

Rules of Department of Economic Development

Division 270—Missouri Veterinary Medical Board Chapter 1—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 270—Missouri Veterinary
Medical Board
Chapter 1—General Rules**

4 CSR 270-1.010 General Organization
(Rescinded July 8, 1993)

AUTHORITY: section 340.140, RSMo 1986. Original rule filed Sept. 2, 1976, effective Dec. 11, 1976. Rescinded: Filed Nov. 4, 1992, effective July 8, 1993.

4 CSR 270-1.011 Organization of Veterinary Technician Committee

PURPOSE: This rule specifies the duties of the board and describes its organization.

(1) The board may appoint a Veterinary Technician Examining Committee comprised of at least four (4) persons, one (1) of whom shall be the executive director, who will administer the veterinary technician examination and report the results with raw scores to the board within sixty (60) days of the examination. The committee shall consist of two (2) currently registered veterinary technicians, two (2) members of the Missouri Veterinary Medical Board and the executive director. The veterinary technicians shall have at least five (5) years veterinary experience and not be associated in practice with an appointed member of the board.

(2) All members shall be appointed to serve four (4) years. The terms of the members of the Veterinary Medical Board serving on the committee shall coincide with their terms on the board.

(3) Each member of the Veterinary Technician Examining Committee shall receive as compensation an amount set by the board not to exceed fifty dollars (\$50) for each day devoted to the affairs of the committee and shall be entitled to reimbursement of expenses necessarily incurred in the discharge of official duties.

(4) Three (3) members of the board shall constitute a quorum for the transaction of business.

AUTHORITY: sections 340.208 and 340.210, RSMo 2000. Original rule filed Nov. 4, 1992, effective July 8, 1993. Amended: Filed April 13, 2001, effective Oct. 30, 2001.*

**Original authority: 340.208, RSMo 1992; and 340.210, RSMo 1992, amended 1993, 1995, 1999.*

4 CSR 270-1.020 Board Compensation
(Rescinded July 8, 1993)

AUTHORITY: section 430.140.9, RSMo 1986. Emergency rule filed Sept. 11, 1981, effective Sept. 28, 1981, expired Dec. 10, 1981. Emergency rule filed May 25, 1983, effective June 4, 1983, expired Sept. 22, 1983. Original rule filed May 25, 1983, effective Oct. 13, 1983. Rescinded: Filed Nov. 4, 1992, effective July 8, 1993.

4 CSR 270-1.021 Fees

PURPOSE: This rule establishes the various fees authorized in Chapter 340, RSMo.

(1) The following fees are established by the Missouri Veterinary Medical Board:

(A) Veterinarians—	
1. Registration Fee	\$ 50.00
2. State Board Examination Fee	\$100.00
3. Reciprocity Fee	\$150.00
4. Grade Transfer Fee	\$150.00
5. Faculty License Fee	\$200.00
6. Temporary or Provisional License Fee	\$100.00
A. Temporary or Provisional License Extension	\$ 50.00
7. Annual Renewal Fee—	
A. Active	\$ 80.00
B. Inactive	\$ 50.00
C. Faculty	\$ 80.00
8. Penalty Fee	\$100.00
9. Name Change Fee	\$ 15.00
10. Wall Hanging Replacement Fee	\$ 15.00
(B) Veterinary Technicians—	
1. Registration Fee	\$ 50.00
2. State Board Examination Fee	\$ 30.00
3. National Examination Fee	\$100.00
4. Reciprocity Fee	\$ 50.00
5. Grade Transfer Fee	\$ 50.00
6. Provisional Registration Fee	\$ 50.00
7. Annual Renewal Fee—	
A. Active	\$ 20.00
B. Inactive	\$ 10.00
8. Penalty Fee	\$ 50.00
9. Name Change Fee	\$ 15.00
10. Wall Hanging Replacement Fee	\$ 15.00
(C) Facility Permit Fee—	
1. Initial Fee	\$100.00
2. Annual Review Fee	\$ 25.00
3. Penalty Fee	\$ 50.00

(D) Certification of Professional Corporations Fee \$ 25.00

(2) All fees, with the exception of those noted in section 340.232, RSMo, are nonrefundable.

