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**Rules of**  
**Department of Economic Development**  
**Division 232—Missouri State Committee of Interpreters**  
**Chapter 1—General Rules**

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## Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT

### Division 232—Missouri State Committee of Interpreters Chapter 1—General Rules

#### 4 CSR 232-1.010 Committee Informa- tion—General Organization

*PURPOSE:* This rule describes the organization and general method of administration and communication concerning the Missouri State Committee of Interpreters.

(1) The purpose of the State Committee of Interpreters (hereinafter committee) is to regulate the practice of interpreting concerning the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state through the dangerous, dishonest, incompetent, or unlawful practice of interpreting and to implement and sustain a system for the regulation of licensees.

(2) The committee shall meet at least once a year and as frequently as the committee or Division of Professional Registration requires. Annually, the committee shall elect a chairperson and secretary by a majority of committee member votes and in the absence of the chairperson, the secretary shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.

(3) The director of the Division of Professional Registration or a designated representative of the division shall be responsible for keeping the minutes of committee proceedings and performing other duties as requested by the division or committee.

(4) Committee meetings will generally consist of establishing requirements for issuance and renewal of licenses, reviewing applications, interviewing applicants, and investigating complaints and inquiries regarding the unauthorized practice of interpreting and determining disciplinary actions regarding licensed interpreters.

(5) Unless otherwise provided by the statutes or regulations, all meetings of the committee may be conducted according to *Robert's Rules of Order*.

*AUTHORITY:* section 209.328, RSMo 1994.\* Original rule filed Feb. 18, 1999, effective July 30, 1999.

\*Original authority 1994.

#### 4 CSR 232-1.020 Policy for Release of Public Records

*PURPOSE:* This rule establishes the policy in compliance with sections 610.010–610.030, RSMo, regarding the release of information on any meeting, record or vote of the committee.

(1) The Missouri State Committee of Interpreters is a public governmental body as defined in Chapter 610, RSMo, and adopts the following as its policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements Chapter 610, RSMo, provisions regarding the release of information of any meeting, record, or vote of the committee that is not closed under this chapter.

(2) All public records of the Missouri State Committee of Interpreters shall be open for inspection and copying by any member of the general public during normal business hours (8 a.m. to 5 p.m. Monday through Friday; holidays excepted) except for those records required or authorized to be closed under section 610.021 or 620.010.14(7), RSMo, or any other applicable law. All public meetings of the Missouri State Committee of Interpreters will be open to the public except for those required or authorized to be closed under section 610.021 or 620.010.14(7), RSMo, or any other applicable law.

(3) The director of the Division of Professional Registration or a designated representative of the division shall be the custodian of records as required by section 610.023, RSMo. The division is responsible for maintaining committee records and responding to requests for access to public records.

(4) The division or committee may charge a reasonable fee pursuant to rules promulgated by the committee for the cost for researching, inspecting and copying the records. Charges and payments of the fees shall be based upon the cost for researching and copying records and shall be according to subsections 4 CSR 232-1.040(1)(E) and (G).

(5) All fees collected shall be remitted to the Director of Revenue for deposit to the credit of the State Committee of Interpreters Fund.

(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record of the committee for inspection by any member of the general public during regular business hours.

*AUTHORITY:* section 209.328, RSMo

1994.\* Original rule filed Feb. 18, 1999, effective July 30, 1999.

\*Original authority 1994.

#### 4 CSR 232-1.030 Complaint Handling and Disposition

*PURPOSE:* This rule establishes a procedure for the receipt, handling and disposition of complaints involving interpreters.

(1) The Division of Professional Registration, in coordination with the Missouri State Committee of Interpreters, will receive and process each complaint made against any licensed interpreter, unlicensed individual or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of provisions of sections 209.319–209.339, RSMo, or the administrative rules involving interpreters. Any division staff member or committee member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints may be mailed or delivered to the following address: Missouri State Committee of Interpreters, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the committee at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources.

(3) All complaints shall be made in writing or by audiotape or videotape and shall fully identify the complainant by name and address. At the discretion of the committee, communication in person, via telephone or TTY may be considered and processed as a complaint. However, the person making such communication will be asked to supplement the communication with a written or taped complaint. Individuals with special needs as addressed by the Americans with Disabilities Act may notify the committee office at (573) 526-7787 (Voice) for assistance. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(4) Each complaint received under this rule will be logged and maintained by the division. The log will contain a record of each complainant's name; the name and address of the subject(s) of the complaint; the date each complaint is received by the committee; a brief statement concerning the alleged acts or practices; a notation indicating the complaint



was closed by the committee or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the committee.

(5) Each complaint received according to this rule shall be acknowledged in writing. The complainant and the subject of the complaint shall be notified in writing of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority to file a complaint with the Administrative Hearing Commission charging the licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a complaint filed with the committee.

(7) This rule exists for the benefit of those members of the public who submit complaints to the committee. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the committee has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 209.319–209.339, RSMo.

*AUTHORITY: sections 209.328.2(4), RSMo 1994 and 620.010.15(6), RSMo Supp. 1998.\* Original rule filed Feb. 18, 1999, effective July 30, 1999.*

*\*Original authority 1994.*

**4 CSR 232-1.040 Fees**

*PURPOSE: This rule establishes the fees for the licensure of interpreters.*

(1) The following fees are established and are payable in the form of a cashier’s check, personal check, or money order:

- (A) Application for Licensure Fee \$ 75.00
- (B) Annual License Renewal Fee \$ 60.00
- (C) Late Renewal Penalty Fee \$ 60.00
- (D) Temporary License Fee \$ 60.00
- (E) Copy Cost (per page) \$ 0.50
- (F) Insufficient Funds Check Fee \$ 50.00
- (G) Research Fee (per hour) \$ 35.00

(2) All fees are nonrefundable.

*AUTHORITY: section 209.328.2(2), RSMo 1994.\* Original rule filed Feb. 18, 1999, effective July 30, 1999.*

*\*Original authority 1994.*