideration. Because CCIDC does not receive public funds or rely on state allocations, its financial viability is directly tied to certification and renewal income. Should the broader U.S. economy remain in a state of prolonged stagnation or decline, CCIDC anticipates continued attrition of Certified Interior Designers in California. The rate of attrition is currently outpacing the influx of new candidates entering the certification pipeline.

To address ongoing financial challenges and improve revenue stability, CCIDC undertook a significant revision to its certification renewal structure in 2017. Historically, certification renewals were priced at a flat fee of \$250.00, inclusive of a rubber stamp and ID card. Beginning in 2017, CCIDC implemented a tiered renewal fee structure that offers Certified Interior Designers (CIDs) four renewal package options based on their individual needs and preferences. The structure is as follows: the Basic option includes only an ID card; the Digital/ID Card option provides an electronic stamp and ID card; the Rubber Stamp/ID Card option includes a physical stamp and ID card; and the Combined option includes both digital and rubber stamps along with an ID card. Prices for these tiers initially ranged from \$250.00 to \$325.00.

Effective January 1, 2022, each of these tiered renewal options was increased by \$25.00. An additional fee increase was implemented on January 1, 2025, with each renewal option increasing by \$25.00, except for those packages including a rubber stamp. Those options experienced an additional increase due to rising procurement costs associated with the production of rubber stamps.

With respect to examination fees, the cost of administering the IDEX® California examination has remained stable since its inception. However, CCIDC's third-party examination administrator, Meazure Learning, has raised the individual proctoring fee from \$82.50 to \$87.50 per candidate over the past four fiscal years reflecting a 10% increase. In 2017, CCIDC adjusted its examination fees to absorb this cost increase. The current contractual agreement with Meazure Learning is set to expire in May 2026, at which time CCIDC anticipates an increase in proctoring and administrative fees. At such time that an increase occurs, the CCIDC Board will evaluate whether an additional adjustment to the examination fee is warranted and will make a determination, during a regularly scheduled board meeting in 2026.

Since the last Sunset Review, CCIDC has undergone internal changes that include both organizational restructuring and physical relocation. In response to rising lease expenses at its previous location, CCIDC relocated its administrative office to 365 W. Second Avenue, Suite 221, Escondido, California 92025. The new location provides more favorable lease terms, enabling the organization to continue operating efficiently while maintaining a fiscally responsible posture.

These proactive financial adjustments reflect CCIDC's commitment to maintaining fiscal responsibility while ensuring continued delivery of certification services to the public and the interior design community in California.

**8. Using Table 2, Fund Condition, describe year over year expenditure fluctuations and the cause for the fluctuations.**

As certification for interior designers in California is voluntary, year-over-year fluctuations in the fund condition of CCIDC are directly influenced by broader economic conditions and trends within the interior design profession. The self-funded, non-profit nature of the organization means that financial performance is tied closely to the number of active Certified Interior Designers and the volume of new applicants and examination candidates.

One of the most significant contributing factors to recent financial fluctuations has been the lasting impact of the COVID-19 pandemic. Since 2020, the commercial interior design sector has experienced substantial and prolonged setbacks. Many employers have adopted permanent or long-term remote work policies originally instituted during the pandemic, resulting in reduced demand for commercial tenant improvements and office space reconfigurations. Consequently, many commercial properties across California remain vacant or underutilized. This has had a ripple effect across the interior design industry, leading to a marked reduction in commercial interior design activity, project volume, and, in some cases, employment opportunities for designers.

This contraction in commercial work has affected the rate of certification renewals and new certifications, particularly for those designers who primarily practiced in the commercial sector. As fewer designers pursue or maintain certification during economic downturns, CCIDC's revenue from certification and renewal fees experiences a corresponding decline. Despite these challenges, CCIDC has continued to maintain operational stability through conservative budgeting, fee structure adjustments, and the introduction of tiered renewal options designed to give Certified Interior Designers more flexibility based on their business circumstances.

These economic conditions, paired with fluctuating examination registration trends, account for the year-over-year variances in CCIDC's fund condition as shown in Table 2. As the interior design profession continues to adapt to post-pandemic, CCIDC remains committed to monitoring these trends and adjusting its operations and financial planning accordingly to preserve its long-term sustainability.

**9. Using Table 3, Expenditures by Program Component, describe the amounts and percentages of expenditures by program component, including the cause of fluctuations aside from increasing personnel costs. Provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.**

As a self-funded, non-profit certification board, CCIDC does not track expenditures by program component in the same manner as state agencies. However, for the purposes of this review,

CCIDC has compiled expenditure data using its financial records and has made reasonable internal allocations to assign costs to the appropriate program areas. Personnel Services are not tracked separately by component and are therefore included as a whole, in each applicable section.

CCIDC does not operate with enforcement authority and does not possess statutory cite and fine privileges. Consequently, the enforcement component has been removed from Table 3, as it is not applicable. Similarly, CCIDC does not manage a formal diversion program. However, in cases where a Certified Interior Designer (CID) has been disciplined for violations of the CCIDC Code of Ethics, the board's focus remains on remediation through education. In such cases, CIDs may be required to complete additional coursework in subjects such as ethics and business practices.

Due to the relatively small size of the organization and the limited financial scope of its activities, expenditures have been presented in whole dollar amounts rather than in thousands, as suggested in the instructions. OE&E is not separately categorized in CCIDC's accounting system; however, for the purposes of this report, reasonable estimates have been made to allocate operational expenditures across program areas, based on the nature and purpose of the expenses.

CCIDC remains committed to transparency and fiscal responsibility in managing its operations and allocating resources efficiently in support of its certification, examination, and administrative responsibilities.

<b>Table 3. Expenditures by Program Component</b>								(list dollars in thousands)	
	FY 2022		FY 2023		FY 2024		FY 2025		
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	
Enforcement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Examination	INCL.	\$27.7	INCL.	\$15.5	INCL.	\$35.7	INCL.	\$7.2	
Certification	INCL.	\$86.2	INCL.	\$69.1	INCL.	\$102.5	INCL.	\$74.1	
Administration *	\$146.7	N/A	\$131.1	N/A	\$141.7	N/A	\$141.3	N/A	
DCA Pro Rata	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Diversion (if applicable)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<b>TOTALS</b>	<b>\$146.7</b>	<b>\$113.9</b>	<b>\$131.1</b>	<b>\$84.6</b>	<b>\$141.7</b>	<b>\$138.2</b>	<b>\$141.3</b>	<b>\$81.3</b>	

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

**10. Describe the amount the board has spent on business modernization, including contributions to the BreEze program, which should be described separately.**

CCIDC is a non-profit and privately funded organization. As such, it does not contribute to, nor does it receive funding from, the Department of Consumer Affairs (DCA) or its BreEze program. Accordingly, the Board has not been assessed any anticipated BreEze costs from the DCA.

Although CCIDC has no financial involvement with the BreEze program, the organization has independently invested in business modernization to improve efficiency, accessibility, and service delivery for candidates and certificate holders. These modernization efforts include technological upgrades and procedural improvements that support CCIDC's administrative functions.

Electronic Application System: CCIDC has implemented a fully electronic application system that allows candidates to complete and submit all required forms online through the CCIDC website. This change has reduced processing times, improved record accuracy, and increased convenience for applicants.

Virtual and Remote Meeting Capabilities: CCIDC has expanded its capacity to conduct Board and committee meetings through virtual platforms such as Zoom. The use of virtual meetings enhances public accessibility, reduces travel related costs, and supports broader participation. These activities constitute business modernization because they represent a shift to more efficient and technology-enabled operating practices.

Relocation of Headquarters: While the relocation of CCIDC headquarters was primarily an administrative and operational decision, certain aspects of the move support modernization. These include improvements to workspace technology, updated communication infrastructure, and more efficient office operations. To the extent that the new location enhanced technological capacity or operational efficiency, it may be considered part of broader business modernization efforts.

Additional Technological and Procedural Enhancements: CCIDC continues to evaluate and implement improvements to its internal processes, including upgraded data management tools, streamlined workflows, and enhanced website functionality. These upgrades support the organization's goal of maintaining efficient, modern, and secure administrative systems.

In summary, while CCIDC has not participated financially in the DCA's BreEZe program, the organization has invested in a range of independent modernization initiatives that strengthen operational efficiency and improve service delivery.

**11. Describe Certification renewal cycles and the history of fee changes over the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citations) for each fee charged by the board.**

The certification renewal cycle for Certified Interior Designers is biennial. At the inception of the California Council for Interior Design Certification (CCIDC) in 1992, the certification fee for both the initial two-year period and subsequent two-year renewals was established at two hundred dollars (\$200). This fee remained unchanged for sixteen years until it was increased to two hundred fifty dollars (\$250) in 2008. In January 2023, the certification and renewal fee were increased to two hundred seventy-five dollars (\$275), and on January 1, 2025, an additional increase of twenty-five dollars (\$25) was implemented, bringing the current fee to three hundred dollars (\$300).

Due to the rising costs associated with production materials, the fee for the Certified Interior Designer rubber stamp was increased by fifty dollars (\$50) effective January 1, 2025. The IDEX® California examination registration fee is currently set at six hundred dollars (\$600), which remains substantially lower than the fees associated with national interior design examinations, most of which exceed one thousand dollars (\$1,000).

The one-time-only IDEX® application fee was originally established at one hundred fifty dollars (\$150) in 1992. This fee remained unchanged until January 1, 2025, when it was raised to two hundred dollars (\$200). A one-hundred-dollar (\$100) discount is available to candidates who provide documented proof of successfully passing a recognized national interior design or architectural examination.

This most recent increase was necessitated in part by rising administrative and operational costs associated with the IDEX® California examination, as well as anticipated costs related to required revisions of the exam. In preparation for the upcoming update to the California Building Code, which will take effect on January 1, 2026, the IDEX® California Exam will undergo content revisions to ensure compliance with and inclusion of the revised code provisions. The development, validation, and administration of these updates have introduced additional financial obligations, which have been factored into the 2025 fee adjustment.

In May 2016, the CCIDC Board, by unanimous motion, established an additional entry pathway known as Path 3. This pathway provides a one-hundred-dollar (\$100) application discount and recognizes candidates who have passed a qualifying national examination by waiving certain documentation requirements that are otherwise necessary. In November 2017, the Board unanimously approved the creation of Path 4, which offers an additional route for those candidates seeking the Commercial Designation. Path 4 mirrors the requirements of Path 3 but includes the additional requirement of completing five specific International Code Council (ICC) courses that are tailored to the practice of Certified Interior Designers.

In May 2017, the CCIDC Board approved the creation of the Emeritus certification category. This category is intended for Certified Interior Designers who are aged sixty-two (62) or older and are contemplating retirement from active practice. The Emeritus designation allows these individuals to retain their certification credential without the obligation to fulfill continuing education requirements or maintain a CID stamp. The fee for Emeritus certification was originally set at one hundred fifty dollars (\$150) every two years and was increased to two hundred dollars (\$200) effective January 1, 2025.

All fees assessed by CCIDC are authorized under the CCIDC Bylaws, specifically Article V, Section 5.01.n. (See Attachment A.)

<b>Table 4. Fee Schedule and Revenue</b>							(list revenue dollars in thousands)
Fee	Current Fee Amount	FY 2022 Revenue	FY 2023 Revenue	FY 2024 Revenue	FY 2025 Revenue	% of Total Revenue	
Certification/Renewal Fee   Bi-Annual	\$275 - \$400	\$194.9K	\$203.4K	\$178.5K	\$199.2K	75.9%	
Emeritus Status Fee   Bi-Annual	\$150 - \$200	\$4.8K	\$6.3K	\$4.5K	\$8.8K	3.4%	
Penalty Late Fee   Per occurrence	\$25 - \$200	\$4.2K	\$5.3K	\$1.9K	\$2K	0.07%	
Application Fee   One time only fee	\$150 - \$200	\$6.4K	\$4.1K	\$8.6K	\$10.3K	3.9%	
IDEX® Examination Fee   Per registration	\$550 - \$600	\$31.3K	\$21.4K	\$39K	\$41.9K	16.1%	

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

CCIDC is a privately funded, non-profit organization. As such, it operates independently of the Department of Consumer Affairs (DCA) and the State of California budgetary process. Consequently, CCIDC does not receive state funds and does not submit Budget Change Proposals (BCPs) to the DCA or to the State of California during the past four fiscal years, or at any time in its history.

## Staffing Issues

### **13. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.**

CCIDC operates with a minimal and efficient staffing structure composed of two key positions: the Executive Director and the Certification Program Manager. This staffing model has proven to be both sustainable and operationally effective. There have been no staffing-related issues, such as vacancy rates, reclassification efforts, or challenges in recruitment or retention.

The Executive Director possesses extensive experience and specialized training in all organizational systems, programs, and day-to-day operational functions, including financial administration. This breadth of knowledge and capability allows the Executive Director to manage all financial recording responsibilities internally, eliminating the need for dedicated accounting staff and thus enhancing operational efficiency.

The Certification Program Manager is also well-trained and experienced in all administrative functions and software platforms utilized by the organization. This role plays a central part in the maintenance of CCIDC's daily operations, and the current staffing structure is fully capable of meeting the organization's needs with the support of advanced software systems and modern technological tools.

In terms of staffing and governance, there have been routine leadership transitions on the Board in accordance with CCIDC Bylaws. These changes occur as members reach the end of their terms or elect to step down voluntarily. Additionally, a key administrative staffing change occurred in August 2022 with the appointment of Camryn Burns as the Certification Program Manager. Ms. Burns succeeded Carley Roden, who accepted a professional opportunity outside of the organization. This transition was executed smoothly, and Ms. Burns now oversees the day-to-day certification operations.

As a self-funded, non-profit organization, CCIDC retains the ability to hire outside consultants to assist with temporary workload surges and to engage volunteers for outreach efforts, particularly those focused on consumers and students enrolled in interior design education programs. This operational flexibility further contributes to the organization's staffing stability and responsiveness.

It is important to note that CCIDC does not possess "cite and fine" authority and therefore does not require the staffing support of investigators, legal counsel, or liaison staff typically needed by regulatory agencies under the Department of Consumer Affairs (DCA).

In terms of succession planning, the Board has begun preparations for the eventual retirement of the Executive Director, although no specific date has been determined. The organization intends to establish an interim transition committee composed of current board members who will be responsible for developing a formal transition plan. At present, the most qualified internal candidate for succession is Camryn Burns, who, through her service as Certification Program Manager, has demonstrated the requisite knowledge and leadership to assume the Executive Director role when the need arises.

### **14. Describe the board's staff development efforts and the total spent annually on staff development. (cf., Section 12, Attachment D).**

At present, CCIDC does not maintain a formal or scheduled staff development program. However, the organization places strong value on professional self-improvement and continuous learning, which is actively pursued by staff through self-directed initiatives.

Staff members engage in ongoing professional development by staying current with national trends and best practices in certification and regulatory affairs. This is achieved through participation in online learning platforms, industry webinars, digital publications, social media engagement with relevant professional organizations, and monitoring advancements in certification-related technologies and processes.

While there is no designated line item for staff development in the annual budget, these learning opportunities are pursued at little to no cost to the organization. As such, annual expenditures for staff development remains minimal. Nevertheless, CCIDC remains committed to fostering a culture of professional growth and adaptability, particularly in response to emerging innovations in the fields of interior design certification and organizational administration.

**Section 3 –  
Certification Program**

**Table 6. Certified Interior Designer (CID) Population**

Status	FY 2022	FY 2023	FY 2024	FY 2025
Active <sup>1</sup>	1923	1914	1712	1722
Out-of-State	112	116	122	138
Out-of-Country	3	3	4	4
Expired	1407	1492	1485	1555
Retired	1730	1779	1849	1938
Deceased	72	72	73	76
Revoked	5	5	5	5

Note: 'Out of State' and 'Out of Country' are two mutually exclusive categories. A Certified Interior Designer (CID) should not be counted in both.

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

As a nonprofit 501(c)(3) corporation, CCIDC operates without state funding and relies entirely on application and certification fees to support its operational and programmatic functions. Consequently, financial sustainability and cash flow are directly linked to the efficiency and responsiveness of the certification process. Delays in application review or certification issuance not only disrupt candidate expectations but also affect the fiscal health of the organization. Therefore, CCIDC's performance targets are centered on timely processing, responsiveness to candidates, and ensuring strict compliance with the statutory criteria outlined in the Certified Interior Designers Title Act.

CCIDC maintains a clear performance expectation to complete all final certification approvals within one to two business days following verification that a candidate has satisfied all statutory, educational, and examination requirements. Once a candidate completes payment for the initial certification period, typically two years, they are authorized to begin using the "Certified Interior Designer" title and are issued a unique certification number. At that point, CCIDC also initiates the production and distribution of the candidate's CID stamp, identification card, and a comprehensive binder detailing professional responsibilities and program requirements.

The certification program is structured around four distinct pathways, each tailored to accommodate varying levels of education, experience, and national credentialing. Certification windows are aligned with the IDEX® California examination, which is administered twice annually in May and October with computerized exam results typically available within one to two weeks following the close of the testing period.

Path 1 candidates are those who meet the education or work experience requirements necessary to take the IDEX® California examination but have not yet completed the full work experience requirement for certification. These candidates may take the exam and are then given up to two years to complete the required experience. Once experience is verified, certification is granted typically within one week or less. The timeline for Path 1 is largely

<sup>1</sup> Active status is defined as able to practice. This includes Certifications that are renewed, current, and active.

candidate-driven and dependent on when the individual completes the outstanding requirement.

Path 2 candidates possess both the required education and work experience and must only complete the IDEX® California examination. Once exam results are released, CCIDC is notified and informs candidates promptly, generally within one day. The candidate's application file is then reviewed by the Compliance Committee to ensure statutory compliance. Upon approval, the candidate is invited to remit the initial certification fee and once paid, may immediately begin using the Certified Interior Designer title.

Path 3 candidates follow the same process as Path 2, with the key distinction that they have previously passed one of several nationally recognized interior design or architectural examinations. As a result, they are exempt from submitting documentation of education and experience because those elements are already required for eligibility to take the national examination. They are only required to submit proof of passage of the qualifying national exam. This path also includes a one-hundred-dollar discount in recognition of the expedited documentation process and professional standing.

Path 4 candidates follow the same process as Path 3, with the added requirement of completing five specialized courses on California Codes and Regulations. These courses were developed in collaboration between the International Code Council (ICC) and CCIDC and are designed to ensure competence in the specific legal and regulatory framework governing interior design practice in California.

In all cases, once a candidate has satisfied all requirements, CCIDC targets a maximum of two business days for final approval and issuance of certification. The organization continues to meet these expectations consistently. No significant delays or performance deficiencies have been reported, and CCIDC remains committed to process efficiency, candidate support, and statutory compliance. The current certification model is fully aligned with the organization's financial and administrative capabilities and reflects a successful balance between public protection and program accessibility.

**16. Using Table 7a, Certification Data by Type, describe any increase or decrease in the board's average time to process applications, administer exams and/or issue Certifications. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?**

Over the past several years, CCIDC has significantly reduced the average processing time for certification applications through the implementation of various technological and procedural enhancements. The organization has transitioned to an electronic application system that allows candidates to complete and submit all required forms online via the CCIDC website. Application materials are fillable and accessible electronically, and most supporting documentation may be scanned and submitted directly to CCIDC through email or other secure transmission methods. As a result of these modernized systems, processing times have consistently decreased and are now well within the organization's performance targets.

The only elements of the application that require original hardcopy submission are certified transcripts from educational institutions, which are preferably mailed directly to CCIDC in sealed envelopes, and the original signed copy of the CCIDC Code of Ethics and Conduct. These

requirements ensure verification and integrity of credentials while maintaining streamlined digital intake for the remainder of the application process.

The administration of the IDEX® California examination is conducted entirely online through a professional examination vendor. The exam is offered twice per year during the months of May and October and candidates are able to schedule their exam within those windows at their convenience. Examination results are returned to CCIDC within one to two weeks following the closure of the exam window. Candidates are typically notified within one business day of receipt, and upon meeting all statutory requirements, certifications are approved and issued within one to two business days.

The underlying incentive to maintain and improve processing timelines is directly tied to CCIDC's operational structure as a nonprofit organization that relies on application and certification fees to sustain its programs. Efficient processing is not only essential to meeting the expectations of certification candidates but also to maintaining consistent and predictable revenue necessary for the organization's financial viability.

There are currently no significant performance barriers impacting the certification program. However, CCIDC continues to monitor its operations closely and routinely evaluates opportunities for process improvement. Board members and staff regularly review internal workflows, examine candidate feedback, and adopt improvements that promote responsiveness and administrative efficiency. No regulatory changes or Budget Change Proposals (BCPs) have been required or pursued during this review period, and no legislative adjustments have been deemed necessary.

Looking ahead, CCIDC remains committed to leveraging digital technologies, simplifying applicant interfaces, and maintaining rigorous but efficient review standards. The organization continues to prioritize performance accountability as a core operational value and will adopt additional procedural refinements as needed to meet the evolving needs of the profession and the public it serves.

<b>Table 7a. Certification Data by Type</b>				
	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>Initial Certification Data:</b>				
Initial Certification/Initial Examination Applications Received	55	31	54	265
Initial Certification/Initial Examination Applications Approved	33	29	40	47
Initial Certification/Initial Examination Applications Closed	N/A	N/A	N/A	N/A
Certifications Issued	33	29	40	47
<b>Initial Certification/Initial Exam Pending Application Data:</b>				
Pending Applications (total at close of FY)	67	72	69	218
Pending Applications (outside of CCIDC control) *	67	72	69	218
Pending Applications (within CCIDC control) *	0	0	0	0
<b>Initial Certification/Initial Exam Cycle Time Data (WEIGHTED AVERAGE):</b>				
Average Days to Application Approval (All - Complete/Incomplete)	N/A	N/A	N/A	N/A
Average Days to Application Approval (incomplete applications) *	N/A	N/A	N/A	N/A
Average Days to Application Approval (complete applications) *	N/A	N/A	N/A	N/A
<b>Certification Renewal Data:</b>				
Certifications Renewed	760	785	632	678
* Optional. List if tracked by CCIDC.				

