



**MEETING AGENDA**  
**December 6th, 2024**  
**12:30 PM**  
**Samford University & ZOOM**

- I. Roll Call ..... Bryant Williams, Executive Director
- II. Establish Quorum ..... Anne Nieman, Chair
- III. Statement of Sufficient Prior Notice .....Bryant Williams, Exec. Director
- IV. Call to Order ..... Anne Nieman, Chair
- V. Approval of Agenda .....Bryant Williams, Exec. Director
- VI. Approval of Minutes .....Bryant Williams, Exec. Director
  - Minutes of 09/09/2024
- VII. Old Business:
  - Executive Director’s Report .....Bryant Williams, Exec. Director
- VIII. New Business:
  - Chairman’s Report ..... Anne Nieman, Chair
  - Executive Director’s Report .....Bryant Williams, Exec. Director
  - Registration Committee Report .....Bryant Williams, Exec. Director
- IX. Adjourn ..... Anne Nieman, Chair



ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS  
211 Lockridge Lane  
Riverside, AL 35135  
205.317.0356  
id.admin@abrid.alabama.gov  
www.abrid.alabama.gov

**This is a regular meeting of the  
Alabama Board for Registered Interior Designers  
Date: September 9th, 2024  
Time: 1:00 PM  
Location: Samford University & ZOOM**

**BOARD MEMBERS PRESENT:**

Tonya Miller                      Anne-Marie Gianoudis                      Sammi Woronoff

**BOARD MEMBERS VIRTUAL:**

Anne Nieman                      Bonnie Pate                      Lori David Boone

**BOARD MEMBERS ABSENT:**

Abby Owen

**PUBLIC IN ATTENDANCE:**

Bryant Williams, Executive Director (Virtually)  
Hollie Goins                      Cassandra Hopkins                      Jim Griffo  
Jill Hicks                      Jennifer Routson

**ESTABLISH QUORUM**

Bryant Williams established a quorum was present.

**STATEMENT OF SUFFICIENT PRIOR NOTICE**

Prior notice of this meeting was given as required by the State of Alabama and the Open Meetings Act.

**CALL TO ORDER**

Anne Nieman called the meeting to order at 1:07.

**AGENDA:**

A motion was made by Lori David Boone and seconded by Bonnie Pate to approve the agenda as presented. All in favor, none opposed, no abstentions, motion carries.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the July 17th, 2024 were reviewed.

- A motion was made by Tonya Miller and seconded by Anne-Marie Gianoudis to approve the minutes as presented. All in favor, none opposed, no abstentions, motion carries.

**BOARD REPORTS**

**REGISTRATION COMMITTEE REPORT**

The Registration Committee report was reviewed as presented.

**REGISTRATION COMMITTEE REPORT**

The Executive Director's report was reviewed as presented:

- A motion was made by Sammi Woronoff and seconded by Annie-Marie G to accept the proposed questions for a survey of the Registered Interior Designers, and to add them

to any applicable forms. All in favor, none opposed, no abstentions. Motion carries.

- A motion was made by Bonnie Pate and seconded by Sammi Woronoff to grant the Executive Director the authority to approve and publish any new forms required and the RID survey. All in favor, none opposed, no abstentions. Motion carries.
- The Executive Director will develop new applications to include the demographics questions and will pass to the Board members to review before publishing.
- A response will be written to the Sunset Committee regarding their concern about State universities not preparing their graduates enough to sit for the NCIDQ exam. All Board members were asked to send the Executive Director any suggestions they have for content in the response. Anne Nieman will write a draft of the response and send to all Board members for input by September 20th.

**ADJOURN**

With no further business being brought before the Board, the meeting adjourned at 1:29 AM.

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_ Attested by: \_\_\_\_\_

12-06-2024 - ABRID - Board Meeting Reports

OLD BUSINESS

**CHAIRMAN**

Nothing at this time

**EXECUTIVE DIRECTOR**

Update of Board Forms

The Application for Registration and the Application for Registration Through Reciprocity have been updated with the demographics questions. They are available on the website or by request.

Response Letter to the Sunset Committee

The response letter to the Sunset Committee regarding their concern about State universities not preparing their graduates enough to sit for the NCIDQ exam was completed and mailed to the Chair of the Committee.

# 12-06-2024 - ABRID - Board Meeting Reports

## NEW BUSINESS

### CHAIRMAN

New AL ID Legislation suggestions	<p>To Jim Griffo: We have a VERY small to non-existent pool of educators who are registered. We do not think registration is needed if the board educator representatives are selected from instructors in a CIDQ-accredited university interior design program (this could be the substitute requirement). We value the input from the educator perspectives. The instructors must now take on many more responsibilities within their programs than when we first formed the Board, so we would have better participation if we opened up the position requirements.</p> <p>Board: Also see Bryant's suggestions in previous PDF document markup sent to Jim Griffo and make any further suggestions ASAP.</p>
Inactive status vs hardship exemption question	<p>Our law does not allow Board discretion on hardship exemptions for inactive status applicants. Section 485-X-5-.02 allows the Board to grant a hardship exemption - with a written request from applicant and a written Board response – only for missed CEUs required to be made up for late renewals or reinstatements. This may be another legal change we want to discuss.</p>
Executive Director Contract	<p>The Executive Director's contract is expiring soon, the Board needs to decide whether or not to renew the contract</p>

### EXECUTIVE DIRECTOR

Reinstatements	<p>Since the last meeting we've had four designers reinstated as Registered Interior Designers. Those are Caroline Long, Donna Dowling, Angela Nash, and Stephanie Petersen.</p>
Renewals	<p>To date we've had 229 renewals, 2 who did not have to renew due to being granted registration after May 1st, and 4 reinstatements. Of the 229 renewals 7 mailed in physical Applications for renewal and the rest utilized the online system. There are 17 designers who have not yet renewed their registration. These designers have until midnight December 31st to renew, after which their registration will expire and they would be required to apply for reinstatement at a fee of \$450. These individuals have been notified.</p>
New Proposed Legislation	<p>I submitted comments and suggestions on the draft for the new proposed legislation to Jim Griffo. See attached copy.</p>

Hardship Case	<p>We have a situation where a Registered Interior Designer has applied for inactive status; however, the designer did not renew her registration before the deadline of September 31st due to hardship. According to the Administrative Code in order to be granted inactive status the RID must be current with their registration and all fees, which she is not. Further, the Admin Code does not give the Board the ability to grant an exemption due to hardship cases, therefore her application will have to be denied and her registration will expire. This designer has been registered since 1994.</p>
Registration Committee Report	See attached report.



# Council for Interior Design Qualification

## Core Provisions of Interior Design Registration

# Model Legislation

June 2024

Prepared by  
**Council for Interior Design Qualification, Inc.**  
225 Reinekers Lane, Suite 210  
Alexandria, VA, 22314

# MODEL LEGISLATION

## COUNCIL FOR INTERIOR DESIGN QUALIFICATION

### Foreword

The following document is intended as a guide for jurisdictions and to serve as an outline of sections which should be incorporated into any legislation undertaken regarding the licensure or registration of practitioners of the profession of interior design. In 2023, CIDQ enlisted a task force to thoroughly review and modernize CIDQ's 2010 Model Legislation. This updated document serves as a tool for member boards and jurisdictions, providing suggested language for the strongest standards for successful and enforceable legislation as well as footnotes that provide language options as well as related background information. Within the sections are suggestions for language for that section with footnotes relating to various choices and legislation that may already be in place in the United States and Canada. A final document, to become a law or act, will incorporate formatting and language specific to that jurisdiction and will be longer than this model.

Interior Design legislation may be known as a Practice Act or Title Act, according to what is regulated. Title acts provide voluntary registration and restrict only the use of the title identified in that legislation. Only the title of "Registered Interior Designer" may be regulated by title acts. The practice and standards for the practice of registered interior design may only be regulated in some jurisdictions through Practice Acts, which requires licensure or registration of practitioners and may also allow the restriction and regulation of the title "Registered Interior Designer" as well as the identification of a practice as being Registered Interior Design practice. The decision to seek legislation of either type should be reviewed carefully. This document maintains the preferred framework establishing a Practice Act model, which provides the highest and strongest level of public protection, while also providing guidance for the development of a Title act. Jurisdictions may adapt this model to suit their preferences.

