
Rules of Department of Economic Development

Division 95—Committee for Professional Counselors Chapter 2—Licensure Requirements

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**

**Division 95—Committee for
Professional Counselors
Chapter 2—Licensure Requirements**

4 CSR 95-2.010 Educational Requirements

PURPOSE: This rule defines the educational requirements for a professional counselor license.

(1) To be eligible for licensure an applicant for licensure must have received a graduate degree on the doctoral, specialist's or master's level with a major in counseling or its equivalent from an acceptable educational institution.

(A) A graduate program with a major in counseling or its equivalent, as used in section 337.510, RSMo, shall be defined as any one (1) of the following:

1. A graduate program in counseling approved by the Council for Accreditation of Counseling and Related Educational Programs;

2. A graduate program in counseling accredited by the Council on Rehabilitation Education, Inc.; or

3. A graduate training program as follows:

A. For graduate training beginning before July 1, 1991, a graduate program that meets all of the following criteria:

(I) The graduate program shall be designed to teach primarily counseling principles and techniques and shall be designed to train the student to become a professional counselor and to engage in the practice of professional counseling. The teaching of counseling principles and techniques shall not be incidental to the degree program, but the major course of study;

(II) The graduate program shall consist of at least thirty (30) semester hours or forty-five (45) quarter hours of graduate study and shall require the completion of—

(a) A core program in counseling which shall be met by successful completion of at least one (1), three (3)-semester hour graduate course in each of the following core areas:

I. Counseling theory. Courses in this area cover the major theories and techniques of counseling and psychotherapy including, but not limited to, rational-emotive therapy, behavior therapy, client-centered counseling, psychodynamic theory, reality therapy and transactional analysis, etc. This includes courses such as Counseling Methods, Theories of Counseling, Counseling Techniques, Introduction to Psychotherapy and Methods of Psychotherapy;

II. Human growth and development. Courses in this area cover one (1) or more of the various stages of the human growth cycle and include information about theories of development or about various aspects of development such as personality development, social development or learning. This includes courses such as Developmental Psychology, Child Psychology, Child Development, Adolescent Psychology, Adolescent Development, Adult Development, Abnormal Psychology, Psychopathology, Personality Theory and Learning Theory;

III. Social and cultural foundations. Courses in this area cover topics such as aging, ethnicity and women's issues. Culture and social class present significant considerations for counselors when the counseling relationship is different due to socialization acquired in distinct cultural, subcultural, raciocultural or socioeconomic environments. This includes courses in Multicultural Counseling, Psychology of Women, Counseling the Aged, Counseling with Special Populations, Advanced Social Psychology and Cultural Differences in Counseling;

IV. The helping relationship. Courses in this area cover the theoretical foundations and professional skill training that enable the helper to understand the client's problems more fully and accurately and to intervene effectively. Study of the helper-client relationship is a primary factor in determining the effects of helping clients achieve the changes they desire. This includes courses such as the Counselor-Client Relationship, Family Counseling, Techniques of Interviewing, Crisis Counseling, Behavior Modification and Interpersonal Relationships;

V. Group dynamics, processing and counseling. Courses in this area teach the theories, principles and techniques of doing counseling or psychotherapy with groups of people. This includes courses such as Group Counseling, Group Therapy, Group Dynamics, Group Process and Theories of Group Practice;

VI. Career development. Courses in this area cover the lifelong processes and the influences upon them that lead to work values, occupational choice, creation of a career pattern, decision-making style, integration of rules, self- and career-identity and patterns of work adjustment. This area studies concepts about how career development unfolds. This includes courses such as Career Guidance, Career Counseling, Career Development, Career Information, Educational and Occupational Information, Theories of Vocational Choice, Theories of Vocational Counseling and Work Adjustment and Placement;

VII. Appraisal of individuals. Courses in this area cover assessment of the various attributes of a person including formal measures such as standardized tests as well as informal measures such as observations, interviews, rating scales and other unstructured techniques. This includes courses such as Individual Appraisal, Individual Inventory, Group Testing, Individual Intelligence Testing, Personality Assessment, Introduction to Psychological Measurement, Tests and Measurements and Measurement for Guidance;

VIII. Research and evaluation. Courses in this area cover principles, methods, techniques and tools used in performing research in counseling. This includes courses such as Methods of Research, Statistics, Research Design, Research in Counseling and Research Techniques; and