<b>Table 7b. Certification Denial</b>				
	FY 2022	FY 2023	FY 2024	FY 2025
Certification Applications Denied (no hearing requested)	N/A	N/A	N/A	N/A
SOIs Filed	N/A	N/A	N/A	N/A
Average Days to File SOI (from request for hearing to SOI filed)	N/A	N/A	N/A	N/A
SOIs Declined	N/A	N/A	N/A	N/A
SOIs Withdrawn	N/A	N/A	N/A	N/A
SOIs Dismissed (Certification granted)	N/A	N/A	N/A	N/A
Certification Issued with Probation / Probationary Certification Issued	N/A	N/A	N/A	N/A
Average Days to Complete (from SOI filing to outcome)	N/A	N/A	N/A	N/A

**17. How many Certifications or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.**

Over the past four years, CCIDC has not denied any certification applications based on criminal history pursuant to Business and Professions Code § 480. To date, no applications have been submitted to indicate that the applicant has been convicted of any crime. The CCIDC certification application includes a mandatory disclosure section in which candidates are required to report any criminal convictions and to sign a verification attesting to the accuracy and completeness of the information provided.

This attestation serves as a formal declaration under penalty of perjury and is part of CCIDC's commitment to maintaining professional integrity and public trust within the certification process. Should a disclosure of criminal history arise in the future, CCIDC is prepared to review such cases in accordance with the criteria and procedures established under BPC § 480 to determine whether the offense is substantially related to the qualifications, functions, or duties of a Certified Interior Designer. At this time, however, there have been no such instances.

**18. How does the board verify the information provided by the applicant?**

CCIDC employs multiple methods to verify the accuracy and authenticity of information provided by candidates during the certification application process. All educational qualifications must be substantiated through the submission of original, sealed transcripts sent directly from the institution to the CCIDC office. This may occur via physical mail or through an institution's verified electronic transcript delivery system. In cases involving foreign-educated candidates or those who attended institutions that have since closed, CCIDC may accept alternative documentation, such as unsealed transcript copies or copies of diplomas or degrees, provided the circumstances warrant such accommodation and the documentation reasonably supports the claimed education credentials.

Verification of work experience is accomplished through the submission of an online work verification form signed by an employer, tax accountant or attorney as well as a comprehensive

resume detailing the time periods for which credit is being claimed. The resume must include specific information about the nature of the work, the employer's name, the position held, and the dates of employment. Contact information for each employer including name, address, and telephone number is required to allow CCIDC to conduct independent verification. In the case of self-employment, applicants may submit redacted tax returns identifying their occupation during the relevant time frame or provide an affidavit from a licensed attorney or certified public accountant (CPA) who manages or has reviewed the candidate's business affairs, attesting to the applicant's interior design experience.

- **What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any Certifications over the last four years based on the applicant's failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?**

CCIDC does not have access to any criminal history databases and is not statutorily authorized to conduct background checks through such systems. Instead, all candidates must affirmatively respond to questions on the application concerning past felony convictions in any jurisdiction. If a conviction is disclosed, the applicant is required to provide further detail regarding the offense for consideration by the Board. To date, CCIDC has not received an application from a candidate disclosing a criminal conviction.

In addition to inquiries regarding criminal history, the application also asks whether the candidate is currently certified, licensed, or registered as an interior designer in another jurisdiction. If so, CCIDC may contact the relevant authority to inquire about the candidate's standing or disciplinary history. All applicants are required to sign the application under penalty of perjury, attesting that all information and attached documentation are true and accurate. Any willful misrepresentation or falsification may result in the denial of the application or revocation of certification, if discovered after issuance.

- **Does the board fingerprint all applicants?**

CCIDC does not fingerprint candidates. The organization does not have statutory authority to collect or process fingerprints and does not have access to federal or state fingerprint databases. Therefore, fingerprinting is neither conducted nor utilized as part of the certification process.

- **Have all current Certification been fingerprinted? If not, explain.**

As noted above, CCIDC does not have fingerprinting authority, and current CIDs have not been fingerprinted. Whether fingerprinting should be required is a policy question for legislative consideration, as it would necessitate statutory authorization and access to law enforcement systems not currently available to CCIDC.

- **Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a Certification? Renewing a Certification?**

There is no national disciplinary databank specific to the interior design profession. Neither professional associations such as the American Society of Interior Designers (ASID) and the International Interior Design Association (IIDA), nor examination administrators such as the Council for Interior Design Qualification (CIDQ), maintain any centralized disciplinary tracking system accessible to third parties. The only partial exception is the Architects Registration

Examination (ARE) administered by the National Council of Architectural Registration Boards (NCARB), which may retain records on disciplinary matters pertaining to licensed architects. However, this system does not extend to Certified Interior Designers. Accordingly, there is no national disciplinary registry for CCIDC to reference prior to issuing or renewing a certification.

- **Does the board require primary source documentation?**

Yes, CCIDC requires primary source documentation when verifying educational qualifications. Transcripts must be submitted directly to CCIDC by the candidate's educational institution, either in a sealed physical envelope or through a verified transcript email system managed by the institution. This ensures the integrity and authenticity of the educational credentials presented and is a longstanding standard in the certification process.

- **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.**

As a nonprofit 501(c)(3) organization, CCIDC does not have access to Department of Justice (DOJ) systems and is not authorized to conduct background checks or fingerprint-based criminal history reviews. Consequently, CCIDC does not submit "No Longer Interested" notifications to DOJ, either electronically or by any other means, nor does it maintain a backlog of such notifications.

CCIDC conducts its applicant review and vetting procedures independently, based on disclosures made by the candidate through the certification application. In cases where a candidate is determined to be ineligible or fails to meet the statutory requirements for certification, notification is issued promptly via email upon review of the application. This internal process ensures timely resolution and communication without the need for DOJ system access or reporting mechanisms.

## **19. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.**

CCIDC does not impose any separate or additional legal requirements on out-of-state or out-of-country candidates. All applicants, regardless of domicile or geographic origin, are subject to the same statutory requirements and certification procedures established under the Certified Interior Designers Title Act. The application process is standardized to ensure consistency and equity for all candidates, whether they reside in California, another U.S. state, or an international jurisdiction.

Candidates from out-of-state or outside the United States follow the identical pathway as California-based applicants. Education credentials must meet minimum academic standards, and international education must be evaluated by a recognized third-party credential evaluation service. Specifically, accreditation for international institutions must be verified by an entity recognized by the Council for Higher Education Accreditation (CHEA), and foreign transcripts must be submitted directly to CCIDC through a certified translation and evaluation provider. This process ensures that the academic qualifications of international applicants meet the same criteria applied to domestic candidates.

There are no residency or domicile restrictions in place, and CCIDC accepts applicants from all jurisdictions. Importantly, all candidates must successfully complete the IDEX® California examination as a condition of certification. The IDEX® California exam is designed to assess knowledge specific to California building codes, standards, and professional practice requirements and is required of all applicants, regardless of whether they have completed a national certification examination.

Since May 2020, CCIDC has offered a live remote proctoring (LRP) option for the IDEX® California examination, thereby expanding access and flexibility for candidates worldwide. Live remote proctoring utilizes secure internet-based technology and real-time monitoring to ensure exam integrity. Under this system, proctors observe test-taker behavior throughout the examination via audio, video, screen capture, and keystroke monitoring. Proctors are authorized to terminate the exam in the event of any suspicious or prohibited conduct. This solution provides candidates with 24/7 global access to the IDEX® California examination, regardless of location, while maintaining rigorous security protocols.

In addition to remote options, CCIDC's testing provider, Meazure Learning, offers in-person testing at nearly 1,000 proctored locations in over 700 cities across more than 70 countries. For candidates residing within the United States, 99 percent of individuals in the 100 most populous cities are located within 15 miles of a Meazure Learning testing center. This global reach ensures that candidates from a wide range of domestic and international locations have ample opportunity to sit for the IDEX® California examination in a secure, monitored environment.

CCIDC's consistent application of certification criteria, regardless of geographic origin, reflects its commitment to fair, merit-based credentialing while upholding public safety and professional standards specific to the practice of interior design in California.

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

CCIDC recognizes the importance of supporting military veterans in their pursuit of professional certification and is committed to ensuring compliance with applicable provisions of the Business and Professions Code relating to veterans and military personnel. Although there have been no applicants to date who have submitted military education, training, or experience as part of the certification process, CCIDC has established protocols to assess such qualifications when presented.

CCIDC does not currently include a dedicated question on its certification application specifically identifying veteran or active-duty military status. However, if a candidate includes military service under the work experience section of the application, that information is reviewed and evaluated in the same manner as any other professional experience. Time served in a relevant capacity may be considered toward meeting the work experience requirement for certification, provided the nature of the work aligns with interior design functions as defined by statute.

As of this reporting period, no candidates with a military service background have applied for certification.

(a) While CCIDC does not presently track veteran status through its application, it acknowledges the provisions of Business and Professions Code § 114.5 and will assess necessary updates to the application form and related procedures to support full compliance. The Board will review and implement any necessary changes to ensure that veteran identification is appropriately included and reported moving forward.

(b) To date, no applicants have submitted military education, training, or experience for evaluation toward certification requirements, and therefore no such qualifications have been formally accepted or denied by CCIDC.

(c) As a nonprofit organization operating under section 501(c)(3) of the Internal Revenue Code, CCIDC is not subject to the regulatory rulemaking provisions that govern state licensing boards. CCIDC does not maintain regulations that conflict with Business and Professions Code § 35. Nonetheless, the Board remains committed to ensuring that its bylaws and internal policies reflect the intent and spirit of all applicable statutes, including those related to military service, and will undertake a review of its governing documents to confirm conformance.

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

To date, no applicants have submitted military education, training, or experience for evaluation toward certification requirements, and therefore no such qualifications have been formally accepted or denied by CCIDC.

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

CCIDC has not received any requests from applicants or current Certified Interior Designers for military-related fee waivers, continuing education exemptions, or status holds pursuant to Business and Professions Code § 114.3. As a result, there has been no fiscal impact to the organization to date in relation to these provisions.

- **How many applications has the board expedited pursuant to BPC § 115.5?**

No certification applications have been expedited under the Business and Professions Code § 115.5 during the reporting period. No applicant has indicated eligibility for expedited processing under the military provisions contained in the statute.

Although CCIDC has not encountered military-related applications thus far, the Board remains prepared to evaluate and process such applications in accordance with applicable laws. It is committed to supporting pathways to certification for qualified military service members, veterans, and their spouses, and will continue to monitor application activity to ensure fair and timely consideration when applicable.

## **Examinations**

### **21. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?**

CCIDC requires all certification candidates to pass a California specific examination as a condition of certification. National examinations are not used for this purpose because they do not assess California building codes, including Title 24, nor do they measure knowledge of the statutory and regulatory framework that governs interior design practice in this state.

The required examination is the IDEX® California (Interior Design Examination), which was developed to evaluate a candidate's understanding of California laws, codes, and regulations that directly affect the health, safety, and welfare of the public. It is the only examination in the

field that tests the California Building Standards Code, Title 24, and other legal requirements unique to interior design practice in California. The exam was created in response to legislative direction and public protection mandates and has been the sole required examination for certification since 2009.

Use of a California specific examination is essential to meeting the qualifications established in Section 5800 of the Business and Professions Code. The Legislature has determined that Certified Interior Designers must demonstrate competence in California-specific professional standards. National examinations, none of which test California codes, do not satisfy this statutory purpose.

Since 2008 CCIDC has not required passage of any national interior design examination. CCIDC has never participated in the development, scoring, analysis, or administration of any national examination. The shift away from national examinations was based on the need for an assessment that measures California specific competency and the desire to avoid unnecessary financial and procedural burdens for applicants.

Following a 2006 recommendation from the Legislature's oversight committee, the CCIDC Board approved development of a comprehensive California specific exam. Effective in 2009, passage of the IDEX® California became the sole examination requirement for certification. The exam assesses knowledge of California building codes, accessibility standards, and other legal requirements governing interior design practice.

Although the IDEX® California is the only required examination, CCIDC recognizes six national examinations as an optional qualifying element during the application process. This pathway was expanded after the 2012 Sunset Review. Applicants who have passed an approved national examination receive a discount on their application fee and are exempt from providing documentation of education and experience because those prerequisites are already embedded in national exam eligibility. However, passage of the IDEX® California remains mandatory for all applicants in order to ensure proficiency in California specific requirements.

This model aligns with other California licensure systems. For example, the State Bar of California requires all attorneys, including those licensed elsewhere, to pass the California Bar Exam in order to demonstrate knowledge of state specific laws.

National examinations recognized by CCIDC include the Architects Registration Examination (ARE), the Certified Access Specialist (CASP) credential, the National Council of Building Designer Certification (NCBDC) examination, the National Council for Interior Design Qualification (NCIDQ) examination, and the Certified Kitchen and Bath Designer (CKBD) examination.

This framework ensures that all Certified Interior Designers in California possess both nationally recognized professional qualifications and the California specific regulatory knowledge necessary to practice competently and responsibly.

Additional detail on examination history and structure is provided in Section 1, Items 5d and 5e of this report, and in Attachment H, the Examination Fact Sheet, located in Section 11.

- 22. What are pass rates for first time vs. retakes in the past 4 fiscal years? Please include pass rates for all examinations offered, including examinations offered in a language other than English. Include a separate data table for each language offered.**

As referenced in Table 8, the IDEX® California examination exhibits consistently high pass rates among first-time candidates over the past four fiscal years. This trend is attributable to the relatively small and highly motivated pool of examinees who undertake the examination, as well as the exam's exclusive focus on California-specific building codes and regulations. Because the IDEX® California is not a national exam but one designed exclusively for certification within California, the candidate population tends to be more focused and better prepared than those taking broader national examinations. According to the psychometricians at Meazure Learning/ProctorU, CCIDC's examination administration vendor, this pattern of higher pass rates among smaller candidate populations is consistent with national psychometric trends and does not indicate a lack of rigor in the exam itself.

The IDEX® California examination is comprehensive in scope and covers both residential and commercial building codes equally. It is divided into eleven distinct domains: 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, and Miscellaneous Code Provisions. The approximately 50/50 distribution between residential and commercial code content ensures that candidates are thoroughly evaluated across the full spectrum of interior design practice in California. This dual focus means that candidates working primarily in either residential or commercial sectors may face challenges if unfamiliar with the complementary code set. For example, a designer experienced in commercial environments may underperform in residential code areas, and vice versa, unless both are adequately studied in advance.

Over the last five years, analysis of unsuccessful attempts indicates that lack of preparation is the predominant reason for examination failure. Several third-party providers offer preparation courses specific to the IDEX® California, and CCIDC is able to determine whether a candidate enrolled in a prep course prior to their examination. This insight has helped CCIDC identify whether performance issues stem from insufficient study or lack of exposure to certain code areas. Nevertheless, some candidates opt for self-study, and preparation methods vary considerably.

To provide a clearer perspective on performance variance, Table 8 includes both high and low score ranges for each examination window. This information is intended to dispel the misconception that the exam is inherently easy. The range of scores demonstrates the exam's ability to distinguish between highly prepared candidates and those less familiar with the material. In this context, the strong performance of most candidates reflects not the simplicity of the exam, but rather the level of readiness and professionalism of those who sit for it.

In terms of examination retakes, data from the past four fiscal years indicates that retake failure rates are extremely low. Specifically, only four individuals, approximately one percent have failed the exam on their second attempt. Candidates who fail more than once are closely monitored by CCIDC. The organization performs a diagnostic review of their Domain-level scores to identify specific areas of weakness. In most cases, candidates struggle with content found in the Code-related Domains, further supporting the importance of focused and comprehensive preparation.

CCIDC maintains contact with such candidates to offer guidance on remedial strategies and exam readiness. In many instances, third-party preparatory course providers will offer

supplemental classes or remedial sessions often at reduced or no additional cost for those who have previously completed a course but did not pass the examination. Candidates are encouraged to take advantage of these resources prior to retaking the exam.

In summary, while the IDEX® California maintains high pass rates, those rates are the product of a well-prepared candidate base and a structured examination that requires familiarity with California-specific codes and standards. CCIDC continues to uphold the examination's integrity through rigorous psychometric validation conducted by Meazure Learning/ProctorU and post-examination review while supporting candidates who may require additional preparation to succeed.

<b>Table 8. Examination Data</b>				
<b>California Examination (include multiple language) if any:</b>				
FY	2022	2023	2024	2025
Certification Type	Certification	Certification	Certification	Certification
Exam Title	IDEX®	IDEX®	IDEX®	IDEX®
# of 1 <sup>st</sup> Time Candidates	54	43	69	62
Pass %	59%	63%	68%	77%
Name of OA Developer	Meazure Learning	Meazure Learning	Meazure Learning	Meazure Learning
High Score (Out of 150)	130	134	130	134
Low Score (Out of 150)	72	64	70	74

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

Yes, CCIDC utilizes computer-based testing for the IDEX® California Examination, which is the sole examination required for certification as a Certified Interior Designer in California. The exam is administered by Meazure Learning/ProctorU, a nationally recognized provider of computer-based testing and secure proctoring services.

The IDEX® California is offered during two testing windows each year: the entire month of May and the entire month of October. Candidates may schedule their examination on any day during the designated month, offering maximum flexibility to accommodate varying schedules and time zones.

Testing is available at 39 in-person test center locations throughout California and at over one hundred sites worldwide. In addition to physical testing centers, since May 2020 CCIDC has offered a live remote proctoring option that allows candidates to complete the examination from the comfort and security of their home or another approved location of their choosing. This option is especially valuable for candidates residing outside of California, those with accessibility needs, or individuals who prefer a more flexible or private testing environment.

Live remote proctoring is conducted using secure, real-time monitoring technology. Under this model, candidates are observed throughout the duration of the exam via webcam, audio, screen monitoring, and keystroke tracking. Trained proctors actively monitor behavior, and examinations may be terminated if testing protocol violations or suspicious conduct are observed. The proctoring process ensures the highest level of exam security and integrity while offering candidates the convenience of remote access.

The implementation of computer-based testing and remote proctoring reflects CCIDC's ongoing commitment to accessibility, security, and efficiency in the certification process. These advancements have allowed CCIDC to expand its reach and ensure uninterrupted exam availability, even under evolving public health or logistical challenges.

**24. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe. Has the Board approved any amendments, or is the Board considering amendments to address the hindrances presented by these statutes?**

There are no existing statutes that hinder the efficient or effective processing of certification applications or administration of the IDEX® California examination. The entire certification process is designed to be responsive, secure, and timely, and CCIDC continues to meet and exceed its internal performance benchmarks for application review and examination turnaround.

The only statutory reference directly related to the IDEX® California examination is Business and Professions Code § 139, which is cited in Section 5801.1 of the Certified Interior Designers Title Act. This statute outlines the state's examination validation policy, promulgated by AB 1105 (Chapter 67, Statutes of 1999) and administered by the Department of Consumer Affairs' Office of Professional Examination Services (OPES). Although CCIDC is not under the jurisdiction of the Department of Consumer Affairs, it voluntarily adopted and adhered to the OPES's examination development policy in the design and implementation of the IDEX® California examination.

Rather than serving as an obstacle, the OPES policy has proven to be a valuable resource in the development of a valid and defensible certification examination. CCIDC partnered with Meazure Learning (formerly Scantron Corporation) to create the IDEX® California examination, following all

guidelines set forth by the OPES, including comprehensive occupational analysis, psychometric validation, and minimum competency standards consistent with California's requirements for entry into regulated professions.

The IDEX® California examination underwent full review in 2019 following the adoption of the 2018 California Building Code. In accordance with OPES' guidelines, a task force of Subject Matter Experts (SMEs) was convened to review the exam structure, item pool, and competency areas. Based on their review, necessary updates were made to align the examination content with current code standards and professional practice in California. A second comprehensive review and revision process occurred in 2022, during which a new Exam Task Force was assembled. This group included psychometricians from Meazure Learning, Subject Matter Experts (including Certified Interior Design educators, building officials, fire marshals, architects, and engineers), and representatives from the International Code Council (ICC). ICC partnered with CCIDC to ensure that all code-based questions were written to reflect the most recent California Building Standards Code and to remain aligned with future code updates.

The IDEX® California examination is computer-based and designed to return results within one to two weeks following the close of the exam window. This allows CCIDC to make timely certification decisions without unnecessary administrative delays. The use of digital delivery and scoring platforms has further optimized examination efficiency.

It is important to note that while Business and Professions Code § 5811 was added in 2003 in response to concerns regarding the multiplicity of qualifying examinations, its intent was addressed by CCIDC in the 2012 Sunset Review Report (Section 10 – CCIDC Action and Response to Prior Sunset Issues). Section 5811 reads as follows:

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.

CCIDC complied with this requirement and submitted the mandated report. Since that time, the IDEX® California has remained the sole required examination for certification, replacing multiple prior options and thereby streamlining the certification pathway. The continued use of a single, California-specific examination has reduced confusion, standardized qualifications, and improved the administrative efficiency of the program.

Finally, CCIDC is fully compliant with Business and Professions Code § 5801.1, which outlines the examination and application criteria required for the issuance of a Certified Interior Designer stamp, and affirms the organization's role in maintaining rigorous public protection standards.

In summary, there are no existing statutory provisions that impede CCIDC's application or examination processes. To the contrary, the use of established best practices in examination development, combined with the adoption of voluntary state guidelines, has strengthened the validity, defensibility, and operational efficiency of the IDEX® California certification process.

**25. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?**

The most recent occupational analysis validating the requirement for a California-specific examination was conducted in 2022 as part of the formal update and revision process for the

IDEX® California examination. This analysis was conducted by the psychometric team at Measure Learning, CCIDC's contracted examination development and administration vendor. The occupational analysis confirmed that the examination continues to reflect the scope of practice, competencies, and code-specific knowledge required of Certified Interior Designers practicing in California.

The occupational analysis conducted in 2022 reaffirmed the need for a California-specific examination by demonstrating that national examinations do not sufficiently cover state-specific building codes, accessibility standards, and Title 24 regulations elements which are essential to protecting the health, safety, and welfare of the public in the built environment. The IDEX® California remains the only examination specifically designed to assess interior designers' knowledge of these California-specific requirements.

