



Rules of Department of Economic Development

Division 95—Committee for Professional Counselors Chapter 1—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**

**Division 95—Committee for
Professional Counselors
Chapter 1—General Rules**

**4 CSR 95-1.005 Committee for Professional
Counselors—General Organization**

PURPOSE: This rule describes the organization and general methods of administration and communication concerning the division.

(1) The purpose of the Committee for Professional Counselors is to guide and advise the Division of Professional Registration relating to the regulation of professional counseling concerning the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state from harm caused by dangerous, dishonest, incompetent, or unlawful practice of counseling and to implement and sustain a system for the examination and regulation of licensed professional counselors, provisional licensed professional counselors and counselors-in-training.

(2) The committee shall meet at least once a year to elect a chairperson and secretary by a majority of committee member votes. In the absence of the chairperson, the secretary shall preside. Additional meetings may be held as division and committee business requires and all meeting notices shall be posted in compliance with Chapter 610, RSMo or any other applicable law or rules.

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

(4) Members of the public may obtain information or make a submission to the Division of Professional Registration or the Committee for Professional Counselors by writing PO Box 1335, Jefferson City, MO 65102-1335, by faxing a request to (573) 751-0735 or by e-mail at profcounselor@pr.mo.gov. The telephone number for the committee office is (573) 751-0018 and the TDD number is (800) 735-2966.

AUTHORITY: sections 337.500, 337.520 and 337.535, RSMo 2000.* Original rule filed Dec. 1, 2004, effective June 30, 2005.

*Original authority: 337.500, RSMo 1985, amended 1989, 1996; and 337.520, RSMo 1985, amended 1989, 1993, 1995; and 337.535, RSMo 1985, amended 1989, 1992, 1999.

4 CSR 95-1.010 Application for Licensure
(Rescinded June 30, 2005)

AUTHORITY: sections 337.507 and 337.520, RSMo 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. Rescinded: Filed Dec. 1, 2004, effective June 30, 2005.

4 CSR 95-1.020 Fees

PURPOSE: This rule establishes the fees for the Committee for Professional Counselors.

(1) The following fees are established by the Committee for Professional Counselors and are payable in the form of a cashier's check, personal check, or money order:

(A) Application Fee	\$150.00
(B) Registration of Supervision (includes educational evaluation)	\$100.00
(C) Change of Supervision	\$ 25.00
(D) Biennial Renewal	\$150.00
1. Renewal received 1–60 days late	\$ 50.00
2. Renewal received 61 days– 2 years late	\$100.00
(E) Insufficient Funds Check Charge	\$ 25.00
(F) Fingerprint Fee Amount determined by the Missouri State Highway Patrol	
(G) Educational Review	\$ 25.00

(2) Effective as of the date the division has its on-line renewal system in place and fully operating, the committee will accept payment by credit card or electronic check, as defined by section 407.432(4), RSMo, for the purpose of renewing licenses via the Internet. Payment of license renewal fees by credit card shall be restricted to renewal submitted via the Internet only.

AUTHORITY: sections 337.507, RSMo Supp. 2004 and 337.520.1(2), RSMo 2000.* 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. Emergency amendment filed Aug. 14, 1991, effective Nov. 1, 1991, expired Feb. 29, 1992. Amended: Filed Aug. 5, 1991, effective Dec. 9, 1991. Amended: Filed Feb. 4, 1992, effective June 25, 1992. Rescinded and readopted: Filed Dec. 1, 2004, effective June 30, 2005. Amended: Filed June 23, 2005, effective Dec. 30, 2005.

*Original authority: 337.507, RSMo 1985, amended 1989, 2004 and 337.520, RSMo 1985, amended 1989, 1993, 1995.

**4 CSR 95-1.030 Acceptable Agents for
Exempt Categories**
(Rescinded June 30, 2005)

AUTHORITY: sections 337.505 and 337.520, RSMo 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. Rescinded: Filed Dec. 1, 2004, effective June 30, 2005.

**4 CSR 95-1.040 Policy for Handling
Release of Public Records**
(Rescinded June 30, 2005)

AUTHORITY: sections 337.520 and 610.010–610.030, RSMo 1986. Original rule filed May 2, 1989, effective July 27, 1989. Rescinded: Filed Dec. 1, 2004, effective June 30, 2005.

**4 CSR 95-1.050 Public Complaint Handling
and Disposition Procedure**

PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to the mandate of section 620.010.16(6), RSMo.