IX. Professional orientation. Courses in this area introduce the student to the field of counseling, covering such areas as professionalism, legal issues and responsibilities, ethics, fields of training and practice specialization. This includes courses such as Orientation to the Counseling Profession, Ethics and Legal Issues in Counseling, Foundations of Counseling and Guidance, Fundamentals of Guidance and Principles of Guidance; and

(b) A supervised practicum, internship or field experience appropriate to the practice of professional counseling, which shall meet the following criteria:

I. The practicum must include at least five (5) semester hours which are part of the required graduate program;

II. The required practicum/internship experience must have been primarily in the provision of direct counseling services;

III. Academic credit or other acknowledgement of the practicum/internship must appear on the applicant's official graduate transcript;

IV. No practicum/internship course intended primarily for practice in the administration and grading of appraisal or assessment instruments shall count toward the five (5)-semester hour requirement; and

V. This practicum must be supervised at the ratio of at least one (1) hour of one-to-one (1:1) supervision for every ten (10) hours of experience in the setting; and

B. For graduate training beginning on or after July 1, 1991, a graduate program that meets all of the following criteria:

(I) The graduate program shall require the completion of—

(a) A core program in counseling which shall be met by successful completion of at least one (1), three (3)-semester hour

graduate course in each of the nine (9) core areas listed in parts (1)(A)5.A.(I) and (II); and

(b) A supervised practicum, internship or field experience appropriate to the practice of professional counseling, which shall meet the following criteria:

I. The practicum must include at least six (6) semester hours, which are part of the required graduate program;

II. The required practicum experience must have been primarily in the provision of direct counseling services;

III. Academic credit for the practicum must appear on the applicant's official graduate transcript;

IV. No practicum course intended primarily for practice in the administration and grading of appraisal or assessment instruments shall count toward the six (6)-semester hour requirement; and

V. The practicum must be supervised at the ratio of at least one (1) hour of one-to-one (1:1) supervision for every ten (10) hours of experience in the setting;

(II) The graduate program, wherever it may be administratively housed, shall be clearly identified as part of a counseling program designed to teach counseling principles and techniques and shall be designed to train the student to become a professional counselor and to engage in the practice of professional counseling. The teaching of counseling principles and techniques shall not be incidental to the degree program, but the major course of study. This program shall specify in pertinent institutional catalogs and brochures its intent to educate and train professional counselors;

(III) There shall be an identifiable counseling faculty and a professional counselor responsible for the program; and

(IV) The program shall have an identifiable body of students who are matriculated in that program for a degree.

(B) The following criteria shall be used by the committee in evaluating the applicant's academic credentials:

1. An applicant will not be deemed to have received a degree with a major in counseling or its equivalent until the applicant has satisfied the educational requirements in paragraph (1)(A)1., 2. or 3.;

2. Credit will be given for seminar courses only if the applicant is awarded a grade for the course and provides substantiation through course descriptions in official school catalogs, course syllabi, bulletins or other like means or through written documentation from an appropriate school official that the course was an in-depth study of a particular core area and that the course included lectures and discussions concerning a wide range of the key topics in that core area;

3. No credit will be given for workshops, continuing education, work experience, readings, courses, independent studies, correspondence courses or any course offered primarily by audio or video tape, even if credit is awarded by the educational institution and the offering appears on the transcript;

4. The relevance to the licensing requirements of academic courses the titles of which are not self-explanatory must be substantiated through course descriptions in official school catalogs or bulletins or through written documentation from an appropriate school official;

5. The committee shall count no undergraduate level courses taken by an applicant as meeting any academic requirements unless the applicant's official transcript clearly shows that the course was awarded graduate credit by the school;

6. A course will be counted only once in granting credit for a core area and each course must be an in-depth study solely devoted to a particular core area. No core area credit will be given for a course which contains only components or some aspects of a core area;

7. The committee shall accept no course work which an applicant's transcript indicates was not completed with a passing grade or for credit;

8. In evaluating transcripts, the committee shall consider a quarter hour of academic credit as two-thirds (2/3) of a semester hour. A semester hour of credit shall be defined as fifteen (15)-clock hours of regularly scheduled classroom study; and

9. The applicant shall provide official transcripts and any other supporting evidence necessary to document the fact that these educational requirements have been met. The applicant has the burden of demonstrating that his/her academic course work and training constituted a program of study in counseling or its equivalent. A final determination of whether the program of study which formed the basis of the applicant's degree was counseling or its equivalent is within the discretion of the committee.