In accordance with the California Building Code update cycle, CCIDC plans to conduct another occupational analysis in conjunction with the next comprehensive exam review and revision. This process will coincide with the scheduled adoption of the new California Building Code, ensuring the IDEX® California continues to test for current and applicable regulatory content.

At this time, the Board has not identified any reason to eliminate or replace the IDEX® California. On the contrary, each review has reaffirmed the necessity and validity of a California-specific examination tailored to the statutory and regulatory context in which Certified Interior Designers operate. Updates and revisions are performed as needed to maintain the integrity, relevance, and legal defensibility of the exam, consistent with national psychometric standards and state guidance on professional certification testing.

## School Approvals

### **26. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?**

CCIDC is not statutorily authorized to approve or accredit educational institutions for purposes related to interior design certification. The organization does not maintain a school approval process and has no formal or informal role in evaluating or recognizing post-secondary programs.

The Bureau for Private Postsecondary Education (BPPE) operates under its own statutory mandate to oversee and approve private educational institutions in California, but CCIDC does not participate in or coordinate with BPPE in any capacity. CCIDC's certification requirements do include minimum education standards; however, these standards are met by accepting transcripts from institutions that are accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

Educational institutions that provide qualifying interior design programs must hold appropriate institutional or programmatic accreditation, but the determination of such accreditation falls outside the jurisdiction of CCIDC. Accordingly, CCIDC does not approve schools, nor does it consult or collaborate with BPPE in matters of school review or recognition.

### **27. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?**

CCIDC does not approve, accredit, or recommend interior design educational institutions. As a nonprofit certification organization, CCIDC is not statutorily authorized to serve as an accrediting

or school-approving body for educational programs. Instead, CCIDC relies on independent accreditation bodies recognized by the U.S. Department of Education to determine the legitimacy and quality of interior design programs.

Although CCIDC does not approve schools, it maintains and regularly updates a comprehensive listing of interior design programs offered throughout California. This list is publicly available on the CCIDC website and is intended as a resource for prospective interior design students, those considering entering the profession, and currently certified interior designers seeking continuing education opportunities.

To be included on the list, an educational institution must offer an interior design program accredited by a recognized accrediting agency. The primary criterion for listing is institutional or programmatic accreditation recognized by the U.S. Department of Education. CCIDC monitors this listing on a continuous basis and makes updates, as schools add or discontinue programs or undergo changes in accreditation status.

At present, there are 43 accredited interior design programs based in California, more than any other state in the country. These programs meet the educational qualifications required for certification under the Certified Interior Designers Title Act.

## **28. What are the board's legal requirements regarding approval of international schools?**

CCIDC is not legally authorized to approve or accredit educational institutions, whether domestic or international. As a nonprofit certification body, CCIDC does not hold statutory authority to approve academic programs in interior design, nor does it engage in evaluating the quality or curriculum of foreign institutions.

For international candidates, CCIDC requires that all educational credentials be evaluated through a recognized third-party credential evaluation service. The evaluation must determine that the foreign institution is accredited by the legally authorized accrediting entity in the country where the institution operates. These accrediting bodies must function under the authority of the relevant national or regional education ministry or regulatory body.

In reviewing international education for certification purposes, CCIDC relies on credential evaluation reports to verify equivalency to U.S.-based interior design education standards. This process ensures consistency and fairness while maintaining the statutory requirement that all candidates regardless of origin meet the same baseline qualifications for certification as a Certified Interior Designer in California.

## **Continuing Education/Competency Requirements**

### **29. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.**

There is no statutory requirement under the Certified Interior Designers Title Act mandating continuing education for Certified Interior Designers (CIDs). However, CCIDC has voluntarily implemented a continuing education policy through Board action to ensure that CIDs maintain professional competency and remain current with evolving standards, practices, and industry knowledge.

In accordance with CCIDC Board Policy 3.1, all Certified Interior Designers are required to complete a minimum of 1.0 Continuing Education Unit (CEU), equivalent to 10 hours of

coursework, every two years between their certification renewal dates. The subject matter of these courses must be relevant to the practice or business of interior design, though the specific content is left to the discretion of the individual designer. This flexible model supports professional growth while accommodating the diverse areas of specialization within the interior design field.

Certified Interior Designers who hold the Commercial Designation are subject to an additional requirement. Of the 10 hours of continuing education required, a minimum of 5 hours must be in code-related topics, ensuring that these professionals remain current with applicable building codes, accessibility standards, and regulatory practices specific to commercial design environments.

CCIDC accepts continuing education units from a wide range of industry-recognized sources. These include, but are not limited to, organizations affiliated with the Interior Design Continuing Education Council (IDCEC), as well as the American Institute of Architects (AIA), American Society of Interior Designers (ASID), Interior Design Society (IDS), International Furnishings and Design Association (IFDA), International Interior Design Association (IIDA), and National Kitchen and Bath Association (NKBA). Additionally, CEUs are accepted from organizations outside the traditional design sphere, including the California Building Officials (CALBO), the Construction Specifications Institute (CSI), and other accredited construction and building-industry education providers.

To further support access to continuing education, CCIDC maintains a dedicated page on its website listing available CEU opportunities, many of which are offered free of charge. These resources are regularly updated to assist Certified Interior Designers in meeting their CEU obligations with minimal financial or logistical barriers.

Since the last Sunset Review, there have been no changes to this continuing education policy. The CEU program remains an essential part of CCIDC's commitment to public protection and professional accountability, even in the absence of a statutory mandate.

Continuing Education			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Certification Audited
CID	Every 2 Years	10 Hours   1.0 CE Units	100%
CID w/ Commercial Designation	Every 2 Years	10 Hours   1.0 CE Units (5 Hours must be code related CEUs)	100%

- How does the board verify CE or other competency requirements?**  
 CCIDC has established a structured and accessible system for Certified Interior Designers (CIDs) to report and track their continuing education units (CEUs) in compliance with Board Policy 3.1. All CIDs are required to self-report their CEU activity directly to CCIDC through a secure online portal known as the CID Account system. This portal is available to each Certified Interior Designer on a 24/7 basis and is accessed through a personalized login ID and password.

Through the CID Account portal, CIDs may update their personal information including mailing and email addresses, telephone numbers, and employment details and enter or upload documentation related to their completed CEUs. Each time a CID submits or modifies information within their account, CCIDC receives an automated notification and a record of the entry.

In addition to the portal system, CCIDC maintains a separate internal tracking database where staff record and monitor CEU compliance for each individual CID. This database functions as a secondary verification tool and supports audit procedures and compliance reviews. When a CID is due for renewal, CCIDC cross-references the information in both systems to ensure that the minimum CEU requirement of 1.0 CEU (10 hours) every two years has been fulfilled. For CIDs holding the Commercial Designation, verification includes confirming that at least 5 of the 10 hours are code related.

This dual-verification approach enables CCIDC to monitor compliance efficiently while maintaining flexibility for CIDs to manage their continuing education on an ongoing basis. The system has proven effective in ensuring professional competency and accountability across the certification program.

- **Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?**

As a nonprofit 501(c)(3) organization, CCIDC does not operate under the jurisdiction of the Department of Consumer Affairs and therefore does not have access to, nor the ability to utilize, the Department's cloud-based systems for primary source verification of continuing education (CE) completion. Consequently, CCIDC does not participate in any Department-administered CE tracking or verification platforms.

Instead, CCIDC has implemented its own independent system for collecting, reviewing, and verifying CEU submissions, as described in the response to Question 31 (a). This system is specifically designed to ensure accountability and compliance within the framework of CCIDC's statutory and organizational authority, and it has proven effective in supporting the continuing education requirements outlined under Board Policy 3.1.

- **Does the board conduct CE audits of Certification? Describe the board's policy on CE audits.**

Yes, CCIDC conducts continuing education (CE) audits on all Certified Interior Designers as part of its certification renewal process. CE compliance is monitored on an ongoing basis through the organization's online CID Account portal, which serves as the official registry for each CID's continuing education activity. This system not only facilitates self-reporting by Certified Interior Designers but also enables CCIDC to receive real-time notifications of all entries, updates, or modifications made within each individual CEU account.

CCIDC policy requires that all CIDs complete a minimum of 1.0 CEU equivalent to 10 hours of continuing education within each two-year renewal cycle. Compliance with this requirement is verified by CCIDC staff during the renewal review process. Every Certified Interior Designer is audited at the time of renewal to confirm that the required CEU hours have been completed and properly recorded in the registry prior to the renewal anniversary date.

This audit policy ensures full compliance with CCIDC Board Policy 3.1 and reflects the organization's commitment to maintaining professional competency and public protection through continuous education standards.

- **What are the consequences for failing a CE audit?**

If a Certified Interior Designer (CID) fails to complete the required 1.0 CEU (10 hours) within the two-year renewal cycle, CCIDC notifies the CID of the deficiency during the renewal review process. The CID is then granted a reasonable grace period to fulfill the CEU requirement. The length of the grace period is determined on a case-by-case basis, taking into consideration the CID's individual circumstances.

The principal consequence of noncompliance is a delay in the renewal of certification. A CID who has not satisfied the continuing education requirement is not eligible to renew until the deficiency has been resolved. However, CCIDC does not immediately revoke or suspend a certification for failure to meet CEU requirements, and every effort is made to provide the CID with a fair opportunity to complete the outstanding education.

To assist CIDs in meeting this requirement, CCIDC offers a comprehensive listing of approved and recommended CEU courses on its website. This resource was established to simplify access to qualifying coursework and reduce the burden of identifying acceptable CE opportunities. The course list includes a wide range of subjects relevant to the profession and offers both paid and free options. For CIDs who may be experiencing financial hardship, numerous no-cost courses are available to ensure that cost is not a barrier to compliance.

This balanced approach reflects CCIDC's commitment to maintaining continuing education as a professional standard while offering appropriate support and flexibility to CIDs seeking to meet their renewal obligations.

- **How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?**

CCIDC conducts continuing education audits on a continuous basis as part of its standard certification renewal process. Every Certified Interior Designer (CID) is audited for CE compliance at the time of their biennial renewal. This ensures that 100 percent of CIDs are reviewed to confirm completion of the required 1.0 CEU (10 hours), including the code-related requirement for those holding the Commercial Designation, in accordance with CCIDC Board Policy 3.1.

Over the past four fiscal years, 226 CIDs failed to meet the CEU requirement during their renewal audit. These individuals have been placed in delinquent status, meaning they are not in good standing with CCIDC. CIDs in delinquent status may not renew their certification and are prohibited from using the Certified Interior Designer title or presenting themselves as certified until they have fulfilled their continuing education obligations.

While CCIDC allows for a grace period and actively works with CIDs to resolve any deficiencies, failure to complete the required CEUs within the prescribed timeframe results in a formal change in status. CCIDC continues to provide support through reminders, compliance tracking, and access to extensive listing of approved CEU opportunities, including many that are offered at no cost. Once the CE requirement is fulfilled, the CID may be reinstated and returned to good standing.

This process reinforces the importance of continued professional development while preserving the integrity of the certification program and protecting the public interest.

- **Who approves the CE courses? What is the board's course approval policy?**

CCIDC maintains a comprehensive and inclusive course approval policy that supports the continuing education needs of Certified Interior Designers (CIDs) while ensuring all coursework remains relevant to the profession and aligned with current industry standards. CCIDC accepts all continuing education courses that are approved by nationally recognized professional interior design organizations, including those affiliated with the Interior Design Continuing Education Council (IDCEC).

Additionally, CCIDC accepts CEU courses offered or approved by professional organizations related to interior design, architecture, building codes, and construction. This includes but is not limited to the American Institute of Architects (AIA), American Society of Interior Designers (ASID), Interior Design Society (IDS), International Interior Design Association (IIDA), National Kitchen and Bath Association (NKBA), and California Building Officials (CALBO). Courses offered by these organizations are recognized for their relevance and rigor in topics such as design practice, health and safety, code compliance, and professional ethics.

Many CIDs are also members of these organizations and subject to similar continuing education requirements for maintaining professional membership or affiliated credentials. CCIDC accepts those same CEUs for certification renewal purposes, thereby minimizing redundancy and promoting consistency across the profession.

This broad and practical course acceptance policy ensures that CIDs have access to high-quality educational offerings across a wide range of platforms and disciplines, while supporting the goal of continued professional competency and public protection.

- **Who approves CE providers? If the board approves them, what is the board's application review process?**

CCIDC does not approve or certify continuing education providers. Instead, its policy focuses on the relevance and appropriateness of individual courses as they relate to the practice and professional development of Certified Interior Designers (CIDs). Courses must pertain directly to interior design or to related applications that support the professional or business operations of a CID that contribute to the success and accountability of a design practice.

CCIDC accepts courses that have already been approved by recognized professional design organizations. These include, but are not limited to, the American Institute of Architects (AIA), American Society of Interior Designers (ASID), Interior Design Society (IDS), International Interior Design Association (IIDA), National Kitchen and Bath Association (NKBA), California Building Officials (CALBO), and other reputable bodies affiliated with the interior design and construction industries.

This flexible and practical approach ensures that CIDs have access to a wide variety of high-quality educational opportunities while maintaining a standard of relevance and usefulness. By focusing on course content rather than provider status, CCIDC is able to offer a broad acceptance policy that supports both technical proficiency and business acumen in the field of interior design.

- **How many applications for CE providers and CE courses were received? How many were approved?**

None, CCIDC does not approve or certify continuing education providers.

- **Does the board audit CE providers? If so, describe the board's policy and process.**

CCIDC does not audit continuing education providers.

- **Describe the board's effort, if any, to review its CE policy for the purpose of moving toward performance-based assessments of the Certified Interior Designer (CID)'s continuing competence.**

CCIDC has not adopted performance-based assessments as part of its continuing education policy, as such models are generally designed for academic or institutional learning environments such as colleges or universities as an alternative to standardized testing. These assessments are typically associated with degree or curriculum-based programs rather than post-certification professional development for voluntary credential holders.

CEUs serve as a mechanism to encourage CIDs to remain current in a rapidly changing field, adapt to new technologies and building standards, and expand their skills.

As certification under the Certified Interior Designers Title Act is voluntary, CCIDC does not act as an educator and does not provide instructional services. Its role is limited to verifying that continuing education requirements have been met in accordance with established policy. The intent of CCIDC's CEU policy is to support professional relevance, not to duplicate or replicate educational functions already provided by accredited institutions or to impose evaluative re-testing on certified professionals.

At this time, CCIDC has not identified a need to incorporate performance-based assessments into its CE framework but remains open to evaluating future developments in continuing education methodology that may align with the goals of maintaining competence and protecting the public.

**30. 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 operate a formal enforcement program because it does not possess statutory authority to cite or fine individuals. The organization has no enforcement jurisdiction under state law, as certification for interior designers in California is a voluntary title act, not a practice act. As such, individuals are not prohibited from practicing interior design or from using the generic title "interior designer," regardless of whether they are certified by CCIDC.

The only restriction imposed by statute is on the use of the protected title "Certified Interior Designer," which is governed under California Business and Professions Code §§ 5800–5812. Only individuals who meet the statutory qualifications and are certified by CCIDC may legally use this title and the associated CID designation. CCIDC's role is limited to regulating the use of this specific title by those who voluntarily submit to the certification process.

Although CCIDC does not have enforcement authority similar to regulatory boards under the Department of Consumer Affairs, it does maintain internal processes to ensure that misuse of the "Certified Interior Designer" title is monitored and addressed. In cases where individuals falsely claim certification or misrepresent their status, CCIDC may issue cease and desist letters and refer the matter to appropriate legal counsel when necessary. These measures are administrative in nature and intended to protect the integrity of the title and public trust in the credentialing system.

Because certification is voluntary and the general practice of interior design remains unregulated in California, CCIDC has no statutory mechanism or mandate to investigate unlicensed practice, impose penalties, or conduct formal disciplinary actions. Accordingly, there are no performance metrics or expectations typically associated with an enforcement program, and no deficiencies in enforcement-related performance.

**31. 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?**

As CCIDC does not possess statutory enforcement authority or cite and fine powers, it does not maintain a formal enforcement program or data reporting structure typically associated with regulatory boards. Nevertheless, CCIDC does receive, and review complaints submitted by members of the public, CIDs, and others within the interior design and construction community.

Most complaints received by CCIDC over the past several years have pertained to financial or contractual disputes between clients and interior designers. These matters typically involve disagreements over project scope, payments, timelines, or deliverables. Importantly, none of the complaints reviewed by CCIDC during this period have involved violations that posed a direct threat to public health, safety, or welfare.

In some instances, CCIDC has received complaints regarding individuals engaging in architectural or engineering work without the appropriate state licensure or practicing as

contractors without holding a valid contractor's license. In these cases, CCIDC's policy is to refer complainants to the appropriate regulatory agencies under the Department of Consumer Affairs, such as the California Architects Board, the Board for Professional Engineers, Land Surveyors, and Geologists, or the Contractors State License Board, depending on the nature of the alleged violation.

Because the certification of interior designers is governed by a voluntary title act, and not a practice act, CCIDC's role is limited to addressing issues related to misuse or misrepresentation of the "Certified Interior Designer" title. The organization does not have legal authority to investigate or take disciplinary action against individuals for unlicensed practice of interior design, architecture, or construction-related professions.

There are currently no performance backlogs, volume surges, or delays in response times, and no formal enforcement caseload exists that would necessitate tracking of closure rates or pending case ratios. As a result, there are no current performance barriers requiring internal reform or legislative intervention. However, CCIDC remains vigilant in monitoring complaints and inquiries to identify trends, educate the public, and refer matters appropriately.

While there are no current plans for regulatory changes, budget change proposals, or legislative amendments specific to enforcement, CCIDC remains open to working with the Legislature and stakeholders should new statutory authority or procedural mechanisms be deemed necessary to better support the protection of the public and the integrity of the profession.

<b>Table 9a. Enforcement Statistics (Complaints)</b>			
<b>Year</b>	<b>Number of Complaints Overall</b>	<b>Number of Complaints Against CIDs</b>	<b>Number of Complaints Against NON-CID</b>
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
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
2022	2	1	1
2023	1	1	0
2024	6	2	4
2025	0	0	0
<b>Total</b>	<b>223</b>	<b>87</b>	<b>136</b>

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

Since the last Sunset Review, CCIDC has experienced a decrease in the number of consumer complaints filed against Certified Interior Designers (CIDs). This trend reflects positively on the professional conduct and ongoing competence of those certified under the program. It also suggests that the voluntary continuing education requirement and adherence to the CCIDC Code of Ethics and Standards contribute to improved professional accountability and client satisfaction.

Since its founding in 1992, CCIDC has received a total of 223 documented formal complaints. Formal complaints are those in which the complainant has completed and submitted an official CCIDC complaint form, alleging specific violations of CCIDC's Code of Ethics and Standards. Of the 223 formal complaints on record, 87 were filed against Certified Interior Designers, while 136 were filed against individuals who were not certified by CCIDC. Although CCIDC has no jurisdiction over non-certified individuals, these complaints are retained as part of the public record because they were submitted through the formal process.

Since the last Sunset Review, only one CID has been subject to disciplinary action. In that case, the individual was placed on probation and required to complete two continuing education courses in ethics before their certification was reinstated. This reflects a significant decrease in disciplinary matters requiring formal corrective action.

In some instances, CCIDC has successfully mediated disputes, resulting in satisfactory outcomes for both the complainant and the CID. In other cases, CCIDC has provided expert testimony for legal proceedings such as depositions or small-claims court actions or has assisted parties in identifying qualified expert witnesses for litigation involving interior design practice.

When formal disciplinary action is warranted, CCIDC may require the CID to complete remedial coursework in ethics and business practices as a condition of reinstatement or resolution. All such actions are documented and made publicly available on the CCIDC website in the interest of transparency and consumer protection.

Informal or "unofficial" complaints are not included in the formal statistics, as many individuals choose not to complete the formal complaint process. Instead, they may seek advice from CCIDC, particularly in cases where the individual involved is not a Certified Interior Designer and thus outside CCIDC's jurisdiction. These inquiries are typically resolved through information-sharing and referrals to more appropriate regulatory or legal channels.

Overall, the enforcement-related data since the last review reflects a downward trend in formal disciplinary actions against Certified Interior Designers and continued public access to a clear, fair, and transparent complaint resolution process.

### **33. How are cases prioritized? What is the board's compliant prioritization policy?**

CCIDC treats all formal complaints with urgency and processes them upon receipt. Given the relatively low volume of formal complaints filed annually as reflected in the complaint data discussed above, prioritization based on severity or risk level is not generally necessary. Each complaint is reviewed individually and promptly to ensure a timely resolution and appropriate response.

All formal complaints received by CCIDC are reviewed by the CCIDC Board. These complaints must be submitted through CCIDC's official complaint process and must allege specific violations of the CCIDC Code of Ethics and Standards. Once a complaint is received and confirmed to meet the formal submission criteria, it is acknowledged, reviewed, and investigated on a case-by-case basis. Due to the manageable volume of complaints, CCIDC is able to devote focused attention to each matter without implementing a triage system for prioritization.

CCIDC does not utilize the DCA's complaint prioritization structure. Instead, CCIDC has developed internal complaint handling procedures that are tailored to the context of voluntary certification while aligning with the Department's broader consumer protection objectives. The process is designed to ensure that Certified Interior Designers (CIDs) are held to high professional and ethical standards and that consumers have access to a transparent, fair, and responsive mechanism for addressing complaints.

In rare instances where a complaint raises potentially serious concerns related to professional conduct, misrepresentation, or misuse of the Certified Interior Designer title, CCIDC takes appropriate action in accordance with its bylaws and disciplinary policies, including the potential for probation, remedial education, or suspension.

- **Please provide a brief summary of the Board's formal disciplinary process.**

When a formal complaint is received by CCIDC, the Certified Interior Designer (CID) named in the complaint is promptly notified and afforded due process. As part of that process, the CID is given the opportunity to respond in writing and to submit any supporting documentation or evidence relevant to the matter. Simultaneously, the complainant is invited to provide additional evidence or details to support their claim.

All formal complaints, along with any submitted evidence, are reviewed by the CCIDC Board at the next scheduled Board meeting. If the Board determines that further clarification is necessary, it may request interviews with one or both parties. The CCIDC Code of Ethics and Standards serves as the guiding framework for evaluating whether a violation has occurred.