AUTHORITY: sections 340.210 and 340.232, RSMo 2000. Original rule filed Nov. 4, 1992, effective July 8, 1993. Amended: Filed April 14, 1994, effective Sept. 30, 1994. Amended: Filed March 10, 1995, effective Sept. 30, 1995. Amended: Filed Oct. 10, 1995, effective April 30, 1996. Amended: Filed Aug. 31, 1998, effective March 30, 1999. Amended: Filed April 13, 2001, effective Oct. 30, 2001. Amended: Filed April 1, 2003, effective Sept. 30, 2003.*

**Original authority: 340.210, RSMo 1992, amended 1993, 1995, 1999 and 340.232, RSMo 1992, amended 1999.*

4 CSR 270-1.030 Public Records
(Moved to 4 CSR 270-1.060)

4 CSR 270-1.031 Application Procedures

PURPOSE: This rule outlines the procedure for application for licensure as a veterinarian or registration as a veterinary technician.

(1) Application for licensure or registration must be made on the forms provided by the board. Application forms may be obtained by requesting them from the executive director, Missouri Veterinary Medical Board, PO Box 633, Jefferson City, MO 65102.

(2) An application must be legible (printed or typed), signed, notarized and accompanied by the appropriate fees. The fee must be in the form of a cashier's check, personal check or money order.

(3) The following documents must be on file for an application to be considered complete:

(A) Completed application;

(B) Appropriate fee;

(C) Proof of acceptable educational credentials as evidenced by an official transcript sent directly to the board by the school; and

(D) Two (2) current, standard passport photos, black and white or color, one and one-half inches by two inches (1.5" × 2.0"), with applicant's signature on the back of each.

(4) All forms must be completed and received by the board by the established deadline.

AUTHORITY: sections 340.210, 340.228 and 340.300, RSMo 2000. Original rule filed Nov. 4, 1992, effective July 8, 1993. Amended: Filed June 7, 1995, effective Dec. 30, 1995. Amended: Filed April 1, 2003, effective Sept. 30, 2003.*

**Original authority: 340.210, RSMo 1992, amended 1993, 1995, 1999; 340.228, RSMo 1992, amended 1999; and 340.300, RSMo 1992, amended 1999.*

4 CSR 270-1.040 Name and Address Changes

PURPOSE: This rule outlines the requirements for notifying the board of name and address changes.

(1) All individuals licensed as veterinarians or registered as veterinary technicians shall ensure that the license/registration bears the current legal name of that individual.

(2) A licensee/registrant whose name is changed, within sixty (60) days of the effective change, shall—

(A) Notify the board of the change and provide a copy of the appropriate document indicating the change;

(B) Pay the name change fee prescribed in 4 CSR 270-1.021;

(C) Request from the board a new license/registration bearing the individual's new legal name; and

(D) Return the current license/registration and the original wall-hanging certificate bearing the former name.

(3) A licensee/registrant may request a replacement wall-hanging certificate by paying the wall-hanging replacement fee.

(4) A licensee/registrant whose address has changed from that printed on the certificate must inform the board of those changes by sending a letter to P.O. Box 633, Jefferson City, MO 65102 within thirty (30) days of the effective date of the change.

AUTHORITY: section 340.210, RSMo Supp. 1993. Original rule filed Nov. 4, 1992, effective July 8, 1993.*

**Original authority: 340.210, RSMo 1992, amended 1993.*

4 CSR 270-1.050 Renewal Procedures

PURPOSE: This rule provides information to veterinarians licensed and veterinary technicians registered in Missouri regarding renew-

al of their license or certificate of registration.

(1) Definitions:

(A) "Inactive veterinarian or inactive veterinary technician" is defined as a currently licensed veterinarian or registered veterinary technician who has signed an affidavit that s/he is not practicing or involved in any aspect, administrative or otherwise, of veterinary medicine in Missouri as defined in section 340.200(24), RSMo;

(B) "License" shall include certificate of registration and the term "licensee" shall include registrant; and

(C) "Retired veterinarian or veterinary technician" is defined as a veterinarian or veterinary technician who has signed an affidavit that s/he is not practicing or involved in any aspect, administrative or otherwise, of veterinary medicine as defined in section 340.200(24), RSMo.

(2) Renewal of an Active or Inactive License/Certificate of Registration.