(2) The phrase acceptable educational institution as used in section 337.510, RSMo shall mean—

(A) A school, college, university or other institution of higher learning in the United States which, at the time the applicant was enrolled and graduated, was accredited by a regional accrediting commission recognized by the United States Department of Education or the Council on Post-Secondary Accreditation (COPA); or

(B) A school, college university or other institution of higher learning outside the United States which, at the time the applicant

was enrolled and graduated, maintained a standard of training substantially equivalent to the standards of training of those institutions accredited by one (1) of the regional accrediting commissions recognized by the United States Department of Education or COPA.

(3) Upon request, the applicant shall furnish to the committee competent and substantial evidence that the college or university is accredited by a regional accrediting commission recognized by the United States Department of Education or COPA.

(4) The committee will review an applicant's educational credentials upon receipt of official educational transcripts received directly from the universities and upon payment of the fee for prior educational review. All information must be submitted to the committee no later than thirty (30) days prior to a regularly scheduled committee meeting to be reviewed at that meeting.

(5) The committee will review an applicant's proposed plan for obtaining an appropriate educational degree, course work or both upon receipt of the photocopies of official school documents, such as course syllabi or catalog descriptions of course work and degree programs, and upon payment of the fee for prior educational review. All information must be submitted to the committee no later than thirty (30) days prior to a regularly scheduled committee meeting to be reviewed at that meeting.

Auth: sections 337.510 and 337.520, RSMo (1986). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed May 2, 1989, effective July 27, 1989. Amended: Filed July 3, 1990, effective Dec. 31, 1990. Amended: Filed Aug. 5, 1991, effective Dec. 9, 1991.

4 CSR 95-2.020 Supervised Counseling Experience

PURPOSE: This rule defines the requirements for supervised counseling experience.

(1) The term acceptable supervised counseling experience, as used in section 337.510, RSMo, shall mean—

(A) As applied to periods of supervised counseling experience beginning before January 1, 1989, the phrase acceptable supervised counseling experience, as used in section 337.510, RSMo, means post-degree training or practice of counseling beginning after the satisfactory completion of the education

requirements set forth in 4 CSR 95-2.010(1)(A) and obtained under the supervision of a person not a relative of the applicant who, at the time supervision took place, could have satisfied the present educational requirements of section 337.510, RSMo and of this rule, or who was licensed during the time supervision took place as a counselor, psychologist or psychiatrist. Acceptable supervision shall involve—

1. A minimum of one (1) hour per week of individual face-to-face supervision by the supervisor at the rate of no fewer than forty-eight (48) weeks per calendar year. These hours may be included in the total number of supervised hours required in paragraphs (1)(B)5. and 6. Group supervision is not acceptable for meeting the requirements of this regulation;

2. The counseling activities of the applicant shall be performed pursuant to the supervisor's order, control, oversight, guidance and full professional responsibility;

3. The supervisor and the applicant both shall be employed by or affiliated by contract with the same professional setting;

4. No person shall serve as a supervisor if his/her license is subject to terms of probation, suspension or revocation;

5. For applicants applying for licensure on the basis of either a doctoral degree or specialist's degree, the minimum acceptable supervised experience shall be fifteen hundred (1500) hours obtained in no fewer than twelve (12) and no more than twenty-four (24) consecutive calendar months;

6. For applicants applying for licensure on the basis of a master's degree, the minimum acceptable supervised experience shall be three thousand (3000) hours obtained in no fewer than twenty-four (24) and no more than forty-eight (48) consecutive calendar months; and

7. The supervisor must certify to the committee that the applicant has complied with these requirements for supervised counseling experience;