If the Board concludes that no violation of the Code of Ethics has taken place, the matter is closed, and the CID is exonerated. However, if the Board finds that a violation has occurred, it determines an appropriate enforcement action based on the severity and number of violations. Possible enforcement actions include, but are not limited to, placing the CID on probation, requiring completion of additional coursework related to the violation (such as ethics or business practices), or, in cases of serious or repeated misconduct, permanent revocation of certification.

If a formal complaint involves an issue that is the subject of pending litigation, CCIDC will defer its review and take no disciplinary action until the legal proceedings have concluded, and the courts have issued a final ruling. This ensures that the due process rights of all parties are preserved and that the Board's review is not in conflict with ongoing judicial determinations.

All disciplinary actions taken by the Board are documented and posted on the CCIDC website in the interest of public transparency and to uphold the health, safety, and welfare of the public.

**34. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a Certified Interior Designer (CID). Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?**

As a nonprofit, 501(c)(3), organization, CCIDC is not subject to statutory mandates requiring the reporting of violations or legal actions by local officials, public agencies, or civil courts. There are no legislative or regulatory requirements that compel professionals, municipalities, or other governmental entities to report disciplinary, civil, or criminal actions taken against a Certified Interior Designer (CID) or any other individual using the title of interior designer.

All complaints received by CCIDC are submitted voluntarily by members of the public, clients, or colleagues who have direct knowledge of the conduct in question. CCIDC does not receive formal notifications from civil courts, law enforcement, or regulatory bodies unless such information is independently provided by the complainant or the CID involved in the matter.

As a result, there are no reporting gaps or compliance issues associated with statutory reporting requirements because none exist under current law. While this model may limit the scope of information available to CCIDC regarding civil or criminal matters involving a CID, it is consistent with the organization's role as a voluntary certification body rather than a state-enforced licensing authority.

Should the Legislature determine in the future that greater oversight or interagency reporting mechanisms are necessary, statutory authorization would be required to mandate such reporting to CCIDC or to establish a broader regulatory framework for the practice of interior design in California.

- **What is the dollar threshold for settlement reports received by the board?**

Not applicable

- **What is the average dollar amount of settlements reported to the board?**

Not applicable

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

CCIDC is a nonprofit 501(c)(3) corporation and as such, it does not operate under the enforcement authority of the Office of the Attorney General, nor does it have statutory authority to issue citations or impose fines. Accordingly, CCIDC does not enter into formal settlements, consent agreements, or monetary settlements with Certified Interior Designers (CIDs).

Because certification through CCIDC is voluntary and not a condition for practicing interior design in California, the organization's disciplinary authority is limited to actions affecting certification status, such as probation, suspension, or revocation. These actions are taken internally by the CCIDC Board following review of formal complaints and are based on violations of the CCIDC Code of Ethics and Standards.

Any remediation imposed by CCIDC such as the requirement to complete ethics or business practices coursework is non-monetary and is intended to educate and reform rather than to punish. All final disciplinary actions are recorded and made publicly accessible through the CCIDC website.

- **What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?**  
Not Applicable
- **What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?**  
Not Applicable
- **What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?**  
Not Applicable

**36. Does the board operate with a statute of limitations? If so, please describe and provide the citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?**

CCIDC operates under an internal policy that establishes a one-year statute of limitations for filing and processing formal complaints. While there is no statutory or regulatory requirement imposing this limitation, the policy serves as a practical framework to ensure timely and efficient resolution of disputes. Under this policy, complainants must not only submit a formal complaint within one year of the alleged incident but also respond to CCIDC requests for supporting documentation or evidence. Failure to respond or to provide such documentation within a reasonable time may result in the case being closed for lack of sufficient interest or cooperation.

As a nonprofit, voluntary certification board and not a state licensing agency, CCIDC does not have cite and fine authority. Therefore, its disciplinary remedies are limited to non-monetary actions, such as probation, suspension, or revocation of certification, depending on the nature and severity of the violation.

Due to the consistently low volume of formal complaints and the prompt handling of all submissions, CCIDC has not documented any cases being dismissed solely due to expiration of the one-year limitation period.

This internal policy supports administrative efficiency while also upholding fairness and due process for all parties involved.

**37. Describe the board's efforts to address uncertified activity and the underground economy.**

Certification through CCIDC is a voluntary Title Act established under the California Business and Professions Code (BPC §§ 5800–5812) and is not a condition for practicing interior design in California. As such, there is no statutory prohibition against individuals engaging in the practice of

interior design without holding certification, nor is there a statutory category of “unlicensed activity” as defined in other regulated professions.

An individual who is not certified may lawfully perform the same interior design services as a Certified Interior Designer, with one exception: only those who have met the statutory requirements for certification and have been issued a certification number by CCIDC may use the protected title “Certified Interior Designer” or the “CID” appellation. The unauthorized use of this title or designation by an uncertified person constitutes a violation of BPC § 5812, which prohibits the use of protected credentials in a manner that may mislead the public and constitutes an unfair business practice under California law.

When CCIDC becomes aware of an individual or entity unlawfully representing themselves as a Certified Interior Designer or using the CID appellation without valid certification, the Board initiates corrective action by issuing a formal “cease and desist” notice. This notice cites the applicable statute and requests the immediate removal of the protected title from any promotional, contractual, or professional materials. In most cases, this resolves the matter without the need for further escalation.

Because CCIDC does not possess cite and fine authority, its enforcement capacity is limited to the scope of its Title Act. Nevertheless, the organization remains committed to protecting the integrity of the CID title and preventing consumer confusion by actively monitoring and addressing improper title usage when it is brought to its attention.

## **Cite and Fine**

### **38. Discuss the extent to which the board utilizes cite and fine authority. Discuss any changes from the 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? Does the board have authority to issue fines greater than \$5,000? If so, under what circumstances?**

CCIDC does not have an enforcement program because it is not vested with statutory cite and fine authority under California law. Certification for interior designers under the California Business and Professions Code (BPC §§ 5800–5812) is governed by a voluntary Title Act, which provides title protection for the use of “Certified Interior Designer” and the “CID” appellation, but does not regulate the practice of interior design in general.

As such, there is no statutory authority granted to CCIDC to issue citations or impose administrative fines, and therefore, no fines have been imposed, nor has any action been taken to increase fine thresholds. This has remained unchanged since the last Sunset Review.

Because the practice of interior design remains unregulated in California apart from the protected use of the certified title, and individuals are otherwise permitted to practice interior design without certification, CCIDC’s role is limited to enforcing its Title Act provisions. This includes internal oversight of Certified Interior Designers through the Code of Ethics and Standards, and the issuance of cease-and-desist letters when unauthorized use of the CID title is discovered.

No regulatory changes have been adopted or updated by CCIDC during this review period, as the organization does not operate under formal administrative regulations pursuant to the California Administrative Procedure Act. All disciplinary processes and policy enforcement are managed internally through board-adopted policies and procedures consistent with the authority provided by statute.

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

See item #38 Above

**40. 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 #38 Above

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

See item #38 Above

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

See item #38 Above

**43. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines. If the board does not use Franchise Tax Board intercepts, describe the rationale behind that decision and steps the board has taken to increase its collection rate.**

See item #38 Above

**Cost Recovery and Restitution**

**44. 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 is not authorized to exercise statutory cite and fine authority or to pursue cost recovery or restitution under California law. Certification for interior designers in California is governed by a voluntary Title Act, as outlined in Business and Professions Code §§ 5800–5812. This legal framework provides for the certification and title protection of "Certified Interior Designers" but does not regulate the broader practice of interior design.

Accordingly, there is no mechanism by which CCIDC may recover enforcement-related costs, impose administrative penalties, or seek restitution through regulatory processes. CCIDC's oversight functions are limited to those who voluntarily obtain certification and agree to abide by the organization's Code of Ethics and Standards of Practice. Disciplinary outcomes for violations may include probation, required continuing education, suspension, or revocation of certification, but not monetary penalties.

This has remained unchanged since the last Sunset Review. Unless statutory authority is granted by the Legislature to allow for cost recovery or enforcement action, CCIDC's role will remain focused on the administration of voluntary certification and the maintenance of standards within the scope of the Title Act.

**45. 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 #44 Above

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

See item #44 Above

**47. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery. If the board does not use Franchise Tax Board intercepts, describe methods the board uses to collect cost recovery.**

See item #44 Above

<b>Table 11. Cost Recovery<sup>2</sup></b>	(list dollars in thousands)
See item #44 Above	

\* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the Certification practice act.

**48. 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 Certified Interior Designer (CID) to a harmed consumer.**

<b>Table 12. Restitution</b>	(list dollars in thousands)
See item #44 Above	

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<sup>2</sup> Cost recovery may include information from prior fiscal years.

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

CCIDC utilizes its official website at [www.ccidc.org](http://www.ccidc.org), along with a range of in-house web applications and external social media platforms including Facebook, Instagram, Twitter, and LinkedIn, to provide regular updates and maintain transparency with the public. In addition, CCIDC distributes a quarterly online newsletter, CCIDC e-News, to more than 5,000 subscribers. This publication is accessible to the general public and serves as a regular communication tool for upcoming meetings, announcements, and policy updates.

Information related to public board meetings, including dates, times, locations, and agendas, is published on the CCIDC website several months in advance and is concurrently distributed via the CCIDC e-News. Meeting materials remain on the website until the meeting date has passed, at which point they are removed to make way for information on the next scheduled meeting.

Draft meeting minutes are not posted online. CCIDC policy requires that board meeting minutes be reviewed and formally approved by the board at a subsequent, regularly scheduled board meeting. Once approved, the final meeting minutes are posted to the CCIDC website within a few days. These approved minutes are archived and remain permanently available to the general public for transparency and accountability.

In 2017, CCIDC launched a fully redesigned and modernized website to enhance user experience and improve accessibility. The updated platform incorporates video content, webinars, and links to CCIDC's official YouTube channel. The site is actively maintained and updated by CCIDC staff to ensure timely and accurate information.

The CCIDC website is integrated with a secure database that allows Certified Interior Designers to access their personal CID Accounts. Through this portal, CIDs may complete renewals, schedule and pay for examinations, register continuing education units, and update contact information. This functionality ensures that CIDs and members of the public have direct access to services and information on a 24/7 basis.

**50. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long will the archived webcast meetings remain available online?**

Since 2019, CCIDC has utilized Zoom Webinar technology to host its board meetings. This transition to a web-based platform has significantly increased participation by Certified Interior Designers throughout the state of California. The virtual format has made meetings more accessible to stakeholders who may not have otherwise been able to attend in person due to geographic or scheduling constraints.

CCIDC plans to continue offering web-based access to all future board and committee meetings through Zoom or similar technology, in order to maintain transparency, expand stakeholder engagement, and encourage broader participation in the governance process. This approach

supports CCIDC's ongoing commitment to open communication and accessibility for all Certified Interior Designers and members of the public.

**51. Does the board establish an annual meeting calendar and post it on the board's web site?**

Yes. CCIDC establishes an annual meeting calendar that includes the three regularly scheduled board meetings, which are typically held at the end of January, June, and September. This calendar is published on the CCIDC website and is regularly updated as additional board activities and events are scheduled.

To ensure broad access and public awareness, CCIDC also integrates its meeting calendar with online platforms such as Google Calendar and disseminates calendar updates through its various social media channels. This multi-platform approach helps ensure that Certified Interior Designers and the general public remain informed of upcoming meetings and organizational activities.

**52. Is the board's complaint disclosure policy consistent with DCA's Recommended Minimum Standards for Consumer Complaint Disclosure?**

As a nonprofit organization, CCIDC is not subject to DCA's formal disclosure policies. However, CCIDC's complaint disclosure policy is consistent with the principles of transparency and consumer protection outlined in the DCA's Recommended Minimum Standards for Consumer Complaint Disclosure, insofar as they are applicable.

CCIDC only discloses complaints that have resulted in a formal finding that a Certified Interior Designer has violated the CCIDC Code of Ethics and has received an enforcement action as a result. All such disclosures are made only after the completion of due process by the CCIDC Board. This includes notification to the Certified Interior Designer, the opportunity to respond with supporting evidence, full review by the Board, and a final determination.

Only those cases that result in disciplinary action such as probation, mandatory coursework, or suspension are posted to the CCIDC website for public access. This policy is designed to balance the need for public awareness and protection with fairness to the Certified Interior Designer, while upholding the integrity and ethical standards of the profession.

**• Does the board post accusations and disciplinary actions consistent with BPC § 27, if applicable?**

CCIDC does not post accusations at any stage of the complaint process. Only those complaints that result in a formal finding that a Certified Interior Designer has violated the CCIDC Code of Ethics and has received an enforcement action are disclosed to the public. Such disclosures are made only after complete due process has been afforded to the CID, including notification, the opportunity to respond with supporting documentation, and a final determination by the Board.

As a nonprofit corporation, CCIDC is not subject to Business and Professions Code § 27. However, CCIDC's public disclosure practice is consistent with the spirit of transparency and consumer protection envisioned under that section. CCIDC posts only verified and adjudicated disciplinary actions, ensuring that the information made available to the public is accurate, fair, and based on conclusive findings.

- **Does the board post complaint data on its website? If so, please provide a brief description of each data point reported on the website along with any statutory or regulatory authorization.**

CCIDC posts complaint information on its website in the interest of transparency and to inform the public of disciplinary actions taken against Certified Interior Designers. This information is made available only after full due process has been afforded and the CCIDC Board has determined that a violation of the CCIDC Code of Ethics has occurred, warranting enforcement action.

The information disclosed for each disciplinary case includes the Certified Interior Designer's name, certification number, city or region of practice, the date the complaint was filed, the date of disposition by the Board, and the current certification status. Certification status may reflect whether the CID is in good standing, on probation, suspended, or in delinquent status as a result of the disciplinary action.

There is no specific statutory or regulatory mandate requiring CCIDC to post complaint-related data. However, as a self-funded, non-profit corporation authorized by California statute to administer the Certified Interior Designers Title Act under Business and Professions Code § 5800 et seq., CCIDC considers the publication of this information to be consistent with the spirit of transparency expected of regulatory bodies. Although not governed by the Department of Consumer Affairs, CCIDC's complaint disclosure practices align with the intent of Business and Professions Code § 27 by ensuring that consumers have access to meaningful information when making decisions about hiring a Certified Interior Designer.

**53. What information does the board provide to the public regarding its Certification (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?**

CCIDC posts limited complaint-related information on its website for Certified Interior Designers who have been found, through due process, to have violated the CCIDC Code of Ethics and who have received a formal enforcement action as a result. The following data points are disclosed: Certified Interior Designer's Name, CID Number, City/Location, Complaint Date, Disposition Date, Certification Status

This information is made available to promote transparency and accountability within the profession and to inform the public of the disciplinary actions taken by the board. As a nonprofit organization, CCIDC is not subject to statutory or regulatory mandates such as those found in the Business and Professions Code; however, it maintains this disclosure policy as a matter of public interest and to uphold its mission of protecting the health, safety, and welfare of consumers through ethical interior design practice.

**54. What methods does the board use to provide consumer outreach and education?**

CCIDC utilizes a comprehensive and multi-platform approach to consumer outreach and education in support of its mission to protect the public and promote the value of Certified Interior Designers. The CCIDC website serves as a central hub of information, offering dedicated resources for consumers, Certified Interior Designers (CIDs), students, and building officials. Informational pages designed specifically for consumers include "Consumers Guide to Hiring a Certified Interior Designer," "The Difference Between a Decorator and a Designer," and "Common Mistakes When Hiring an Interior Designer." These resources help inform the public about the distinctions in design qualifications and the benefits of hiring a CID.

In addition, CCIDC provides consumer alerts, a comprehensive online complaint process, published disciplinary actions, and a consumer satisfaction survey. Consumers are also encouraged to subscribe to the CCIDC e-News, a quarterly electronic newsletter available to the general public.

The organization actively promotes interior design education by maintaining one of the most frequently visited sections of its website a comprehensive listing of all accredited interior design programs in California, complete with direct links and contact information. This page is widely utilized by prospective students, current professionals seeking continuing education, and members of the public exploring design as a profession.

Beyond its website, CCIDC conducts ongoing outreach through multiple social media platforms. Posts on topics relevant to consumer awareness and professional development are made at least three times weekly. Additionally, CCIDC runs targeted advertising campaigns each month on Google, Facebook, and Instagram to extend its educational efforts and amplify awareness of the Certified Interior Designer credential across diverse audiences in California.

**56. Discuss the prevalence of online practice and whether there are issues with uncertified activity.**

This issue does not directly apply to CCIDC as certification for interior designers in California is a voluntary credentialing program under a Title Act, and not a mandatory state licensing scheme. As such, interior designers are not prohibited from practicing based on certification status, and there are no statutory or regulatory restrictions on the mode of practice, including online platforms.

CCIDC does, however, monitor and address instances where individuals unlawfully use the title “Certified Interior Designer” or the associated appellation “CID” without having obtained or maintained valid certification through CCIDC. When such cases are identified whether on websites, social media platforms, or in marketing materials CCIDC issues formal cease-and-desist letters citing California Business and Professions Code § 5812, which prohibits the unauthorized use of the title and appellation as an unfair business practice.

- **How does the board regulate online/internet practice?**  
At present, CCIDC does not have regulatory authority over internet-based business practices and has no current plans to pursue such authority. Nevertheless, CCIDC remains vigilant in protecting the integrity of its certification title, regardless of whether misuse occurs in traditional or digital mediums.
- **How does the board regulate online/internet business practices outside of California?**  
At present, CCIDC does not have regulatory authority over internet-based business practices and has no current plans to pursue such authority. Nevertheless, CCIDC remains vigilant in protecting the integrity of its certification title, regardless of whether misuse occurs in traditional or digital mediums.
- **Does the Board need statutory authority or statutory clarification to more effectively regulate online practice, if applicable?**  
There have been no significant issues reported involving Certified Interior Designers misusing online platforms in a way that would warrant additional regulatory oversight. CCIDC will continue to monitor the evolving nature of online professional practices and will address any concerns related to title misuse through the mechanisms currently available under its statutory authority.

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

CCIDC actively contributes to workforce development within the interior design profession by offering free educational presentations to the public, students, educators, and practitioners. These presentations are designed to foster greater understanding of the Certified Interior Designer (CID) credential, promote ethical business practices, and support career readiness and professional advancement within the field.

One of the primary workforce development initiatives includes the "Ethics and Business Practices for Interior Designers" presentation. This program addresses key principles of ethical conduct, professional responsibilities, and sound business practices essential to long-term success in the interior design profession. Over the past five years, CCIDC has delivered this presentation to numerous interior design education programs and workplace groups across California, thereby supporting the development of a well-informed and ethically grounded workforce.

These outreach efforts are aligned with CCIDC's mission to protect the health, safety, and welfare of the public while ensuring that interior designers are prepared to meet the evolving demands of the profession. Through continued engagement and education, CCIDC remains committed to fostering a competent, diverse, and professionally responsible interior design community in California.

**58. Describe any assessment the board has conducted on the impact of Certification delays.**

This item is not applicable to CCIDC. As a non-profit 501(c)(3) corporation, CCIDC does not experience state-level delays, nor is it subject to the Department of Consumer Affairs' timelines.

Due to the nature of the certification process and the streamlined operations of CCIDC, including the use of electronic application submission and processing systems, application and certification processing occurs without significant delay. All efforts are made to ensure a timely turnaround, both to meet candidate expectations and to support the financial and operational sustainability of the organization. Accordingly, CCIDC has not conducted a formal assessment regarding the impact of licensing delays, as such circumstances do not apply.

**59. Describe the board's efforts to work with schools to inform potential candidates of the Certification requirements and Certification process.**

Since 2008, CCIDC has maintained an active and robust outreach program to inform prospective Certified Interior Designers particularly interior design students about the certification requirements and process under the California Title Act. This initiative was launched in parallel with the introduction of the IDEX® California examination, which serves as the sole examination requirement for certification.

CCIDC conducts ongoing outreach to all California interior design education programs and offers free presentations by CCIDC representatives. These presentations provide students with information on certification requirements, the IDEX® California examination, and pathways to becoming a certified interior designer. Informational materials and guidance are distributed to support student understanding of the certification process.

In addition to this core presentation, CCIDC also offers a more comprehensive two-hour session titled "Ethics and Business Practices for Interior Designers." This presentation educates attendees on ethical considerations and practical business knowledge essential for professional practice. Over the past five years, these presentations have been delivered in person at institutions, public agencies, and professional venues, as well as through online platforms, allowing greater flexibility and access for participants across the state.

Educational institutions, building departments, professional associations, interior design firms, student career forums, and industry-sponsored events have all participated in these sessions. Several design programs now incorporate these presentations as part of their regular curriculum. By maintaining this proactive outreach, CCIDC ensures that future professionals are well-informed and prepared to meet California's standards for certification, thereby advancing the profession and enhancing consumer protection.

**60. Describe any barriers to licensure and/or employment the board believes exist.**

One of the most significant and persistent barriers to certification and employment in the interior design profession in California is the inconsistent denial of Certified Interior Designers' legal authority to submit non-structural, non-seismic interior construction documents to local building departments for plan review and permit issuance. This authority is clearly granted under California Business and Professions Code §§ 5537, 5538, and 5805; however, numerous local jurisdictions continue to impose procedural restrictions that conflict with state law, requiring plans to be stamped solely by licensed architects or engineers even when the scope of work does not warrant such licensure.

Jurisdictions such as Los Angeles, San Francisco, San Jose, and Sacramento have repeatedly denied Certified Interior Designers access to the permitting process, thereby impeding their ability to perform duties that are legally sanctioned. In particular, Los Angeles's recent "Fast-Track Process" explicitly prohibits plan submissions that are not signed by an architect or engineer, regardless of the project's compliance with statutory exemptions.

CCIDC firmly believes that Certified Interior Designers meet the legal and professional standard of "Registered Design Professionals" as defined by the California Building Code, which includes individuals who are licensed or registered to practice their design profession under applicable state law. Certified Interior Designers meet these criteria under the Certified Interior Designers Title Act, which requires specific education, verified work experience, and passage of the IDEX<sup>®</sup> California exam.