Due to court rulings stating that the title of "Interior Designer" may not be regulated and restricted due to First Amendment implications, this model regulates the practice and title of "Registered Interior Designer" which can be restricted and regulated. Such a distinction serves to allow for reasonable regulation of NCIDQ Certified Interior Designers that impact public health and safety in their practice, whilst protecting the First Amendment rights of non-certified individuals providing related services that do not impact the public's health, safety, and welfare to call themselves "interior designers".

One major change was implemented by the 2023 Model Legislation Task Force was an updated, specific definition of the scope of the practice of "Registered Interior Design". This model language was developed utilizing a conjunction of CIDQ's organizational definition of the profession of interior design and legislative language recently passed in the U.S. developed through collaboration between the interior design and architecture communities in those jurisdictions. Such language took great effort to draw a distinction between the overlap in practices.

While some U.S. jurisdictions with interior design regulations use "certified" or "licensed" in their legislation, CIDQ recommends the usage of "registered", which is preferred due to ICC language referencing "registered design professional". The term "certified" has proven to cause confusion among the public since there are any number of institutions or organizations which "certify" or offer "certifications," most of which are not public regulatory bodies.

It should be noted that every jurisdiction will have policies and frameworks unique to that jurisdiction which must also be considered. Each jurisdiction will have in place laws and rules, which may be identified as an "Administrative Code". This relates to Board operations, how members are appointed, members' attendance at meetings, etc. This jurisdiction-specific general legislation regarding regulatory boards is supplementary and should be reviewed when preparing interior design legislation.

These requirements may be derived from laws already in place that apply to other design professionals or to other professional groups. An example concerns single or joint multi-disciplinary boards. CIDQ recommends the implementation of multi-disciplinary boards, due to the reduced regulatory burden and the overlap in practice between allied design professions, which may contribute to efficient and effective board proceedings. However, to account for jurisdictional preferences, this model provides a framework for implementing either a standalone or joint board.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

## Table of Contents

<b>ARTICLE I. Title, Purpose, and Definitions</b> .....	5
<b>Section 101. Title of Act</b> .....	5
<b>Section 102. Legislative Declaration of Purpose</b> .....	5
<b>Section 103. Definitions</b> .....	5
<b>Section 104. Exempt/Excluded Persons and Activities</b> .....	6
<b>ARTICLE II. BOARD</b> .....	8
<b>Section 201. Delegation of Authority</b> .....	8
<b>Section 202. Board Composition</b> .....	8
<b>Section 203. Qualification for Board Membership</b> .....	9
<b>Section 204. Board Member Appointment and Oversight</b> .....	9
<b>Section 205. Terms</b> .....	9
<b>Section 207. Removal of Board Member</b> .....	10
<b>Section 208. Organization of the Board</b> .....	10
<b>Section 209. Executive Director</b> .....	10
<b>Section 210. Meetings of Board</b> .....	10
<b>Section 211. Power and Duties of the Board</b> .....	11
<b>ARTICLE III. REGISTRATION</b> .....	11
<b>Section 301. Qualifications for An Initial Certificate of Registration</b> .....	11
<b>Section 302. Qualifications for Reciprocal Registration</b> .....	12
<b>Section 303. Continuing Education, Requirements for Registration Renewal</b> .....	13
<b>Section 304. Expired and Inactive Registrations</b> .....	13
<b>Section 305. Firm Registration</b> .....	14
<b>Section 306. Source of Data</b> .....	14
<b>ARTICLE IV. PRACTICE REQUIREMENTS</b> .....	15
<b>Section 401. Unlawful Practice</b> .....	15
<b>Section 402. Seal</b> .....	15
<b>Section 403. Record Keeping</b> .....	15
<b>ARTICLE V. PROHIBITED ACTS; ENFORCEMENT; PENALTIES; DISCIPLINARY POWERS</b> .....	16
<b>Section 501. Prohibited Acts</b> .....	16
<b>Section 502. Penalties; Injunctive Relief</b> .....	16
<b>Section 503. Grounds; Conditions for Probation; Orders Imposing Discipline Deemed Public Records; Private Reprimands Prohibited</b> .....	17

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**Section 504. Entry and Notice of Penalty** ..... 18  
**Section 505. Reinstatement of Registration Following Disciplinary Action**..... 18  
**ARTICLE VII. COMPLAINTS, REPORTING, MISCELLANEOUS**..... 18  
**Section 701. Complaint Procedures**..... 18  
**Section 702. Duty to Report Misconduct** ..... 18  
**Section 703. Effective Date** ..... 18

DRAFT

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

## ARTICLE I. Title, Purpose, and Definitions

### Section 101. Title of Act

This (Jurisdiction) Interior Design Practice Act shall also be known as the “Act”.

### Section 102. Legislative Declaration of Purpose

The Practice of Registered Interior Design in (Jurisdiction) is declared a professional practice affecting the public health, safety, and welfare, and is subject to regulation and control in the public interest. It is a matter of public interest and concern that the Practice of Registered Interior Design, as defined under this Act, merits and receives the confidence of the public and shall be limited to those persons determined by the Board to be qualified under this Act. This Act shall be liberally construed to carry out these objectives and purposes.

It is the purpose of this Act to promote, preserve, and protect the public health, safety, and welfare by and through the registration and regulation of persons, whether within or outside of (Jurisdiction), who engage in the Practice of Registered Interior Design within (Jurisdiction). In furtherance of this purpose, this Act creates the (Jurisdiction and name of board), whose members, functions, and procedures shall be established in accordance with the provisions of this Act.

### Section 103. Definitions

1. **Applicant** means an individual who seeks a Certificate of Registration in accordance with the requirements and processes set forth in this Act and as may be established by the Board.
2. **Approved Educational Program** means an educational program as approved by the Board.<sup>1</sup>
3. **Board** means the (Board Name) established by this Act.
4. **Certificate of Registration** means the approval issued to an individual by the Board indicating that the individual is a Registered Interior Designer and is authorized to engage in the Practice of Registered Interior Design in (Jurisdiction).
5. **CIDQ** means Council for Interior Design Qualification.
6. **NCIDQ Certification** means the certification issued by CIDQ for successful completion of the NCIDQ Examination.
7. **Nonstructural Element** means an element of a building or structure which does not require structural bracing and does not contribute to the structural integrity of the building. Nonstructural elements are primarily concerned with the interior

---

<sup>1</sup> The Council for Interior Design Accreditation, or CIDA, is the preeminent international accreditation body for postsecondary interior design programs. Jurisdictions may choose to reference CIDA accredited programs in their definition of “Approved Educational Program”.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

aspects of design and do not include any load-bearing components. This definition encompasses both non-seismic and non-structural elements.

8. **Practice of Registered Interior Design** means the analysis, planning, design, documentation, and management of interior non-structural construction and alteration projects in compliance with applicable building design and construction, fire, life-safety, and energy codes, standards, regulations, and guidelines. The “Practice of Registered Interior Design” includes all the following:
- a. Programming, space planning, pre-design analysis, and conceptual design of interior non-structural elements;
  - b. Preparation of documents and technical submissions related to interior construction, finish materials, furnishings, fixtures, and equipment;
  - c. Rendering of designs, plans, drawings, specifications, contract documents, and other interior technical submissions, and administration of interior nonstructural element construction and contracts relating to nonstructural elements in interior alteration or construction of a proposed or existing building or structure;
  - d. Alteration or construction of interior non-structural elements;
  - e. Preparation of a physical plan of space within a proposed or existing building or structure including any or all of the following:
    - i. Determinations of circulation systems or patterns;
    - ii. Determinations of egress requirements based on occupancy loads;
    - iii. Assessment and analysis of interior safety factors to comply with building codes related to interior non-structural/non-seismic elements;
    - iv. Design of the exit access and exit components of the means of egress system within a building based on the calculated occupant load;
    - v. Interior material selection and application for all portions of a means of egress system;
    - vi. Compliance with applicable building design and construction, accessibility standards, fire, life-safety, and energy codes, standards, regulations and guidelines.
10. **Registered Interior Designer** means an individual who holds a Certificate of Registration.
11. **Responsible Control** means the direct personal supervision over, and detailed knowledge of, the content of all contract documents that are ordinarily exercised by a Registered Interior Designer when applying the requisite standard of care.<sup>2</sup>
12. **Technical Submissions** means the documents necessary to demonstrate compliance with applicable regulatory requirements and/or to fabricate or construct a project including, but not limited to, drawings, digital models, specifications, performance criteria, and installation requirements.

