

**1800.0400 APPLICATION FOR EXAMINATION, IN-TRAINING CLASSIFICATION, LICENSURE, CERTIFICATION AS A CERTIFIED INTERIOR DESIGNER, AND REINSTATEMENT.**

Subpart 1. **Forms and filing.** An applicant must apply for a professional practice examination, licensure, or certification as a certified interior designer on forms provided by the board and must file the forms with the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design, accompanied by payment of the application fee as specified in part 1800.0500. An applicant shall file an application for licensure as an architect following passage of the Architectural Registration Examination (ARE) or meeting the requirements in part 1800.0800. An applicant shall file an application for certification as a certified interior designer following passage of the NCIDQ examination or meeting the requirements in part 1800.0800 or 1800.2100, subpart 5. An applicant shall file an application for licensure as a landscape architect following passage of the Landscape Architect Registration Examination (LARE) or meeting the requirements in part 1800.0800. Applications for examination, licensure, or certification must include a signed certification as described in subpart 5.

Subp. 1a. **Information required.** The applicant shall submit to the board, on a form provided by the board, the following information:

- A. date of birth;
- B. time and place of schools attended and studies completed;
- C. status relative to graduation from such schools or completion of studies;
- D. final official transcript showing the degree or degrees awarded and date of graduation;
- E. for engineer, land surveyor, geologist, and soil scientist applicants, whether the applicant passed the Fundamentals of Engineering (FE), Fundamentals of Surveying (FS), Fundamentals of Geology (FG), or Fundamentals of Soil Science (FSS) examination;
- F. for landscape architect applicants, whether the applicant passed the Landscape Architect Registration Examination (LARE);
- G. for certified interior designer applicants, whether the applicant passed the examination administered by CIDQ;
- H. for architect applicants, whether the applicant passed the examination administered by NCARB;
- I. a record of personal employment related to the experience requirements described in this chapter, with all dates and with complete information relative to duties and type of work performed, and particularly outlining the applicant's responsibilities in charge of the whole or any part thereof; and
- J. a signed copy of a statement that the applicant has read the Board Rules of Professional Conduct.

Subp. 1b. **Failure to complete application.** The board shall consider an application withdrawn if the applicant fails to provide the board with all required information pertaining to the application within six months of the board's receipt of the application.

Subp. 2. **Evaluation of information.** The information required by subpart 1a must be evaluated by the board and if the applicant is found ineligible for admission to the examination, ineligible for licensure as an architect or landscape architect, or ineligible for certification as a certified interior designer, at the time of application, the applicant must be notified by the board in writing and given the reasons for the ineligibility. If an applicant for licensure as an architect or landscape architect is eligible for licensure at the time of application, the applicant shall be notified by the board in writing. If an applicant for certification as a certified interior designer is eligible for certification at the time of application, the applicant shall be notified by the board in writing. If an applicant for examination is eligible for admission to the examination at the time of application, the applicant shall be notified by the board in writing.

Subp. 3. **In-training application.**

A. Applications for examination and certification as a land surveyor-in-training must be made on forms provided by the board and accompanied by the application fee in Minnesota Statutes, section 326.105.

B. Applications for certification as an engineer-in-training or a soil scientist-in-training must be made on forms provided by the board and accompanied by the application fee in Minnesota Statutes, section 326.105.

C. Applications for examination and certification as a geologist-in-training must be made on forms provided by the board and accompanied by the application fee in Minnesota Statutes, section 326.105.

Subp. 4. **Reinstatement application.**

A. A licensee or certificate holder who applies for reinstatement of licensure as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist, or for reinstatement of certification as a certified interior designer, must apply on forms provided by the board and submit the fees in Minnesota Statutes, section 326.10, subdivision 9.

B. The board shall evaluate completed applications and, if the licensee or certificate holder is found eligible for reinstatement of licensure or certification, the board shall reinstate the license or certificate and notify the licensee or certificate holder in writing. If the licensee or certificate holder is found ineligible for reinstatement of licensure or certifications, the board shall notify the licensee or certificate holder in writing and give the reasons for ineligibility.

C. The applicant for reinstatement shall submit to the board, on a form provided by the board, the following information:

(1) a list of professional development hours completed within the four years immediately prior to reinstatement, including the dates of the activity, sponsoring organization, description of

the activity, and number of professional development hours claimed for each activity, unless the board has granted an exemption under Minnesota Statutes, section 326.107, subdivision 4; and

- (2) a signed certification as described in subpart 5.

**Subp. 5. Certification.**

A. An applicant for examination, licensure, in-training classification, certification as a certified interior designer, or reinstatement shall submit to the board, on a form provided by the board, a certification affirming that the applicant:

- (1) has read and will comply with Minnesota Statutes, sections 326.02 to 326.15, and any rule adopted thereunder;

- (2) is not under any disciplinary proceeding or action in any other jurisdiction and has not had a license or certificate disciplined, denied, surrendered, suspended, or revoked in any jurisdiction:

- (a) in the case of an applicant never licensed in Minnesota, up to the date of application to the board; or

- (b) in the case of an applicant with a current, expired, or retired Minnesota license or certificate, since the applicant's last license or certificate renewal in Minnesota;

- (3) has never been convicted of a felony or has previously reported any felony conviction to the board;

- (4) has not represented himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state;

- (5) will not represent himself or herself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the state until the applicant's license or certificate has been issued or reinstated by the board;

- (6) has not performed or offered to perform any services reserved in statute to an individual who is properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state; and

- (7) will not perform or offer to perform any services reserved in statute to an individual who is properly licensed as an architect, professional engineer, land surveyor, landscape architect, professional geologist, or professional soil scientist in the state until the applicant's license has been issued or reinstated by the board.

B. Applicants who are unable to affirm any part of the certification under this subpart must indicate which statement or statements cannot be affirmed and include an explanation for board review with the application for examination, licensure, certification, or reinstatement.

C. An applicant approved for licensure or certification as a certified interior designer who fails to submit the initial licensure or certification fee in part 1800.0500, subpart 1, item B, within six months of the date of the board's written notice of approval must provide an updated certification as described in this subpart along with the fee before the board will issue the license or certificate.

**Statutory Authority:** *MS s 197.4552; 326.06; 326.10*

**History:** *21 SR 1427; 22 SR 90; 29 SR 754; 33 SR 2041; 35 SR 2011; 38 SR 59; 40 SR 431; 43 SR 89; 43 SR 1301; 48 SR 505*

**Published Electronically:** *December 14, 2023*