Including Certified Interior Designers within the statutory definition of "Registered Design Professional" will provide necessary clarity and promote uniform adherence to existing law. Such legislative clarification would support fair recognition of Certified Interior Designers' qualifications, mitigate jurisdictional inconsistencies, and prevent unjust denials of legal rights to practice.

This issue also raises broader concerns regarding equity and access. The interior design profession in California is predominantly composed of women and members of the LGBTQ+ community. The artificial restrictions imposed by local jurisdictions not only limit professional opportunities but also contribute to systemic disparities in access to economic and career advancement. These barriers, whether deliberate or the result of regulatory ambiguity, are effectively discriminatory in nature.

Resolving these conflicts through legislative clarification, consistent regulatory enforcement, and administrative education are essential. By formally recognizing Certified Interior Designers as

Registered Design Professionals, California can eliminate unnecessary and exclusionary obstacles, affirm its commitment to diversity and inclusion, and ensure that consumers continue to benefit from the contributions of a highly skilled and regulated design profession.

**61. Provide any workforce development data collected by the board, such as:**

Because CCIDC is a non-profit, and independently funded organization, it does not collect workforce development data. As CCIDC is not a state licensing board and does not receive public funds, it is not mandated to track or report employment trends, labor market data, or workforce development statistics related to the interior design profession. While CCIDC maintains records of Certified Interior Designers for the purposes of certification, renewal, and continuing education compliance, it does not have the statutory authority or infrastructure to conduct statewide workforce assessments.

a. Workforce shortages

Not Applicable

b. Successful training programs.

Not Applicable

**62. What actions has the board taken to help reduce or eliminate inequities experienced by vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or otherwise avoid harming those communities?**

CCIDC has long recognized the importance of promoting equity and access within the interior design profession, particularly for historically underrepresented and marginalized communities. The profession in California is comprised largely of women and members of the LGBTQ+ community, as well as individuals from diverse socioeconomic and ethnic backgrounds. In support of these communities, CCIDC has taken numerous steps to eliminate barriers to certification and to increase accessibility to professional credentials.

One of the key actions taken by CCIDC is to maintain a voluntary certification program that is inclusive and affordable. CCIDC does not require membership in any private professional organization and keeps certification fees as low as possible. The organization offers financial incentives, such as discounted application fees for candidates who have already passed a recognized national exam, thereby reducing the cost burden on applicants who have already demonstrated their qualifications.

In addition, the IDEX® California examination, required for certification, is offered statewide and globally through both in-person testing centers and remote proctoring options. This flexible delivery model ensures that candidates in rural areas, those with limited mobility, or those without convenient access to a test center can still participate in the examination process from their location of choice.

CCIDC also engages in extensive outreach efforts to ensure equitable access to information and opportunities. These include free presentations to students at interior design programs across California, both in person and via online platforms. These presentations educate students many of whom are from low- and moderate-income backgrounds, about the path to certification, exam preparation, and career development.

Moreover, CCIDC continues to advocate for equitable recognition of Certified Interior Designers under California law. CCIDC has called for legislative clarification that Certified Interior Designers

are recognized as Registered Design Professionals under the California Building Code. This clarification would ensure consistent treatment across jurisdictions and prevent discriminatory barriers to practice, such as plan-submittal restrictions that disproportionately affect designers in marginalized communities who may lack the resources to employ a licensed architect or engineer solely for the purpose of plan stamping.

Through these efforts, CCIDC demonstrates a continued commitment to reducing inequities and expanding professional opportunities in interior design for all Californians, regardless of income level, race, ethnicity, gender identity, or geographic location.

**63. Describe how the board is participating in the development of online application and payment capability and any other secondary IT issues affecting the board.**

The California Council for Interior Design Certification (CCIDC) has demonstrated a sustained commitment to technological modernization and digital service delivery. Since 2017, CCIDC has provided a fully functional online portal that enables Certified Interior Designers (CIDs) to access and manage their certification needs through a secure digital platform. Through this portal, CIDs are able to log into their individual accounts to update their contact information, input continuing education records, and complete all necessary payment transactions related to certification, renewal, and continuing education requirements.

The implementation of this online portal has significantly improved operational efficiency, expanded access to services, and enhanced the overall user experience for CIDs statewide. The board has continued to participate in the oversight, evaluation, and enhancement of the portal's functionality to ensure it meets the evolving needs of the profession and complies with relevant regulatory and cybersecurity standards.

CCIDC maintains its Secure Software Engineering (SSE) security status, demonstrating its adherence to robust information security protocols. To further protect user data, the organization utilizes a third-party payment gateway for processing financial transactions. This gateway operates independently and does not retain any personal or financial information belonging to CIDs, thereby reducing data exposure risks and strengthening consumer protections.

In addressing secondary information technology issues, the board remains actively engaged in evaluating system performance, ensuring compliance with accessibility standards, and planning for future enhancements that may include improved reporting tools, mobile responsiveness, and expanded self-service options. These ongoing efforts reflect the board's proactive approach to technology governance and its dedication to maintaining a secure, efficient, and user-centered digital infrastructure.

**● Is the board utilizing BreZE? What Release was the board included in? What is the status of the board's change requests?**

The California Council for Interior Design Certification (CCIDC) is a non-profit, privately funded organization and is therefore not a participant in the Department of Consumer Affairs (DCA) BreZE licensing and enforcement system. As CCIDC does not receive any funding from the DCA, it does not contribute to, nor benefit from, the BreZE program. Accordingly, CCIDC was not included in any BreZE release phases and does not have any associated system change requests pending within that platform. The organization maintains its own independent online certification and payment portal, developed and maintained outside of the BreZE infrastructure.

**● If the board is not utilizing BreZE, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? Is the board currently using a bridge or workaround system?**

The California Council for Interior Design Certification (CCIDC) does not utilize the BreEZe system and has no current or planned involvement with the platform. As a non-profit and privately funded organization, CCIDC independently manages its information technology systems without reliance on BreEZe or its infrastructure.

To meet ongoing and future IT needs, CCIDC continues to invest in and maintain its dedicated online portal, which has been in operation since 2017. This portal provides Certified Interior Designers with secure access to their accounts, allowing for application processing, payment of fees, updates to contact information, and entry of continuing education requirements. The system is supported by third-party technology providers and adheres to best practices in cybersecurity, privacy protection, and user accessibility.

CCIDC is not currently using a bridge or workaround system. Its IT infrastructure is purpose-built to meet the specific administrative and operational needs of the organization. The board periodically reviews system performance and technological developments to ensure that its digital services remain effective, secure, and responsive to the needs of the profession.

## Section 9 – Board Action and Response to Prior Sunset Issues

Include the following:

- Background information concerning the issue as it pertains to the board.
- Short discussion of recommendations made by the Committees during prior sunset review.
- What action did the board take in response to the recommendation or findings made under prior sunset review.
- Any recommendations the board has for dealing with the issue, if appropriate.

### **ISSUE #1: 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.**

While inconsistent acceptance of the CID stamp by local building officials has been raised as a concern in the past, recent evidence indicates that the issue is more limited in scope than previously assumed. Since the last Sunset Review, only eight plan check denial cases have been submitted to CCIDC for review. Of these eight cases, six were successfully resolved and the previously rejected plans were ultimately accepted. Two cases remain pending, awaiting responses from the local jurisdictions involved. These outcomes suggest that most issues surrounding CID plan submissions arise not from systemic opposition, but rather from misunderstandings or lack of familiarity with the Title Act and the legal scope of Certified Interior Designers. In most cases, effective communication and targeted outreach have led to successful resolution.

A recurring rationale provided by some local jurisdictions when rejecting plans submitted by Certified Interior Designers is the assertion that only a “Registered Design Professional” may submit plans. This interpretation reflects a misunderstanding of the permissive scope granted under California's Title Act for Certified Interior Designers. While “Registered Design Professional” is a term of art found in national model building codes, it does not preclude the rights afforded to Certified Interior Designers under California law to prepare and submit non-structural, non-seismic interior design plans within the permitted scope of practice. In these instances, CCIDC has intervened through direct outreach and clarification, often resulting in reversal of the initial rejection.

Beginning in 2021, CCIDC initiated a structured stakeholder engagement effort to address such misunderstandings and foster common ground. The organization formed the Uniform Plan Submission Committee, composed of representatives from the International Interior Design Association, the American Institute of Architects – California Chapter, California Building Officials, and the National Kitchen and Bath Association. The committee was tasked with clarifying permissible scopes of work, defining the appropriate application of the CID stamp, and reinforcing the right of Certified Interior Designers to submit plans for non-structural, non-seismic work. Although the committee's work was paused in early 2024 following the introduction of a proposed regulatory practice act that lacked broad stakeholder support, CCIDC remains committed to resuming this collaborative work.

As part of its broader educational strategy, CCIDC has also maintained active participation with several local chapters of the International Code Council. Through ongoing presentations to building officials, CCIDC has helped clarify the purpose of the Title Act and the authority of Certified Interior Designers under California law. These engagements have proven to be an effective tool in

addressing misinterpretations surrounding plan submittal eligibility and advancing consistent recognition of the CID stamp.

Additionally, CCIDC operates a Plan Check Denial Review Program to provide direct support to Certified Interior Designers whose plans have been rejected. Under this program, affected individuals may submit documentation to CCIDC for evaluation. The Executive Director and/or Professional Board Members then contact the relevant jurisdiction to engage in dialogue. In most cases, this outreach has led to successful resolution. Of the seven cases reported since the last Sunset Review, five were resolved in favor of the Certified Interior Designer, and two remain pending. Resolutions have typically resulted from clarification of the Title Act, direct meetings with building officials, and, in some cases, revision of the plans when a designer had inadvertently submitted work outside the permissible scope.

Although the number of plan check denials remains low and does not indicate a widespread problem, CCIDC recognizes the importance of continued advocacy, education, and support to ensure consistent application of the Title Act across all jurisdictions. CCIDC supports the staff recommendation and remains prepared to advance a specific legislative proposal should consensus support its development. The organization's focus remains on safeguarding public health, safety, and welfare while affirming the rights and responsibilities of Certified Interior Designers under California law.

Including Certified Interior Designers within the statutory definition of "Registered Design Professional" will provide necessary clarity and promote uniform adherence to existing law. Such legislative clarification would support fair recognition of Certified Interior Designers' qualifications, mitigate jurisdictional inconsistencies, and prevent unjust denials of legal rights to practice.

## **ISSUE #2: 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.**

CCIDC actively engages in strategic planning as part of its ongoing commitment to effective governance and responsiveness to the interior design profession and the public it serves. Strategic planning is conducted annually, with a dedicated session held during the Board's January meeting each year. This annual planning structure enables the Board to assess current priorities, respond to emerging challenges, and set actionable goals that reflect the evolving needs of Certified Interior Designers and stakeholders throughout California.

In September 2017, CCIDC held a focused strategic planning meeting that brought together Certified Interior Designers, public participants, and other key stakeholders. One of the major accomplishments of that meeting was the development of the CID Commercial Designation, an important step in expanding recognition of professional interior design practice within commercial environments. The success of that initiative highlighted the value of inclusive and goal-oriented planning.

Since 2022, CCIDC's annual January strategic planning meetings have served as a cornerstone of organizational direction. This approach allows the Board to respond in real time to developments in regulation, professional practice, and stakeholder feedback. Annual planning also ensures that CCIDC remains flexible and proactive, rather than being confined to a fixed planning cycle that may not accommodate new issues or opportunities as they arise.

By reaffirming goals each year, the Board remains aligned with its mission to uphold high standards for Certified Interior Designers, protect consumer health and safety, and provide effective oversight of the certification process. The annual planning structure supports transparency, accountability, and adaptability, all of which are essential in a rapidly changing professional landscape.

CCIDC will continue to use its annual strategic planning process to identify and address key issues, including those raised during the Sunset Review process and by members of the profession, the public, and other interested stakeholders.

### **ISSUE #3: CCIDC Website | Has the Board made any effort 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 response to the need for greater accessibility, usability, and transparency, CCIDC launched a newly redesigned website in September 2017 at [www.ccidc.org](http://www.ccidc.org). The updated site was designed to be significantly more user-friendly, providing clearer navigation, expanded content, and real-time updates to better serve both Certified Interior Designers and the general public.

The website includes a secure CID Account Portal that allows Certified Interior Designers to manage their certification information online. Through this portal, CIDs can update their contact information, enter and track their continuing education units, and pay certification and renewal fees. This digital access ensures a more efficient, transparent, and self-service approach to maintaining certification status.

For new candidates, the updated website has streamlined the application process. Applicants are now able to complete the application entirely online, upload supporting documents, and track their progress through their individual accounts. This has reduced administrative delays and improved the applicant experience.

To further support accuracy and accessibility, CCIDC staff monitors the website daily for necessary updates, corrections, or enhancements. Previously, CCIDC relied on an outside webmaster to manage the site. Bringing website administration in-house has resulted in faster response times, greater control over content, and increased flexibility in implementing improvements.

CCIDC remains committed to continuous improvement. The organization regularly updates its website to reflect current policies, upcoming meetings, consumer resources, and public information. CCIDC also evaluates technological upgrades as they become available, with the goal of maintaining a modern, accessible, and informative platform for all users.

### **ISSUE #4: Succession Plan for 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 explain how it will decide on a new Executive Director. CCIDC should also explain whether or not it will need additional staff to make the transition to a new Executive Director easy and swift.**

CCIDC has a history of proactively engaging in succession planning to ensure leadership continuity and organizational stability. The most recent Executive Director transition occurred in 2017, following the planned retirement of the former Executive Director. In anticipation of that event, a transition

plan was initiated in 2015. A dedicated interim transition committee, composed of existing Board members, was formed to oversee the process. After evaluating internal candidates, the committee selected Roze Wiebe, then Administrative Director, as the most qualified successor. Her appointment became effective in June 2017 following a smooth and well-supported handoff. In conjunction with this transition, Carley Roden was recruited and trained to assume the Executive Assistant role, further supporting operational continuity.

Looking ahead, the CCIDC Board has begun internal preparations for the eventual retirement of the current Executive Director, though no specific timeline has been set. The Board intends to again establish an interim transition committee composed of current Board members to evaluate organizational needs, assess internal candidates, and oversee the transition process when the time comes.

At this time, the most qualified potential successor within the organization is Camryn Burns, who currently serves as the Certification Program Manager. Through her tenure, she has demonstrated a deep understanding of CCIDC operations, strong leadership skills, and a commitment to the mission and values of the organization. Should the need arise, she would be considered a primary candidate for the Executive Director position, subject to evaluation by the Board and the transition committee.

CCIDC does not anticipate the need for additional permanent staffing during the transition period, but the organization is prepared to utilize temporary administrative support or contract services if necessary to ensure a seamless and efficient handover. As with the 2017 transition, any future change in executive leadership will be handled with careful planning, transparent communication, and a focus on preserving the stability and effectiveness of the organization.

#### **ISSUE #5: 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.**

As a self-funded, non-profit public benefit corporation, CCIDC does not receive any public funding or allocations from the State of California. Its financial sustainability is wholly dependent on income generated from certification and renewal fees. Because of this structure, CCIDC is not permitted to operate under a budget deficit unless external borrowing from the private sector is secured, an action not currently under consideration. As a result, the organization must remain fiscally self-sufficient, even amid economic downturns or changing market conditions.

In recent years, CCIDC has observed a trend in which the attrition rate of Certified Interior Designers in California has begun to outpace the number of new candidates entering the certification pipeline. This trend is attributable, in part, to broader economic pressures and demographic shifts. Should the U.S. economy continue to experience stagnation or decline, this attrition could persist or worsen, posing a risk to long-term revenue stability.

To proactively address these financial challenges and improve revenue flexibility, CCIDC implemented a major revision to its certification renewal structure in 2017. Previously, all renewals were priced at a flat \$250.00 fee, which included a rubber stamp and ID card. Under the revised structure, CCIDC introduced a tiered renewal fee model, allowing Certified Interior Designers to select from four renewal packages according to their individual professional needs. These include:

- a Basic option (ID card only),
- a Digital/ID Card option (electronic stamp and ID card),

- a Rubber Stamp/ID Card option (physical stamp and ID card), and
- a Combined option (both stamps and an ID card).

Initial pricing for these packages ranged from \$250.00 to \$325.00. On January 1, 2022, CCIDC implemented a \$25.00 increase across each renewal tier. A subsequent increase went into effect on January 1, 2025, raising all tiers by an additional \$25.00, with higher increases applied to stamp-related packages due to the rising cost of rubber stamp procurement. These incremental adjustments have helped offset inflationary pressures and stabilize income from renewals.

Regarding examination fees, the cost to administer the IDEX® California exam has remained consistent since its launch. However, CCIDC's contracted third-party examination administrator, Meazure Learning, has increased its proctoring fee from \$82.50 to \$87.50 over the past four fiscal years, a 10% increase. Although this fee is passed directly to the candidate, CCIDC responded in 2017 by adjusting its own exam fee structure to help absorb this additional cost. The current agreement with Meazure Learning is in effect through May 2026, at which time further increases in administrative or proctoring fees may be proposed. Should that occur, the CCIDC Board will evaluate whether a corresponding exam fee adjustment is warranted, with a formal decision to be made at a regularly scheduled board meeting.

Overall, these targeted, proactive financial measures reflect CCIDC's ongoing commitment to sound fiscal stewardship. The Board continuously monitors revenue, expenses, and economic trends, and remains prepared to take further action whether through controlled spending, future fee adjustments, or administrative efficiencies to preserve service continuity and financial solvency.

#### **ISSUE #6: New Certification – Should a Separate Commercial Interior Design Category Be Created?**

**Staff Recommendation: CCIDC should explain to the Committees whether a “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.**

In 2023, the Legislature enacted Senate Bill 816 (Roth), which codified the Commercial Designation within the Certified Interior Designer (CID) Title Act. This statutory update formally recognized Certified Interior Designers who primarily practice commercial design, providing visibility for this sector while preserving the unified structure of the CID credential. The designation acknowledges professional expertise without creating a bifurcated certification system.

#### **Opposition to Further Fragmentation**

CCIDC does not support establishing a separate certification category or licensure for commercial interior design. Creating additional credentialing tracks would fragment the profession, create unnecessary regulatory complexity, and risk consumer confusion. This approach is inconsistent with comparable professions, such as architecture and engineering, which recognize specialization within a single license or credential rather than through multiple separate designations.

The strength of the profession lies in its unity. Dividing interior designers into narrowly defined certification categories would dilute professional identity, restrict cross-disciplinary practice, and create artificial barriers that could favor large corporate practices over independent or small-firm practitioners. The current framework which includes the Commercial Designation already balances professional recognition with regulatory clarity.

#### **Adaptability of the Profession**

The post-pandemic economy illustrates the importance of maintaining a unified credential. Many commercial interior designers have had to pivot to residential or mixed-use projects due to declining

demand for traditional office and commercial space. Certified Interior Designers benefit from a credential that reflects their adaptability and broad skillset, enabling them to transition across practice areas without artificial limitations. This mirrors the practice patterns in architecture and engineering, where firms commonly serve multiple market sectors under a unified license.

#### Commitment to Inclusivity and Equity

CCIDC is committed to inclusive representation across the profession, regardless of practice type, firm size, or geographic location. Its governance and certification processes ensure that both independent practitioners and those in specialized or underrepresented practice areas have a voice in policy and decision-making. This inclusivity enhances both consumer protection and professional integrity.

#### Context of Licensure Proposals

It should be noted that the statutory provisions for the Commercial Designation have been in effect for only 21 months. Despite this, the issue of state licensure was again raised in 2024 by a Chicago-based international design association. Similar licensure proposals were introduced and rejected in 1999, 2008, and 2012. While details may vary, the core issues before the Legislature remain unchanged:

#### Lack of Demonstrated Threat to Health, Safety, and Welfare

Interior design practice has not been shown to pose a risk warranting licensure.

In Nevada and Louisiana, two states with interior design practice acts, no licenses have been revoked in more than a decade.

Proponents have failed to provide empirical evidence of consumer harm. The single incident repeatedly cited a hotel fire more than 45 years ago caused by faulty electrical work in a building without sprinklers is both outdated and irrelevant under today's rigorous building codes, fire safety standards, and inspection processes.

Coupled with oversight by building departments and licensed contractors, the risk posed by interior design services remains at de minimis.

#### Plan Acceptance by Building Departments

Proponents argue that inconsistent plan acceptance by building departments justifies licensure. However, no design professional, including architects and engineers, enjoys an absolute permit privilege. Plan submissions may be rejected for reasons such as scope of practice limitations, quality or completeness of documentation, or a submitter's familiarity with local requirements. In practice, available evidence shows that categorical refusal to accept plans prepared by Certified Interior Designers is uncommon.

CCIDC's long standing Plan Check Denial Program provides direct support when questions about plan acceptance arise. Through this program, CCIDC has consistently assisted designers in resolving issues with building departments by clarifying scope of practice, addressing documentation concerns, and facilitating communication with local officials.

In reality, instances of building departments that categorically do not accept plans from CIDs are the exception, not the rule. CCIDC's Plan Check Denial Program, in place for decades, has consistently and successfully assisted designers in resolving issues when plan acceptance questions arise.

## Parity with Architects

The argument that interior designers must be licensed for parity with architects is flawed. Parity is not a function of professional title but of project delivery models. Under current law, Certified Interior Designers may serve as project-leads in design-build and other structures.

The Legislature has consistently recognized that parity arguments in support of new licensing proposals cannot substitute for the fundamental threshold of licensure: demonstrable risk to health, safety, and welfare.

## Certification as the Appropriate Regulatory Model

California's certification model for interior designers has been reviewed and reaffirmed by the Legislature multiple times. Certification assures consumers that practitioners have demonstrated competence without imposing the burdens of full licensure. This approach aligns with the continuum of regulation articulated in *A Theory of Regulation* by Robert Felmeth of the Center for Public Interest Law at the University of San Diego.

Felmeth emphasizes that licensure is justified only when "irreparable harm" to public health and safety can be demonstrated. Regulation should adopt the least disruptive mechanism necessary, ranging from disclosure and certification to, at the most invasive end, licensure. Introducing licensure for interior designers when no such harm has been established is akin to prescribing open-heart surgery for a patient who may only need an antacid. Proponents of licensure are seeking the most intrusive solution without meeting the required threshold, while a proven, effective credentialing system already exists.

