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

**Division 2234—Board of Private Investigator Examiners  
Chapter 6—Continuing Education Requirements**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
Division 2234—Board of Private  
Investigator Examiners  
Chapter 6—Continuing Education  
Requirements**

**20 CSR 2234-6.010 Continuing Education**

*PURPOSE: This rule outlines the requirements for continuing education courses recognized by the board.*

(1) Continuing Education Courses.

(A) Attendance at continuing education courses is required by law to renew private investigator licenses.

(B) Continuing education courses used to satisfy the legal requirements for renewal must be approved by the board. Courses will be reviewed for compliance with the following criteria:

1. The course must be relevant to the practice of private investigation;
2. The course must be described in a lesson plan that includes:
  - A. The title of the course;
  - B. The name and qualifications of the instructor;
  - C. A description of the intended audience;
  - D. Identification of any prerequisites;
  - E. Bibliographic identification of source materials;
  - F. A list of the points of instruction referenced to the source materials;
  - G. An appendix containing any handouts, audio-visual displays, or other materials used in the delivery of the lesson; and
  - H. A statement of the hours of credit that will be granted upon completion of the course; not more than one (1) hour's credit for every fifty (50) minutes of instruction time;
3. The course must provide immediate personal interaction between the instructor and the student. Distance learning courses can be approved. Any type of correspondence course, notwithstanding its quality, will not be approved for continuing education credit. The video replay of a course may be approved; however, an instructor who can provide immediate, personal interaction with the student must be present throughout the presentation;
4. A course will not be approved unless the course review fee is paid;
5. Any member of the board or its staff shall be admitted to the course or any part thereof without a fee; however, no continuing

education credit will be allowed for attendance under this provision; and

6. The course shall be taught in a facility that is reasonably clean and comfortable consistent with the learning objectives of the course, with appropriate provision or access to facilities for the personal needs of the students and instructors.

(2) Reporting Attendance.

(A) Continuing education providers shall have in place reasonable procedures to record attendance.

1. The board shall be advised of these procedures in the application for approval of a course. Approval of a course may be withheld if the board is not satisfied that the procedures are adequate to accurately record attendance.

2. Attendance records, which need not be individual, shall include the following minimum information:

- A. Attendee's name;
- B. Attendee's license number;
- C. Number of hours of continuing education credit earned;
- D. Name of the course;
- E. Date of the course; and
- F. Board's approval number.

(B) The original, or a true copy, of the attendance record for any continuing education course shall be delivered to the board within two (2) weeks of the conclusion of any presentation of the course.

(C) Any person who successfully completes the course shall be presented with a certificate to that effect within two (2) weeks of the completion of the course. The certificate shall at a minimum state:

1. Attendee's name;
2. Attendee's license number;
3. Number of hours of continuing education credit earned;
4. Name of the course;
5. Date of the course; and
6. Board's approval number.

(3) Course Providers.

(A) Any responsible person may offer continuing education courses.

1. A responsible person is a person who has not violated this board's rules regarding continuing education, or has offered satisfactory assurances to the board that they will not again violate this board's rules regarding continuing education.

2. A responsible person does not claim, advertise, or otherwise make known that he or she is offering a course to private investigators for continuing education until the board has, in fact, approved the course.

3. A responsible person does not dis-

criminate against any person in an illegal manner, and provides reasonable accommodations to those who are legally entitled to accommodations.

4. A person whose license status with this board is denied, revoked, or suspended is not a responsible person for the purposes of this rule; a person whose license status with this board is probationary is not a responsible person under this rule unless the probation order or agreement specifically allows the person to offer continuing education courses.

(B) Private investigator trainers are presumed to be responsible persons and are subject to professional discipline for any violations of the continuing education rules.

1. Private investigator trainers are not required to submit lesson plans to the board except as set out in Chapter 4.

A. Private investigator trainers' course approval numbers are their license number, followed by a dash and a unique identifier selected by the trainer for each course of no more than four characters, i.e., 2008012345-XXXX, where 2008012345 is the license number and XXXX is the unique identifier.

2. Private investigator trainers are not required to submit attendance records to the board except as set out in Chapter 4.

(4) Special Approval of Courses.

(A) Any licensed private investigator may petition the board to approve a particular course that he or she has attended or may attend that is offered by a person who has not complied with this board's continuing education rules.

1. The application shall be accompanied by the individual course review fee.

2. The materials set out in subsection (1)(B) of this rule should accompany the application. If any of the materials set out in subsection (1)(B) of this rule are not available, the applicant may provide supplemental material. The board may decline to approve the course for lack of sufficient information.

3. Proof of attendance, or a proposal for establishing proof of attendance, shall be included with the application.

*AUTHORITY: sections 324.1126 and 324.1138, RSMo Supp. 2008.\* Original rule filed June 26, 2009, effective Jan. 30, 2010.*

*\*Original authority: 324.1126, RSMo 2007 and 324.1138, RSMo 2007.*