(B) As applied to periods of supervision commencing on or after January 1, 1989, the phrase acceptable supervised counseling experience, as used in section 337.510, RSMo, shall mean post-degree training or practice of counseling beginning after the satisfactory completion of the education requirements set forth in 4 CSR 95-2.010(1)(A) and obtained under the supervision of a licensed counselor, psychologist or psychiatrist who is not a relative of the applicant. However, an applicant who has a graduate degree in counseling clearly delineated on the graduate transcript, or a letter from the chair of the department of counseling education on official letterhead if the transcript does not state a major; and who has completed the required number of hours in

counseling theory, practicum and six (6) of the eight (8) core areas as set forth in 4 CSR 95-2.010(1)(A), may submit a proposed plan to complete the two (2) deficient core courses during the time of supervised counseling experience, which would also have to be approved by the committee. Acceptable supervision shall involve—

1. A minimum of one (1) hour per week of individual face-to-face supervision by the supervisor at the rate of no fewer than forty-eight (48) weeks per calendar year. These hours may be included in the total number of supervised hours required in paragraphs (1)(B)6. and 7. Group supervision is not acceptable for meeting the requirements of this regulation nor is the use of electronic communication;

2. The counseling activities of the applicant shall be performed under the supervisor's order, control, oversight, guidance and full professional responsibility. The supervisor shall read and cosign all written reports including treatment plans and progress notes prepared by the applicant. The applicant shall remain under the full professional responsibility and supervision of the supervisor until s/he is fully licensed;

3. The supervisor and the applicant both shall be employed by or affiliated by contract with the same professional setting; and for supervision beginning on or after July 1, 1989—

A. The applicant shall have received a letter of supervision approval from the committee; and

B. The professional setting shall not include private practice in which the applicant operates, manages or has an ownership interest in the private practice;

4. No person shall serve as a supervisor if his/her license is subject to terms of probation, suspension or revocation;

5. Licensed professional counselors assuming the role of supervisor may employ applicants in the supervisor's private practice setting. In those instances, the supervisor may bill clients for services rendered by the applicant but under no circumstances shall the applicant bill clients directly for services rendered by the applicant;

6. For applicants applying for licensure on the basis of either a doctoral degree or specialist's degree, the minimum acceptable supervised experience shall be fifteen hundred (1500) hours obtained in no fewer than twelve (12) and no more than twenty-four (24) consecutive calendar months;

7. For applicants applying for licensure on the basis of a master's degree, the minimum acceptable supervised experience shall be three thousand (3000) hours obtained in no

fewer than twenty-four (24) and no more than forty-eight (48) consecutive calendar months;

8. The supervisor must certify to the committee that the applicant has complied with these requirements for supervised counseling experience;

9. The supervisor shall provide training appropriate to the applicant's intended area of expertise and practice;

10. During the period of supervised counseling experience, the applicant shall identify him/herself by including the title counselor-in-training;

11. Each counselor-in-training shall provide clients with a disclosure statement which shall include:

A. His/her training status; and

B. The name of his/her supervisor for licensure purposes;

12. Counselors-in-training must comply with all laws and regulations relating to the practice of counseling; and

13. Upon completion of the required number of hours of supervised counseling experience, the counselor-in-training shall submit an application for licensure. Any individual who does not apply for licensure within three (3) months after the required number of hours of supervised counseling experience has been completed cannot continue to practice professional counseling; and

(C) For purposes of this rule, the term relative of the applicant shall mean a spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt or uncle of the applicant or one who is or has been related by marriage or has any other dual relationship.

(2) Registration of Supervision.

(A) All proposed supervision arrangements beginning on or after July 1, 1989 must be approved by the committee prior to the starting date of the supervised experience.

(B) The applicant shall—

1. Provide to the committee, along with his/her supervisor, a written proposal outlining with as much specificity as possible the nature of the counseling duties to be performed by the applicant and the nature of the supervision;

2. Submit this written proposal on forms provided by the committee at least sixty (60) days prior to the proposed starting date of the supervision; and

3. Pay the supervision registration fee as prescribed by the committee.

(C) Supervised experience rendered by an applicant in an exempt setting shall meet the requirements in this rule if that supervised experience is to meet the requirements for licensure as set forth in section 337.510, RSMo.



(D) Following the committee's review, the applicant will be informed by letter either that the proposed supervision arrangement has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

(E) If the counselor-in-training ceases to practice in the approved registration setting or under the approved supervisor for any reason(s), s/he shall notify the committee in writing within thirty (30) days of this a change, file with the committee a new registration of supervision and pay the reregistration of supervision fee as prescribed in 4 CSR 95-1.020.