Since the previous Sunset Review, CCIDC has not sponsored any legislation. However, in 2024, proposed legislation identified as RN 24 01854 (Unbacked) sought to amend Sections 5801.1 and 5811.1 and to add Chapter 3.8 (commencing with Section 5700) to Division 3 of the Business and Professions Code, relating to the creation of a practice act for Commercial Interior Designers. The proposal included a significant restructuring of existing statutory language governing the interior design profession in California.

While not initiated or endorsed by CCIDC, the proposed legislation would have far-reaching and, in CCIDC's view, harmful consequences. Among the most concerning impacts is the disruption and likely dissolution of hundreds of small businesses and corporations currently operating within the interior design profession across California. By imposing restrictive practice parameters, the measure would effectively displace many practicing Certified Interior Designers, resulting in economic harm and a corresponding reduction in tax revenue to the state at a time of significant budgetary shortfalls.

The proposal also challenges the established discretion of local building departments, which, under existing law, retain the authority to evaluate and accept interior design plans in accordance with their policies and interpretations of the California Building Standards Code. This has historically allowed local jurisdictions to determine professional competence based on statutory guidelines, including recognition of Certified Interior Designers under Business and Professions Code §5800 et seq. The proposed legislation undermines this localized decision-making authority and implies that building departments are incapable of determining who may safely practice implies that building departments are incapable of determining who may safely practice a suggestion that contradicts long-standing administrative norms.

Additionally, the proposed changes disregard the long-established framework of the Certified Interior Designers Title Act, which has been administered effectively by CCIDC since its enactment in 1992 with direct oversight by this Committee and the California Legislature. Rather than building upon this

foundation, the legislation promotes exclusivity of practice to a limited segment of the profession, centered around passage of a proprietary, out-of-state examination not developed in alignment with California's regulatory landscape. This approach promotes a tiered system of practice that disadvantages many qualified professionals, especially those who have been educated, trained, and credentialed under California law.

The proposed measure also presents a serious barrier to entry for graduating interior design students who have met rigorous academic and professional criteria, and who are prepared to enter the profession in accordance with current state requirements. Segmenting the profession into commercial and residential categories further weakens professional cohesion and introduces confusion for both regulators and the public. Unlike architecture or engineering professions which operate under unified licensing frameworks the proposed bifurcation of interior design into rigid subspecialties lacks precedent, coherence, and justification.

Importantly, this proposal has emerged without demonstrable public demand, data-based justification, or a compelling record of harm under the current Title Act structure. Its advancement would not only destabilize the profession but would do so at a time when the state faces its largest projected budget deficit in history and economic conditions remain strained.

In contrast, CCIDC has continuously acted in good faith to work with all stakeholders, to strengthen and modernize the existing certification structure. In 2016, CCIDC convened a Strategic Planning session attended by all major stakeholder groups, including the American Society of Interior Designers (ASID) and the International Interior Design Association (IIDA), resulting in the creation of the Commercial Designation. This designation provides a pathway for Certified Interior Designers to demonstrate additional expertise in commercial interior design while remaining within the inclusive and flexible framework of the Title Act.

Since 2021, CCIDC led the Uniform Plan Submission Committee, a collaborative working group that includes representatives from International Interior Design Association (IIDA), the American Institute of Architects (AIA) California Council, California Building Officials (CALBO), and the National Kitchen and Bath Association (NKBA). The Committee worked actively to refine the language of the existing Title Act and promote clearer, more effective guidance on plan submittals for all practicing interior designers in California.

The origin of the 2024 proposed legislation is a private membership organization based in Chicago, composed largely of architectural firms and furniture manufacturers, which does not reflect or represent the broader interior design profession in California. The proposal would vest regulatory authority for interior designers under the jurisdiction of architects, an outcome that the interior design community in California has historically and vigorously opposed.

## Conclusion

CCIDC contends that the current certification model with the statutory Commercial Designation enacted in 2023 provides appropriate recognition, consumer protection, and professional unity. Establishing a separate certification category for commercial interior design, or pursuing licensure, is unnecessary, risks consumer confusion, and contradicts both precedent and sound regulatory policy. Certification remains the most balanced, equitable, and effective framework for the regulation of interior design in California.

## **ISSUE #7: Reporting Requirements – Should Certified Interior Designers Be Required to Report Judgments, Charges, or Arrests?**

**Staff Recommendation: The Committees should discuss language to require that Certified Interior Designers (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 of unauthorized professional services. The law should further be amended to require CIDs to report any filings of felony charges to CCIDC. Lastly, the Certified Interior Designers Title Act should be amended to ensure that CIDs submit a report to CCIDC when arrested.**

In rare cases where a legal judgment in excess of \$30,000 has been entered against a Certified Interior Designer, CCIDC has received notice through the standard consumer complaint process. To date, there have been only two such instances, both of which were accompanied by a formal complaint from the injured party. In each case, CCIDC was able to address the matter in accordance with its internal procedures for complaint review and disciplinary action.

To support professional accountability, CCIDC strongly recommends that all Certified Interior Designers carry Errors and Omissions Insurance and provides detailed information on obtaining such coverage on its official website at [ccidc.org/errors-and-omissions-insurance](http://ccidc.org/errors-and-omissions-insurance). This recommendation is intended to encourage risk management and protect both the designer and the consumer in the event of a claim related to professional services.

At the initial application stage, all certification applicants are required to disclose any prior felony convictions. This self-reporting mechanism helps CCIDC evaluate an applicant's background before granting certification. While CCIDC does not currently require CIDs to report arrests or felony charges following initial certification, the renewal application process provides an opportunity to affirm whether any criminal convictions have occurred since the time of initial certification.

As a voluntary certification body without statutory authority to impose fines or execute administrative site actions, CCIDC's ability to enforce mandatory reporting requirements—particularly for arrests or charges that have not resulted in a conviction—is limited. Moreover, requiring individuals to report arrests prior to any formal finding of guilt presents practical and legal challenges, particularly in a voluntary, non-licensing context. The imposition of such requirements may raise due process concerns and would require a clear statutory basis for enforcement.

In light of these limitations, CCIDC believes that a more practical and enforceable approach would be to require reporting upon conviction, rather than at the point of arrest or charge. Conviction-based reporting aligns more closely with the organization's enforcement capabilities and allows for appropriate action based on substantiated legal outcomes. CCIDC also notes that in most cases where serious professional misconduct or injury has occurred, complaints are submitted directly by the injured party or another industry professional, often well in advance of any formal legal proceedings.

CCIDC remains open to discussions with the Committees regarding any proposed statutory changes and is willing to participate in further dialogue to determine a fair and balanced approach that supports public protection while remaining practical for a voluntary certification body to implement.

## Section 10 – New Issues

**This is the opportunity for the board to inform the Committees of solutions to issues identified by the board and by the Committees. Provide a short discussion of each of the outstanding issues, and the board’s recommendation for action that could be taken by the board, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, and legislative changes) for each of the following:**

- **Issues raised under prior Sunset Review that have not been addressed.**

To the best of CCIDC’s knowledge, all issues raised during the previous Sunset Review have been fully addressed. CCIDC has made every effort to comply with prior recommendations, implement operational improvements where required, and maintain transparency and accountability in its certification and administrative processes. Currently, no outstanding matters remain unresolved.

- **New issues identified by the board in this report.**

NEW ISSUE #1:

Request for Legislative Clarification Regarding the Inclusion of “Registered Design Professional” in the Certified Interior Designers Title Act (Business and Professions Code §§5800–5812)

CCIDC respectfully submits a request for legislative clarification to amend the Certified Interior Designers Title Act under California Business and Professions Code §§5800 through 5812 to explicitly define Certified Interior Designers (CIDs) as “Registered Design Professionals” (RDPs) within the scope of the statute. This proposed amendment seeks to resolve ongoing ambiguity in regulatory interpretation, promote consistent enforcement of state law, and ensure equitable professional recognition of CIDs across California jurisdictions.

Since the last Sunset Review, CCIDC has documented a persistent and growing trend wherein local building departments restrict the submission of non-exempt interior construction documents solely to individuals classified as “Registered Design Professionals.” This term, frequently interpreted to mean only licensed architects and engineers, has been used to exclude Certified Interior Designers from performing work that is otherwise legally permitted under California law. Such misapplication of the term directly conflicts with the legislative intent of the Title Act, which explicitly authorizes Certified Interior Designers to prepare and submit interior, non-structural, and non-seismic design documents under the California Building Standards Code.

Under the California Building Code, “Registered Design Professional” is defined in Chapter 2 as an individual “registered or licensed to practice their design profession as defined by the statutory requirements of the professional registration laws of the state in which the project is to be constructed.” Certified Interior Designers meet all statutory conditions necessary to qualify under this definition, including post-secondary education, verified professional experience, successful passage of the IDEX® California Examination, and state-authorized certification administered by CCIDC pursuant to BPC §5800 et seq.

Certified Interior Designers in California undergo rigorous professional preparation. This includes completion of at least forty semester units of interior design coursework from accredited

institutions, a minimum of two years of supervised and documented professional experience, and passage of the IDEX® California Examination, which is uniquely tailored to assess knowledge of California building codes, regulatory standards, and requirements related to life safety, accessibility, and public welfare. CIDs are certified and registered by CCIDC, which is the only entity authorized by California statute to administer this credential.

The continued exclusion of Certified Interior Designers from the interpretation of “Registered Design Professional” results in the unwarranted rejection of permit-ready plans, unnecessary appeals, or the imposition of burdensome requirements for architect co-signatures all of which are unsupported by statute. This administrative inconsistency places Certified Interior Designers at a professional disadvantage and limits their ability to serve clients and contribute meaningfully to the built environment, despite being qualified under state law to do so.

In order to rectify this statutory ambiguity and align regulatory practice with legislative intent, CCIDC proposes the addition of Section 5801.1 to the Title Act to define “Registered Design Professional” as inclusive of Certified Interior Designers acting within the scope of authority provided under California law. The proposed language reads:

#### Section 5801.1 – Definition of Registered Design Professional

For the purposes of this chapter, a “Registered Design Professional” shall include a Certified Interior Designer, as defined under this chapter, acting within the scope of practice authorized under California law.

This amendment would ensure that Certified Interior Designers are properly recognized by local building departments as qualified design professionals permitted to submit non-structural, non-seismic interior plans as authorized under state law. It would also reduce unnecessary administrative friction, promote fairness in professional practice, and reinforce statutory clarity and enforcement consistency statewide.

CCIDC urges the Committees to include this clarification in the 2025 Sunset Review recommendations and to support its legislative adoption as a necessary measure to uphold the intent of the Certified Interior Designers Title Act and ensure equal recognition of qualified design professionals in California.



# 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 – CERTIFIED INTERIOR DESIGNERS**

Classification of Certified Interior Designers

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

Eligibility for Certified Interior Designer

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 Certified Interior Designer of the Corporation, except that, in the case of a natural person, such person shall not be eligible for Certified Interior Designer unless over the age of eighteen (18) years.

### Qualification of Certified Interior Designer

Section 2.03. Certified Interior Designers 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 Certified Interior Designer

Section 2.04. Any person eligible and qualified to be a Certified Interior Designer under these By-laws shall be admitted to become a Certified Interior Designer upon the approval of the Corporation (or Compliance Committee of the Board of Directors that is duly authorized, by resolution, to admit Certified Interior Designers) 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.

### Certified Interior Designer’s Term

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

### Certified Interior Designer’s Fees

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

### Assessments

Section 2.07. Certified Interior Designer’s rights and interests in the Corporation shall be non-assessable.

### Number of Certified Interior Designers

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

### Transferability of Certificate

Section 2.09. Certification in the Corporation is personal to the Certified Interior Designers, and neither the Certified Interior Designers 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 Certified Interior Designers

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 Certified Interior Designer. 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 Certified Interior Designers

Section 2.11. A Certified Interior Designer 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, Certified Interior Designers 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 Certified Interior Designer shall automatically terminate on the occurrence of any of the following causes:

- (1) The voluntary resignation of a Certified Interior Designer;
- (2) Where a certification is issued for a period of time, the expiration of such period of time;
- (3) The death of a Certified Interior Designer;
- (4) The expulsion, revocation, or suspension of a Certified Interior Designer's certification in the Corporation;

(5) The dissolution of corporate Certified Interior Designers; 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 Certified Interior Designer in the Corporation shall cease on the termination of such Certified Interior Designer's certification with the Corporation.

#### Expulsion, Revocation, or Suspension of a Certified Interior Designer

Section 2.14. A Certified Interior Designer may be expelled as a Certified Interior Designer of the Corporation, or may have their certification with the Corporation revoked or suspended; for the nonpayment of the Certified Interior Designer's financial obligations to the Corporation, for conduct as a Certified Interior Designer 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 Certified Interior Designers of the Corporation. Expulsion of a Certified Interior Designer or revocation of such Certified Interior Designer's certification in the Corporation, notice to such Certified Interior Designer, appeals, and other actions related to the revocation, suspension, or expulsion of a Certified Interior Designer 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 Certified Interior Designer shall have no voting rights if expelled or if such Certified Interior Designer's certification is suspended or revoked. A Certified Interior Designer shall further have no voting rights during the period such Certified Interior Designer's certification is suspended.

#### Certified Interior Designers' Meetings

Section 2.15. Meetings of the Certified Interior Designer'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 Certified Interior Designer Certified Interior Designers (CIDs) as provided in Article II of these By-laws.

- (a) 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 Certified Interior Designer who primarily practices in each of the following seven (7) interior design disciplines (hereinafter referred to as the “Professional Interior Design Directors”):

- (1) Residential Interior Designer
- (2) Commercial Interior Designer
- (3) Hospitality Interior Designer;
- (4) Sustainability Interior Designer;
- (5) Healthcare Interior Designer
- (6) Multi Discipline Interior Designer and
- (7) Interior Design Educator.

- (b) Four (4) To be a public member of the CCIDC, (California Council For Interior Design Certification), an individual must not be a licentiate of the Board (i.e., not a licensed architect) or of any board under the jurisdiction of the Department of Consumer Affairs. Public members are appointed to represent the interests of the general public and are key to the Board’s mission of protecting the health, safety, and welfare of Californians. (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 (10) Directors for the Corporation, with the one vacancy to be filled in accordance with these By-laws at the Annual Board Meeting. 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.

#### Public Directors

(2) 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 latter 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 Certified Interior Designers 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;
- ;
- (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).
- (d) The Director has been declared of unsound mind by a final order of court;
- (e) The Director has been convicted of a felony;
- (f) 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;

- (g) The removal of a Director as provided in these By-laws; or
- (h) 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 Certified Interior Designers 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 tie-breaker 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 via an online platform, or at a 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. 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 Email, 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 Email 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 Board Chair, 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
- (d) 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 the 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 conduct an investigation 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 meeting 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 his or her 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 his or her 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 applicant'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 applicants who are denied certification are properly and timely notified with regard to the denial of his/her application for certification and the reason(s) for such denial so that he/she may remedy his/her 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 applicants 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 his/her performance, and

remove him/her, if necessary. The Executive Director shall exercise the powers and perform the duties delegated by the Board and vested in him/her 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 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 "Board Chair" 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 Board Chair/Chairperson of the Board shall preside at all meetings of the Board and meetings of the members, if any. The Board Chair/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 Board Chair, 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 Board Chair 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 Board Chair may, at his/her discretion, hire further staff to assist him/her in carrying out the Executive Vice Board Chair'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 repealable.
- (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 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 meeting 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 Certified Interior Designers, Board of Directors, and committees of the Board of Directors. The Corporation shall also keep a record of its Certified Interior Designers 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 Certified Interior Designers 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

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, TAYLOR STEAD, 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 20th day of January, 2025, and that these By-laws include all amendments, if any, to the date of this instrument.

A handwritten signature in black ink, appearing to read "Taylor Stead", written in a cursive style.

---

TAYLOR STEAD, Secretary

# CCIDC RULES & REGULATIONS



# ADMINISTRATIVE RULES AND REGULATIONS

01/20/2025

## **1.0 DEFINITIONS**

### **1.1 DIVERSIFIED INTERIOR DESIGN EXPERIENCE:**

THE PHRASE "DIVERSIFIED INTERIOR DESIGN EXPERIENCE" AS USED IN THIS CHAPTER AND THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS THE PREPARATION, OR INSTRUCTION IN THE PREPARATION, OF NONSTRUCTURAL OR NON-SEISMIC PLANS WHICH ARE OF SUFFICIENT COMPLEXITY SO AS TO REQUIRE THE SKILLS OF A LICENSED CONTRACTOR TO IMPLEMENT THEM, AND INCLUDES PROGRAMMING, PLANNING, DESIGNING, AND DOCUMENTING THE CONSTRUCTION AND INSTALLATION OF NONSTRUCTURAL OR NON-SEISMIC ELEMENTS, FINISHES AND FURNISHINGS WITHIN THE INTERIOR SPACES OF A BUILDING, AND ENCOMPASSES THE COMPETENCY TO PROTECT AND ENHANCE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC.

### **1.2 INTERIOR DESIGN:**

THE TERM "INTERIOR DESIGN" AS USED IN THIS CHAPTER AND THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS THE:

- A. ANALYSIS OF A CLIENT'S NEEDS, GOALS, AND LIFE AND SAFETY REQUIREMENTS;
- B. INTEGRATION OF FINDINGS WITH KNOWLEDGE;
- C. FORMULATION OF PRELIMINARY DESIGN CONCEPTS THAT ARE APPROPRIATE, FUNCTIONAL AND AESTHETIC;
- D. DEVELOPMENT AND PRESENTATION OF FINAL DESIGN RECOMMENDATIONS THROUGH APPROPRIATE PRESENTATION MEDIA;
- E. PREPARATION OF WORKING DRAWINGS, PLANS AND SPECIFICATIONS FOR NON-STRUCTURAL, NON-SEISMIC INTERIOR CONSTRUCTION, MATERIALS, FINISHES, SPACE PLANNING, FURNISHINGS, FIXTURES, AND EQUIPMENT, THAT ARE OF SUFFICIENT COMPLEXITY SO AS TO REQUIRE THE SKILLS OF A LICENSED CONTRACTOR;
- F. COORDINATION WITH PROFESSIONAL SERVICES OF OTHER LICENSED PRACTITIONERS AS REQUIRED FOR REGULATORY APPROVAL;
- G. PREPARATION AND ADMINISTRATION OF CONSTRUCTION AND FURNISHING BIDS AND CONTRACT DOCUMENTS ON BEHALF OF A CLIENT;
- H. REVIEW AND EVALUATION OF DESIGN SOLUTIONS AFTER PROJECT COMPLETION.

### **1.3 FIRM:**

THE TERM "FIRM" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS A SOLE PROPRIETORSHIP, PARTNERSHIP OR CORPORATION ENGAGED IN INTERIOR DESIGN, INCLUDING INDIVIDUALS, PARTNERS OR SHAREHOLDERS THEREOF.

#### **1.4 COLLEAGUE:**

THE TERM "COLLEAGUE" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS ANY OTHER INDIVIDUAL OR FIRM ENGAGED IN INTERIOR DESIGN OR A RELATED DESIGN PROFESSION.

#### **1.5 CLIENT:**

THE TERM "CLIENT" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS ANY INDIVIDUAL OF ENTITY THAT RETAINS A CERTIFIED INTERIOR DESIGNER TO RENDER INTERIOR DESIGN SERVICES.

#### **1.6 INTERIOR DESIGN CERTIFICATION EXAMINATION:**

THE PHRASE "INTERIOR DESIGN CERTIFICATION EXAMINATION" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS:

- A. IDEX® CALIFORNIA.

#### **1.7 ACCREDITED INTERIOR DESIGN DEGREE PROGRAM:**

THE PHRASE "ACCREDITED INTERIOR DESIGN DEGREE PROGRAM" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS:

- A. AN ACCREDITED INTERIOR DESIGN DEGREE MEANS A PROGRAM ACCREDITED BY ANY ACCREDITING AGENCY RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION ("USDE").

#### **1.8 ACCREDITED INTERIOR DESIGN CERTIFICATION PROGRAM:**

THE PHRASE "ACCREDITED INTERIOR DESIGN CERTIFICATION PROGRAM" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS:

- A. AN ACCREDITED INTERIOR DESIGN CERTIFICATION 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 CERTIFICATION AND/OR DEGREE PROGRAM OF INTERIOR DESIGN FROM A USDE RECOGNIZED ACCREDITING SCHOOL, OR
- B. A COMBINATION OF COURSES IN THE FOLLOWING CATEGORIES:
  - 1. INTERIOR DESIGN/INTERIOR DECORATION;
  - 2. CONSTRUCTION DOCUMENTS;
  - 3. ARCHITECTURE;
  - 4. ART AND ARCHITECTURAL/DESIGN HISTORY;

5. BUILDING CODES;
6. DRAFTING;
7. COMPUTER AIDED DESIGN AND DRAFTING (CADD);
8. GRAPHIC DESIGN;
9. BUSINESS PRACTICES

THE REQUIRED COMBINATION OF COURSES SHALL BE AS DETERMINED BY CCIDC.

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

FOR PURPOSES OF BUSINESS AND PROFESSIONS CODE SECTIONS 5801, SUBDIVISION (C), AND 5801.1, AN INTERIOR DESIGNER MAY BE ELIGIBLE FOR CERTIFICATION IF HE/SHE SATISFIES THE APPLICABLE INTERIOR DESIGN CERTIFICATION EXAMINATION REQUIREMENTS AND HAS EITHER THE REQUISITE NUMBER OF YEARS OF INTERIOR DESIGN EDUCATION OR DIVERSIFIED INTERIOR DESIGN EXPERIENCE, OR A COMBINATION OF BOTH.

