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**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**  
**Division 2063—Behavior Analyst Advisory Board**  
**Chapter 2—Licensure Requirements**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**  
Division 2063—Behavior Analyst  
Advisory Board  
Chapter 2—Licensure Requirements

**20 CSR 2063-2.005 Application for Licensure**

*PURPOSE: This rule outlines the procedures to apply for licensure and temporary permits for behavior analysts and assistant behavior analysts.*

(1) Applications for licensure pursuant to section 337.315, RSMo, shall be submitted on the form which may be obtained by contacting the Behavior Analyst Advisory Board.

(2) Behavior Analyst License.

(A) Applicants applying for licensure as a behavior analyst shall submit—

1. A completed application for licensure which is typewritten or printed in black ink, signed, and notarized;

2. The appropriate licensure fee pursuant to 20 CSR 2063-1.015;

3. One (1) recent photograph, pursuant to section 337.315.1, RSMo, of the applicant's head and shoulders (commonly known as passport style) that fairly depicts the applicant's appearance;

4. Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation (FBI) fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant;

5. Proof of having passed an examination and been certified as a board-certified behavior analyst from a certifying entity as defined pursuant to 20 CSR 2063-1.010;

6. Proof of active status as a board-certified behavior analyst; and

7. Verification of licensure in any other state in which the applicant holds a license as a behavior analyst. Verification of licensure must be received by the board directly from the issuing state agency.

(3) Assistant Behavior Analyst License.

(A) Applicants applying for licensure as an assistant behavior analyst shall submit—

1. A completed application for licensure which is typewritten or printed in black ink, signed, and notarized;

2. The appropriate licensure fee pursuant to 20 CSR 2063-1.015;

3. One (1) recent photograph, pursuant to section 337.315.1, RSMo, of the applicant's head and shoulders (commonly known as passport style) that fairly depicts the applicant's appearance;

4. Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation (FBI) fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant;

5. Proof of having passed an examination and been certified as a board-certified assistant behavior analyst from a certifying entity as defined pursuant to 20 CSR 2063-1.010;

6. Proof of active status as a board-certified assistant behavior analyst;

7. Verification of licensure in any other state in which the applicant holds a license as an assistant behavior analyst. Verification of licensure must be received by the board directly from the issuing state agency; and

8. Proof the applicant will be directly supervised by a licensed behavior analyst on a form provided by the board.

(4) Temporary License.

(A) Applicants who are licensed in another state requesting a temporary license shall—

1. Meet the respective requirements of section (2) or (3) of this rule;

2. Submit a copy of a valid license issued in another state; and

3. Have no disqualifying criminal history appear on the Family Care Safety Registry.

(B) Temporary licenses shall expire upon issuance of a permanent license or denial of the application but no later than ninety (90) days from issuance of the temporary license.

(C) Holders of a temporary license requesting an extension shall submit a written request to the committee. As provided by section 337.315.4, RSMo, the temporary license may be extended one (1) time by the committee.

(5) The applicant shall be informed in writing of the decision regarding the application for licensure.

(6) The board or committee may delegate the preliminary review of license applications to the executive director.

*AUTHORITY: sections 337.315 and 337.345, RSMo Supp. 2010. \*Emergency rule filed Nov. 30, 2010, effective Dec. 10, 2010, expired June 7, 2011. Original rule filed Nov. 30, 2010, effective May 30, 2011.*

*\*Original authority: 337.315, RSMo 2010 and 337.345, RSMo 2010.*

**20 CSR 2063-2.010 Renewal of License, Inactive License, and Reactivation of License**

*PURPOSE: This rule establishes the obligation of licensees for renewal of their licenses.*

(1) Renewal of License.

(A) Failure of a licensee to receive the notice and application to renew the license shall not excuse the licensee from the requirement of section 337.320, RSMo, to renew the license.

(B) Any licensee who fails to renew the license within the sixty (60)-day period set forth in section 337.320.3., RSMo, shall not perform any act for which a license is required.

(C) Any licensed behavior analyst who fails to renew his/her license by October 31 of each odd-numbered year or any assistant behavior analyst who fails to renew his/her license by November 30 of each odd-numbered year and, within two (2) years of the registration renewal date, wishes to restore his/her license, shall—

1. Submit a completed application;

2. Pay the renewal fee and delinquent fee; and

3. Submit proof of active certification and fulfillment of all requirements for renewal and recertification with the certifying entity as defined pursuant to 20 CSR 2063-1.010.

(2) Inactive License.

(A) Licensees who request to be classified as inactive pursuant to section 337.320.7., RSMo, shall—

1. Submit a completed application on a form provided by the committee; and

2. Pay the inactive renewal fee as provided in 20 CSR 2063-1.015.

(B) Holders of an inactive license need not complete the continuing education requirement pursuant to section 337.320.7., RSMo.

(C) Holders of an Inactive License.

1. Failure of a licensee to receive the notice and application to renew the inactive license shall not excuse the licensee from the requirement of section 337.315, RSMo, to renew the license.

2. Any licensee who fails to renew the inactive license within the sixty (60)-day period set forth in section 337.320.3., RSMo, cannot practice, and the license shall lapse.

(3) Reactivation of License.



(A) Individuals who request to reactivate the inactive license shall—

1. Submit a complete application on a form provided by the committee;
2. Pay the reactivation fee as provided in 20 CSR 2063-1.015; and
3. Submit proof of current certification from a certifying body as established in 20 CSR 2063-1.010.

*AUTHORITY: sections 337.030 and 337.320, RSMo Supp. 2010.\* Original rule filed Nov. 30, 2010, effective May 30, 2011.*

*\*Original authority: 337.030, RSMo 1977, amended 1981, 1989, 1996, 2003 and 337.320, RSMo 2010.*

#### **20 CSR 2063-2.015 Notification of Change of Address**

*PURPOSE: This rule establishes the obligation of licensees to inform the Behavior Analyst Advisory Board of their changes of address.*

(1) Within thirty (30) days of the effective date of the change, a licensee must inform the board of all changes in the mailing address as it appears on the licensee's license by contacting the Behavior Analyst Advisory Board in writing.

*AUTHORITY: section 337.310, RSMo Supp. 2010.\* Emergency rule filed Nov. 30, 2010, effective Dec. 10, 2010, expired June 7, 2011. Original rule filed Nov. 30, 2010, effective May 30, 2011.*

*\*Original authority: 337.310, RSMo 2010.*