(1) The Committee for Professional Counselors will receive and process each complaint made against any licensed professional counselor, counselor-in-training, registered supervisor, provisional licensed professional counselor or unlicensed individual or entity, in which a complaint alleges acts or practices constitute one (1) or more violations of the provisions of sections 337.500–337.545, RSMo or regulations governing the counseling profession. No member of the Committee for Professional Counselors may file a complaint with the committee while serving as a member unless that member is excused from further committee deliberation or activity concerning the matters alleged within that complaint. The division, division's designated representative, or any division staff 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: Missouri Committee for Professional Counselors, 3605 Missouri Boulevard, PO Box 1335, Jefferson



City, MO 65102. Complaints may be based upon personal knowledge, information and belief, or reciting information received from other sources. Individuals with special needs addressed by the Americans with Disabilities Act should contact the committee office at (573) 751-0018. The TDD toll free number is (800) 735-2966.

(3) All complaints shall be made in writing and shall fully identify the person making the complaint by name and address. Verbal or telephone communications will not be considered or processed as complaints. A person making a verbal or telephone complaint shall be asked to supplement those communications with a signed complaint form or written, signed statement. A complaint submitted anonymously shall be reviewed by the committee to determine if further inquiry is required.

(4) Each complaint received under this rule shall be logged and shall include the name and address of the person initiating the complaint, name and address of the subject(s) of the complaint, date the complaint was received by the committee, brief description concerning the allegation, and the final disposition of the complaint. This log shall be a closed record.

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

(6) This rule shall not be deemed to limit the division's or committee's authority to file a complaint with the Administrative Hearing Commission charging a licensee or registrant of the committee 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, and whether or not any public complaint has been filed with the committee.

(7) This rule is interpreted to exist for the benefit of those members of the public who submit complaints to the division or committee. This rule is not deemed to protect, or benefit licensees, registrants, or other persons against whom the committee has instituted or may institute administrative or judicial proceedings concerning possible violations of or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 337.500–337.545, RSMo.

AUTHORITY: sections 337.520, RSMo 2000 and 620.010, RSMo Supp. 2004. Original*

rule filed Dec. 1, 2004, effective June 30, 2005.

**Original authority: 337.520, RSMo 1989, amended 1989, 1993, 1995 and 620.010, RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999, 2001.*

4 CSR 95-1.060 License Renewal and Changes to License

PURPOSE: This rule provides information and the requirements regarding the annual renewal of a license and the procedure for notifying the committee of name and address changes.

(1) A licensed professional counselor, counselor-in-training, or provisional licensed professional counselor shall inform the committee in writing within thirty (30) days of a name and/or address change. If a name is changed by marriage or court order, a copy of the documentation authorizing the name change shall be submitted to the committee. No other name changes shall be accepted.

(2) A license shall be renewed on or before the expiration of the license by submitting the renewal notice and fee pursuant to 4 CSR 95-1.040(1)(D). Renewals shall be postmarked no later than the expiration date of the license to avoid the late fee as defined in 4 CSR 95-1.020(1)(D)1. and 2.

(3) Failure to receive a renewal notice shall not excuse the licensee from the requirement to renew a license as outlined in sections 337.507.2 and 337.515, RSMo.

(4) Failure to provide information for a renewal and/or failure to pay the required renewal fee by the expiration date of the license shall result in the license becoming lapsed and expired. The licensee shall be prohibited from practicing professional counseling until applying for reinstatement to the committee and paying the applicable fee(s).

(5) Any licensed professional counselor failing to renew a license on or before the license expiration date may apply to the committee for reinstatement of the license within two (2) years subsequent to the date the license expired and pay the required fee as defined in 4 CSR 95-1.020(1)(D)2. If a license is not current for more than two (2) years subsequent to the license renewal date, the former licensee shall submit a new application for licensure, comply with current licensure requirements as defined by law and regulations and pay the required fee as defined in 4 CSR 95-1.020(1)(A).

AUTHORITY: sections 337.507, RSMo Supp. 2004 and 337.515 and 337.520(1), RSMo 2000. Original rule filed Dec. 1, 2004, effective June 30, 2005.*

**Original authority: 337.507, RSMo 1985, amended 1989, 2004; 337.515, RSMo 1985, amended 1989; and 337.520, RSMo 1985, amended 1989, 1993, 1995.*