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

- A. THE PHRASE "FULL-TIME DIVERSIFIED INTERIOR DESIGN EXPERIENCE" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS EXPERIENCE OF THE NATURE DESCRIBED IN SECTION 1.1, ABOVE, OF THIRTY-SIX (36) HOURS OR MORE PER WEEK OR EIGHTEEN HUNDRED (1800) HOURS OR MORE PER YEAR.
- B. THE PHRASE "PART-TIME DIVERSIFIED INTERIOR DESIGN EXPERIENCE" AS USED IN THESE ADMINISTRATIVE RULES AND REGULATIONS SHALL BE DEFINED AS EXPERIENCE OF THE NATURE DESCRIBED IN SECTION 1.1, ABOVE, OF LESS THAN THIRTY-SIX (36) HOURS PER WEEK OR LESS THAN EIGHTEEN HUNDRED (1800) HOURS PER YEAR. PART-TIME EXPERIENCE WILL BE CONSIDERED IN PROPORTION TO FULL-TIME EXPERIENCE.

## **1.12 CERTIFIED INTERIOR DESIGNER OR CID**

THE PHRASE "CERTIFIED INTERIOR DESIGNER" OR "CID" 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. A. NAME: CCIDC, INC., A CALIFORNIA NON PROFIT PUBLIC BENEFIT CORPORATION (CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION), AND HEREINAFTER REFERRED TO AS "CCIDC."
- B. LOCATION OF OFFICES. THE PRINCIPAL OFFICE OF CCIDC, INC., IS LOCATED AT 365 W. SECOND AVENUE, SUITE 221, ESCONDIDO, CALIFORNIA 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 THE CCIDC'S BYLAWS, SPECIFICALLY HAS RESERVED THE SAME FOR ITS OWN EXCLUSIVE ACTION.
2. WHENEVER IT IS STATED THE "EXECUTIVE DIRECTOR" MAY OR SHALL EXERCISE OR DISCHARGE ANY POWER, DUTY, PURPOSE, FUNCTION, OR JURISDICTION, THAT THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO ACT THEREON. THE EXECUTIVE DIRECTOR SHALL BE APPOINTED BY THE CCIDC BOARD IN ACCORDANCE WITH THE BYLAWS OF CCIDC.
3. ANY PARTY IN INTEREST MAY APPEAL TO THE CCIDC BOARD FOR REVIEW OF THE ACTIONS AND DECISIONS OF THE EXECUTIVE DIRECTOR.
4. NOTHING HEREIN PROHIBITS THE EXECUTIVE DIRECTOR FROM RE-DELEGATING TO HIS/HER SUBORDINATES.
5. THE POWERS AND DISCRETION CONFERRED UPON THE CCIDC BOARD TO CONDUCT HEARINGS; RECEIVE AND FILE NOTICES OF DEFENSE; DETERMINE THE TIME AND PLACE OF DISCIPLINARY HEARINGS UNDER ARTICLE 5 OF THESE ADMINISTRATIVE RULES AND REGULATIONS; SET AND CALENDAR CASES FOR HEARING; PERFORM OTHER FUNCTIONS NECESSARY TO THE BUSINESSLIKE DISPATCH OF THE BUSINESS OF THE CCIDC BOARD IN CONNECTION WITH PROCEEDINGS PRIOR TO THE HEARING OF SUCH PROCEEDINGS; MAKE AND ISSUE FINDINGS OF FACT; AND THE CERTIFICATION AND DELIVERY OR MAILING OF COPIES OF DECISIONS UNDER ARTICLE 5; ARE HEREBY DELEGATED TO AND CONFERRED UPON THE EXECUTIVE DIRECTOR, OR TO HIS/HER DESIGNEE.
6. EMPLOYEES OR STAFF OF THE CCIDC SHALL NOT, WHILE EMPLOYED BY CCIDC, WORK OR OTHERWISE PARTICIPATE IN ANY DESIGN, CONSTRUCTION, BUILDING, OR FURNISHINGS INDUSTRY ORGANIZATIONS.

## **3.0 APPLICATION FOR CERTIFICATION**

### **3.1 QUALIFICATION AND APPLICATION.**

- A. IN ACCORDANCE WITH BUSINESS AND PROFESSIONS CODE, SECTION 5801, THE CCIDC SHALL, UPON WRITTEN REQUEST, PROVIDE ANY CERTIFIED INTERIOR DESIGNER WITH A STAMP, CERTIFICATION AND IDENTIFICATION CARD WHICH SHALL BEAR THE NAME OF AND INCLUDE A NUMBER IDENTIFYING THAT CERTIFIED INTERIOR DESIGNER. THE STAMP, CERTIFICATION AND IDENTIFICATION CARD CERTIFIES THAT THE INTERIOR DESIGNER HAS PROVIDED CCIDC WITH EVIDENCE OF THE 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 CERTIFICATION PROGRAM, AND HAS THREE YEARS OF DIVERSIFIED INTERIOR DESIGN EXPERIENCE; OR
  3. HE/SHE HAS COMPLETED A TWO-YEAR ACCREDITED INTERIOR DESIGN CERTIFICATION PROGRAM,

- B. AND HAS FOUR YEARS OF DIVERSIFIED INTERIOR DESIGN EXPERIENCE; OR
  - 1. 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
- C. DIVERSIFIED INTERIOR DESIGN EXPERIENCE THAT TOGETHER TOTALS AT LEAST EIGHT YEARS.
- D. APPLICANTS SHALL BE REQUIRED TO SUBMIT WITH THEIR APPLICATIONS FOR CERTIFICATION A SIGNED ACKNOWLEDGMENT OF THEIR RECEIPT AND REVIEW OF THE CODE OF ETHICS AND PROFESSIONAL CONDUCT.
- E. APPLICANTS SHALL BE REQUIRED TO SUBMIT THE FOLLOWING AS EVIDENCE OF EDUCATIONAL AND/OR INTERIOR DESIGN EXPERIENCE AND PASSAGE OF THE REQUIRED INTERIOR DESIGN CERTIFICATION EXAMINATION:
  - 1. COPY OF COLLEGE TRANSCRIPT AND/OR TECHNICAL SCHOOL RECORDS WITH OFFICIAL SEAL.
  - 2. COMPLETED APPLICATION FOR CERTIFICATION LISTING DIVERSIFIED INTERIOR DESIGN EXPERIENCE.
  - 3. THE IDEX® CALIFORNIA IS THE ONLY INTERIOR DESIGN CERTIFICATION EXAMINATION REQUIRED TO BECOME A CERTIFIED INTERIOR DESIGNER (CID) IN CALIFORNIA.
- F. APPLICANTS SHALL PROVIDE A COPY OF THEIR VALID DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION WITH PHOTO, WITH THEIR APPLICATION FOR CERTIFICATION.
- G. APPLICANTS SHALL BE REQUIRED TO COMPLETE ANY PORTIONS OF THE APPLICATION FOR CERTIFICATION DISCLOSING ANY AND ALL FELONY CRIMINAL CONVICTIONS IN ANY JURISDICTION, INCLUDING BUT NOT LIMITED TO THE TIME AND PLACE OF THE INCIDENT RESULTING IN THE FELONY CONVICTION AND THE NATURE OF THE CONVICTION. THE APPLICANT, HOWEVER, MAY ALSO SUBMIT ALONG WITH THE APPLICATION FOR CERTIFICATION AN EXPLANATION OF THE FELONY CRIMINAL CONVICTION FOR THE BOARD'S REVIEW ALONG WITH THE APPLICATION FOR CERTIFICATION.

### **3.2 DURATION AND RENEWAL OF CERTIFICATION.**

- A. EXPIRATION OF CERTIFICATION AND RENEWAL OF UNEXPIRED CERTIFICATION.

ALL CERTIFICATIONS 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 CERTIFICATION, THE CERTIFIED INTERIOR DESIGNER SHALL, ON OR BEFORE THE EXPIRATION DATE OF THE CERTIFICATION, APPLY FOR RENEWAL ON A FORM PRESCRIBED BY CCIDC AND PAY THE RENEWAL FEE.

- B. RENEWAL OF EXPIRED CERTIFICATION.

A CERTIFICATION 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 AS WELL AS MEETING THE CONTINUING EDUCATION REQUIREMENTS. IF THE CERTIFICATION IS RENEWED AFTER ITS EXPIRATION DATE, THE CERTIFIED INTERIOR DESIGNER, AS A CONDITION PRECEDENT TO RENEWAL, SHALL ALSO PAY THE LATE FEE OF UP TO \$100. ANY RENEWAL PAID OVER 1 YEAR PASSED THE EXPIRATION DATE WILL ALSO INCUR A \$100 REACTIVATION 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 ADMINISTRATIVE/REACTIVATION 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 THE RENEWAL OF CERTIFICATION AS PROVIDED ABOVE, THE BOARD SHALL ISSUE TO THE CERTIFIED INTERIOR DESIGNER A NEW IDENTIFICATION CARD AND IF ORDERED A STAMP (DIGITAL OR RUBBER) SETTING FORTH THE EXPIRATION DATE.

IF THE CERTIFICATION IS RENEWED AFTER ITS EXPIRATION DATE, AS A CONDITION PRECEDENT TO RENEWAL THE CERTIFIED INTERIOR DESIGNER SHALL PAY THE DELINQUENT LATE FEE OF UP TO \$100 AS WELL AS THE REACTIVATION IF THE RENEWAL IS 1 – 4 YEARS PAST THE EXPIRATION DATE, REFERENCED ABOVE AS WELL AS OUTSTANDING RENEWAL FEES DUE AT THAT TIME.

C. FAILURE TO RENEW AN EXPIRED CERTIFICATION WITHIN FOUR (4) YEARS AFTER INITIAL EXPIRATION:

A CERTIFICATION, WHICH IS NOT RENEWED WITHIN FOUR (4) YEARS AFTER ITS INITIAL EXPIRATION, MAY NOT BE RENEWED, RESTORED, REISSUED, OR REINSTATED. THE HOLDER OF THE EXPIRED CERTIFICATION MAY APPLY FOR RE-CERTIFICATION AND OBTAIN A NEW CERTIFICATION IF:

1. NO FACT, CIRCUMSTANCE, OR CONDITION EXISTS WHICH, IF THE CERTIFICATION WERE ISSUED, WOULD JUSTIFY ITS REVOCATION OR SUSPENSION.
2. THE APPLICANT PAYS ALL OF THE FEES WHICH WOULD BE REQUIRED OF THE APPLICANT IF THE APPLICANT WERE THEN APPLYING FOR THE CERTIFICATION FOR THE FIRST TIME; AND
3. THE APPLICANT TAKES AND PASSES THE CURRENT APPLICABLE INTERIOR DESIGN CERTIFICATION EXAMINATION.

### **3.3 CERTIFICATION BY RECIPROCITY**

A. AN APPLICANT FOR CERTIFICATION BY RECIPROCITY SHALL FURNISH PROOF SATISFACTORY TO THE BOARD THAT:

1. THE APPLICANT IS LEGALLY RECOGNIZED AND IN GOOD STANDING AS AN INTERIOR DESIGNER IN A JURISDICTION OF THE UNITED STATES OR CANADA WITH REQUIREMENTS THAT ARE SUBSTANTIALLY EQUIVALENT TO THE REQUIREMENTS OF CHAPTER 3.9 OF THE BUSINESS AND PROFESSIONS CODE GOVERNING CERTIFIED INTERIOR DESIGNERS IN THIS STATE; AND
2. PROVIDES EVIDENCE OF PASSAGE OF THE IDEX® CALIFORNIA INTERIOR DESIGN CERTIFICATION EXAMINATION.

### **3.4 FEES AND REVENUE.**

- A. FEE SCHEDULES, PENALTIES, AND DELINQUENCY FEES.
- B. THE RENEWAL FEES SHALL BE FIXED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:
  - 1. THE FEE FOR THE INITIAL TWO (2) YEAR BASIC CERTIFICATION SHALL BE THREE HUNDRED DOLLARS (\$300).
  - 2. THE FEES FOR REPLACEMENT CERTIFICATE SHALL BE \$50.00, A REPLACEMENT I.D. CARD SHALL BE \$35.00, AND A REPLACEMENT STAMP SHALL BE \$100.00.
  - 3. THE BIENNIAL BASIC RENEWAL FEE SHALL BE THREE HUNDRED DOLLARS (\$300).
  - 4. THE BIENNIAL FEE FOR THE EMERITUS STATUS SHALL BE \$200.00
  - 5. THE FEES FOR RETURNED CHECKS OR NSF CREDIT CARD TRANSACTIONS WILL BE \$50.00
  - 6. THE APPLICATION FEE FOR THE COMMERCIAL DESIGNATION SHALL BE \$100.00.
  - 7. THE FEE FOR A DIGITAL STAMP SHALL BE \$25.00, AND THE FEE FOR A RUBBER STAMP SHALL BE \$100.00.

## **4.0 ISSUANCE OF CERTIFICATION**

### **4.1 ISSUANCE OF CERTIFICATION**

- A. UPON PROOF HAVING BEEN MADE TO THE SATISFACTION OF CCIDC THAT THE QUALIFIED APPLICANT HAS PASSED THE REQUIRED INTERIOR DESIGN CERTIFICATION EXAMINATION AND PAYMENT OF THE CERTIFICATION FEE PRESCRIBED BY SECTION 3.4, CCIDC SHALL ISSUE CERTIFICATION TO THE APPLICANT SHOWING THAT THE PERSON NAMED THEREIN IS A CERTIFIED INTERIOR DESIGNER IN THE STATE OF CALIFORNIA.

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

- A. CCIDC MAY DENY OR REFUSE TO ISSUE CERTIFICATION TO ANY APPLICANT WHO DOES NOT MEET THE CRITERIA ESTABLISHED BY THESE ADMINISTRATIVE RULES AND REGULATIONS, AND CHAPTER 3.9 OF THE BUSINESS AND PROFESSIONS CODE, AS THEY NOW EXIST OR AS MAY BE HEREINAFTER ADOPTED BY THE CCIDC BOARD OR THE CALIFORNIA LEGISLATURE.
- B. CCIDC MAY DENY OR REFUSE TO ISSUE CERTIFICATION TO ANY APPLICANT WHO HAS, IN THE BOARD'S DETERMINATION UPON REVIEW OF EVIDENCE OF SAME, COMMITTED ANY ACT, OR OMISSION, WHICH IF COMMITTED BY A CERTIFIED INTERIOR DESIGNER, WOULD CONSTITUTE GROUNDS FOR DISCIPLINARY ACTION UNDER THESE ADMINISTRATIVE RULES AND REGULATIONS.

### **4.3 RECORDS; INDEX**

- A. CCIDC SHALL KEEP A RECORD OF THE NAMES AND ADDRESSES OF ALL CERTIFIED INTERIOR DESIGNERS AND SUCH ADDITIONAL PERSONAL DATA AS CCIDC DETERMINES TO BE APPROPRIATE. CCIDC SHALL MAINTAIN A PROPER INDEX AND RECORD OF EACH CERTIFICATION ISSUED.

- B. CCIDC BOARD AND/OR ITS LEGAL COUNSEL MAY DEVELOP POLICIES AND RULES REGARDING DISCLOSURE OF CONFIDENTIAL INFORMATION CONCERNING INDIVIDUAL CERTIFIED INTERIOR DESIGNERS TO THE PUBLIC.

#### **4.4 DURATION OF CERTIFICATION**

- A. CERTIFICATION IS RENEWABLE EVERY TWO (2) YEARS.
- B. CERTIFICATION SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL REVOKED OR SUSPENDED FOR CAUSE, OR UNTIL EXPIRATION.

#### **4.5 REPLACEMENT OF LOST CERTIFICATE, 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. IT IS THE SOLE RESPONSIBILITY OF EACH CERTIFIED INTERIOR DESIGNER TO NOTIFY CCIDC OF ANY CHANGE OF PREFERRED MAILING ADDRESS.

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

- A. EACH CERTIFIED INTERIOR DESIGNER WILL, IF SO ORDERED, RECEIVE A STAMP OF THE DESIGN AUTHORIZED BY CCIDC. EACH CERTIFIED INTERIOR DESIGNER SHALL SIGN, DATE, AND INDICATE HIS/HER 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 / CID**

- A. EACH CERTIFIED INTERIOR DESIGNER IS GRANTED PERMISSION TO USE THE TITLE "CERTIFIED INTERIOR DESIGNER" OR "CID" AND HIS/HER CERTIFICATION NUMBER IN CONJUNCTION WITH HIS/HER NAME WHILE THEIR CERTIFICATION IS IN GOOD STANDING. THE TITLE AND NUMBER SHALL NOT BE USED WITH A BUSINESS OR CORPORATE NAME, AND NO TITLE MAY BE USED IF THE INDIVIDUAL'S CERTIFICATION HAS BEEN SUSPENDED OR REVOKED. FAILURE TO COMPLY WITH THIS SECTION CONSTITUTES GROUNDS FOR DISCIPLINARY ACTION.
- B. CCIDC MAY BRING AN ACTION TO ENJOIN AN INDIVIDUAL FROM USING THE TITLE CERTIFIED INTERIOR DESIGNER OR IMPERSONATING A CERTIFIED INTERIOR DESIGNER IF THAT INDIVIDUAL IS NOT IN FACT A CERTIFIED INTERIOR DESIGNER, IF HIS/HER CERTIFICATION IS NOT ACTIVE AND IN GOOD STANDING, OR FOR SOME OTHER VALID REASON UNDER CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 17200 OR OTHER APPLICABLE CALIFORNIA LAW.

#### **5.0 DISCIPLINE**

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

CCIDC MAY, ON ITS OWN MOTION, OR UPON RECEIPT OF A VERIFIED WRITTEN COMPLAINT FROM ANY PERSON, INVESTIGATE THE ACTIONS OF ANY CERTIFIED INTERIOR DESIGNER, AND MAY REVOKE OR SUSPEND THEIR CERTIFICATION FOR A PERIOD OF NOT MORE THAN TWO YEARS IF FOUND TO HAVE COMMITTED ANY ONE OR MORE OF THE ACTS OR OMISSIONS CONSTITUTING GROUNDS FOR DISCIPLINARY ACTION UNDER THESE ADMINISTRATIVE RULES AND REGULATIONS.

## **5.2 TIME FOR DISCIPLINARY ACTION: LIMITATION**

- A. ALL COMPLAINTS AGAINST A CERTIFIED INTERIOR DESIGNER SHALL BE FILED WITHIN TWO (2) YEARS OF THE OCCURRENCE OF THE ALLEGED ACT OR OMISSION GIVING RISE TO POSSIBLE DISCIPLINARY ACTION, EXCEPT THAT A COMPLAINT ALLEGING A VIOLATION OF SECTION 5.6 MAY BE FILED WITHIN TWO (2) YEARS AFTER THE DISCOVERY BY CCIDC OF THE FACTS CONSTITUTING THE ALLEGED FRAUD OR MISREPRESENTATION PRESCRIBED BY SECTION 5.6.
- B. ANY COMPLAINT NOT FILED WITHIN THE TIME PROVIDED IN THIS SECTION SHALL BE BARRED, AND NO ACTION AGAINST A CERTIFIED INTERIOR DESIGNER SHALL BE COMMENCED UNDER THE PROVISIONS OF THIS ARTICLE 5.

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

- A. THE POWERS AND PROCEEDINGS USED BY THE CCIDC BOARD RELATING TO DISCIPLINARY ACTIONS OUTLINED IN THIS ARTICLE 5 WILL BE CONSISTENT WITH APPLICABLE LAW, INCLUDING CHAPTER 5 OF 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 CERTIFIED INTERIOR DESIGNER'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**

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**

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.**

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**

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**

THE FACT THAT THE HOLDER OF A CERTIFICATION HAS AFFIXED HIS/HER SIGNATURE, OR STAMP, OR HAS PERMITTED THE USE OF HIS/HER NAME TO, OR ON PLANS, DRAWINGS, SPECIFICATIONS, OR OTHER INSTRUMENTS OF SERVICE NOT PREPARED BY HIM/HER OR UNDER HIS/HER IMMEDIATE AND RESPONSIBLE DIRECTION, OR HAS PERMITTED HIS/HER NAME, SIGNATURE, OR STAMP TO BE USED FOR THE PURPOSE OF ASSISTING ANY PERSON, NOT A CERTIFIED INTERIOR DESIGNER, TO EVADE THE PROVISIONS OF THIS SECTION, CONSTITUTES A GROUND FOR DISCIPLINARY ACTION.

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

CCIDC MAY, UPON RECEIPT OF A VERIFIED WRITTEN COMPLAINT, OR ON ITS OWN MOTION, REVIEW AND INVESTIGATE ANY ACTIONS AND ALLEGED VIOLATION(S) OF ANY CERTIFIED INTERIOR DESIGNER OR NON-CERTIFIED INTERIOR DESIGNER. CCIDC, OR ITS AUTHORIZED REPRESENTATIVE, MAY CONTACT SUCH PERSON TO DISCUSS AND RESOLVE THE ALLEGED VIOLATION. UPON CONCLUSION OF THE REVIEW, THE CCIDC'S AUTHORIZED REPRESENTATIVE SHALL PREPARE A FINDING OF FACT AND A RECOMMENDATION BASED UPON THE FINDING TO WHICH THE CCIDC BOARD SHALL GIVE DUE CONSIDERATION IN DETERMINING WHETHER CAUSE FOR DISCIPLINARY ACTION EXISTS. IF, UPON COMPLETION OF SUCH REVIEW AND INVESTIGATION, THE CCIDC BOARD HAS CAUSE TO BELIEVE THAT A CERTIFIED INTERIOR DESIGNER OR A NON-CERTIFIED INTERIOR DESIGNER HAS VIOLATED THE PROVISIONS OF THIS ARTICLE 5.0, THEY SHALL SO NOTIFY SUCH INDIVIDUAL IN WRITING ("NOTIFICATION"). SUCH NOTIFICATION SHALL BE IN WRITING AND SHALL DESCRIBE WITH PARTICULARITY THE NATURE OF THE ALLEGED VIOLATION, INCLUDING A REFERENCE TO THE PROVISION OF THIS ARTICLE 5.0 ALLEGED TO HAVE BEEN VIOLATED. THE NOTIFICATION SHALL BE SERVED UPON SUCH PERSON BY REGISTERED OR CERTIFIED MAIL OR AS OTHERWISE REQUIRED BY LAW

## **5.12 CONTEST OF NOTIFICATION PROCEDURE**

- A. IF A CERTIFIED INTERIOR DESIGNER OR AN NON-CERTIFIED INTERIOR DESIGNER DESIRES TO CONTEST A NOTIFICATION HE OR SHE SHALL, WITHIN TEN (10) BUSINESS DAYS AFTER SERVICE OF THE NOTIFICATION NOTIFY THE EXECUTIVE DIRECTOR OF CCIDC IN WRITING OF HIS/HER REQUEST FOR AN INFORMAL CONFERENCE WITH THE EXECUTIVE DIRECTOR, OR HIS/HER DESIGNEE. THE EXECUTIVE DIRECTOR OR HIS/HER DESIGNEE SHALL, WITHIN SIXTY DAYS (60) FROM THE RECEIPT OF THE REQUEST, HOLD AN INFORMAL CONFERENCE, AT THE CONCLUSION OF WHICH HE/SHE MAY AFFIRM, MODIFY, OR DISMISS THE NOTIFICATION. THE EXECUTIVE DIRECTOR OR HIS/HER DESIGNEE SHALL STATE WITH PARTICULARLY, IN WRITING, HIS/HER REASONS FOR SUCH ACTION, AND SHALL IMMEDIATELY TRANSMIT A COPY TO EACH PARTY TO THE ORIGINAL COMPLAINT.