(A) In order for a veterinarian to renew an active or inactive license, the licensee shall submit the following to the board office prior to the expiration date of the license:

1. A completed and signed renewal application, which shall certify that the licensee has completed the required number of approved continuing education credits in accordance with 4 CSR 270-4.042; and

2. The appropriate renewal fee.

(B) In order for a veterinary technician to renew the active or inactive certificate of registration, the licensee shall submit the following to the board office prior to the expiration date of the registration:

1. A completed and signed renewal application, which has been signed by the supervising veterinarian and certifies that the licensee has completed the required number of approved continuing education credits in accordance with 4 CSR 270-4.050; and

2. The appropriate renewal fee.

(C) If a veterinary technician is not employed under the supervision of a licensed veterinarian, his/her certificate of registration will be placed on an inactive status. An inactive veterinary technician shall sign an affidavit stating that s/he will not practice as a veterinary technician in Missouri and submit that affidavit with the renewal application and the appropriate fee to the board office.

(D) Failure to provide the requested information will result in the renewal application being returned to the licensee.

(E) Failure of a licensee to receive the notice and application to renew his/her license/registration shall not excuse him/her from the requirements of sections 340.258 or

340.314, RSMo to renew that license/certificate of registration.

(F) Failure to renew a license/registration, either active or inactive, within thirty (30) days of the license renewal date shall result in the license/certificate of registration being declared noncurrent as authorized by sections 340.258 and 340.314, RSMo.

(G) Any licensee who fails to renew his/her license/registration or whose license/certificate of registration has been declared noncurrent shall not perform or offer to perform any act for which a license is required.

(3) Restoration of a Noncurrent License/Certificate of Registration.

(A) Any veterinarian whose license has been declared noncurrent under section 340.262, RSMo and who wishes to restore the license shall make application to the board by submitting the following within two (2) years of the license renewal date:

1. An application for renewal of license;

2. The current renewal fee and all delinquent renewal fees as set forth in 4 CSR 270-1.021;

3. The penalty fee as set forth in 4 CSR 270-1.021; and

4. Certification of completion of the required number of approved continuing education credits in accordance with 4 CSR 270-4.042.

(B) Any veterinary technician whose registration has been declared noncurrent under section 340.320.2, RSMo and who wishes to restore the certificate of registration shall make application to the board by submitting the following within one (1) year of the registration renewal date:

1. An application for renewal of registration;

2. The current renewal fee and all delinquent renewal fees as set forth in 4 CSR 270-1.021;

3. The penalty fee as set forth in 4 CSR 270-1.021;

4. Certification of completion of the required number of approved continuing education credits in accordance with 4 CSR 270-4.050; and

5. Verification of employment under the supervision of a licensed veterinarian.

(4) Inactive License/Certificate of Registration.

(A) A veterinarian or veterinary technician may choose to place his/her license/registration on an inactive status by signing an affidavit stating that s/he will not engage in the practice or be involved in any aspect, administrative or otherwise, of veterinary medicine in Missouri and submitting that affidavit with

the renewal application and the appropriate fee to the board office. The license/certificate of registration issued to all these applicants shall be stamped "Inactive."

(B) In order for a veterinarian to activate an inactive license, the licensee shall submit to the board office:

1. The renewal application which shall certify that the licensee has completed the required continuing education credits in accordance with 4 CSR 270-4.042;

2. The balance of the active renewal fee; and

3. The license stamped "Inactive."

(C) In order for a veterinary technician to activate an inactive registration, the licensee shall submit to the board office:

1. The renewal application which shall certify that the licensee has completed the required continuing education credits in accordance with 4 CSR 270-4.050;

2. The balance of the active renewal fee;

3. The license stamped "Inactive"; and

4. Verification of current employment under the supervision of a licensed veterinarian.

(D) The board will issue an active license/certificate of registration, which shall be effective until the next regular renewal date. No penalty fee shall apply.

(5) Retired License/Certificate of Registration.

(A) A veterinarian or veterinary technician may place his/her license/registration on a retired status by signing an affidavit stating the date of retirement and submitting that affidavit with the renewal application to the board office. No fee is required and no certificate will be issued. The retired status will prevent the license/registration from being declared noncurrent pursuant to section 340.258.5, RSMo.

