

CHAPTER 3  
CONTINUING EDUCATION

Chapter rescission date pursuant to Iowa Code section 17A.7: 4/23/30

**193G—3.1(17A,272C,544C) Definitions.** As used in these rules, the following definitions apply:

“*Contact hour*” means one 60-minute clock hour of educational activity of which at least 50 minutes are devoted to instructional content. Where other units of credit are stated for an educational experience (e.g., continuing education units (CEUs)), they will be credited in terms of actual contact hours.

“*Distance education*” means any education process based on the geographical separation of student and instructor.

“*Health, safety and welfare subjects*” or “*HSW subjects*” means subjects that relate to the planning and designing of spaces and elements to minimize the risk of injury to persons or property. Such subjects include compliance with applicable building and safety codes, the planning and designing of spaces and elements that optimize over time the physically and mentally healthful use of those spaces and elements, and the planning and designing of spaces and elements that are durable, maintainable, cost-effective, environmentally conscientious and conservative of resources; that function properly in all relevant respects; that encourage access, functional independence and use by all relevant populations; that encourage user satisfaction, including aesthetic appeal; that promote a sense of user confidence and peace of mind; that integrate effectively with the surrounding environment; and that, in other similar ways, enhance the health, safety and well-being of the public.

“*Structured activity*” means a method of interior design-related learning led by a qualified individual and conducted or sponsored by a professional organization, technical organization, industry source or accredited college or university taught in person or through distance education.

[ARC 9025C, IAB 3/19/25, effective 4/23/25]

**193G—3.2(17A,272C,544C) Continuing education requirements.**

**3.2(1)** Hours required. Completion of a minimum of ten contact hours in acceptable health, safety and welfare subjects satisfies the continuing education necessary for biennial registration renewal. All hours shall be in structured activity programs and must be acquired during the renewal period. A registrant may carry over up to five contact hours of continuing education credit obtained in excess of the requirements for a renewal period to the following renewal period.

**3.2(2)** Continuing education hours may be acquired in any state, provided that the registrant can demonstrate that the program meets the definition of structured activity as defined in this chapter.

**3.2(3)** A registered interior designer who holds a registration in Iowa for less than 12 months from the date of initial registration is not required to report continuing education at the first registration renewal. A registered interior designer who holds a registration in Iowa for 12 months or more, but less than 24 months from the date of initial registration, will report five contact hours of HSW subjects in a structured activity, earned in the preceding 12 months, at the first registration renewal.

**3.2(4)** Sources of continuing education. Credit may not be claimed for any activity required as part of a registered interior designer’s routine professional responsibilities. Structured activities include the following:

*a.* Completion of any program or course sponsored by a professional or technical organization or industry source.

*b.* Instruction of a course, seminar, lecture, presentation, workshop, webinar or similar formal educational program. Credit is allowed at a maximum of three preparation hours for each class hour spent for actual presentation, valid for the initial presentation only. College and university faculty may not claim contact or preparation credit for teaching regular curriculum courses.

*c.* Research that is formally presented to the profession or public. Credit is allowed at a maximum of four contact hours per reporting period and shall be valid for the initial presentation only.

*d.* Completion of college or university credit courses dealing with interior-design-related subjects. Each semester hour equals 15 contact hours. A quarter hour equals ten contact hours.

**3.2(5)** Approved continuing education. The board does not preapprove continuing education activities or courses; however, acceptable HSW subjects that enhance the health, safety, and well-being of the public include the following topics:

- a.* Life safety, ADA, and other building and safety codes, standards and administrative regulations governing the practice of interior design.
- b.* Safety and security.
- c.* Physical and mental health issues.
- d.* Topics that relate to human physiology, perception, anthropometrics, ergonomics, psychology, sociology, ecology and cultural factors.
- e.* Energy efficiency.
- f.* Environmental issues.
- g.* Accessibility and universal design.
- h.* Materials and methods.
- i.* Building systems.
- j.* Statutes and rules relating to interior design regulation.
- k.* Professional ethics.
- l.* Legal aspects of professional practice.
- m.* Construction documents and services.
- n.* Project administration.

[ARC 9025C, IAB 3/19/25, effective 4/23/25]

**193G—3.3(17A,272C,544C) Controls and reporting.**

**3.3(1)** An applicant for registration renewal may be requested to provide, in such manner and at such time as prescribed by the board, a signed statement, under penalty of perjury, on forms provided by the board, setting forth the continuing education in which the registrant has participated.

*a.* When an applicant is requested to provide a listing of the continuing education completed for structured activities, the information will include the following:

- (1) The school, firm or organization conducting the course.
- (2) The location of the course.
- (3) The title of the course or a description of the course content.
- (4) The name of the principal instructor.
- (5) The dates attended.
- (6) The hours claimed.

*b.* Reserved.

**3.3(2)** The board may verify information submitted by registrants. If an application for renewal is not approved, the applicant will be notified and may be granted a period of time by the board in which to correct the deficiencies noted. Any discrepancy between the number of CEUs reported and the number of CEUs actually supported by documentation may result in a disciplinary review. If, after the disciplinary review, the board disallows any CEUs, or the registrant has failed to complete the required CEUs, the interior designer has 60 days from notification by the board to either provide further evidence of having completed the CEUs disallowed or remedy the discrepancy by completing the required number of CEUs (provided that such CEUs shall not again be used for the next renewal). An extension of time may be granted on an individual basis if requested by the registrant within 30 days of notification by the board. If the registrant fails to comply with the requirements of this subrule, the registrant may be subject to disciplinary action. If the board finds, after proper notice and hearing, that the interior designer willfully disregarded these requirements or falsified documentation of required CEUs, the interior designer may be subject to disciplinary action.

**3.3(3)** The registrant is responsible for maintaining verification of claimed credit for a minimum of five years subsequent to submission of the report to the board office. Acceptable verification may be presented with a course completion certificate or a college transcript.

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**193G—3.4(17A,544C) Exemptions.**

**3.4(1)** As provided in Iowa Code section 272C.2(4), a registered interior designer is deemed to have complied with the continuing education requirements set forth in this chapter if during the continuing education compliance period the registrant:

- a.* Has served honorably on active duty in the military service; or
- b.* Is a resident of another state or district having a continuing education requirement for registered interior design and has complied with all requirements of that state or district for practice therein; or
- c.* Is a government employee working as a registered interior designer outside the United States.

**3.4(2)** The board shall have authority to make exceptions for reasons of individual hardship, including health (certified by a medical doctor) or other good cause. See 193—Chapter 5.

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These rules are intended to implement Iowa Code chapter 544C.

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