#### **Section 104. Exempt/Excluded Persons and Activities**

1. Nothing in this Act shall be construed to authorize a Registered Interior Designer to engage in the practice of professional engineering or architecture in this

---

<sup>2</sup> The “standard of care” applicable in any jurisdiction is typically defined by that jurisdiction’s statutory and common law frameworks.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

- jurisdiction or provide services that constitute the practice of professional engineering or architecture, except as otherwise provided in this Act.
2. The Practice of Registered Interior Design does not include modifications or additions to any of the following:
    - a. Changes of building use to occupancies not already allowed by the current building or structure or changes of building use to occupancies of a greater hazard,
    - b. The construction classification of the building or structure according to the International Building Code,
    - c. The structural system of a building, including changing the building's dead load on the structural system,
    - d. The building envelope, including exterior walls, exterior wall claddings, exterior wall openings, exterior windows and doors, balconies and similar projections, roof assemblies and rooftop structures, and glass and glazing for exterior use in both vertical and sloped applications in buildings and structures.
    - e. Mechanical, plumbing, heating, air conditioning, ventilation, electrical, low voltage systems, elevators and conveying systems, fire protection systems, or fire alarm systems.
    - f. Design of or modifications to an exit stair or exit discharge portion of a means of egress system.
    - g. Construction that materially affects life safety systems pertaining to fire safety of structural elements or the fire protection of structural elements, smoke evacuation and compartmentalization systems, or fire-rated vertical shafts in multi-story structures.
  3. The following individuals are not required to obtain a Certificate of Registration pursuant to the Act:<sup>3</sup>
    - a. A licensed or registered architect;
    - b. A person engaging in work as an employee of an architect or Registered Interior Designer, if the work does not include Responsible Control, or a consultant retained by an architect or Registered Interior Designer;
    - c. An individual who prepares plans, drawings, or specifications for buildings for their personal private residential use;
    - d. A person who prepares drawings of the layout of materials or furnishings or in the selection of materials or furnishings used in interior design, including:
      - i. Decorative accessories;
      - ii. Wallcoverings, wall finishes or paint;
      - iii. Floor coverings, tile, wood, stone or concrete;
      - iv. Window coverings;
      - v. Lighting fixtures which do not disrupt structural elements;
      - vi. Plumbing fixtures which do not disrupt structural elements;
      - vii. Professional services limited to the design of kitchen and bath spaces or the specification of products for kitchen and bath areas in noncommercial settings; and

---

<sup>3</sup> Jurisdictions may choose to allow licensed architects to be grandfathered in or otherwise exempted from registration requirements in order to use the RID title.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

- viii. Furniture, equipment, cabinetry or millwork, if the preparation or implementation of those drawings or the installation of those materials or furnishings is not regulated by any building code or other law, ordinance, rule or regulation governing the alteration or construction of a structure.

## ARTICLE II. BOARD

### Section 201. Delegation of Authority

The responsibility to enforce the provisions of this Act is hereby delegated to the Board by (Jurisdiction). The Board shall have all the duties, powers, and authority specifically granted by, or otherwise necessary to enforce this Act, as well as such other duties, powers, and authority as it may be granted from time to time by law.

### Section 202. Board Composition

*[The Board may be composed pursuant to one of the following options:]*

[Option 1: Joint Board Option]<sup>4</sup>

The Board shall consist of (Number) members appointed under Section 204 of this Act who possess the qualifications specified in Section 203 of this Act and comprise the following:

1. (Number) public members as described in Section 203(2);
2. (Number) Registered Interior Designers as described in Section 203(1); and
3. (Number) (Profession) members as defined in (citation to relevant practice act referencing residence, registered or licensed in Good Standing for a specified period of time).

[Option 2: Independent Board Option]

The Board shall consist of (Number) members, at least (Number) of whom shall be a representative(s) of the public, and the remainder of whom shall be Registered Interior Designers who possess the qualifications specified in Section 203 of this Act. Members of the Board shall have the expertise necessary for the effective and efficient regulation of the Practice of Registered Interior Design.

---

<sup>4</sup> A joint, multi-disciplinary board overseeing several design professions is the preferred regulatory framework for oversight of interior designers. The reasons for this preference are twofold: the overlap in professional scopes of practice between design professionals supports subject matter experts on the Board in their disciplinary and enforcement capacity, and the consolidation of several design professions into a single board streamlines regulatory oversight while minimizing the additional costs to the jurisdiction associated with maintaining several boards. In the case of a joint, multi-disciplinary board, all professions should be equally represented and matters affecting each profession determined by the entire Board. If a joint Board is created outside of an existing Board, guidelines for establishing the new Board should be listed.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**Section 203. Qualification for Board Membership<sup>5</sup>**

1. Each Registered Interior Designer member of the Board shall:
  - a. Be a resident of (Jurisdiction);
  - b. Be a Registered Interior Designer;
  - c. Maintain any other professional license or registration issued in this or any other jurisdiction, and
  - d. ~~Have had at least (Number) years of experience as a practicing Registered Interior Designer.~~
2. Each public member of the Board shall be a resident of (Jurisdiction). Each public member of the Board shall not be, nor shall ever have been:
  - a. A Registered Interior Designer;
  - b. The spouse of a current or former Registered Interior Designer; or
  - c. An individual who has ever had any material financial interest in the provision of interior design services or engaged in any activity directly related to the Practice of Registered Interior Design.

**Section 204. Board Member Appointment and Oversight**

In accordance with the principle of separation of powers and to provide for sufficient oversight by the respective branches of government, the Governor shall appoint the members of the Board in accordance with the provisions of Article II of this Act and the constitution of (Jurisdiction). In addition, the Governor shall have the authority to remove members of the Board with or without cause.

**Section 205. Terms**

1. Except as provided in subsection (2) of this Section 205, members of the Board

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

2. shall be appointed for a term of (Number) years, except that members of the Board who are appointed to fill vacancies that occur prior to the expiration of a former member's full term shall serve the remaining portion of such unexpired term.
3. The terms of the members of the Board shall be staggered so that the terms of no more than (Number) members shall expire in any year. Each member shall serve until a qualified successor is appointed unless such member cannot serve by reason of such member's resignation or removal from membership on the Board pursuant to Section 207.
4. Board members are eligible to serve for up to (Number) consecutive full terms. The completion of the remaining portion of an unexpired term shall not constitute a full term for purposes of this Section 205.
5. Any vacancy that occurs in the membership of the Board for any reason, including expiration of term, removal, resignation, death, disability, or disqualification, shall be filled as prescribed in Section 204 as soon as practicable in order to ensure the efficient administration of this Act.

---

<sup>5</sup> In the case of joint, multi-disciplinary boards, jurisdictions may already have qualifications for Board membership laid out in statute. Jurisdictions can adapt those requirements as desired.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**Section 207. Removal of Board Member**

A member of the Board may be recommended for removal upon an affirmative vote of three quarters ( $\frac{3}{4}$ ) of members of the Board otherwise eligible to vote upon one or more of the following grounds:

1. The refusal or inability for any reason of a member of the Board to perform the duties required of a Board member in an efficient, responsible, and professional manner;
2. The misuse of a Board member position to obtain, or attempt to obtain, any financial or material gain, or any advantage personally or for another, through such office;
3. A final adjudication by a recognized body, including any court, that a Board member violated this Act or any other jurisdiction's law governing the Practice of Registered Interior Design; or
4. Conviction of a crime other than a minor traffic offense.

**Section 208. Organization of the Board**

1. The Board shall elect from its members a Chairperson,<sup>6</sup> and such other officers as it deems appropriate and necessary to the conduct of its business. The Chairperson shall preside at all meetings of the Board and shall perform those duties customarily associated with the position and such other duties assigned from time to time by the Board. The Chairperson may establish Board committees as appropriate and necessary to the furtherance of Board business and may designate Board members as committee members.
2. Officers elected by majority vote of the Board shall serve terms as defined by the Board commencing with the day of their election and ending upon election of their successors or removal by affirmative majority vote of the Board members otherwise eligible to vote.

**Section 209. Executive Director**

1. Under the oversight of the Board, the Executive Director shall be responsible for the proper performance of the Board's duties.
2. The Board may delegate authority to the Executive Director as necessary to properly fulfill the Board's duties.

