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# Rules of Department of Economic Development

## Division 115—State Committee of Dietitians Chapter 2—Licensure Requirements

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 115—State Committee of  
Dietitians**

**Chapter 2—Licensure Requirements**

**4 CSR 115-2.010 Application for Licensure/Grandfather Clause/Reciprocity**

*PURPOSE: This rule provides instructions for filing applications with the Office of the State Committee of Dietitians.*

(1) Applications for licensure shall be submitted on the forms provided by the committee and may be obtained by writing the committee at 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102, by calling (573) 522-3438 or by electronic mail (E-mail) at diet@mail.state.mo.us. The TDD number is (800) 735-2966.

(2) An application is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete. The application shall be submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized and accompanied by the application fee pursuant to rules promulgated by the committee and any other applicable forms required by the committee.

(3) If the applicant is registered with the Commission on Dietetic Registration (CDR), the applicant shall submit a photocopy of his/her current registration card.

(4) All applicants including applicants for licensure by reciprocity shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit as a licensed dietitian or similar title is held or has ever been held to submit verification of licensure, certification, registration or permit directly to the committee. The verification shall include the type of license, registration, certification or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration or certification; and the name and title of the person verifying the information with date and board seal.

(5) In order to file an application for licensure under section 324.210.4, RSMo, the grandfather clause, communication, such as a letter of intention, to apply for licensure pursuant to that provision shall have been postmarked no later than July 1, 2000. To complete the application process for licensure

pursuant to section 324.210.4, RSMo, the information outlined in 4 CSR 115-2.020 (2) (grandfather clause) shall be submitted to the state committee within one (1) year of the effective date of this rule following the receipt of the letter of intent postmarked by July 1, 2000.

*AUTHORITY: sections 324.210.4, 324.212, 324.215 and 324.228, RSMo Supp. 1999.\* Original rule filed March 15, 2000, effective Sept. 30, 2000.*

*\*Original authority: 324.210.4, RSMo 1998, amended 1999; 324.212, RSMo 1998, amended 1999; 324.215, RSMo 1998, amended 1999; 324.228, RSMo 1998, amended 1999.*

**4 CSR 115-2.020 Qualifications for Licensure**

*PURPOSE: This rule outlines the qualifications necessary for licensure.*

(1) Any person applying for licensure, except those applying for licensure under section 324.210.4, RSMo, (grandfather clause) shall:

(A) Submit a photocopy of current registration card or other verification, as approved by the committee, from the Commission on Dietetic Registration (CDR) that the applicant is currently registered; or

(B) Successfully complete the academic requirements and supervised practice experience as established by the American Dietetic Association's Commission on Accreditation/Approval of Dietetic Education (CAADE) and—

1. Achievement of passing score on the examination approved by the CDR no more than five (5) years prior to the date of application; and

2. Applicants seeking licensure by examination shall cause the CDR to report the examination score of the applicant to the committee.

(2) Any person applying for licensure pursuant to section 324.210.4, RSMo, shall either:

(A) Submit a photocopy of current registration card or other verification, as approved by the committee, from the CDR that the applicant is currently registered; or

(B) Submit college transcripts and course descriptions verifying that the applicant has obtained a bachelor's degree from an accredited college or university with a major course of study that includes all of the following course work:

1. Biological sciences—Nine (9) semester hours that must include human

anatomy, physiology, and microbiology or the equivalent as determined by the committee;

2. Chemistry—Six (6) semester hours that must include biochemistry or the equivalent as determined by the committee;

3. Behavioral sciences—Six (6) semester hours (such as psychology, sociology, counseling, or educational psychology);

4. Management—Six (6) semester hours that must include food service management and institutional management or the equivalent as determined by the committee;

5. Foods and nutrition—Twenty-five (25) semester hours that must include each of the following: diet therapy, medical dietetics, clinical nutrition, nutrition through the life cycle, applied human nutrition, advanced human nutrition, and food science or the equivalent as determined by the committee; and

(C) Provide proof of completion of nine hundred (900) hours of continuous clinical experience in the field of dietetics that meets the Foundation Knowledge and Skills and Competency Requirements for Entry-Level Dietitians as adopted by the American Dietetic Association, is approved by the committee and has been acquired during or within five (5) years of completion of academic requirements and not more than five (5) years before the date of licensure application.

