

Rules of Department of Economic Development

Division 231—Division of Professional Registration Chapter 1—Organization and Description of Division

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Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT

Division 231—Division of Professional Registration Chapter 1—Organization and Description of Division

4 CSR 231-1.010 General Organization

PURPOSE: This regulation complies with section 536.023(3), RSMo (1986) which requires each agency to adopt as a regulation a description of its operation and the methods and procedures where the public may obtain information or make submissions or requests.

(1) The Division of Professional Registration is an agency of the Department of Economic Development.

(2) The division was created in 1974 by Senate Bill 1 passed by the First Extraordinary Session of the 77th General Assembly.

(3) The division is headed by a director appointed by the director of the Department of Economic Development with the advice and consent of the senate.

(4) Boards commissions and committees assigned to the division are—the Missouri State Board of Accountancy; the Missouri Board for Architects, Professional Engineers and Land Surveyors; the State Board of Barber Examiners; the State Board of Chiropractic Examiners; the State Board of Cosmetology; the Missouri Dental Board; the State Board of Embalmers and Funeral Directors; the State Board of Registration for the Healing Arts; Professional Speech Pathologists and Clinical Audiologists; the Council for Hearing Aid Dealers and Fitters; the State Board of Nursing; the State Board of Optometry; the State Board of Pharmacy; the State Board of Podiatry; the Missouri Real Estate Commission; the Missouri Veterinary Medical Board; the State Committee of Psychologists; and the Advisory Committee for Professional Counselors.

(5) The primary duties of the division consist of—

(A) Establishing renewal dates for licenses or certificates of the boards, commissions, committees and other licensing agencies assigned to the division;

(B) Providing clerical, other staff services and financial management relating to the issuance and renewal of licenses for all boards, commissions, committees and other licensing agencies assigned to the division;

(C) Establishing a system of accounting and budgeting, in cooperation with the director of the department, the Office of Administration and the state auditor's office, to insure proper charges are made to the various boards for services rendered to them;

(D) Collecting and accounting for all monies received by the division and its component agencies and transmitting monies to the Department of Revenue;

(E) Providing each board, commission or committee with all relevant financial information in a timely fashion;

(F) Reviewing the expense vouchers of each board, commission or committee and submitting the results to the board, commission or committee reviewed and to the house and senate appropriations committees annually;

(G) Maintaining for each board, commission, committee or other licensing agency of the division a registry of each person holding a current license, permit or certificate issued by that licensing agency;

(H) Operating a central investigative unit;

(I) Coordinating and supporting the use of microfilm services;

(J) Allocating and assigning facility space, personnel other than board personnel and equipment;

(K) Supervising and directing licensing activities pertaining to the State Committee of Psychologists, the Advisory Committee for Professional Counselors, the Hearing Aid Dealers and Fitters licensing agency, the Office of Athletics and the Office of Employment Agencies; and

(L) Fulfilling all other duties delegated by the Department of Economic Development.

(6) Any person may contact the Division of Professional Registration, 3605 Missouri Blvd., P.O. Box 1335, Jefferson City, MO 65102, telephone number (314) 751-0293 for information.

*Auth: section 620.010.15(2), RSMo (1986).
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