**Section 210. Meetings of Board**

The Board shall hold regular meetings to transact business in compliance with all applicable (Jurisdiction) laws and as otherwise may be established by regulations of the Board.

---

<sup>6</sup> The jurisdiction has the discretion over the title given to the person presiding over the Board, be it chairperson, president, or any other title.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**Section 211. Power and Duties of the Board**

1. The Board shall have the power and responsibility to administer the provisions of this Act consistent with *[insert appropriate jurisdiction-specific statute]*.
2. The Board shall have the power to make, adopt, amend, and repeal regulations as may be necessary to carry out the purposes of this Act, including, but not limited to, regulations concerning:
  - a. The meetings and proceedings of the Board;
  - b. The qualification requirements for admission to the Approved Examinations, and the types and contents of Approved Examinations, their conduct, and the minimum scores or other criteria for passing such Approved Examinations;
  - c. The requirements for the issuance of Certificates of Registration and the registration of firms, the renewals thereof, and the fees associated with these;
  - d. Mandatory standards of professional conduct concerning misrepresentations, conflicts of interest, incompetence, disability, violations of law, dishonest conduct, or other unprofessional conduct for those individuals or organizations regulated by this Act, which standards shall be enforceable under the disciplinary procedures of the Board;
  - e. Requirements for renewal of Certificates of Registration designed to promote the continued professional development and competence of Registered Interior Designers. Such requirements shall be designed solely to improve the professional knowledge and skills of a Registered Interior Designer directly related to the current and emerging bodies of knowledge and skills of Registered Interior Designers; and
  - f. When necessary to protect the public health, safety, and welfare, the Board shall require such evidence as it deems necessary to establish the continuing competency of Registered Interior Designers as a condition of renewal of Certificates of Registration.
3. The adoption, amendment, or revocation of regulations and the publication and distribution of the regulations shall be subject to the provisions of the *[insert appropriate jurisdiction-specific statute]*.
4. The Board shall keep an official registry of all Registered Interior Designers. The roster must be properly indexed and open for public inspection and information.
5. The Board shall have the power to carry out the purposes of the Act and enforce any provision of the Act or any regulations promulgated hereunder, together with all other powers and duties delegated to the Board pursuant to the Act.

**ARTICLE III. REGISTRATION**

**Section 301. Qualifications for An Initial Certificate of Registration**

1. To obtain a Certificate of Registration to engage in the Practice of Registered Interior Design in (Jurisdiction) by examination, an Applicant must submit to the Board:
  - a. A complete and signed written application in the form prescribed by the Board;

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

- ~~b. Evidence of graduation and receipt of a degree from an Approved Educational Program;~~
  - c. Evidence indicating the successful completion of the experience deemed necessary by the Board;
  - d. Evidence of the successful completion of the NCIDQ examination administered by CIDQ;<sup>7</sup>
  - e. Payment of all applicable fees specified by the Board; and
  - f. Documentation satisfactory to the Board of United States citizenship or other lawful immigration status as required under (jurisdiction) law or, in the absence of (jurisdiction) law, under applicable federal law.
  - g. The Applicant's Social Security Number, or individual taxpayer identification number, recognizing that the Applicant's Social Security number or individual taxpayer identification number furnished to the Board shall not be deemed a public record under (Jurisdiction) law and shall not be open to public inspection.<sup>8</sup>
2. In lieu of furnishing evidence supporting subdivisions 1(b), (c), and (d) above, an Applicant may provide a copy of the Applicant's NCIDQ Certification.<sup>9</sup>
  3. A Certificate of Registration shall be effective upon issuance by the Board. A person issued a Certificate of Registration may practice as a Registered Interior Designer in this State, subject to the provisions of this Act and the Board regulations.
  4. Notwithstanding any other provision of this Act, any individual licensed or registered as an architect in (Jurisdiction) shall be qualified for a Certificate of Registration upon approval of a completed application for such registration and payment of the corresponding application fee. An architect who is licensed or registered within (Jurisdiction) is not required to obtain a Certificate of Registration to practice Registered Interior Design but must register as a Registered Interior Designer prior to using the title "Registered Interior Designer" in (Jurisdiction). For architects registered as Registered Interior Designers, satisfaction of the requirements for renewal of licensure or registration as an architect shall be deemed to satisfy the requirements for renewal of the Certificate of Registration as a Registered Interior Designer.

### Section 302. Qualifications for Reciprocal Registration

1. To obtain a Certificate of Registration through reciprocity in (Jurisdiction), an Applicant shall:
  - a. Provide documentation satisfactory to the Board that such Applicant:

---

<sup>7</sup> Jurisdictions hesitant to specify an examination in statute may reference an "approved examination" and specify the NCIDQ examination requirement in rules.

<sup>8</sup> Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

<sup>9</sup> Jurisdictions can either adopt a simple NCIDQ certification requirement for registration, or adopt requirements instituting their own education, experience, and examination requirements for registration. Since CIDQ requires and verifies education and experience to sit for the NCIDQ examination, both frameworks institute education, experience, and examination requirements.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

- i. Holds a current and valid registration or license to practice Registered Interior Design issued by another jurisdiction or a licensing authority recognized by the Board; and
  - ii. Holds an NCIDQ certification.
- b. Submit to the Board a completed and signed application and pay the required fee.
- c. Provide to the Board a Social Security number, individual taxpayer identification number, or an affidavit attesting that the Applicant has no such number, for the Board to establish the Applicant's identity.<sup>10</sup> Any such information provided to the Board shall be released by the Board to identify Applicants, including verifying an Applicant's identity and certification status with the examination entity, and as may be required by law.

### Section 303. Continuing Education, Requirements for Registration Renewal

1. The Board may, by regulation, establish the processes and requirements for a Registered Interior Designer to demonstrate their continuing competence to Practice Registered Interior Design through continuing education. The Board shall have the authority to make the determination of acceptable program content for such continuing education.
2. The Board shall, by regulation, establish requirements and procedures for the renewal of Certificates of Registration, including the continuing education requirements.
3. Each Certificate of Registration must be renewed on or before (DATE) in each year. The completed application for renewal together with the required renewal fee shall be submitted to the Board on or before the renewal date. Upon demonstration that a Registered Interior Designer has satisfied the continuing education requirements established by regulation of the Board, the Board shall issue a renewal of the Certificate of Registration to such Registered Interior Designer.
4. Upon failure to renew within 30 days after the date set for expiration, the Certificate of Registration shall become automatically inactive, but such Certificate of Registration may be renewed at any time within one year following the expiration date upon proof of continuing competency and payment of the renewal fee plus a late renewal fee.

### Section 304. Expired and Inactive Registrations

1. Failure to renew a Certificate of Registration within [30 days<sup>11</sup>] of the designated renewal date shall result in the expiration of the Certificate of Registration and the extinguishment of authority to practice Registered Interior Design in

---

<sup>10</sup> Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

<sup>11</sup> Jurisdictions may choose the length of, or existence of, a grace period for registration renewal. 30 days is offered as an example.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

(Jurisdiction). Each applicant for reinstatement of an expired Certificate of Registration shall bear the burden of substantiating by documentation satisfactory to the Board that such applicant has met continuing education requirements as set forth by the Board and has submitted an application for reinstatement and renewal fee.

2. In connection with any application for reinstatement of a Certificate of Registration, the Board may impose any additional reasonable requirements it deems necessary to fulfill its public protection mission.
3. The Board may, in its discretion, consider any relevant extenuating circumstances duly submitted in conjunction with any petition and application for the reinstatement of a Certificate of Registration where the Applicant can demonstrate hardship, so long as the Board maintains its public protection mission in considering any such petition and application. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Certificate of Registration.
4. The Board shall, by regulation, set forth procedures for the issuance of an Inactive Registration to a Registrant in Good Standing whereby such individual shall be exempt from registration renewal requirements. During the period in which a Certificate of Registration is in inactive status, the Registered Interior Designer shall not engage in the Practice of Professional Interior Design in (Jurisdiction) or use the title "Registered Interior Designer".
5. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Certificate of Registration.

### **Section 305. Firm Registration<sup>12</sup>**

To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board. The Board shall promulgate regulations regarding firm registration.

