

CHAPTER 3
CONTINUING EDUCATION

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

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

“*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.

“*Self-directed activity*” means a method of interior design-related learning occurring outside of a formal course setting.

“*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 including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops, formal courses of instruction, and other means through which identifiable technical and professional subjects are presented in a planned manner.

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

3.2(1) Hours required. Each registrant shall complete during each two-year registration term a minimum of 12 contact hours of continuing education approved by the board. Compliance with the continuing education requirement is a prerequisite for registration renewal.

3.2(2) Within any biennial renewal period during which 12 contact hours must be acquired, at least 8 contact hours shall be in health, safety and welfare subjects in a structured activity. A maximum of 4 contact hours may be in self-directed activities. Hours acquired in any 24-month renewal period may not be carried over to a subsequent 24-month renewal period. Continuing education hours need not be acquired in this state, but may be acquired in any location provided that the registrant can demonstrate that the program meets the definition of either structured activity or self-directed 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 shall not be required to report continuing education at the first registration renewal. A registered interior designer who holds a registration in Iowa for more than 12 months, but less than 24 months from the date of initial registration, shall be required to report 6 contact hours (with a minimum of 4 contact hours in HSW subjects in a structured activity) earned in the preceding 12 months at the first registration renewal.

3.2(4) Sources of continuing education. The following suggested list may be used by all registrants to determine the types of activities that may fulfill the continuing education requirements. Credit may not be claimed for any activity required as part of a registered interior designer’s routine professional responsibilities.

a. Self-directed activities (actual hours spent, up to a maximum of 2 contact hours per activity and limited to 4 contact hours per reporting period):

- (1) Tours of interior design-significant sites for a specified educational purpose.

(2) A service to the public which uses the registered interior designer's expertise as an interior designer. Examples include serving on a planning commission, building code advisory board or building code study committee.

(3) Informal industry or other similar instruction related to new interior design or new interior design-related technology and offered by an individual qualified by education or experience.

(4) Service as an officer or active committee participant in an educational, technical or professional society. One full year of service is required for the service to be considered.

b. Structured activities:

(1) Completion of a formal college or university course, seminar, tutorial or short course/monograph.

(2) Completion of a formal program, course, self-study course, monograph or equivalent educational experience sponsored by a professional or technical organization or industry source.

(3) Instruction of a course, seminar, lecture, presentation, workshop or similar formal educational program. Credit shall be 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.

(4) Research that is published or is formally presented to the profession or public. Credit shall be allowed at a maximum of 4 contact hours per reporting period and shall be valid for the initial presentation only.

(5) Completion of college or university credit courses dealing with interior design-related subjects. Each semester hour shall equal 15 contact hours. A quarter hour shall equal 10 contact hours. There is no limit to hours claimed for this activity.

3.2(5) Approved continuing education. The board does not preapprove continuing education activities or courses; however, in general, activities and courses in HSW subjects are considered to include, but are not limited to, the following topics:

a. Life safety, ADA, and other codes, standards and administrative regulations governing the practice of interior design.

b. Safety and security issues (e.g., exit design, fall prevention design, crime prevention design, etc.).

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.

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 requested to provide a listing of the continuing education completed for structured activities, the information shall include:

(1) School, firm or organization conducting the course.

(2) Location of course.

(3) Title of course or description of content.

- (4) Principal instructor.
- (5) Dates attended.
- (6) Hours claimed.
- b.* Proof of participation in a nonstructured activity shall include:
 - (1) Activity claimed.
 - (2) Names of other individuals (if any) who participated.
 - (3) Date attended.
 - (4) Duration of activity.
 - (5) Location of activity.
 - (6) Written summary of the experience and learning outcomes.
 - (7) Signed statement that the activity was not part of the individual's routine professional responsibilities.

3.3(2) The board may require sponsors of courses to furnish an attendance list or any other information the board deems essential for administration of these continuing education rules.

3.3(3) The board will verify, on a random basis, information submitted by registrants. If an application for renewal is not approved, the applicant will be so notified and may be granted a period of time by the board in which to correct the deficiencies noted.

3.3(4) Primary responsibility for documenting the requirements rests with the registrant, and evidence to support fulfillment of those requirements must be retained for a period of five years subsequent to submission of the report claiming the credit. Satisfaction of the requirements, including retention of attendance records and written outlines, may be accomplished as follows:

- a.* For courses taken for scholastic credit at accredited universities and colleges, evidence of satisfactory completion of the course is sufficient; for noncredit courses taken, a statement of the hours of attendance, signed by the instructor, must be obtained by the registrant.
- b.* For correspondence courses and formal independent study courses, written evidence or a certificate of completion from the sponsor or course provider shall be obtained by the registrant.
- c.* In all other instances, the registrant must maintain a record of the information listed in subrule 3.3(1), paragraph "a," and a copy of the course outline prepared by the course sponsor.

193G—3.4(17A,544C) Hearings. In the event of denial, in whole or in part, of any application for approval of credit for continuing education activity, the registrant shall have the right, within 20 days after the date of notification of the denial by mail, to request a hearing by the board. The hearing shall be held within 60 days after receipt of the request for the hearing. The decision of the board shall be final.

193G—3.5(17A,544C) Physical disability, illness, hardships or extenuating circumstances. The board may, in individual cases involving physical disability, illness (certified by a doctor), hardship, or extenuating circumstances, grant waivers of the continuing education requirements for a period of time not to exceed one year. No waiver or extension of time shall be granted unless the registrant makes a written request to the board for such action.

193G—3.6(17A,544C) Methods of compliance and exemptions. A person registered as an interior designer shall be deemed to have complied with the continuing education requirements during the continuing education compliance period in which the registrant:

1. Serves honorably on active duty in the military service; or
2. Resides in another state or district having a continuing education requirement for registered interior designers and meets all the requirements of that state or district for practice therein (registrants of states not having a continuing education requirement must comply with Iowa's continuing education requirements); or
3. Is a government employee working as a registered interior designer outside the United States.

193G—3.7(17A,544C) Grounds for denial of registration renewal. Failure of a registrant to complete the continuing education requirements as set forth in this chapter, or failure to file a report of completed

continuing education, or failure to submit a written request for waiver or exemption shall be grounds for the board to deny renewal of the registration.

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

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