

**MISSISSIPPI INTERIOR DESIGN ADVISORY COMMITTEE
RULES AND REGULATIONS**

NOT ADOPTED

Proposed Rules Filed July 19, 2018

Amendment to Rule 4.1 was withdrawn on April 15, 2019

New Chapter and Rules (Chapter 7) were rejected by the Occupational Licensing Review
Commission on April 15, 2019

CLEAN

Amendment to Existing Rule

Title 30 Part 203 Chapter 4: Continuing Education

Rule 4.1 Mandatory Continuing Education.

- A. The mandatory continuing education requirements shall commence on February 1, 2014, and shall be reported as required on the 2016 and subsequent renewal applications unless the applicant is otherwise exempted from these provisions.
- B. Each certificate holder shall be required to meet the continuing education requirements of these guidelines. These guidelines provide for a mandatory continuing education program to insure that certified interior designers remain informed of those technical and professional subjects IDAC deems appropriate to safeguard life, health, and promote the public welfare. Acquisition of the required units in conformance with this chapter is a condition precedent to renewal.
- C. Definitions:
 - 1. "CEU" - Continuing Education Unit. One CEU shall represent a minimum of 50 minutes of actual course time. No credit will be allowed for introductory remarks, meals, breaks or business/administration matters related to courses of study.
 - 2. "Health/Safety/Welfare (HSW) Topics" - Technical and professional subjects which directly safeguard the health, safety, and welfare of the public as it relates to certified interior design. Examples include, but are not limited to, knowledge of legal codes, building regulations and product performance standards and topics such as energy efficiency, acoustics, sustainability, lighting and fire and life-safety systems that are implemented to protect the public and the environment.
- D. Requirements
 - 1. Each Mississippi Certified Interior Designer shall complete a minimum of twelve (12) CEUs in HSW topics each biennial reporting period.
 - 2. The reporting period shall be concurrent with the certification period, that being February 1st of the even numbered year of renewal until January 31st of the next even numbered year.
- E. Scope - These rules shall constitute a condition precedent to renewal of certification on a biennial basis for any person certified as an interior designer by the State of Mississippi.
- F. Acceptable structured educational activities, which must be health, safety and welfare related, shall include the following:
 - 1. Attending professional or technical presentations or lectures at meetings, conventions,

- or conferences; and
 - 2. Attending in-house programs sponsored by corporations or other organizations
 - 3. Successfully completing seminars, tutorials, short courses, on-line courses, correspondence courses, televised courses, or videotaped courses; and
 - 4. Successfully completing college or university sponsored courses; and
 - 5. Successfully completing courses that are awarded continuing education credits by the provider.
- G. Biennial Report
- 1. Each certificate holder shall submit an affidavit attesting to the certificate holder's fulfillment of continuing education requirements during the preceding biennial certification period, which is the CEU reporting period. The affidavit shall be included with the application for certificate renewal.
 - 2. Each affidavit shall be reviewed by IDAC and may be subject to audit for verification of compliance with requirements.
 - 3. Certificate holders shall retain proof of fulfillment of requirements for a period of two (2) years after submission in the event that the affidavit and biennial report is selected for audit. Such proof of fulfillment may include certificates, or a combination of receipts showing payment or certification, letters, travel receipts, agendas, personal notes, or other documents which prove the certificate holder's participation in each activity for which credit is claimed.
 - 4. Audit reports must include proof that the certificate holder has completed any claimed activity in conformance with these guidelines and shall be provided in a format prescribed by IDAC.
 - 5. IDAC may, upon audit for verification of compliance, disallow claimed credit for continuing education units. The certificate holder shall have Ninety (90) calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEU credit, which fulfill minimum requirements. Failure to substantiate the original claim or to earn other credit before the expiration of the Ninety (90) calendar days shall invalidate the renewal and the certificate holder shall be immediately rendered inactive.
- H. Penalty for Late Units - The close of the two-year CEU reporting period occurs on January 31 of even numbered calendar years. The penalty for CEUs earned late shall be \$500 for each biennial renewal period in which any number of the twelve (12) CEUs were deficient and earned after the close of the CE reporting period. Any CEUs earned after the January 31 close of the CEU reporting period are considered late. The registrant is required to self-report late CEUs during the application renewal. Failure to report late credits may constitute the submission of a false statement to the Board.
- I. Exemptions - A certificate holder may be exempt from participating in the continuing education requirement for one of the following reasons:
- 1. A first-time certificate holder shall be exempt for his/her first application for renewal;
or
 - 2. Certificate holder is an Emeritus Certified Interior Designer; or
 - 3. Certificate holder has, prior to renewal, received a hardship exemption from the IDAC; or
 - 4. Certificate holder is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding one hundred and eighty (180)

- consecutive days during the biennial report period.
5. Hardship Consideration - Hardship cases will be considered by IDAC on an individual basis. Any hardship request must be approved by IDAC in writing prior to the exemption being allowed. Acceptance or rejection of the hardship request shall be at the sole discretion of IDAC, whose decision shall be final and binding. Requests for hardship must be submitted in writing.

Source: *Miss. Code Ann.* §73-73-13

New Chapter and Rules

Title 30 Part 203 Chapter 7: Code of Conduct for Participation as a Member of the Mississippi Interior Design Advisory Committee

Rule 7.1 Purpose

To establish a set of principles and practices that will set parameters and provide guidance and direction in the conduct and decision-making of the members of the Mississippi State Board of Architecture (“Board”), the Landscape Architecture Advisory Committee and Interior Design Advisory Committee (collectively “Committees”). Members of the Board and Committees are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Each member of the Board and Committees pledges to accept this code as a minimum guideline for ethical conduct.