Auth: sections 337.510 and 337.520, RSMo (Cum. Supp. 1989). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed May 2, 1989, effective July 27, 1989. Amended: Filed July 3, 1990, effective Dec. 31, 1990. Amended: Filed Feb. 4, 1992, effective June 25, 1992.



STATE OF MISSOURI
 COMMITTEE FOR PROFESSIONAL COUNSELORS
REGISTRATION OF SUPERVISION

FOR OFFICIAL USE ONLY	
DATE FORWARDED	DATE RECEIVED

INSTRUCTIONS PLEASE TYPE ONLY

- All sections must be completed. If additional information is needed for any questions, please attach a separate sheet.
- Official graduate transcript must be forwarded by college or university.
- Completed applications should be mailed to the following central office address:

Missouri Committee for Professional Counselors
 3523 North Ten Mile Drive
 Post Office Box 153
 Jefferson City, Missouri 65102
 Telephone (314) 751-0018

- FEE:** Please include Cashier's Check, Money Order, or Personal Check for \$75.00

APPLICANT DATA

1. NAME (LAST, FIRST, MIDDLE, MAIDEN)

2. ADDRESS (STREET, CITY, STATE, ZIP)

3. HAVE YOU COMPLETED A GRADUATE DEGREE WITH A MAJOR IN COUNSELING, OR ITS EQUIVALENT, FROM A COLLEGE OR UNIVERSITY ACCREDITED BY A REGIONAL ACCREDITING COMMISSION RECOGNIZED BY THE US DEPARTMENT OF EDUCATION OR THE COUNCIL ON POST-SECONDARY ACCREDITATION (COPA)? SEE 4CSR 95.2.010 (3)

YES NO

4. DEGREE	MAJOR (AS IT APPEARS ON TRANSCRIPT)	DATE CONFERRED
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GRADUATING INSTITUTION NAME

LOCATION

SUPERVISOR DATA

5. NAME (LAST, FIRST, MIDDLE, MAIDEN)

6. ADDRESS (STREET, CITY, STATE, ZIP)

7. IS SUPERVISOR LICENSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	LICENSE TITLE (I.E. COUNSELOR, PSYCHOLOGIST OR PSYCHIATRIST)
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LICENSE NUMBER	STATE
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LICENSE STATUS

ACTIVE INACTIVE OTHER (SPECIFY) ▶

8. IS SUPERVISOR A RELATIVE OF THE APPLICANT?

YES NO IF YES, STATE RELATIONSHIP ▶

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COMPLETE ONE OR BOTH SECTIONS BELOW

PRIVATE PRACTICE SETTING

9. NAME OF PRIVATE PRACTICE

10. PRIVATE PRACTICE ADDRESS

11. DESCRIBE BRIEFLY THE NATURE OF THE TRAINING SETTING. WHERE SUPERVISION WILL TAKE PLACE INCLUDING A BROCHURE, PAMPHLET, OR OTHER WRITTEN INFORMATION.

12. LIST THE NAMES OF ALL INDIVIDUALS EMPLOYED BY OR AFFILIATED WITH THE PRIVATE PRACTICE.

13. IDENTIFY INDIVIDUAL(S) WHO HAVE AN OWNERSHIP INTEREST IN THE PRACTICE

14. LIST THE INDIVIDUAL(S) ULTIMATELY RESPONSIBLE FOR THE PRIVATE PRACTICE.

15. SUPERVISOR, DATES OF EMPLOYMENT, IF NOT EMPLOYED BY INSTITUTION, CLEARLY INDICATE THE NATURE OF AFFILIATION WITH THE INSTITUTION. (ATTACH A PHOTOCOPY OF PERTINENT CONTRACT OR AGREEMENT AND ATTACH ADDITIONAL SHEET IF NECESSARY).