1. IF THE CERTIFIED INTERIOR DESIGNER OR NON-CERTIFIED INTERIOR DESIGNER DESIRES TO CONTEST A DECISION MADE AFTER THE INFORMAL CONFERENCE, HE/SHE SHALL INFORM THE EXECUTIVE DIRECTOR IN WRITING WITHIN TEN (10) BUSINESS DAYS AFTER HE/SHE RECEIVES THE DECISION RESULTING FROM THE INFORMAL CONFERENCE.
  
- B. IF THE CERTIFIED INTERIOR DESIGNER OR NON-CERTIFIED INTERIOR DESIGNER FAILS TO NOTIFY THE EXECUTIVE DIRECTOR IN WRITING THAT HE/SHE INTENDS TO CONTEST THE NOTIFICATION OR THE DECISION MADE AFTER AN INFORMAL CONFERENCE WITHIN THE TIME SPECIFIED IN THIS SECTION, THE NOTIFICATION OR THE DECISION MADE AFTER THE INFORMAL CONFERENCE SHALL BE DEEMED A FINAL ORDER OF CCIDC AND SHALL NOT BE SUBJECT TO FURTHER ADMINISTRATIVE REVIEW.
  
- C. WHERE A CERTIFIED INTERIOR DESIGNER OR A NON-CERTIFIED INTERIOR DESIGNER HAS IN A PRESCRIBED MANNER NOTIFIED THE EXECUTIVE DIRECTOR OF HIS/HER INTENT TO CONTEST THE DECISION MADE AFTER THE INFORMAL CONFERENCE, THE CCIDC BOARD SHALL AFFORD AN OPPORTUNITY FOR A HEARING. THE CCIDC BOARD SHALL THEREAFTER CONDUCT A HEARING AND RECEIVE EVIDENCE AND/OR TESTIMONY IN SUPPORT OR DENIAL OF THE COMPLAINT. BASED ON ITS REVIEW OF THE EVIDENCE AND/OR TESTIMONY PRESENTED AT THE HEARING AND ITS FINDINGS OF FACT, THE CCIDC BOARD SHALL ISSUE A DECISION AFFIRMING, MODIFYING, OR VACATING THE NOTIFICATION, OR DIRECTING OTHER APPROPRIATE RELIEF WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO, AN ORDER THAT A CERTIFIED INTERIOR DESIGNER'S OR AN NON-CERTIFIED INTERIOR DESIGNER'S FAILURE TO COMPLY WITH ANY PROVISION OF CCIDC BOARD'S DECISION CONSTITUTES GROUNDS FOR SUSPENSION, DENIAL OR REVOCATION OF CERTIFICATION. THE CCIDC BOARD'S DECISION AFTER HEARING SHALL BE FINAL. ALL SUCH ACTION TAKEN HEREIN BY THE CCIDC BOARD MAY FURTHER BE TAKEN BY A COMMITTEE OF THE CCIDC BOARD, IF PERMITTED BY THE BY-LAWS OF CCIDC.
  
- D. THE RIGHTS OF ANY CERTIFIED INTERIOR DESIGNER TO APPEAL THE BOARD'S FINAL DECISION SHALL BE SUBJECT TO APPLICABLE LAWS, INCLUDING BUT NOT LIMITED TO THE ONE YEAR STATUTE OF LIMITATIONS OUTLINED IN SECTIONS 5340 OR 5341 OF THE CALIFORNIA CORPORATIONS CODE.

# CCIDC BOARD POLICIES

## CCIDC BOARD POLICIES INDEX

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<b>Finance</b>	1.1	Not Used	-
	1.2	Check Authorization and Signature Policy <b>(Revised)</b>	09/25/10
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	1.4	Corporate Loans <b>(Revised)</b>	09/25/10
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<b>Board Operations</b>	2.1	Position Statements and Confidentiality <b>(Revised)</b>	09/25/10
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	6.2	Protocol Guidelines for CCIDC Board of Directors Presence at Events <b>(Revised)</b>	09/25/10
	6.3	Required Attendance at Board of Directors Meetings <b>(Revised)</b>	09/25/10
	6.4	Schedule and Procedure for Submitting Information to the Board of Directors <b>(Revised)</b>	09/25/10
	6.5	Distribution of Board of Directors Meeting Minutes <b>(Revised)</b>	09/25/10
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	6.7	Director Retention of Board of Directors Materials <b>(Revised)</b>	09/25/10
	6.8	Ensure Communication at All Levels <b>(Revised)</b> 09/25/10	
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## **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 Officer/President may authorize expenditures related directly to expenditures necessary for office administration.
2. All checks shall require one or more of the following signatures: Executive Officer/President, Chair, or Treasurer.
3. The Executive Officer/President 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 Officer/President.

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 Officer/President 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 the 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 his or her 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 1.0 Units or 10 hours Continuing Education Units (CEU's) during each two-year period.
2. It is the responsibility of each active Certified Interior Designer to report to CCIDC his or her completed CEU course credits online on the CEU Registry 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. As of July 1, 1997, all courses approved by IDCEC, IIDA and ASID, are registered with NCIDQ. Contact NCIDQ for a transcript of courses taken after July 1, 1997.
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 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 the CCIDC through formal notification to the identified individual or firm by the Executive Officer/President. If, after two notifications to the identified individual or firm, the violation continues, the Executive Officer/President 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 insure proper procedures are followed consistent with the 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 the 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.
7. 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 Officer/President 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 the 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.

## **LEGAL**

### **Policy 4:5: Code of Ethics and Conduct (continued)**

#### **3. Responsibility to the Public (continued)**

- 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.

## **LEGAL**

### **Policy 4:5: Code of Ethics and Conduct (continued)**

#### **4. Responsibility to the Client (continued)**

- C. When accepting an assignment, a Certified Interior Designer 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.

## **LEGAL**

### **Policy 4:5: Code of Ethics and Conduct (continued)**

#### **5. Responsibility to Other Certified Interior Designers and Colleagues (continued)**

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 the 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 the 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. CCIDC to 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 ground transportation.
5. All expenses must be submitted on a CCIDC approved expense form available from the 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 Officer/President 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 the 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 Officer/President, will include the following:
  - A. A request for a preliminary schedule for the visiting CCIDC Director.
  - B. A request for additional information and details of the event.
  - C. A request for a script or topic if a speech or address is to be given.
  - D. A request for local contact information – name, cell phone, E-mail address, etc.
  - E. A request for a description of the dress requirements for the entire event.
  - F. A request for a list of event organizers, and other Guests involved in the event.
  - G. A request for a seating plan for the 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 the 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 the CCIDC Director.
  - B. The event contact will respond in kind to the 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 Officer/President 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 his or her 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 Officer/President at the 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 Officer/President must be accompanied by an appropriate instruction for copying and distribution.
4. The Executive Officer/President 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 is paid.

**Intent:**

To establish a clear policy regarding reimbursement of Per Diem.

In accordance with Chapter 3, item 3.11 of the CCIDC Bylaws, Directors will be paid \$100.00 per diem for each meeting day that they attend in person at a Board of Director meeting that requires travel. Per-diem is payable only for in-person Board of Director meetings where travel outside the Director's normal place of residence is involved. Per-diem is not payable for virtual or hybrid meetings when the Director attends remotely. This per diem is not intended for committee meetings, director orientations, visits to schools or colleges, or other board or CCIDC business, with the exception of strategic planning meetings held the day prior to a regularly scheduled in-person Board of Director meeting involving travel, 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.

The per-diem does not apply to travel time unless the travel occurs on the same day as the meeting.

The per diem should be added to an expense report under "Miscellaneous" expenses, clearly denoting the dates for which it is paid. Payment will be made within five working days in accordance with the reimbursable expense policy.

A Form 1099 (IRS) will be issued to any Director who accrues \$600.00 or more in per diem payments 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 his or her associations.
3. Upon completion of his or her 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 Officer/President.
2. All correspondence containing information relating to CCIDC sent to anyone shall be copied and sent to the CCIDC office.
3. All correspondence from any Board member to the 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 printed (paper) or electronic (E-mail) 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 name, business name, city and phone number.
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 the CCIDC web master for insertion on the CCIDC web site, or for inclusion in the monthly CCIDC E-news.

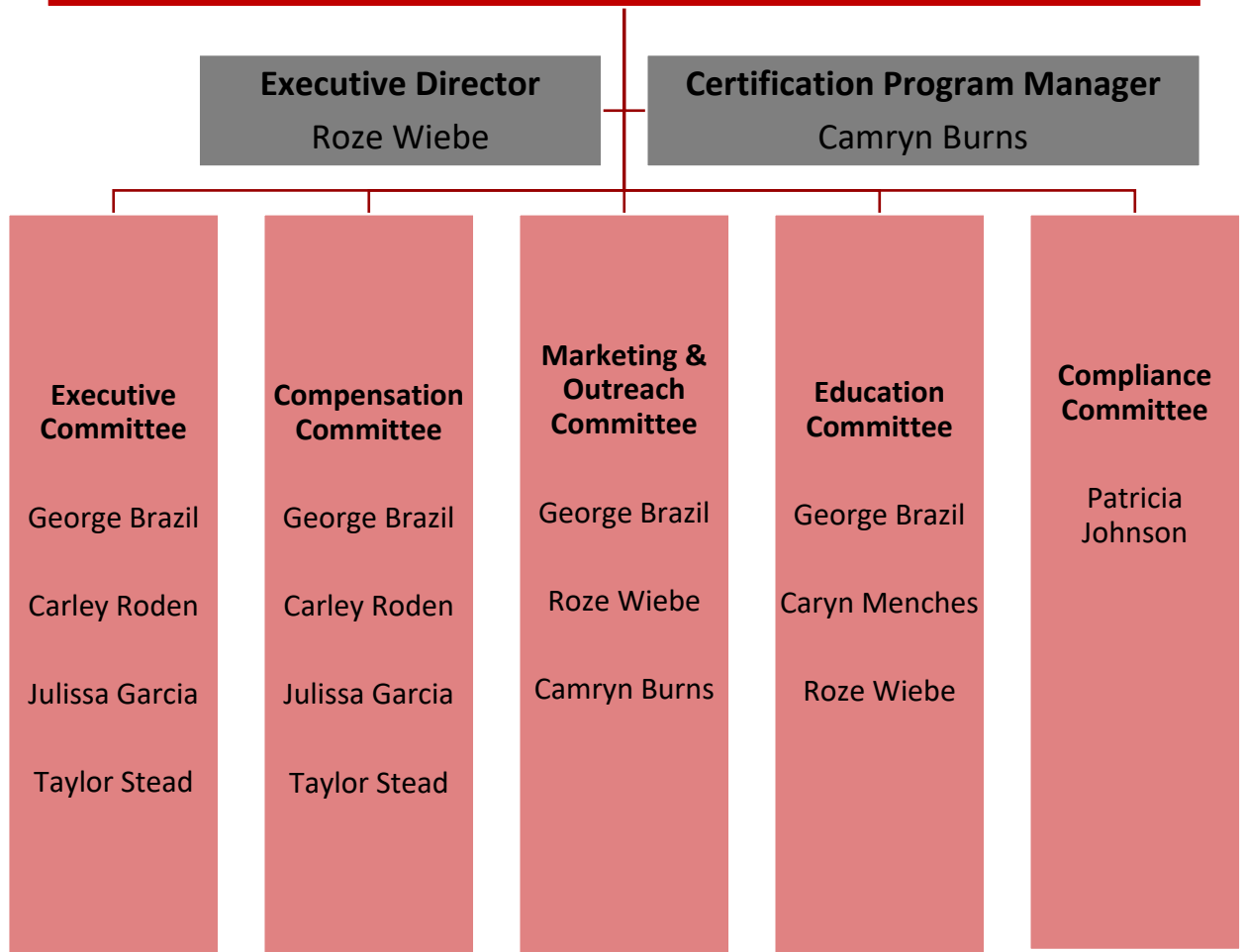
Approved: 09/25/2010

# CCIDC CURRENT COMMITTEE STRUCTURE ORGANIZATIONAL CHART

**CCIDC CURRENT COMMITTEE STRUCTURE ORGANIZATIONAL CHART**

**CCIDC Board of Directors**

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 Patricia Johnson, CID  
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# SENATOR CRAVEN'S LETTER

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# Senate

## California Legislature



WILLIAM A. CRAVEN  
SENATOR  
38TH DISTRICT

VICE CHAIRMAN  
COMMITTEE ON RULES

December, 1991

Dear Building Official:

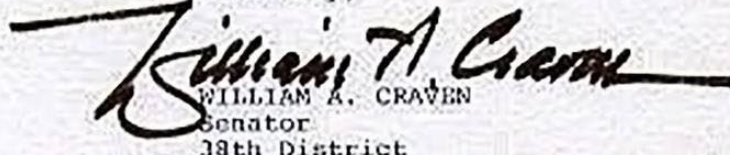
In 1990, I sponsored SB 153 which was chaptered into law. It establishes Certification of Interior Designers in the State of California as a means by which the public and local building officials could easily identify competent professionals qualified to work with building, life-safety, flammability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

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September 23, 2000

Honorable Bruce 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 Code<sup>4</sup> 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:

<sup>4</sup> All further section references are to the Business and Professions Code, unless otherwise specified.

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"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).<sup>2</sup> 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&C 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,

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<sup>2</sup> 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 1 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.<sup>3</sup>

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)."<sup>4</sup> 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 type 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

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<sup>3</sup> 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.

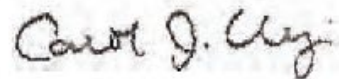
<sup>4</sup> We assume, for purposes of this analysis, that "the state in which the project is to be constructed" is California.

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. Uexi  
Deputy Legislative Counsel

CJU:acp

# 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.<sup>1</sup> 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)<sup>2</sup>

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.

<sup>1</sup> See Addendum A.

<sup>2</sup> 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:

## **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.



**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:

<b>CCIDC/Committee Member Roster</b>					
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

<p>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</p>	<p>01/22/2022</p>	<p>N/A</p>	<p>06/07/2025</p>	<p>IDA</p>	<p>Professional</p>
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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.

<b>Fee Schedule and Revenue (listed revenue dollars in whole numbers)</b>							
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.

<b>Fund Condition</b>					
(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
<b>Total Revenue</b>	<b>302.9</b>	<b>283.7</b>	<b>320.3</b>	<b>295.3</b>	<b>324.2</b>
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
<b>Fund Balance</b>	<b>6.9</b>	<b>28.2</b>	<b>58.4</b>	<b>68.0</b>	<b>82.6</b>
<b>Months in Reserve</b>	<b>0</b>	<b>1.3</b>	<b>2.7</b>	<b>3.1</b>	<b>3.8</b>

\*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.

<b>Expenditures by Program Component</b> (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
<b>TOTALS</b>	\$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.”

<b>Examination Data</b>					
<b>California Examination (include multiple language) if any:</b>					
FY	2017	2018	2019	2020	2021
Certification Type	Certification	Certification	Certification	Certification	Certification
Exam Title	IDEX®	IDEX®	IDEX®	IDEX®	IDEX®
# of 1 <sup>st</sup> 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](http://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.*

**CCIDC Response ISSUE #1: Bagley-Keene Open Meetings Act.:** 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](mailto:ccidc@ccidc.org) or visit the CCIDC website at [www.ccidc.org](http://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.

“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.*

**CCIDC Response ISSUE #2: Stamp Acceptance.:** 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.

AIBD American Institute of Building Design – 4 CIDs  
ASID American Society of Interior Designers - 412 CIDs (89 Professional Members –  
NCIDQ) DSA Designer Society of America - None listed  
IDEC Interior Design Educators Council – 6  
CIDs IDS Interior Design Society - 26 CIDs  
IFDA International Furnishings and Design Association - 14 CIDs  
IIDA International Interior Design Association – 238 CIDs (106 Professional NCIDQ)  
NKBA National Kitchen and Bath Association – 88 CIDS  
USGBC United States Green Building Council - 24

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 e~~ 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 e~~Demonstrateds, by means of education, experience, and examination, the competencye 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).

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### **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.*

**CCIDC Response ISSUE #3: Commercial Designation.**: 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.

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.*

**CCIDC Response ISSUE #4: Does the CCIDC need additional authority to enforce violations of the Interior Design Act?** 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 requirements 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 complaints 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.

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**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?*

**CCIDC Response ISSUE #5: How does the CCIDC enforce the requirement for a CCIDC to use a contract?:** 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.

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 assess 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.*

**CCIDC Response ISSUE #6: Technical Cleanup.:** *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.~~

### **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 Issue #7: Continued Regulation by the CCIDC:** Yes. Continued regulation of Certified Interior Designers by CCIDC is appropriate and warranted.

CCIDC fulfills its statutory role by establishing and administering education, experience, and examination standards that identify qualified practitioners and support compliance with California’s building codes, accessibility requirements, and life-safety standards. This framework provides a clear public benefit by enabling consumers and building officials to distinguish individuals who have demonstrated competency within the scope authorized under California law. As a self-funded, nonprofit certifying body, CCIDC operates efficiently and proportionately, without reliance on state resources, while remaining subject to legislative oversight through the Sunset Review process. This structure reflects a deliberate policy approach that balances public protection with access to the profession.

While stakeholder concerns regarding stamp acceptance have been raised, the available record indicates these issues are limited in scope and are more appropriately addressed through clarification and outreach rather than structural changes to the regulatory model.

There is no evidence that the current certification framework has resulted in harm to the public or that additional regulation is necessary. Accordingly, continued operation of CCIDC as the entity responsible for certification is appropriate, and ongoing legislative review on a four-year cycle provides sufficient oversight and accountability.

### **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.

## 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.<sup>1</sup> While operating under the requirements of the Act can sometimes be frustrating, such openness is essential for public transparency.

### A. 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.<sup>2</sup> 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.”<sup>3</sup> 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.

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<sup>1</sup> The Bagley-Keene Act is codified in Government Code sections 11120-111321.

<sup>2</sup> Government Code section 11122.5.

<sup>3</sup> 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.

### **3. 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.<sup>4</sup> 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.<sup>5</sup>

Items not included on the agenda may not be discussed, even if no action is to be taken by the Board regarding those items.

### **4. 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.<sup>6</sup>

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<sup>4</sup> Government Code section 11125, subdivision (a).

<sup>5</sup> 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.

<sup>6</sup> Government Code section 11123, subdivision (c).

## 5. 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.<sup>7</sup>

## 6. 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."<sup>8</sup>

All meetings must be accessible to persons with disabilities.<sup>9</sup>

## 7. 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.<sup>10</sup>

Members of the public who use a translator must be allowed at least twice the allotted time to address the Board.

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<sup>7</sup> Government Code section 11124.1, subdivision (a).

<sup>8</sup> Government Code section 11124.

<sup>9</sup> Government Code section 11131.

<sup>10</sup> California Code of Regulations, title 28, section 1003.

## 8. 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.<sup>11</sup>

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.<sup>12</sup>

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.<sup>13</sup>

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.

## 9. 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.<sup>14</sup> 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.<sup>15</sup>

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<sup>11</sup> Government Code section 11125.1, subdivision (a).

<sup>12</sup> Government Code section 11125.1, subdivision (b).

<sup>13</sup> Government Code section 11126.7.

<sup>14</sup> Government Code section 11130.5.

<sup>15</sup> 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](mailto:roze.wiebe@ccidc.org) or 760.294.1936) for assistance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

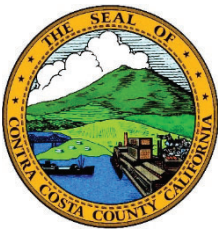
Board Position: \_\_\_\_\_

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!

**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.

**BY THE NUMBERS (+/- 600 MEMBERS)**

Membership Level	Color
Affiliate	Grey
Associate	Dark Grey
Dealer	Teal
Educator	Dark Green
Industry	Green
Professional	Light Blue
Student	Dark Blue

**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 CENTER  
ENCLOSURE 111 111 0000  
PHONE 754-4343  
COURT OFFICE  
222 FALCONER AVENUE  
SUITE 100  
CALLEJON DE SAN JUAN  
PHONE 754-4343  
FROM 150,000  
AREA 222,000

# Senate

## California Legislature



WILLIAM A. CRAVEN  
SENATOR  
38TH DISTRICT

VICE CHAIRMAN  
COMMITTEE ON RULES

December, 1991

Dear Building Official:

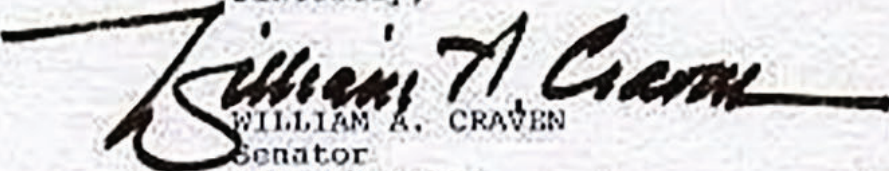
In 1990, I sponsored SB 153 which was chaptered into law. It establishes Certification of Interior Designers in the State of California as a means by which the public and local building officials could easily identify competent professionals qualified to work with building, life-safety, flammability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