Rule 7.2 Legislative Mandate

Act with the Board’s mission in mind, which is to protect the public’s life, health and property through the regulation of the professions of architecture, landscape architecture and certified interior design.

Rule 7.3 Responsible Performance

Perform required duties in a manner that is responsible, professional and timely.

Rule 7.4 Registration

Be and remain a registrant in good standing.

Rule 7.5 Residency

Remain as a resident of the state for the duration of the term of appointment.

Rule 7.6 Conflicts of Interest

Avoid relationships that may interfere with the Board’s mission of public protection, and be especially cognizant of conflict-of-interest issues.

Rule 7.7 Confidentiality

Respect and maintain the confidentiality of sensitive information obtained as a result of service to the Board.

Rule 7.8 Active Participation in Board Activities

Endeavor to attend and participate in Board and Committee meetings, avoiding absences as much as is possible.

Rule 7.9 Representation of the Board When Involved in Outside Activities

When attending meetings and conferences as a representative of the Board, endeavor to attend and participate in all relevant sessions, and to represent the Board and Committees in a professional manner.

Rule 7.10 Adherence to State Agency Laws

Abide by the laws of the state relevant to appointment to the Board or Committees and the proceedings thereunder.

Rule 7.11 Participation in Professional Organizations

Not serve as a voting member on the governing board of a Mississippi or national professional association if such position or organization presents a conflict of interest, or the appearance of a conflict of interest, to the Board's mission of public protection. Any member serving as a voting member of an association, shall, if a conflict of interest arises, recuse himself or herself from voting on the matter on behalf of the association.

Rule 7.12 Abuse of Power

Not misuse the position to obtain, or attempt to obtain, any financial or material gain, or any advantage personally or for another, through the office.

Rule 7.13 Adherence to Criminal Laws

Not be convicted of a felony while serving as a member.

Rule 7.14 Failure to Comply and Removal

If a member determines that he or she cannot abide by or has not abided by these requirements, the member shall voluntarily resign the member's position by written letter to the Governor, with a copy to the Board's Executive Director. Alternatively, the Board or Committees may, after appropriate action in an official Board meeting, submit a request to the Governor to remove and replace a member who fails to abide by this Code of Conduct or, who, by other means, demonstrates inefficiency, neglect of duty or dishonorable conduct.

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Title 30 Part 203 Chapter 4: Mandatory Continuing Education Program

Rule 4.1 Mandatory Continuing Education.

- A. The mandatory continuing education requirements shall commence on February 1, 2014, and shall be reported as required on the 2016 and subsequent renewal applications unless the applicant is otherwise exempted from these provisions.
- B. Each certificate holder shall be required to meet the continuing education requirements of these guidelines. These guidelines provide for a mandatory continuing education program to insure that certified interior designers remain informed of those technical and professional subjects IDAC deems appropriate to safeguard life, health, and promote the public welfare. Acquisition of the required units in conformance with this chapter is a condition precedent to renewal.
- C. Definitions:
 - 1. "CEU" - Continuing Education Unit. One CEU shall represent a minimum of 50 minutes of actual course time. No credit will be allowed for introductory remarks, meals, breaks or business/administration matters related to courses of study.
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- D. Requirements
 - 1. Each Mississippi Certified Interior Designer shall complete a minimum of twelve (12) CEUs in HSW topics each biennial reporting period.
 - 2. The reporting period shall be concurrent with the certification period, that being February 1st of the even numbered year of renewal until January 31st of the next even numbered year.
- E. Scope - These rules shall constitute a condition precedent to renewal of certification on a biennial basis for any person certified as an interior designer by the State of Mississippi.
- F. Acceptable structured educational activities, which must be health, safety and welfare related, shall include the following:
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- or conferences; and
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G. Biennial Report

- 1. Each certificate holder shall submit an affidavit attesting to the certificate holder's fulfillment of continuing education requirements during the preceding biennial certification period, which is the CEU reporting period. The affidavit shall be included with the application for certificate renewal.
- 2. Each affidavit shall be reviewed by IDAC and may be subject to audit for verification of compliance with requirements.
- 3. Certificate holders shall retain proof of fulfillment of requirements for a period of two (2) years after submission in the event that the affidavit and biennial report is selected for audit. Such proof of fulfillment may include certificates, or a combination of receipts showing payment or certification, letters, travel receipts, agendas, personal notes, or other documents which prove the certificate holder's participation in each activity for which credit is claimed.
- 4. Audit reports must include proof that the certificate holder has completed any claimed activity in conformance with these guidelines and shall be provided in a format prescribed by IDAC.
- 5. IDAC may, upon audit for verification of compliance, disallow claimed credit for continuing education units. The certificate holder shall have Ninety (90) calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEU credit, which fulfill minimum requirements. Failure to substantiate the original claim or to earn other credit before the expiration of the Ninety (90) calendar days shall invalidate the renewal and the certificate holder shall be immediately rendered inactive.

H. ~~Penalty for Late Units - The base penalty for continuing education units claimed on a renewal but earned after the last day of the CEU reporting period, which is January 31st of even numbered calendar years, shall be \$200, to which will be added a penalty fee of \$25 per late CEU per month for each month after the close of the CEU reporting period. Any CEUs earned after the close of the CEU reporting period are considered late. The penalty fee formula is as follows: Base penalty of \$200.00 + (\$25 penalty x no. of CEUs late x no. of months late) = late CEU penalty. The close of the two-year CEU reporting period occurs on January 31 of even numbered calendar years. The penalty for CEUs earned late shall be \$500 for each biennial renewal period in which any number of the twelve (12) CEUs were deficient and earned after the close of the CE reporting period. Any CEUs earned after the January 31 close of the CEU reporting period are considered late. The registrant is required to self-report late CEUs during the application renewal. Failure to report late credits may constitute the submission of a false statement to the Board.~~

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