16. APPLICANT PROPOSED POSITION AND TITLE

17. DATE OF APPLICANT'S INITIAL EMPLOYMENT. **ATTACH VERIFICATION OF EMPLOYMENT e.g. LETTER FROM EMPLOYER.	18. TOTAL HOURS PER WEEK APPLICANT WILL BE WORKING
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NON PRIVATE PRACTICE SETTING

19. INSTITUTION NAME

20. INSTITUTION ADDRESS

21. DESCRIBE BRIEFLY THE NATURE OF THE TRAINING SETTING WHERE SUPERVISION WILL TAKE PLACE INCLUDING A BROCHURE, PAMPHLET, OR OTHER WRITTEN INFORMATION

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22. SUPERVISOR, DATES OF EMPLOYMENT, IF NOT EMPLOYED BY INSTITUTION, CLEARLY INDICATE THE NATURE OF AFFILIATION WITH THE INSTITUTION. (ATTACH A PHOTOCOPY OF PERTINENT CONTRACT OR AGREEMENT AND ATTACH ADDITIONAL SHEET IF NECESSARY).	
23. APPLICANT PROPOSED POSITION	
24. DATE OF APPLICANT'S INITIAL EMPLOYMENT. **ATTACH VERIFICATION OF EMPLOYMENT e.g. LETTER FROM EMPLOYER.	25. TOTAL HOURS PER WEEK APPLICANT WILL BE WORKING
NATURE OF SUPERVISION (NOTE MINIMUM TIME REQUIREMENT)	
26. ANTICIPATED COMPLETION DATE FOR SUPERVISION, OR	27. PROPOSED PERIOD OF SUPERVISION
28. NUMBER OF HOURS PER WEEK OF FACE-TO-FACE INDIVIDUAL SUPERVISION. (THE USE OF ELECTRONIC COMMUNICATION, SUCH AS TELEPHONES, VIDEOS, COMPUTERS OR OTHERWISE IS INAPPROPRIATE FOR FACE-TO-FACE SUPERVISION.)	
29. DESCRIBE THE NATURE OF THE COUNSELING DUTIES TO BE PERFORMED BY APPLICANT. INCLUDE SPECIFICS OF THE TYPES OF CASES, AGES OF CLIENTS, ETC. (ATTACH ADDITIONAL SHEET IF NECESSARY)	
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30. DESCRIBE THE TYPE OF CLIENTELE TO BE SEEN BY APPLICANT INCLUDING RANGE OF CLIENTS, NATURE OF PRESENTING PROBLEMS, DEMOGRAPHIC DATA, ETC.	
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31. DESCRIBE TYPES OF ASSESSMENT PROCEDURES, INTERVENTION ACTIVITIES AND THERAPEUTIC APPROACHES TO BE USED BY APPLICANT.	
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32. DESCRIBE THE NATURE OF THE SUPERVISION. WILL THE SUPERVISOR REVIEW TAPES, APPLICANT'S CASE NOTES, USE GROUP SESSIONS WITH OTHER PROFESSIONALS, SEMINARS, ETC? SPECIFICALLY HOW WILL THE SUPERVISOR MAINTAIN FULL PROFESSIONAL RESPONSIBILITY FOR THIS APPLICANT? (ATTACH ADDITIONAL SHEET IF NECESSARY)

Four horizontal lines for writing the response to question 32.

NOTICE OF DEGREE REQUIREMENTS

337.510. Education, experience requirements - reciprocity. - 1. Each applicant for licensure as a professional counselor shall furnish evidence to the department that:

(1) He has met any one of the three following education-experience requirements:

(a) He has received a doctoral degree with a major in counseling, or its equivalent, from an acceptable educational institution, as defined by department rules, and has completed at least one year of acceptable supervised counseling experience subsequent to receipt of the doctoral degree; or

(b) He has received a specialist's degree with a major in counseling, or its equivalent, from an acceptable educational institution as defined by department rules, and has completed at least one year of acceptable supervised counseling experience subsequent to receipt of the specialist's degree; or

(c) He has received at least a master's degree with a major in counseling, or its equivalent, from an acceptable educational institution, as defined by department rules, and has completed two years of acceptable supervised counseling experience subsequent to receipt of the master's degree. An applicant may substitute thirty semester hours of post-master's graduate study, or their equivalent, for one of the two required years of acceptable supervised counseling experience, if such hours are clearly related to the field of professional counseling and are earned from an acceptable educational institution.

