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**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**  
**Division 2095—Committee for Professional Counselors**  
**Chapter 1—General Rules**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
Division 2095—Committee for  
Professional Counselors  
Chapter 1—General Rules**

**20 CSR 2095-1.005 Committee for Profes-  
sional Counselors—General Organization**

*PURPOSE: This rule describes the organiza-  
tion 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.\* This rule originally filed as 4 CSR 95-1.005. Original rule filed Dec. 1, 2004, effective June 30, 2005. Moved to 20 CSR 2095-1.005, effective Aug. 28, 2006.*

*\*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.*

**20 CSR 2095-1.020 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	\$100.00
(B) Registration of Supervision (includes educational evaluation)	\$ 75.00
(C) Change of Supervision	\$ 25.00
(D) Biennial Renewal	\$ 75.00
1. Effective April 1, 2017 to June 30, 2019	\$ 50.00
2. Renewal received 1–60 days late	\$ 50.00
3. 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 online 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 and 337.520.1(2), RSMo 2016.\* This rule originally filed as 4 CSR 95-1.020. 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. Moved to 20 CSR 2095-1.020, effective Aug. 28, 2006. Emergency amendment filed April 1, 2011, effective April 11, 2011, expired Jan. 18, 2012. Amended: Filed April 1, 2011, effective Sept. 30, 2011. Emergency amendment filed April 8, 2013, effective April 18, 2013, expired Jan. 28, 2014. Amended: Filed April 8, 2013, effective Oct. 30, 2013. Emergency amendment filed Feb. 24, 2015, effective March 16, 2015, expired Sept. 11, 2015. Amended: Filed Feb. 24, 2015, effective Aug. 30, 2015. Amended: Filed Oct. 17, 2016, effective April 30, 2017.*

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

**20 CSR 2095-1.050 Public Complaint Han-  
dling 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.\* This rule originally filed as 4 CSR 95-1.050. Original rule filed Dec. 1, 2004, effective June 30, 2005. Moved to 20 CSR 2095-1.050, effective Aug. 28, 2006.*

*\*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.*

**20 CSR 2095-1.060 Changes to License**

*PURPOSE: This rule provides the procedure for notifying the committee of name and address changes.*

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.

*AUTHORITY: section 337.507, RSMo Supp. 2008.\* This rule originally filed as 4 CSR 95-1.060. Original rule filed Dec. 1, 2004,*

*effective June 30, 2005. Moved to 20 CSR 2095-1.060, effective Aug. 28, 2006. Rescinded and readopted: Filed Nov. 21, 2008, effective May 30, 2009.*

*\*Original authority: 337.507, RSMo 1985, amended 1989, 2004.*

**20 CSR 2095-1.062 License Renewal and Reinstatement of Lapsed License**

*PURPOSE: This rule provides information and the requirements regarding the annual renewal of a license and reinstating the license upon expiration.*

(1) A license shall be renewed on or before the expiration of the license by submitting the renewal notice and fee pursuant to 20 CSR 2095-1.040(1)(D). Renewals shall be post-marked no later than the expiration date of the license to avoid the late fee as defined in 20 CSR 2095-1.020(1)(D)1. and 2.

(2) 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.

(3) 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).

(4) 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. To apply, the licensee shall—

(A) Pay the required fee as defined in 20 CSR 2095-1.020(1)(D)2.;

(B) Provide proof of completing the required continuing education requirements as defined in 20 CSR 2095-1.064; and

(C) Provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation background check if the licensee has not previously submitted fingerprints for a background check for licensure purposes.

1. Proof shall consist of any documentation acceptable to the committee.

2. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

(5) 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 20 CSR 2095-1.020(1)(A).

(6) A professional counselor previously licensed in Missouri and currently licensed as a counselor in another state may apply for reactivation/reinstatement of an expired license upon submission of the following:

(A) Application for reactivation/reinstatement;

(B) Reactivation/Reinstatement fee as defined in 20 CSR 2095-1.020(1)(D);

(C) Proof that the applicant is licensed to practice professional counseling in another state;

(D) Completion of forty (40) hours of continuing education as defined within this regulation or documentation of completion of the continuing education hours required by the state in which the applicant is licensed; and

(E) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for a Missouri State Highway Patrol and Federal Bureau of Investigation background check.

1. Proof shall consist of any documentation acceptable to the committee.

2. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

*AUTHORITY: section 337.507, RSMo Supp. 2008 and sections 337.515 and 337.520.1(1), RSMo 2000.\* Material in this rule originally filed as 4 CSR 95-1.060 and 20 CSR 2095-1.060. Original rule filed Nov. 21, 2008, effective May 30, 2009.*

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

**20 CSR 2095-1.064 Continuing Education Requirements**

*PURPOSE: This rule establishes the requirements for continuing education.*

(1) Pursuant to section 337.510.5, RSMo, all licensed professional counselors shall complete at least forty (40) hours of continuing education (CE) prior to the expiration date of the license. Such hours shall be relevant to the practice of professional counseling as defined in sections 337.500(5), (6), and (7), RSMo.



(2) For the purpose of the regulation an hour of continuing education shall be defined as fifty (50) minutes of instruction or study.

(3) For the license renewal due on June 30, 2007, and each renewal cycle thereafter, the licensee shall certify completion of the required continuing education hours on the renewal form.

(4) A licensee shall obtain forty (40) hours of continuing education prior to the expiration date of a license, and such hours shall consist of at least twenty (20) hours of formal continuing education hours and not more than twenty (20) hours of self study.