1. Experience, as required under this rule, must be observed, assessed and coordinated by a licensed dietitian, a dietitian licensed in another state that has licensure requirements determined by the committee to be equal to the requirements of sections 324.200–324.225, RSMo, or a dietitian in a state without licensing who is registered by the CDR and submitted to the committee. Experience must be verified on a form provided by the committee and signed before a notary public; or

2. A verification statement, signed by the applicant's internship director and/or program director, attesting that the applicant has graduated from an American Dietetic Association accredited curriculum and that he/she has completed an accredited American Dietetic Association internship shall be submitted to the committee.

(3) Following review of each application by the committee, the applicant shall be informed in writing of the decision regarding application for licensure. Applicants that are approved for licensure will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the committee.



*AUTHORITY: sections 324.210 and 324.228, RSMo Supp. 1999.\* Original rule filed March 15, 2000, effective Sept. 30, 2000.*

*\*Original authority: 324.210, RSMo 1998, amended 1999; 324.228, RSMo 1998, amended 1999.*

**4 CSR 115-2.030 Examination for Licensure**

*PURPOSE: This rule sets forth the examination requirements established by the committee for dietitian licensure.*

(1) The committee approves the examination offered by the Commission on Dietetic Registration (CDR) for the American Dietetic Association.

(2) All applicants for licensure by examination shall meet the criteria established by the CDR for eligibility to take the examination and shall obtain the passing score as set by CDR.

*AUTHORITY: sections 324.210.3 and 324.228, RSMo Supp. 1999.\* Original rule filed March 15, 2000, effective Sept. 30, 2000.*

*\*Original authority: 324.210.3, RSMo 1998, amended 1999 and 324.228, RSMo 1998, amended 1999.*

**4 CSR 115-2.040 License Renewal**

*PURPOSE: This rule outlines the process of renewing a license.*

(1) All licenses shall be renewed biennially.  
(A) All licenses shall be renewed in even numbered years and shall expire on April 1 of each even numbered year.

(B) Each licensed dietitian shall provide the committee with a completed renewal form, issued by the committee that shall contain updated information since the preceding application/renewal period.

(C) Renewal applications shall be mailed to the last known address of each current licensee.

(D) Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the license in order to use the title licensed dietitian and/or L.D. and pay the required fee prior to the expiration date of the license.

(E) Deposit of the renewal fee by the division or committee shall not indicate acceptance of the renewal application or that any licensing requirements have been fulfilled.

(F) Renewals shall be postmarked no later than the expiration date of the license, or if

the expiration date is a Sunday or federal holiday, the next day.

(G) However, a twenty-nine (29)-day grace period is established following the date by which every licensed dietitian must renew his/her license. The committee shall cause a license to be renewed if renewal is sought and all fees paid before the expiration of the grace period. Failure to renew before the end of the grace period will result in the licensee paying the renewal fee and delinquent fee pursuant to rules promulgated by the committee.

(2) Failure of a licensee to renew a license before the expiration date will cause the license to be noncurrent. Within two (2) years of the expiration date, the licensee may submit payment of the renewal fee, delinquent fee and provide the committee with a completed renewal form that shall contain updated information since the preceding application/renewal period.

(3) A licensee who fails to renew a license for a period more than two (2) years after the expiration of the license shall reapply for licensure under regulations in effect at the time of reapplication.

(4) Applicants that are approved for renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the committee.

*AUTHORITY: sections 324.212 and 324.228, RSMo Supp. 1999.\* Original rule filed March 15, 2000, effective Sept. 30, 2000.*

*\*Original authority: 324.212, RSMo 1998, amended 1999 and 324.228, RSMo 1998, amended 1999.*

**4 CSR 115-2.050 Duplicate License**

*PURPOSE: This rule establishes the procedures and requirements for obtaining a duplicate license.*

(1) A duplicate license, marked duplicate, may be issued in the event the original becomes lost, destroyed or mutilated or if the licensee requests a duplicate license due to a name change.

(2) Requests for duplicate licenses must be in writing and accompanied by the appropriate fee. If a duplicate license reflecting a name change is desired, the current license, required fee and verification of name change pursuant to 4 CSR 115-1.030 shall be submitted to the committee office.

*AUTHORITY: sections 324.212.3 and 324.228, RSMo Supp. 1999.\* Original rule filed March 15, 2000, effective Sept. 30, 2000.*

*\*Original authority: 324.212.3, RSMo 1998, amended 1999 and 324.228, RSMo 1998, amended 1999.*