STATEMENT OF APPLICANT

I understand the requirements of 4 CSR 95-2.020 Supervised Counseling Experience and that I must practice professional counseling only under the supervision of an acceptable supervisor, as approved by the Committee for Professional Counselors, until I have completed all of the training requirements and have been licensed. I further understand that the minimum acceptable supervised experience shall be 3,000 hours obtained within 24 to 48 consecutive calendar months for master's degree applicants or 1,500 hours obtained within 12 to 24 consecutive calendar months for specialists or doctoral degree applicants. If, for any reason, the arrangements for my supervision should change, I will notify the Committee for Professional Counselors immediately. I understand that any supervision obtained without such notification will not be applicable toward the required number of hours for supervision.

I hereby affirm under penalties of perjury that I am the applicant named in this registration and that all statements and enclosures herein are true and accurate to the best of my knowledge, information and belief.

DATE

SIGNATURE OF APPLICANT

STATEMENT OF SUPERVISOR

I have reviewed this proposal for supervised professional experience and accept full professional responsibility for the work this applicant will be performing under my supervision. This work will be performed pursuant to my order, control, oversight and guidance. If I am unable to complete this supervision arrangement I will advise the Committee for Professional Counselors.

I hereby affirm under penalties of perjury that I am the supervisor named in this registration and that all the statements and enclosures herein are true and accurate to the best of my knowledge, information and belief.

DATE

SIGNATURE OF SUPERVISOR

HAVE AN OFFICIAL TRANSCRIPT OF ALL GRADUATE COURSE WORK SENT TO THIS ADDRESS BY THE INSTITUTION OF HIGHER LEARNING.

MO 419-1600 (3-90)

4 CSR 95-2.030 Examinations

PURPOSE: This rule outlines the requirements and procedures for obtaining a professional counselor license by examination.

(1) Every applicant for initial licensure by the committee as a professional counselor, except those meeting the requirements for licensure by reciprocity or where the test examination score has been endorsed by the committee, shall take a written examination as prescribed by the committee.

(2) A written examination shall be given at least twice each year. The committee may schedule the additional examinations as it deems necessary.

(A) The executive director of the committee shall notify all candidates in writing at least ten (10) days prior to the date of the examination of the time and place of the examination for which they have been approved to sit.

(B) The candidate shall submit the applicable nonrefundable fees as prescribed.

(C) If the candidate fails to appear for the examination without submitting a written notice to the committee at least one (1) week prior to the examination, the examination fee shall be subject to forfeiture.

(D) The executive director will notify all candidates in writing of their success or failure on any examination.

(3) A candidate approved by the committee to sit for an examination shall take one (1) of the next three (3) examinations administered by the committee from the date of the initial committee approval. If the candidate has not taken the examination by the end of the period prescribed in this rule—

(A) The initial committee approval to sit for this examination shall then become invalid; and

(B) In order to be considered for the examination later, the applicant shall file a complete new application including the nonrefundable application fee with the committee.

(4) The written examination will be objective in format and will cover the core areas of counseling.

(5) Retroactive to July 1, 1990, the passing score on the written exam shall be the minimum criterion score established by the national testing service providing the examination used for licensure.

Auth: sections 337.507 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed May 2, 1989, effective

July 27, 1989. Amended: Filed Aug. 5, 1991, effective Dec. 9, 1991

4 CSR 95-2.040 Reexamination

PURPOSE: This rule outlines the requirements and procedures for retaking the licensure examination for professional counselors.

(1) Any applicant who fails the licensure examination may be reexamined as follows:

(A) To be reexamined, a candidate must notify the committee and pay the appropriate nonrefundable fee no less than sixty (60) days prior to the scheduled examination; and

(B) After paying the reexamination fee, a candidate may be reexamined within an eighteen (18)-month period of the date of the failed exam without filing a new application and without presenting evidence of additional education and experience.

(2) A candidate who fails the initial examination and fails two (2) subsequent reexaminations shall be disqualified from retaking the examination until satisfactory documentation of additional education and experience has been received and approved by the committee.

Auth: sections 337.507 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987.

4 CSR 95-2.050 Renewal of License

PURPOSE: This rule provides information to professional counselors licensed in Missouri regarding annual renewal of that license.

(1) A license may be renewed on or before the expiration of the license by submitting the signed renewal notice and fee to the committee as set forth in these regulations.

(2) Failure of a licensee to receive the notice and application to renew his/her license shall not excuse him/her from the requirements of sections 337.507 and 337.515, RSMo to renew that license.