### **Section 306. Source of Data**

The Board may use documentation and verified data stored by CIDQ in the same way that it may use data stored by the Board to establish an Applicant's qualifications for a Certificate of Registration. Notwithstanding any other provision of law to the contrary, the Board shall share such information with CIDQ as may be reasonably requested from time to time, provided that CIDQ agrees to maintain the confidentiality of such information.

---

<sup>12</sup> As with all provisions of this model legislation, jurisdictions can choose whether to adopt firm registration requirements.

## ARTICLE IV. PRACTICE REQUIREMENTS

### Section 401. Unlawful Practice

1. Except as otherwise provided under this Act, it shall be unlawful for any person to engage in the practice of Registered Interior Design or <sup>13</sup>use the designation “Registered Interior Designer” or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board. This paragraph does not prohibit a person who is exempt, pursuant to the Act, from holding themselves out to the public or soliciting business as an interior designer.
2. It is unlawful for a person to seal any plan, specification, report or other document with the seal after the registration of the Registered Interior Designer named therein has expired or has been suspended or revoked, unless the certificate has been renewed or reissued.

### Section 402. Seal

1. Upon being issued a Certificate of Registration, each Registered Interior Designer shall obtain a seal authorized by the Board, which must include the Registered Interior Designer’s name, the number of their Certificate of Registration, and the title “Registered Interior Designer”.
2. A Registered Interior Designer may sign and seal an interior technical submission covering the scope of registered interior design and shall have the authority to submit such interior technical submission to a state or local governmental entity for the purpose of obtaining any requisite permit for an interior alteration or construction project.
3. All Technical Submissions issued for permitting must be signed, sealed, and dated by a Registered Interior Designer. All documents issued for permitting must be signed, sealed, and dated only by the Registered Interior Designer in responsible control. A Registered Interior Designer shall not sign and seal an interior technical submission that was not prepared by the Registered Interior Designer or under the direct supervision and responsible control of the Registered Interior Designer.
4. The Board may adopt regulations specifying the manner in which Registered Interior Designers may electronically transmit any plan, specification, report or other document to a state or local government entity for purposes of obtaining a building permit.

### Section 403. Record Keeping

A Registered Interior Designer shall maintain documentation of Technical Submissions for at least five (5) years<sup>14</sup> and make records available to the Board upon request. Records

---

<sup>13</sup> This model language outlines a practice act framework requiring mandatory licensure for interior designers to work in code-regulated spaces. Additional guidance regarding title act language is provided as an appendix.

<sup>14</sup> This requirement should align with the jurisdiction’s own statute of limitations.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

must be adequate to demonstrate the Registered Interior Designer's Responsible Control over the Technical Submissions, whether prepared entirely by the Registered Interior Designer or by integrating the work of others.

## **ARTICLE V. PROHIBITED ACTS; ENFORCEMENT; PENALTIES; DISCIPLINARY POWERS**

### **Section 501. Prohibited Acts**

1. A person may not knowingly:
  - a. Advertise or put out any sign, card or other device which indicates to the public that the person is a Registered Interior Designer or that the person is otherwise qualified to practice as a Registered Interior Designer, without having a registration pursuant to this Act.
  - b. Use or attempt to use the interior designer registration of another.
  - c. Use or attempt to use an interior design registration that has been suspended, revoked, or placed on inactive or delinquent status.
  - d. Obtain or attempt to obtain registration from the Board by fraud.
  - e. Make any willfully false oath or affirmation to the Board.
  - f. As a Registered Interior Designer, accept compensation in connection with a Registered Interior Design project, except as payment for the provision of Registered Interior Design services, which would reasonably appear to compromise the Registered Interior Designer's professional judgment in serving the best interests of the client or public.

### **Section 502. Penalties; Injunctive Relief.**

1. Any person who violates any of the provisions of Section 501<sup>15</sup>:
  - a. For the first violation, is guilty of a misdemeanor and shall be punished by a fine of not less than \$\_\_ nor more than \$\_\_ and may be further punished by imprisonment for not more than 6 months.
  - b. For the second or any subsequent violation, is guilty of a gross misdemeanor and shall be punished by a fine of not less than \$\_\_ nor more than \$\_\_ and may be further punished by imprisonment for not more than 1 year<sup>15</sup>.
  - c. If any person has engaged or is about to engage in any acts or practices which constitute or will constitute an offense against this chapter, the district court of any county, on application of the Board, may issue an injunction or other appropriate order restraining such conduct. Proceedings pursuant to this subsection are governed by the jurisdiction's Rules of Civil Procedure, except that no bond or undertaking is required in any action commenced by the Board.
2. In addition to any other civil penalty provided by law, a person who violates any provision of this chapter or any regulation adopted by the Board is subject to a

---

<sup>15</sup> Penalties are at the sole discretion of the jurisdiction and should align with penalties incurred for violation of other professional regulation statutes.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

civil penalty of not more than \$\_\_for each violation. Any such penalty must be imposed by the Board at a hearing.

3. The district attorney in each county shall prosecute by court action all cases of violation of any of the provisions of this chapter occurring in his jurisdiction as may be presented for such court action by the Board.

**Section 503. Grounds; Conditions for Probation; Orders Imposing Discipline Deemed Public Records; Private Reprimands Prohibited**

1. The Board may place a Registered Interior Designer<sup>16</sup> on probation, publicly reprimand such registrant, fine the registrant not more than \$10,000, suspend or revoke the registrant's Certificate of Registration, impose the costs of investigation and prosecution upon the registrant or take any combination of these disciplinary actions, if the Board finds that the registrant engaged in any of the following acts:
  - a. Attempting to register or renew a Certificate of Registration, or registering or renewing a Certificate of Registration, by bribery, fraud, or any other misrepresentation;
  - b. Being found guilty of a crime in any jurisdiction which directly relates to the Practice of Registered Interior Design or to the ability to provide Registered Interior Design services;
  - c. Committing an act of fraud or deceit, or of negligence, incompetency, or misconduct, in the Practice of Registered Interior Design;
  - d. Having an interior design license, certification, or registration revoked, suspended, or otherwise acted against, including the denial of licensure, registration, or certification by the licensing authority of another jurisdiction for any act which constitutes a violation of this Act;
  - e. Signing or sealing any technical submissions which were not prepared by the Registered Interior Designer or under their responsible supervisory control or by another Registered Interior Designer and reviewed, approved, or modified and adopted by such individual as their own work according to the regulations adopted by the Board;
  - f. Affixing or permitting to be affixed, the Registered Interior Designer's seal or signature to any plan, specification, drawing, or other document which depicts work the registrant is not competent or authorized to perform;
  - g. Aiding or abetting any unauthorized person to practice as a Registered Interior Designer;
  - h. Publishing or causing to be published false, deceptive, or misleading advertising; or
  - i. Committing financial misconduct such as improper or fraudulent billing practices.
2. The conditions for probation imposed pursuant to the provisions of subsection 1 may include, but are not limited to:

---

<sup>16</sup> If a jurisdiction wishes for this Section to also apply to registered firms (if any under that jurisdiction's framework), then corresponding edits would need to be made throughout Art. VI to ensure the provisions apply not just to Registered Interior Designers, but also to registered firms. The use of the term "registrant" may capture both in such instances.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

- a. Restriction on the scope of the Practice of Registered Interior Design;
  - b. Required continuing education or counseling; and
  - c. Payment of restitution to each person who suffered harm or loss as a result of the Registered Interior Designer's action or inaction.
3. An order that imposes discipline, together with the findings of fact and conclusions of law supporting that order, are public records.
  4. The Board shall not privately reprimand any Registered Interior Designer.

#### **Section 504. Entry and Notice of Penalty**

1. If the Certificate of Registration of a Registered Interior Designer is suspended or revoked, or they are given a written reprimand, notation of the penalty must be entered in the roster of Registered Interior Designers maintained by the Board. The Board shall provide notice of the suspension, revocation, or written reprimand to the Council for Interior Design Qualification (CIDQ) or any successor in interest to that organization.
2. Upon revocation of a Registered Interior Designer's Certificate of Registration, such individual's seal must be returned to the Board within thirty (30) days.

#### **Section 505. Reinstatement of Registration Following Disciplinary Action**

If the Board revokes a Registered Interior Designer's Certificate of Registration, such individual may apply for reinstatement of their Certificate of Registration pursuant to the requirements of Section 304 and any applicable regulations set forth by the Board.

