

CHAPTER 8  
RENEWAL AND REINSTATEMENT

**193G—8.1(17A,272C,544C) Renewal of certificates of registration.** Certificates of registration expire biennially on June 30. Following the transition period described in 193G— subrule 2.1(4), certificates issued to registrants with last names beginning with A through K shall expire on June 30 of even-numbered years and certificates issued to registrants with last names beginning with L through Z shall expire on June 30 of odd-numbered years. In order to maintain authorization to practice in Iowa, a registrant is required to renew the certificate of registration prior to the expiration date. A registrant who fails to renew by the expiration date is not authorized to use the title of registered interior designer in Iowa until the certificate is reinstated as provided in rule 193G—3.2(17A,272C,544C).

**8.1(1)** It is the policy of the board to mail to each registrant at the registrant's last-known address a notice of the pending expiration date approximately one month prior to the date the certificate of registration is scheduled to expire. Failure to receive this notice does not relieve the registrant of the responsibility to timely renew the certificate and pay the renewal fee. A registrant should contact the board office if the registrant does not receive a renewal notice prior to the date of expiration.

**8.1(2)** If grounds exist to deny a timely and sufficient application to renew, the board shall send written notification to the applicant by restricted certified mail, return receipt requested. Grounds may exist to deny an application to renew if, for instance, the registrant failed to satisfy the continuing education provisions required as a condition for registration. If the basis for denial is a pending disciplinary action or disciplinary investigation that is reasonably expected to culminate in disciplinary action, the board shall proceed as provided in 193—Chapter 7. If the basis for denial is not related to a pending or imminent disciplinary action, the applicant may contest the board's decision as provided in 193—subrule 7.40(1).

**8.1(3)** When a registrant appears to be in violation of mandatory continuing education requirements, the board may, in lieu of proceeding to a contested case hearing on the denial of a renewal application as provided in rule 193—7.40(546,272C), offer a registrant the opportunity to sign a consent order. While the terms of the consent order will be tailored to the specific circumstances at issue, the consent order will typically impose a penalty between \$50 and \$250, depending on the severity of the violation; establish deadlines for compliance; and require that the registrant complete hours equal to double the deficiency in addition to the required hours; and may impose additional educational requirements on the registrant. Any additional hours of continuing education completed in compliance with the consent order cannot again be claimed at the next renewal. The board will address subsequent offenses on a case-by-case basis. A registrant is free to accept or reject the offer. If the offer of settlement is accepted, the registrant will be issued a renewed certificate of registration and will be subject to disciplinary action if the terms of the consent order are not fulfilled. If the offer of settlement is rejected, the matter will be set for hearing, if timely requested by the registrant pursuant to 193—subrule 7.40(1).

**8.1(4)** The board may notify registrants whose certificates of registration have expired. The failure of the board to provide this courtesy notification or the failure of the registrant to receive the notification shall not extend the date of expiration.

**8.1(5)** A registrant who continues to use the title of registered interior designer in Iowa after the registration has expired shall be subject to disciplinary action. Such unauthorized activity may also be grounds to deny a registrant's application for reinstatement.

**8.1(6)** Registrants shall notify the board within 30 days of any change of address or business.

**193G—8.2(544C,17A) Reinstatement of certificates of registration.** An applicant for reinstatement must inform the board in writing of the intention to reinstate. The board shall use the following criteria when determining the requirements for reinstatement:

**8.2(1)** An individual may reinstate an expired certificate within two years by:

- a. Paying the reinstatement fee of \$100;
- b. Paying the current renewal fee;

*c.* Providing a written statement outlining the professional activities of the applicant during the period of nonregistration;

*d.* Submitting documented evidence of completion of 6 contact hours (4 contact hours in public protection subjects) of continuing education for each year or portion of a year of expired registration in compliance with requirements in 193G—Chapter 3. The hours reported shall be in addition to the 12 contact hours (8 contact hours in public protection subjects) which should have been reported on the June 30 renewal date at which the registrant failed to renew. The continuing education hours used for reinstatement may not be used again at the next renewal.

**8.2(2)** An individual may reinstate a certificate which has been expired for more than two years by:

*a.* Paying the reinstatement fee of \$100;

*b.* Paying the current renewal fee;

*c.* Providing a written statement outlining the professional activities of the applicant during the period of nonregistration;

*d.* Submitting documented evidence of completion of continuing education as determined by the board. The board shall require no more than 24 contact hours (16 contact hours in public protection subjects); however, the hours reported shall not have been earned more than four years prior to the date of the application to reinstate.

**8.2(3)** The board shall review reinstatement applications on a case-by-case basis and may, at its discretion, require that the applicant take additional measures as directed by the board as a prerequisite to reinstatement.

[Filed 9/7/07, Notice 7/18/07—published 9/26/07, effective 10/31/07]