(3) Failure to renew a license within sixty (60) days of the registration renewal date shall effect an administrative revocation of the license as authorized by section 337.507.2., RSMo.

(4) Any licensee who fails to renew the license or whose license has been administratively revoked shall not perform any act for which a license is required.

(5) Any individual who failed to renew the license within the sixty (60)-day period set forth in section 337.507.2., RSMo and who wishes to restore the license shall make application to the division through the committee by submitting the following within two (2) years of the registration renewal date:

(A) An application for restoration of licensure; and

(B) The delinquency fee as set forth in 4 CSR 95-1.020(1).

Auth: sections 337.507, 337.515 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed July 3, 1990, effective Dec. 31, 1990.

4 CSR 95-2.060 Name and Address Changes

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

(1) An individual practicing under a license issued by the committee shall ensure that the current license bears the current legal name of that individual.

(2) A licensee whose name is changed by marriage or court order promptly shall—

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

(B) Pay the name change fee prescribed in 4 CSR 95-1.020; and

(C) Request from the committee a new license bearing the individual's new legal name.

(3) A licensee whose address, as it appears on the license, has changed must inform the committee of all the changes by sending a letter to the committee's office in Jefferson City, Missouri within thirty (30) days of the effective date of the change.

Auth: sections 337.507 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987.

4 CSR 95-2.070 Reciprocity

PURPOSE: This rule provides information to those desiring licensure by reciprocity.

Editor's Note: The form mentioned in this rule follows 4 CSR 95-1.010.



(1) To be licensed by reciprocity, an individual shall—

- (A) Complete an application form provided by the committee;
- (B) Submit a nonrefundable application fee;
- (C) Be of good moral character; and
- (D) Hold a valid, unrevoked, unexpired license as a professional counselor from a state whose licensing or certification requirements, at the time the application for reciprocity was submitted to the committee, are substantially the same as those in Missouri at the time the application for reciprocity was submitted to the committee. The applicant has the burden of providing the information necessary for determination of this issue.

(2) The applicant shall furnish to the committee true and accurate copies of the current licensure law from the state in which s/he is licensed and seeks reciprocity. Copies of the licensure law, statutes and regulations shall be certified as true and accurate by the secretary of that state, the authorized representative of the licensing agency for that state or both.

(3) Following the committee's review, the applicant will be informed by letter either that the application for reciprocity has been approved or rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection. Upon receipt of an approval letter, the applicant shall submit the reciprocity fee.

(4) A license issued by reciprocity shall be valid only until the next regular renewal date at which time it must be renewed as outlined in 4 CSR 95-2.050.

Auth: sections 337.507, 337.510 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed May 2, 1989, effective July 27, 1989.

by the professional testing service to the committee for endorsement.

(2) If the passing score received by the applicant on that written examination is equal to or higher than the passing score for the written examination in this state at the time the application was submitted to the committee, the committee shall endorse that score to the individual applying for licensure in Missouri.

(3) This endorsement shall relieve the applicant of the necessity of retaking the written examination. The applicant still must meet all other requirements for licensure in this state before being issued a license.

(4) The applicant shall submit the application processing fee along with the completed application. Upon approval the applicant will be notified to submit the exam score endorsement fee.

(5) An applicant approved by the committee for examination score endorsement must submit the fee within one (1) year from the date of committee approval. If the applicant does not submit the fee as prescribed in this rule—

(A) The initial committee approval for the examination score endorsement shall then become invalid; and

(B) To be considered for licensure later, the applicant shall file with the committee a complete new application, including the nonrefundable application fee, and must meet the requirements for licensure at the time the application is filed.

Auth: sections 337.507, 337.510 and 337.520, RSMo (Cum. Supp. 1990). Original rule filed Oct. 16, 1986, effective Jan. 30, 1987. Amended: Filed May 2, 1989, effective July 27, 1989.

4 CSR 95-2.080 Endorsement of Written Examination Score

PURPOSE: This rule explains how an applicant may apply the score of an examination taken previously to the licensure requirements in Missouri.

Editor's Note: The form mentioned in this rule follows 4 CSR 95-1.010.

(1) An applicant who has taken and passed a professional counselor's written examination prepared by the same professional testing service as the written examination administered in this state at the time the application is submitted may have his/her scores submitted