(B) If a retired veterinarian decides to again practice veterinary medicine, s/he must submit to the board office a completed renewal application which shall certify that the licensee has completed the required continuing education credits in accordance with 4 CSR 270-4.042 and the current renewal fee. The board will issue an active license which shall be effective until the next regular renewal date. No penalty fee shall apply. If it has been more than two (2) years since the retirement affidavit was submitted, evidence of ten (10) hours of continuing education for each year of retirement must be submitted with the renewal application. The board reserves the right pursuant to section 340.268, RSMo to direct any such applicant to take an examination(s) to reactivate his/her license.

(C) If a retired veterinary technician decides to again practice veterinary medicine, s/he shall submit to the board office a completed renewal application along with the current renewal fee. The renewal application shall verify current employment under the supervision of a licensed veterinarian and certify completion of the required number of approved continuing education credits in accordance with 4 CSR 270-4.050. The board will issue an active registration which shall be effective until the next regular renewal date. No penalty fee shall apply. The board reserves the right pursuant to section 340.268, RSMo to direct any such applicant to take an examination(s) to reactivate his/her registration.

(D) Any retired veterinarian or veterinary technician or any veterinarian or veterinary technician with an inactive license is not currently eligible to practice in Missouri and will be subject to disciplinary action under sections 340.264, 340.294 and 340.330, RSMo if s/he practices or offers to practice in Missouri.

AUTHORITY: sections 340.210, 340.258, 340.262, 340.312, 340.314, 340.320, 340.322, 340.324 and 340.326, RSMo 2000. Original rule filed Nov. 4, 1992, effective July 8, 1993. Amended: Filed April 14, 1994, effective Sept. 30, 1994. Rescinded and readopted: Filed April 13, 2001, effective Oct. 30, 2001.*

**Original authority: 340.210, RSMo 1992, amended 1993, 1995, 1999; 340.258, RSMo 1992, amended 1999; 340.262, RSMo 1992, amended 1999; 340.312, RSMo 1992, amended 1999; 340.314, RSMo 1992; 340.320, RSMo 1992, amended 1999; 340.322, RSMo 1992, amended 1999; 340.324, RSMo 1992, amended 1999; and 340.326, RSMo 1992.*

4 CSR 270-1.060 Public Records

PURPOSE: This rule establishes standards for compliance with Chapter 610, RSMo as it relates to public records of the Missouri Veterinary Medical Board.

(1) All public records of the Missouri Veterinary Medical Board shall be open for inspection and copying by the general public at the board's office during normal business hours, holidays excepted, except for those records closed pursuant to section 610.021, RSMo. All public meetings of the Missouri Veterinary Medical Board, not closed pursuant to the provisions of section 610.021, RSMo will be open to the public. All requests for public records will be acted upon by the board as soon as possible but in no event later than the

end of the third business day following the date the request is received.

(2) The Missouri Veterinary Medical Board establishes the executive director of the board as the custodian of its records as required by section 610.023, RSMo. The executive director is responsible for maintaining the board's records and for responding to requests for access to public records and may appoint deputy custodians as necessary for the efficient operation of the board.

(3) When a party requests copies of the records, the board may collect the appropriate fee for costs for inspecting and copying the records and may require payment of the fee prior to making the records available (see 4 CSR 270-1.021).

(4) When the custodian believes that requested access is not allowed under Chapter 610, RSMo, the custodian, within three (3) business days following the date the request is received, shall inform the requesting party that compliance cannot be made, specifying what sections of Chapter 610, RSMo require that the record remain closed. Correspondence or documentation of the denial shall be copied to the board's general counsel. The custodian also shall inform the requesting party that s/he may appeal directly to the board for access to the records requested. The appeal and all pertinent information shall be placed on the agenda for the board's next regularly scheduled meeting. If the board reverses the decision of the custodian, the board shall direct the custodian to advise the requesting party and supply access to the information during regular business hours at the party's convenience.

AUTHORITY: sections 340.210, RSMo Supp. 1992, 610.023 and 610.026, RSMo Supp. 1987. This rule was previously filed as 4 CSR 270-1.030. Original rule filed Aug. 5, 1991, effective Feb. 6, 1992. Amended: Filed Nov. 4, 1992, effective July 8, 1993.*

**Original authority: 340.210, RSMo 1992, amended 1993, 1995, 1999; 610.023, RSMo 1987, amended 1998; and 610.026, RSMo 1987, amended 1998.*