### **ARTICLE VII. COMPLAINTS, REPORTING, MISCELLANEOUS**

#### **Section 701. Complaint Procedures**

The Board shall establish comprehensive procedures for reporting and receiving complaints of a violation of this Act.

#### **Section 702. Duty to Report Misconduct**

Any Registered Interior Designer, Applicant, or registered firm who has knowledge of any conduct by any individual, business entity, or any other group or combination of persons that may constitute grounds for disciplinary action under any provision of this Act or any regulation duly promulgated hereunder shall report such conduct to the Board.

#### **Section 703. Effective Date**

This Act shall take effect on (Date).

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**INTERIOR DESIGN MODEL LAW CHECKLIST**

**MAKE SURE THE BILL:**

- Recognizes Registered Interior Designers as Registered Design Professionals within the jurisdiction.
- Provides permitting privileges to allow a Registered Interior Designer to submit plans to a building official for review within the scope of the practice. Simply having a seal does not ensure permitting privileges.
- Provides for applicant's passage of NCIDQ Examination for registration.
- Does not establish fees in the legislation. Fees should be established in the Rules and Regulations.
- Does not require initial members of Board to be registered and allows them one year to become registered.
- Uses the title "Registered Interior Designer" whenever possible.
- Consider including a requirement to display the registration, license or certificate number on all business and paid advertising instruments.
- Has no residency requirement; reciprocity between U.S. jurisdictions is essential.
- Allows the Board to determine the amount and types of continuing education required for registration renewal. Leave this determination to the discretion of the Board.
- Has disciplinary and enforcement powers.

MODEL LEGISLATION  
COUNCIL FOR INTERIOR DESIGN QUALIFICATION

**Instruction Sheet for Creating  
Model Title Legislation for Interior Design Registration**

CIDQ endorses a **practice act** framework to regulate the profession of Registered Interior Design. Practice acts restrict unqualified practitioners from performing activities that affect the public health, safety and welfare; title acts do not. CIDQ’s mission is to protect the public by establishing standards of competence in the practice of registered interior design; in light of that mission, CIDQ no longer develops model title act legislation. Should the need arise through the political process to submit legislation that restricts only the title, this document will assist you in modifying the model practice legislation document.

<b>Instructions</b>	<b>Model Language</b>
<p><b>Article I – Definitions:</b> <i>Words with strikethrough should be deleted and words with underline should be added.</i></p>	<p><b>Section 103: Definitions:</b></p> <p>9. <del>“Practice of Registered Interior Design”</del> defined. <u>“Practice of Registered Interior Design”</u> means the analysis, planning, design, documentation, and management of interior non-structural/non-seismic construction and alteration projects in compliance with applicable building design and construction, fire, life-safety, and energy codes, standards, regulations, and guidelines.</p>
<p><b>Article III: Registration</b></p> <p><i>Words with strikethrough should be deleted and words with underline should be</i></p>	<p><b>Section 301: Qualifications for an Initial Certificate of Registration</b></p> <p>3. A Certificate of Registration shall be effective upon issuance by the Board. A person who is issued a Certificate of Registration may <del>practice as a</del> <u>use the title of</u> Registered Interior Designer in this State, subject to the provisions of this bill/statute and the regulations of the Board.</p> <p><b>Section 305: Firm Registration</b></p> <p><del>To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board.</del> The Board shall promulgate regulations regarding firm registration.</p>
<p><b>Article IV: Practice Requirements</b></p> <p><i>Words with strikethrough should be deleted and words with underline should be added.</i></p>	<p><b>Section 401: Unlawful Practice</b></p> <p>1. Except as otherwise provided under this Act, it shall be unlawful for any person to <del>engage in the practice of Registered Interior Design or</del> use the designation “Registered Interior Designer” or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board.</p>



## **Registration Committee Report December 6th, 2024**

- A. We currently have 258 Registered Interior Designers.
- B. Since the last meeting the following individuals were granted registration:
  - Morgan Sowards

Submitted by:  
Bryant Williams, Executive Director  
END

**PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS  
AND BRYANT WILLIAMS, EXECUTIVE DIRECTOR**

**THIS CONTRACT IS MADE BETWEEN** the Alabama Board for Registered Interior Designers (Board) and Bryant Williams (Contractor) whose address is 211 Lockridge Lane, Riverside, Alabama, 35135, for and in consideration of the terms, conditions, and mutual promises, herein contained, agree as follows:

**1. Term of Contract**

The Board has engaged Contractor through this Contract. The term of the contract shall be from the date the Governor signs the Contract through twelve (12) months from that date. The contract will initially be for a term of twelve (12) months with the option to renew for four (4) additional 12-month periods, beginning on the date of award and expiring on the corresponding anniversary date unless renewed.

**2. Government Approvals Required**

The Contractor acknowledges and understands that this Contract is not effective until it has received all requisite State government approvals, including, but not limited to the Alabama Governor's Office, the Alabama Contract Review Committee, and the State of Alabama Department of Finance. The Contractor shall not begin performing work under this Contract until notified to do so by the State. The Contractor is entitled to no compensation for work performed prior to the effective date of this Contract or prior to a request by the Board.

**3. Compensation**

The maximum amount to be paid for the Contract is \$2,100.00 monthly.

Travel expenses related to the Contract are to be paid in accordance with state regulations. The mileage rate as of January 1, 2023, is \$0.655 per mile. Allowance of expenses other than transportation within the state (per diem, meals) are to be paid in accordance with state regulations under the Code of Alabama § 36-7-20. For all travel related state regulations, the Contractor must also refer to the current State of Alabama's Fiscal Policy and Procedures Manual. The Board must approve all travel for which the Contractor intends to seek reimbursement from the state prior to the Contractor's departure. There will be no additional payments or reimbursements.

**4. Scope of Contract/Deliverables**

1.0 GENERAL

1.1 Reply to all emails and inquiries.

- 1.2 Monitor the phone.
- 1.3 Compose correspondence and all forms to be used for Board business.
- 1.4 Complete the Quarterly Reports and Annual Reports in the STAARS system.
- 1.5 Update the list of Board members and post notice of any vacancies on the Secretary of State's website.
- 1.6 Monitor and update the Board website.
- 1.7 Complete and submit the Annual Recycling Report.
- 1.8 Make reservations and other tasks associated with Board member travel to the Council for Interior Design Qualification (CIDQ) annual meeting, including completing and submitting the request for out-of-state travel to obtain approval from the State.
- 1.9 Serve as contact between the CIDQ and the Board.
- 1.10 Procure office supplies and equipment through the Division of Procurement.
- 1.11 Work with, and complete any necessary paperwork for, the Board of Adjustment.
- 1.12 Testify before the Sunset Committee when/if needed after an audit.
- 1.13 Keep track of all equipment/Board property and assist with the Property Audit when due.
- 1.14 Assist with the Sunset Audit once scheduled.
- 1.15 Complete and submit all required forms from the Federal Government.
- 1.16 Process requests for the Registered Interior Designer (RID) Seal, including completing the digital Seal.
- 1.17 Keep the Board Chair apprised of any developments as needed.

1.18 Filing of all documents and folders.

1.19 Security: Contractor must maintain a "clean desk policy" with respect to paper records of the Board. At the end of each workday, all correspondence, applicants' files, licensee files, and disciplinary files or records are to be locked in storage files or boxes. In no instance should any applicant, licensee, or disciplinary file be left out for any reason. Should any applicant file be removed from the Board's possession for any reason, a chain of custody document must be affixed to said file, and a transmittal record must be retained by the Contractor for that file.

## 2.0 MEETINGS

2.1 There are to be at least two meetings per year.

2.2 Schedule all Board meetings and find a location where they are to be held.

2.3 Notify the Board members of the date, time, and location.

2.4 Post all meetings on the Secretary of State's website and notify the RID of the meeting (all meetings are open to the RIDs).

