



**Rules of
Department of Economic
Development**

**Division 232—Missouri State Committee of Interpreters
Chapter 2—Licensure Requirements**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 232—Missouri State Committee
of Interpreters
Chapter 2—Licensure Requirements**

4 CSR 232-2.010 Application for Licensure

PURPOSE: This rule outlines the procedure to apply for licensure as an interpreter.

(1) An application for licensure shall be submitted on the form provided by the committee and the form may be obtained by writing the division or committee at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102 or by calling (573) 526-7787. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(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 and the application is submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized, and accompanied by the application fee pursuant to 4 CSR 232-1.040(1)(A).

(3) Following review by the committee or division staff, the applicant shall be informed in writing of the decision regarding the application for licensure.

AUTHORITY: section 209.328.2(1) and (3), RSMo 1994. Original rule filed Feb. 18, 1999, effective July 30, 1999.*

**Original authority: 209.328, RSMo 1994.*

4 CSR 232-2.020 Application for Temporary License

PURPOSE: This rule outlines the procedure for application for a temporary license.

(1) Application for a temporary license shall be submitted on the form provided by the committee and may be obtained by writing the division or committee at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102 or by calling (573) 526-7787. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(2) An application for a temporary license is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete

and the application is submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized, and accompanied by the application fee for temporary licensure pursuant to 4 CSR 232-1.040(1)(D).

(3) Following review by the committee, the applicant shall be informed in writing of the decision regarding the application for a temporary license.

AUTHORITY: section 209.328.2(1) and (3), RSMo 1994. Original rule filed Feb. 18, 1999, effective July 30, 1999.*

**Original authority: 209.328, RSMo 1994.*

4 CSR 232-2.030 Name and Address Change and License Renewal

PURPOSE: This rule outlines the requirements for changing a name or address and the process for renewing a license to practice as an interpreter.

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

(2) A licensed interpreter whose name is legally changed shall notify the committee within thirty (30) days of the name change.

(3) A licensed interpreter whose address has changed shall inform the committee of the address change within thirty (30) days of the effective date of the change.

(4) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensee of the obligation to renew the license to practice as an interpreter and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 4 CSR 232-1.040(1)(C).

AUTHORITY: section 209.328.2, RSMo 2000. Original rule filed Feb. 18, 1999, effective July 30, 1999. Amended: Filed March 18, 2005, effective Sept. 30, 2005.*

**Original authority: 209.328, RSMo 1994.*