
Rules of Department of Economic Development

Division 145—Missouri Board of Geologist Registration Chapter 1—General Rules

Title	Page
4 CSR 145-1.010 Board of Geologist Registration—General Organization	3
4 CSR 145-1.020 Policy for Handling Release of Public Records.....	3
4 CSR 145-1.030 Application for Licensure	4
4 CSR 145-1.040 Fees	4

**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 145—Missouri Board of
Geologist Registration
Chapter 1—General Rules**

4 CSR 145-1.010 Board of Geologist Registration—General Organization

PURPOSE: This rule describes the organization and general methods of administration and communication concerning the Missouri Board of Geologist Registration.

(1) The purpose of the board is to regulate the practice of geology concerning the health, safety and welfare of the inhabitants of this state; to protect the property of the inhabitants of this state from damage or destruction through the dangerous, dishonest, incompetent or unlawful practice of geology and to implement and sustain a system for the examination and regulation of registered geologists and geologist-registrants in-training in this state.

(2) The board shall meet at least four (4) times each year. Additional meetings may be held at the discretion of the board, however, the board shall inform the division of those meetings and the notice of the meeting will be posted in compliance with Chapter 610, RSMo.

(3) Each year, the board shall elect a chair, vice-chair and secretary-treasurer by a majority of board member votes. The chair presides at meetings and works with the division on coordinating the board's affairs. If the chair is unable to attend a meeting, the vice-chair shall preside at the meeting.

(4) The director of the Division of Professional Registration or a designated representative shall be responsible for keeping the minutes of board proceedings and perform other duties as requested by the board.

(5) A quorum of the board shall consist of four (4) of the seven (7) voting members.

(6) Board meetings will generally consist of receiving applications, interviewing applicants, investigating complaints and inquiries, determining disciplinary actions regarding a registered geologist or geologist-registrant in-training, making recommendations to the division concerning the conduct and management of board affairs and other board matters.

(7) Unless otherwise provided by statute or regulation, the board shall conduct its meetings according to *Robert's Rules of Order*.

(8) Any person requiring information, an application or complaint form involving the practice of geology as regulated by the board may contact the board by writing to Missouri Board of Geologist Registration, P.O. Box 1335, Jefferson City, MO, 65102-1335 or calling the board office at (573) 526-7625. The telecommunications device for the deaf (TDD) is (800) 735-2966.

*AUTHORITY: section 256.462.3, RSMo 1994. * Emergency rule filed June 29, 1995, effective July 9, 1995, expired Nov. 5, 1995. Original rule filed Sept. 28, 1995, effective May 30, 1996.*

**Original authority: 256.462.3, RSMo 1994.*

4 CSR 145-1.020 Policy for Handling Release of Public Records

PURPOSE: This rule sets forth the board's policy regarding the release of information on any meeting, record or vote of the board.

(1) The Missouri Board of Geologist Registration 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, regarding the release of information of any meeting, record, or vote of the board which is not closed under the chapter.

(2) All public records of the Missouri Board of Geologist Registration 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, except holidays) at the board's office located at 3605 Missouri Boulevard, Jefferson City, Missouri, except for those records closed under section 610.021, RSMo. All public meetings of the Missouri Board of Geologist Registration not closed under that section will be open to the public.

(3) The Missouri Board of Geologist Registration establishes the director of the Division of Professional Registration or the director's designated representative as custodian of the board records as required by section 610.023, RSMo. The director or the designated division representative is responsible

for maintaining board records and responding to requests for access to public records.

(4) The board may charge a reasonable fee for the cost for researching, inspecting and copying board records. Charges and payments of the fees shall be based on the following:

(A) A fee for copying public records shall not exceed the actual cost of the document search and duplication;

(B) The board may require payment of fees prior to making the copies; and

(C) All fees collected shall be payable to the director of revenue for deposit to the credit of the Board of Geologist Registration.

(5) If the custodian believes that requested access is not required under Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before deciding whether to deny access to the records. If contact with that office is not practicable or is impossible, the custodian may decide whether to deny access. However, in that case, the custodian shall consult with the Office of the Attorney General within five (5) working days of the decision. When access is denied, the custodian will comply with the requirements in section 610.023, RSMo, concerning informing the individual requesting access to the records and shall supply to members of the board copies of the written denial. At its next meeting, the board shall either affirm or reverse the decision of the custodian. If the board reverses the decision, it shall direct the custodian to so advise the requesting party and supply the access to the information during regular business hours at the party's convenience.

(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 board open for inspection by any member of the general public during regular business hours.

*AUTHORITY: section 256.462.3, RSMo 1994. * Emergency rule filed June 29, 1995, effective July 9, 1995, expired Nov. 5, 1995. Original rule filed Sept. 28, 1995, effective May 30, 1996.*

**Original authority: 256.462.3, RSMo 1994.*



4 CSR 145-1.030 Application for Licensure

PURPOSE: This rule outlines the procedure for application for licensure as a registered geologist.

(1) Applications for licensure must be made on the forms provided by the Missouri Board of Geologist Registration and may be obtained by writing the Board of Geologist Registration, PO Box 1335, Jefferson City, MO 65102-1335.

(2) An application will not be considered officially filed with the board unless it is typewritten or printed in black ink, signed, notarized, accompanied by all documents required by the board and the application fee. The application fee must be in the form of a cashier's check, personal check or money order.

(3) The completed application, including all documents, supporting material and official transcripts required by the board, must be received at least sixty (60) days before an examination. Applications received less than sixty (60) days before the examination may be scheduled for the next regularly scheduled examination at the board's discretion.

(4) The applicant will be informed by letter of the results of the board review of the application. If an applicant is denied licensure the letter will outline, with as much specificity as practical, the reasons for denial.

AUTHORITY: section 256.462.3, RSMo 2000. Emergency rule filed June 29, 1995, effective July 9, 1995, expired Nov. 5, 1995. Original rule filed Sept. 28, 1995, effective May 30, 1996. Amended: Filed April 1, 2003, effective Sept. 30, 2003.*

**Original authority: 256.462.3, RSMo 1994.*

4 CSR 145-1.040 Fees

PURPOSE: This rule establishes the fees for the Board of Geologist Registration.

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

- (A) Registered Geologist Application Fee \$125.00
- (B) Examination and Reexamination Fees—
 - 1. Fundamentals of Geology \$125.00

- 2. Principles and Practices of Geology \$150.00
- (C) Examination Administration Fee \$ 25.00
- (D) Geologist-Registrant In-Training Application Fee \$ 25.00
- (E) Geologist-Registrant In-Training Renewal Fee \$ 25.00
- (F) License Renewal Fee \$100.00 and in addition—
 - 1. One (1) day to two (2) years late \$ 50.00
- (G) Endorsement to Another Jurisdiction \$ 10.00
- (H) Replacement Wall Hanging \$ 15.00
- (I) Educational Review \$ 35.00
- (J) Insufficient Funds Check Fee Charge \$ 50.00.

AUTHORITY: section 256.465.2, RSMo 2000. Emergency rule filed June 29, 1995, effective July 9, 1995, expired Nov. 5, 1995. Original rule filed Sept. 28, 1995, effective May 30, 1996. Amended: Filed April 13, 2001, effective Oct. 30, 2001. Amended: Filed Nov. 1, 2001, effective April 30, 2002.*

**Original authority: 256.465.2, RSMo 1994.*