2.5 Collect all board member reports and distribute them to the entire Board.

2.6 Assemble the Meeting Agenda and distribute along with the reports.

2.7 Assist the Board Chair with the running of the meeting.

2.8 Take the meeting minutes. All minutes are to be approved by the Board at the next meeting and kept on file.

## 3.0 FINANCIALS

3.1 Complete and submit payment vouchers for all invoices and charges.

3.1.1 Keep a log of all vouchers.

3.1.2 When warrant/checks are received, log date received and date mailed out, then forward to appropriate entity.

3.1.3 Retain copies of all vouchers with their corresponding invoices.

- 3.2 Keep track of the budget to ensure funds are available.
- 3.3 Compile, complete, and submit the annual Budget through the STAARS system.
- 3.4 Adjust the budget as needed through the STAARS system.
- 3.5 Accept payments and make deposits.
  - 3.5.1 There are two methods of payment to the Board: checks and through Alabama Interactive. Alabama Interactive is for registration renewal only, and the two methods are processed the same way, but must be kept separate.
  - 3.5.2 Keep records and logs of all received checks, including date received and date deposited.
  - 3.5.3 Complete the Certificate of Deposit and submit it to the Department of Finance.
  - 3.5.4 Retain Copies of all Certificates of Deposit along with their corresponding validated deposit slips.

4.0 REGISTRATION

- 4.1 Receive and process all Applications for Registration.
  - 4.1.1 Log the date application is received.
  - 4.1.2 Receive, log, and compile application file with all documents required for registration.
    - 4.1.2.1 Fully completed and signed application,
    - 4.1.2.2 Proof of citizenship,
    - 4.1.2.3 Proof of passage of the National Council for Interior Design Qualification (NCIDQ) examination, (log into the CIDQ portal and download a copy of the applicants proof of passage)

- 4.1.2.4 Current resume,
- 4.1.2.5 School transcripts,
- 4.1.2.6 Registration fee/check.
- 4.1.3 Once all documents and payment have been received, forward a scanned copy to the registration committee for their review and possible approval.
- 4.1.4 If the application is not approved, notate the reasoning in the file and send a notice to the applicant.
- 4.1.5 If the application is approved, notify the applicant.
  - 4.1.5.1 Enter the designer and all their information into the database/spreadsheet, thereby obtaining their registration number.
  - 4.1.5.2 Complete the first template for the Certificate of Registration and send it to the Secretary of State for his/her signature and to be logged into their system.
  - 4.1.5.3 When signed the Certificate of Registration is received from the Secretary of State.
    - 4.1.5.3(a) Complete the second template for the certificate.
    - 4.1.5.3(b) Affix the Board's seal.
    - 4.1.5.3(c) Make a copy and place it in the file, then mail the original to the Registered Interior Designer.

## 5.0 RENEWALS

- 5.1 Distribute notice via email to all RIDs of the upcoming renewal deadline at least two months prior.
  - 5.1.1 Keep a log showing each RID has received and read the notice of renewal email.

- 5.1.2 Continue to distribute the notice email at least every two weeks to those who have not confirmed receipt.
- 5.1.3 If notice email is rejected by the recipient's email system, send a hard copy via USPS.
- 5.2 Compile a spreadsheet of all RIDs who are required to renew and send to Alabama Interactive.
- 5.3 At least once per week log into the online renewal system and process all renewals.
  - 5.3.1 Log the renewal date and whether the RID has been randomly selected for audit into the database/spreadsheet.
  - 5.3.2 Ensure that at least 10% of the submitted renewals are audited.
    - 5.3.2.1 To process the audit, review the required CEU documentation to ensure the CEU requirements have been met. Log the results of the audit into the database/spreadsheet.
- 5.4 When a renewal is received via USPS, follow the same procedures as the online renewal process. Keep records of all checks received, including amounts.
  - 5.4.1 For renewals received via USPS, compose the Pocket Card, if requested, showing registration is current and the future expiration date of the registration.
- 5.5 For any renewals received online or mailed after midnight September 31st a late fee is assessed. A notice of the fee must be sent to the RID along with a reminder that any registration not renewed by December 31st the registration will expire.
- 5.6 The registration for all RIDs who do not renew by midnight on December 31st will expire, and notice must be sent to the RID.
- 5.7 Remove the RID from the "active" database/spreadsheet and place in the "expired." Pull the RID's file and place it in the expired section of the file cabinet.
- 5.8 Keep a record of all renewals in the database/spreadsheet including the

date renewed, if they were audited and the results of the audit, and any late assessed and received.

## 6.0 APPLICATION FOR INACTIVE STATUS

6.1 Process the application.

6.1.1 Ensure the application fee is received. (Follow the process for depositing checks.)

6.1.2 Ensure the RID meets all requirements for inactive status.

6.1.3 Move the RID from the “active” database/spreadsheet and move to the “inactive.”

6.1.4 Pull the RID file from the “active” file cabinet and place it in the “inactive” section.

6.1.5 Send notice to the RID that their application was approved.

## 7.0 APPLICATION FOR REINSTATEMENT

7.1 RIDs whose registration has expired may submit an Application for Reinstatement.

7.2 There are two types of reinstatement: reinstatement of lapsed/expired registration, and reinstatement of revoked registration.

7.3 For reinstatement of lapsed/expired registration, pull file and process the application by ensuring the RID has submitted all required documentation, attended the required CEUs, and paid the reinstatement fee.

7.3.1 If all is in order, approve the reinstatement and pull the file, place it in the “active” file cabinet.

7.3.2 Move the RID from the “expired” spreadsheet and place them in the “active.”

7.4 For reinstatement of revoked registration, pull the RID’s file and place it on the agenda for the next Board meeting for the Board to vote whether to approve.

7.4.1 Notify the RID of the date, time, and place of the next Board meeting where their application will be discussed.

8.0 APPLICATION FOR REACTIVATION FROM INACTIVE STATUS

8.1 Process the application by pulling the RID's file from the "inactive" file cabinet, ensuring all requirements for reactivation are met, and if so approve the application.

8.2 Move the RID from the "inactive" database/spreadsheet and place in the "active."

8.3 Send notice to the RID informing them if the application was approved or not approved.

9.0 OTHER APPLICATIONS

9.1 Process other applications following each of their guidelines.

9.2 Other applications include:

9.2.1 Application for Change of Information.

9.2.2 Application for Certificate Replacement.

10.0 END OF YEAR

10.1 Complete all End of Year (EOY) documentation and requirements through the STAARS system. The state will send a notification which includes all procedures and requirements two months prior.

11.0 BOARD APPOINTMENTS

11.1 In the spring, notify the Statewide Nominating Committee Chair of any appointments to the Board that will be expiring in the upcoming month of September.

11.2 Work with the Statewide Nominating Committee Chair to schedule a district meeting where nominations will be made, and notify all RIDs of the meeting.

11.3 Assist the Statewide Nominating Committee Chair with procurement of the required documentation of each nominee. A meeting will be called of the Statewide Nominating Committee where all nominees are reviewed and approved

or denied. Then send a letter to the Governor of their recommendations to the Executive Director who will forward the letter to the Governor along with the supporting documentation.

11.4 Send the letter to the Governor and the documentation no later than August 1st.

12.0 COMPLAINTS AND VIOLATIONS

12.1 Process any received complaints or violations according to the Administrative Code.

**5. Condition of Payment**

The Contractor must invoice the Board on a monthly basis in accordance with work completed. Payment will be approved by the Board's authorized representative for services performed upon submission of a monthly invoice. Payment shall be made only to the Contractor, and the Board shall have no obligation to any other person or corporation for expenses incurred by the Contractor. The Contractor has no authority to make any contracts, oral or written, in the name of the Board.

**6. Inspection of Records**

The Contractor and its subcontractors, if any, shall maintain all books, documents, papers accounting records, and other evidence pertaining to all costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by the Board or the State of Alabama or the State's authorized designees. Copies shall be furnished at no cost to the Board or the State, if requested.

**7. Not to Constitute Debt of State**

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article XI, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26.

**8. Constitutionality**

It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment either now in effect or which may, during this contract, be enacted, then that conflicting provision in this contract shall be deemed null and void.

**9. Employment of Staff**

The Contractor is an independent contractor. Neither the Contractor nor its agents or employees shall be deemed employees of the State of Alabama or of the Board. The Contractor shall have no power or authority to bind or otherwise obligate the Board in any

manner, except that the Board shall make payment to the Contractor for services and expenses incurred as provided herein.

**10. Contingency**

It is expressly understood and mutually agreed that any commitment of funds herein shall be contingent upon the receipt and availability of funds by the Board.

**11. Publication of Work**

The Contractor will not publish any findings based on data obtained from the operation of this Contract without the prior written consent of the Board, whose written consent will not be unreasonably withheld. The Board may release without consent of Contractor any document or data subject to release pursuant to the State of Alabama Open Records Act, requests by the State Legislature, or any other allied state agency.