(5) Formal continuing education is defined as follows:

(A) Post-graduate course work offered by an acceptable education institution as defined in 20 CSR 2095-2.010(4)(A)–(J). Such course work shall be relevant to professional counseling as defined in section 337.500(5), (6), and (7), RSMo, and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education;

(B) Presenting research at a formal professional meeting. A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. Credit will be given at the rate of four (4) hours for each paper or presentation. No credit shall be granted for any subsequent presentation on the same subject matter during the same renewal period;

(C) Attending relevant professional meetings when such meetings include verification of attendance. Such meetings can be international, national, regional, state, or local and must be related to the profession. The licensee shall receive three (3) hours of continuing education credit for a full day of meeting attendance;

(D) Attending workshops, seminars, or continuing education courses relevant to counseling as defined in section 337.500(5), (6), and (7), RSMo. The licensee shall provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the workshop, seminar, or course provider;

(E) Written contributions to relevant professional books, journals, or periodicals. A licensee is eligible to receive three (3) hours of continuing education for publication in a non-referee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours

for each chapter in a book, ten (10) continuing education hours for editing a book, and fifteen (15) continuing education hours for the publication of a book;

(F) Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations. A licensee shall be eligible for a maximum of three (3) hours per presentation. No credit shall be granted for any subsequent presentation on the same subject matter during the same renewal period;

(G) Licensees who are faculty members at an approved educational institution as defined in 20 CSR 2095-2.010(4)(A) may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution. The areas of study shall be in compliance with 20 CSR 2095-2.010(4)(A)–(J). For the purpose of this regulation, the licensee must teach for a minimum of four (4) clock hours as defined in 20 CSR 2095-1.064(2); and

(H) A licensee who teaches formal continuing education hours may receive up to a maximum of four (4) hours per biennial cycle of continuing education credit for teaching courses relating to core areas as defined in 20 CSR 2095-2.010(4)(A)–(J). For the purpose of this regulation the licensee must teach for a minimum of four (4) clock hours as defined in 20 CSR 2095-1.064(2).

(6) A licensee may obtain no more than twenty (20) hours of self study continuing education.

(A) Self study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups.

(B) Preparation credit may not be claimed pursuant to this regulation for presentations that are credited under 20 CSR 2095-1.064(5)(B) and (F).

(7) Personal counseling, psychotherapy, workshops on personal growth, supervision of applicants for licensure, or services provided to professional associations or organizations shall not meet the requirements for continuing education.

(8) Acceptable providers of continuing education programs include:

(A) American Counseling Association (ACA) and any chapter or division of the American Counseling Association;

(B) National Board for Certified Counselors (NBCC);

(C) Local, state, regional, or national psychological associations;

(D) Local, state, regional, or national

social worker associations;

(E) Local, state, regional, or national marital and family associations;

(F) State and national school counselor associations;

(G) State and national substance abuse counselor associations;

(H) American Medical Association; and

(I) Professional organizations or groups recognized by continuing education providers listed in this regulation.

*AUTHORITY: sections 337.507 and 337.510, RSMo Supp. 2008 and sections 337.515 and 337.520(1), RSMo 2000.\* Original rule filed Nov. 21, 2008, effective May 30, 2009.*

*\*Original authority: 337.507, RSMo 1985, amended 1989, 2004; 337.510, RSMo 1985, amended 1989, 1996, 2001, 2004, 2005, 2006, 2007; 337.515, RSMo 1985, amended 1989; and 337.520, RSMo 1985, amended 1989, 1993, 1995.*

## 20 CSR 2095-1.068 Continuing Education Records

*PURPOSE: This rule establishes the criteria for maintaining continuing education course records.*

(1) A licensed professional counselor shall maintain full and complete documentation of all continuing education credits earned for the two (2) previous renewal cycles in addition to the current reporting period. The committee may conduct an audit of licensees to verify compliance with the continuing education requirement.

(2) Documentation shall include the name of the continuing education course, continuing education provider name, content, date, location, hours earned, and any certificate of attendance or transcript issued by the continuing education provider.

(3) Licensees shall assist the committee in its audit by providing timely and complete responses to the committee's inquiries. A response is considered timely if received in the committee office within thirty (30) days of a written request by the committee for such information.

*AUTHORITY: section 337.618, RSMo Supp. 2008.\* Original rule filed Nov. 21, 2008, effective May 30, 2009.*

*\*Original authority: 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007.*



**20 CSR 2095-1.070 Continuing Education  
Exemption**

*PURPOSE: This rule sets forth the exemptions from continuing education requirements in certain circumstances.*

(1) A licensee unable to complete the requisite number of continuing education hours because of personal illness or other circumstances beyond the licensee's control may apply for an extension of time to complete the continuing education requirements. Any extension of time to complete the continuing education requirements shall be granted solely at the discretion of the committee.

(A) The licensee shall submit a written request for any extension of time prior to the deadline for completion of the continuing education requirement.

(B) The written request shall include documentation of the grounds supporting the reason(s) for which an extension is sought.

(2) A Missouri professional counselor licensed prior to July 1 of an even year shall be exempt from the continuing education requirements for that renewal year.

(3) A Missouri licensed professional counselor shall be exempt from the continuing education requirements if currently licensed in another state and in compliance with that state's continuing education requirements.

(4) Pursuant to section 41.946, RSMo, a person who is called to full-time active duty in the service of United States under competent orders shall, during the period of full-time active duty, be exempted from any such requirement for continuing education or training without his/her status, license, certification, or right to practice his/her trade or profession being affected and shall not be required, upon returning from full-time active-duty, to make up or retake any training or education for which he/she was exempt under the provisions of this section.

*AUTHORITY: section 337.618, RSMo Supp. 2008.\* Original rule filed Nov. 21, 2008, effective May 30, 2009.*

*\*Original authority: 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007.*