



**Rules of
Department of Insurance,
Financial Institutions and
Professional Registration**

**Division 2234—Board of Private Investigator Examiners
Chapter 4—Private Investigator Trainers**

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2234—Board of Private
Investigator Examiners
Chapter 4—Private Investigator Trainers**

**20 CSR 2234-4.010 Application for
License—Private Investigator Trainer**

PURPOSE: This rule outlines the procedure and requirements to apply for licensure as a private investigator trainer.

(1) An application for licensure pursuant to section 324.1108, RSMo, shall be submitted on the form which may be obtained by contacting the Board of Private Investigator Examiners.

(2) A completed application for licensure must be typewritten or printed in black ink, signed, and notarized, including information pertaining to the private investigator trainer, and shall include:

(A) The appropriate licensure fee pursuant to 20 CSR 2234-1.050;

(B) A statement detailing one (1) year of supervisory experience with a private investigator agency, together with any supporting records such as:

1. Employee evaluation; or
2. Letter from a subordinate or supervisor;

(C) A statement of the plan of operation of the training offered by the applicant and the materials and aids to be used; and

(D) Other information required by the board.

AUTHORITY: section 324.1140, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1140, RSMo 2007.*

20 CSR 2234-4.020 Trainer Responsibilities—Private Investigator Trainer

PURPOSE: This rule outlines continuing education trainers' responsibilities.

(1) Private investigator trainers may develop and teach continuing education courses without submitting the course for board approval. Although the lesson plan for a course need not be submitted to the board in advance, it shall comply with all of the requirements of any continuing education lesson plan as set forth in Chapter 6.

(2) Private investigator trainers shall:

(A) Promptly submit lesson plans to the board for review upon request and without charge; and

(B) Maintain lesson plans for seven (7) years from the date the lesson plan is last used to teach a course.

(3) Private investigator trainers shall maintain complete and accurate records of course attendance. Although attendance records for a course need not be submitted to the board, they shall comply with all of the requirements of any continuing education attendance record as set forth in Chapter 6. Private investigator trainers shall:

(A) Promptly submit records to the board for review upon request and without charge;

(B) Maintain attendance records for seven (7) years from the date the course is taught;

(C) Promptly provide a certificate of attendance to each person who successfully completes the course in accordance with the lesson plan; and

(D) Promptly provide a duplicate certificate of attendance to any person who successfully completed the course in accordance with the lesson plan.

1. The cost of a duplicate certificate of attendance shall not exceed five percent (5%) of the cost of the course, or five dollars (\$5) if there was no fee for the course.

AUTHORITY: sections 324.1138 and 324.1140, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1138, RSMo 2007 and 324.1140, RSMo 2007.*

20 CSR 2234-4.030 Name and Address Changes—Private Investigator Trainer

PURPOSE: This rule outlines procedures to be followed for name, address, and telephone number changes.

(1) All private investigator trainers licensed pursuant to this chapter shall ensure that the license bears the current legal name of that individual.

(2) A licensed private investigator trainer whose name has changed shall notify the board, in writing, within thirty (30) days of the change and provide a copy of an appropriate document substantiating the name change.

(3) A licensed private investigator trainer whose address has changed from that printed on the license must inform the board, in writ-

ing, within thirty (30) days of the effective date of the change.

(4) Changes in telephone numbers and email addresses shall also be reported in the same manner as that described for changes in address.

AUTHORITY: section 324.1100, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

**20 CSR 2234-4.040 Replacement of
Renewal License—Private Investigator
Trainer**

PURPOSE: This rule establishes the procedures for replacing registration certificates.

(1) A licensed private investigator trainer whose renewal license is lost, destroyed, or mutilated, or who requires replacement as a result of an incorrect address or name change, or who requires additional licenses for additional practice locations may obtain a duplicate license, without charge, upon receipt of a statement indicating the need for the duplicate.

AUTHORITY: section 324.1100, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1100, RSMo 2007.*

**20 CSR 2234-4.050 Licensure Renewal—
Private Investigator Trainer**

PURPOSE: This rule establishes licensure renewal requirements for trainers.

(1) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensed private investigator trainer of the obligation to renew the license and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 20 CSR 2234-1.050.

AUTHORITY: sections 324.1102 and 324.1126, RSMo Supp. 2008. Original rule filed June 26, 2009, effective Jan. 30, 2010.*

**Original authority: 324.1102, RSMo 2007 and 324.1126, RSMo 2007.*