**12. Termination**

It is understood by both parties that this administrative services contract may be terminated at any time by either party upon sixty (60) days' written notice to the other party. Notwithstanding any provision to the contrary, this contract may be terminated immediately for cause. "For cause" shall mean theft, defalcation, unprofessional behavior, misuse and/or abuse of alcohol, drugs, or any act of fraud or misrepresentation.

**13. Alternative Dispute Resolution**

In the event of any dispute between the parties, senior officials of both parties shall meet and engage in good faith to resolve the dispute. Should that effort fail, and the dispute involves the payment of money, a party's sole remedy is the filing of the claim with the Board of Adjustment of the State of Alabama. For any and all other disputes arising under the terms of this Contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center For Dispute Resolution of the Alabama State Bar.

**14. Confidentiality of Information**

As the Contractor may have access to the Board data and information of a privileged, confidential, nature, it will not disclose it to anyone other than Board members, the Board's attorney, or authorized employees, except as may be expressly authorized by the Board in writing.

**15. Insurance**

The Contractor shall maintain sufficient liability insurance to protect the Board from any loss or irregularity incurred by the Contractor dealing with the maintenance, storage, and handling of applicant records, licensee records, complaints, and disciplinary actions pending before or resolved by the Board, and any other records or files maintained by the Contractor on behalf of the Board. Liability insurance will be the responsibility of the

Contractor. The Contractor must keep on file a certificate from Contractor's insurer showing the amounts of insurance coverage carries and the risk covered thereby. Evidence of such coverage will be provided to the Board on an annual basis for the duration of the contract and/or renewals, prior to policy expiration.

**16. Amendments**

This Contract may not be amended or otherwise altered without the express written consent of the parties.

**17. Assignment**

The rights, duties, and obligations arising under the terms of this Contract shall not be assigned by any of the parties in this Contract to any other person, group, entity, organization, or agency without the written consent sent via certified mail, of the other party. The Contractor shall perform all obligations under this contract, and no part of this contract shall be subcontracted without prior consent from the Board.

**18. Severability**

Each provision of this contract is intended to be severable. If any term or provision of this contract is unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be construed as limited.

**19. Governing Laws**

The laws of the State of Alabama shall govern the validity of this contract, the construction of its terms, the interpretation of the rights, the duties of the parties, the enforcement of its terms, and all other matters relating to this Contract.

**20. Merit System Benefits Excluded**

The Contractor is not to be considered a merit system employee and is not entitled to any benefits of the State Merit System.

**21. Relationship/No Third-Party Beneficiaries**

The relationship of the parties in this Contract is that of independent contractors, and no agency, partnership, joint venture, fiduciary or other relationship is created. Neither party may bind or incur any indebtedness or enter into any obligation or commitment on the other party's behalf. This Contract shall not be construed to create any third-party beneficiaries.

**22. Immigration Laws**

By signing this contract, the contracting parties affirm, for the duration of the Contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the Contract and shall be responsible for all damages resulting therefrom.

**23. Open Trade**

In compliance with Act 2016-312, the Contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

In compliance with Ala. Act No. 2023-409, by signing this contract, Contractor provides written verification that Contractor, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act.

**24. Proration Cancellation Clause**

In the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the Governor pursuant to Section 41-4-90 of the Code of Alabama), the Contract shall be subject to termination.

**25. Waiver**

The failure of the State of Alabama to require performance of any provisions of this solicitation or resulting contract shall not affect the State's right to require performance at any time thereafter, nor shall a waiver of any breach or default constitute a waiver of any subsequent breach or default nor constitute a waiver of the provision itself.

**26. Public Record**

The Contractor acknowledges that this Contract is considered a public record pursuant to Alabama's Open Records Act and may be published on the Board's website.

**27. Sovereign Immunity/Governmental Claims**

It is understood and agreed that the Board is not waiving its sovereign immunity.

**28. Equal Employment Opportunity**

There should be no discrimination against any employees employed in the work covered by this contract or against any applicant for such employment, because of race, color, religion, sex, national origin, age, or disability.

**29. Entire Contract/Agreement**

This Contract contains the entire Contract between the parties, and there are no other promises or conditions in any other Contract, whether written or oral.

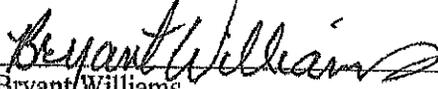
**30. Alabama Ethics Law Compliance**

Contractor agrees to comply with the Alabama Ethics Law in Ala. Code § 36-25-1 et seq., and the nepotism law in Alabama Code § 41-1-5 as if Contractor were a full-time agency head and public employee of the State of Alabama. To that end, and without limiting the duty set forth in the preceding sentence:

- a. Contractor agrees to participate in the "online educational review" of the Alabama Ethics Law offered by the Ethics Commission pursuant to Alabama Code Section 36-25-4.2(e) within thirty (30) days of the effective date of this contract unless the Contractor has previously participated in the review within the preceding two (2) years. Thereafter, Contractor agrees to participate in the online training at least once every two (2) years while the Contract is in effect. Contractor shall maintain evidence of completion of the review in the Board's files while this contract is in effect.
- b. Contractor agrees to file a statement of economic interests pursuant to Ala. Code § 36-25-14 as if Contractor were a full-time public employee serving as a supervisor.
- c. Contractor agrees and acknowledges that this Contract may be terminated immediately upon a finding by the Board that it reasonably appears the Contractor violated the requirements in this paragraph.

IN WITNESS WHEREOF, the Contractor and the Board, through their duly authorized representatives, enter into this Contract. The Parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below agree to the terms thereof.

CONTRACTOR:

  
\_\_\_\_\_  
Bryant Williams  
Executive Director

01.08.24  
Date Signed

STATE OF ALABAMA  
ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS

  
\_\_\_\_\_  
Anne Nieman  
Board Vice-Chair

Jan 5, 2024  
Date Signed

Christine Cook

Digitally signed by Christine Cook  
Date: 2024.01.12 13:10:30 -06'00'

Chief Procurement Officer  
State Purchasing

Date Signed

**APPROVED:**

*Kay Ivey*

Kay Ivey  
Governor, State of Alabama

*3/21/24*

Date Signed

Reviewed by Contract  
Review Committee

Contract # *CA4252743*

MAR 07 2024

Alabama Legislature

*Sunny Daugherty*



ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS  
211 Lockridge Lane  
Riverside, AL 35135  
205.317.0356  
id.admin@abrid.alabama.gov  
www.abrid.alabama.gov

**This is a regular meeting of the  
Alabama Board for Registered Interior Designers  
Date: December 6th, 2024  
Time: 12:30 PM  
Location: Samford University & ZOOM**

**BOARD MEMBERS PRESENT:**

Tonya Miller                      Anne-Marie Gianoudis              Sammi Woronoff

**BOARD MEMBERS VIRTUAL:**

Bonnie Pate                      Lori David Boone              Abby Owen

**BOARD MEMBERS ABSENT:**

Anne Nieman

**PUBLIC IN ATTENDANCE:**

Bryant Williams, Executive Director  
Stephanie Coley                      Tabitha Fong                      Tricia Jones

**ESTABLISH QUORUM**

Bryant Williams established a quorum was present.

**STATEMENT OF SUFFICIENT PRIOR NOTICE**

Prior notice of this meeting was given as required by the State of Alabama and the Open Meetings Act.

**CALL TO ORDER**

Anne-Marie Gianoudis called the meeting to order at 12:38.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the September 9th, 2024 meeting were reviewed.

- A motion was made by Tonya Miller and seconded by Lori David Boone to approve the minutes of 09/09/2024 as presented. All in favor, none opposed, no abstentions, motion carries.

**BOARD REPORTS**

**OLD BUSINESS:**

The old business report was reviewed as presented.

**NEW BUSINESS:**

The new business report was reviewed as presented.

Discussion was held regarding renewal of the Executive Director's contract. A motion was made by Sammi Woronoff and seconded by Abby Owen to renew the contract for Bryant Williams to continue as the Executive Director. All in favor, none opposed, no abstentions. Motion carries

**REGISTRATION COMMITTEE REPORT**

The registration committee's report was reviewed as presented:

**ADJOURN**

With no further business being brought before the Board, the meeting adjourned at 12:59 PM.

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_ Attested by: \_\_\_\_\_

**DRAFT**