



**Rules of
Department of Economic
Development**

**Division 115—State Committee of Dietitians
Chapter 1—General Rules**

Title	Page
4 CSR 115-1.010 General Organization	3
4 CSR 115-1.020 Name and Address Changes	3
4 CSR 115-1.030 Complaint Handling and Disposition	3
4 CSR 115-1.040 Fees	4



**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 115—State Committee of
Dietitians
Chapter 1—General Rules**

4 CSR 115-1.010 General Organization

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

(1) The purpose of the committee is to regulate the use of the title licensed dietitian and/or L.D., to protect the public from misuse or misrepresentation of that title and to implement and sustain a system for the examination and licensure of dietitians in this state.

(2) The director of the Division of Professional Registration or a designated representative of the division shall be responsible for keeping minutes of committee proceedings and perform other duties as directed by the committee and/or the division.

(3) Committee meetings will generally consist of establishing requirements for issuance and renewal of licenses, reviewing applications, interviewing applicants, investigating complaints and inquiries, and determining disciplinary actions regarding licensed dietitians.

(4) The public may obtain information from the committee or make submissions or requests by writing the executive director of the committee at 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102 or by calling (573) 522-3438 or by electronic mail (E-mail) at diet@mail.state.mo.us. The TDD number is (800) 735-2966.

(5) Unless otherwise provided by the statutes or regulations, all meetings of the committee may be conducted according to *Robert's Rules of Order*.

AUTHORITY: sections 324.200, 324.203, 324.225 and 324.228, RSMo Supp. 1999. Original rule filed March 15, 2000, effective Sept. 30, 2000.*

**Original authority: 324.200, RSMo 1998; 324.203, RSMo 1998, amended 1999; 324.225, RSMo 1998; 324.228, RSMo 1998, amended 1999.*

4 CSR 115-1.020 Name and Address Changes

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

(1) A licensed dietitian shall ensure that the committee has the current legal name and address of the licensee.

(2) A licensed dietitian whose name is changed by marriage or court order shall notify the committee within thirty (30) days of the name change and provide a copy of the appropriate document verifying the name change.

(3) A licensed dietitian whose address or phone number has changed shall inform the committee in writing of the change within thirty (30) days of the effective date of this change.

AUTHORITY: sections 324.200, 324.203, 324.225 and 324.228, RSMo Supp. 1999. Original rule filed March 15, 2000, effective Sept. 30, 2000.*

**Original authority: 324.200, RSMo 1998; 324.203, RSMo 1998, amended 1999; 324.225, RSMo 1998; 324.228, RSMo 1998, amended 1999.*

4 CSR 115-1.030 Complaint Handling and Disposition

PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to the mandate of section 620.010.15(6), RSMo.

(1) The Division of Professional Registration, in coordination with the State Committee of Dietitians, will receive and process each complaint made against any licensed dietitian in which the complaint alleges certain acts or practices that may constitute one (1) or more violations of the provisions of sections 324.200–324.225, RSMo, or administrative rules. Any member of the State Committee of Dietitians may file a complaint with the division or committee while holding office provided that member is excused from further committee deliberation or activity concerning the matters alleged within that complaint. Any division staff member or committee member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints shall be mailed or delivered to the following address: State Committee of

Dietitians, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102.

(3) All complaints shall be made in writing and shall fully identify the complainant by name and address. Verbal or telephone communication will not be considered or processed as a complaint, however, the person making such communication will be asked to supplement the communication with a written complaint. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources. Individuals with special needs, as addressed by the Americans with Disabilities Act, may notify the committee office at (573) 522-3438 for assistance. The text for the hearing impaired is (800) 735-2966.

(4) Each complaint received under this rule will be logged and maintained by the division. The log will contain a record of each complainant's name; the name and address of the subject(s) of the complaint; the date each complaint was received by the division/committee; a brief statement concerning the alleged acts or practices and the ultimate disposition of the complaint. This log shall be a closed record of the division.

(5) Each complaint received under this rule shall be acknowledged in writing. The complainant and licensee shall be notified of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority of the committee to file a complaint with the Administrative Hearing Commission charging the licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a preliminary public complaint filed with the committee.

(7) The division shall interpret this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the committee. This rule is not deemed to protect, or inure the benefit of those licensees or other persons against whom the committee has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 324.200–324.225, RSMo.

AUTHORITY: sections 324.217, 324.228 and 620.010.15(6), RSMo Supp. 1999. Original rule filed March 15, 2000, effective Sept. 30, 2000.*



**Original authority: 324.217, RSMo 1998, amended 1999; 324.228, RSMo 1998, amended 1999; 620.010.15(6), RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999.*

4 CSR 115-1.040 Fees

PURPOSE: This rule establishes and fixes the various fees and charges for the State Committee of Dietitians.

(1) The following fees are hereby established by the State Committee of Dietitians:

- (A) Application Fee \$ 50.00
- (B) Reciprocity Fee \$ 50.00
- (C) Biennial Renewal Fee \$ 50.00
- (D) Delinquent Fee \$ 50.00
- (E) Verification Fee \$ 10.00
- (F) Duplicate License Fee \$ 5.00
- (G) Duplicate Wall-Hanging Fee \$ 5.00
- (H) Return Check Fee \$ 25.00
- (I) Biennial Inactive License Fee \$ 25.00

(2) All fees are nonrefundable.

(3) The provisions of this rule are hereby declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

AUTHORITY: sections 324.212.4, RSMo Supp. 2005 and 324.228, RSMo 2000. Original rule filed March 15, 2000, effective Sept. 30, 2000. Amended: Filed June 16, 2003, effective Dec. 30, 2003. Amended: Filed Jan. 17, 2006, effective July 30, 2006.*

**Original authority: 324.212.4, RSMo 1998, amended 1999, 2001 and 324.228 RSMo 1998, amended 1999.*