

Rules of
**Department of Economic
Development**

**Division 231—Division of Professional Registration
Chapter 2—Designation of License Renewal Dates and
Related Information**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 231—Division of
Professional Registration
Chapter 2—Designation of License
Renewal Dates and Related
Information**

**4 CSR 231-2.010 Designation of License
Renewal Dates and Related Renewal Infor-
mation**

PURPOSE: This rule complies with section 620.010.15(2), RSMo which requires the director of the Division of Professional Registration to promulgate rules which designate for each board or commission assigned to the division the renewal date for licenses or certificates and section 620.010.14(6), RSMo which requires the director to be responsible for collecting and accounting for all monies received by the division or its component agencies.

(1) For the purposes of this rule, definitions of the following terms are:

(A) Application return date means the date the application for license renewal as completed by the licensee shall be returned to the division;

(B) Board means any board, commission, committee or other licensing agency assigned to the division;

(C) Division means the Division of Professional Registration in the Department of Economic Development;

(D) License means any license, certificate or permit which by statute must be renewed every one, two or three (1, 2 or 3) years as required by rule for an individual, partnership or corporation to practice or operate a regulated profession or activity; and

(E) License or certificate renewal date means the calendar day following the date a current license or certificate expires for each licensing period.

(2) The license renewal dates designated for each agency assigned to the division are—

(A) Missouri State Board of Accountancy—

1. CPA—professional corporations, CPA—limited liability companies, CPA—partnerships—November 1; and

2. Certified public accountants—October 1;

(B) Missouri Board for Architects, Professional Engineers, and Land Surveyors—

1. Architects, engineers, land surveyors—January 1; and

2. Firms/corporations—March 1;

(C) Athletic Trainer Advisory Committee—January 31;

(D) Office of Athletics—July 1;

(E) State Board of Barber Examiners—
1. Barber instructors, barber shops, barbers—March 1; and

2. Barber schools—July 1;

(F) Missouri State Board of Chiropractic Examiners—March 1;

(G) State Board of Cosmetology—October 1;

(H) The Missouri Dental Board—December 1;

(I) State Board of Embalmers and Funeral Directors—

1. Embalmers, funeral directors—June 1;

2. Preneed providers, preneed sellers—November 1; and

3. Funeral establishments—January 1;

(J) Office of Employment Agencies—May 1;

(K) Board of Geologist Registration—May 1;

(L) The State Board of Registration for the Healing Arts—February 1;

(M) Missouri Board of Examiners for Hearing Instrument Specialists—January 1;

(N) Landscape Architectural Council—November 1;

(O) State Committee on Marital and Family Therapists—March 1;

(P) The Missouri State Board of Nursing—
1. Registered nurses—May 1; and

2. Licensed practical nurses—June 1;

(Q) Missouri Board of Occupational Therapy—July 1;

(R) The State Board of Optometry—November 1;

(S) Advisory Committee for Clinical Perfusionists—February 1;

(T) The Missouri Board of Pharmacy—
1. Pharmacists, pharmacies—November 1;

2. Pharmacy interns—January 1;

3. Drug distributors—July 1; and

4. Pharmacy technicians—June 1;

(U) Advisory Commission for Professional Physical Therapists—February 1;

(V) Advisory Commission for Registered Physician Assistants—February 1;

(W) State Board of Podiatric Medicine—March 1;

(X) Committee for Professional Counselors—March 1;

(Y) State Committee of Psychologists—February 1;

(Z) Missouri Real Estate Appraisers Commission—July 1;

(AA) Missouri Real Estate Commission—
1. Association, brokers, broker-associates, broker-officers, broker-partners, corporations, partnerships, inactive brokers, professional corporation-broker salespersons, broker-salespersons—July 1; and

2. Inactive salespersons, professional corporation-salespersons, salespersons—October 1;

(BB) Missouri Board for Respiratory Care—August 1;

(CC) State Committee for Social Workers—October 1;

(DD) Advisory Committee for Speech Pathologists and Clinical Audiologists—February 1; and

(EE) Missouri Veterinary Medical Board—

1. Veterinarians, veterinary technicians—December 1; and

2. Veterinary facilities—April 1.

(3) For the purpose of paying license renewal fees, the following shall apply:

(A) The division will accept cashier's checks, money orders and personal checks. Negotiable instruments should be made payable to the appropriate licensing board. Individuals who use money orders should retain receipt of proof of purchase for at least six (6) months;

(B) Licensees who submit checks which are returned by a bank due to insufficient funds or for similar reasons may be subject to collection or processing charges. Licensees also may be subject to civil monetary penalties or disciplinary actions imposed by the affected board;

(C) Licensees should not make payment for license renewal in cash whether in person or by mail;

(D) Renewal fees are generally nonrefundable. Overpayments may be refundable; and

(E) Where the application for renewal is not completed in a manner acceptable to the appropriate board, or the fee is not included, or the fee is inadequate, or the licensee has not met the statutory or regulatory requirements of the pertinent board, licenses may be withheld until the problem is appropriately resolved. Deposit of the fee does not indicate acceptance of the application or that any licensing requirements have been fulfilled. Licensees may be subject to additional requirements or civil monetary penalties imposed by the appropriate board.

(4) Effective May 3, 1989, when returning a license renewal application, the licensee shall use the envelope provided. The check or money order shall be stapled to the application; and effective January 1, 1990, no other item shall be attached to the application form or be enclosed with the application in the return envelope.

(5) Effective May 3, 1989, the application return date is sixty (60) days prior to license renewal date.



(6) Failure to receive the application renewal forms or notice does not relieve the licensee of the obligation to renew the license to practice in a timely manner.

(7) The provisions of this rule are declared severable. If any provision fixed by this rule is held invalid by a court of competent jurisdiction, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction.

AUTHORITY: section 620.010.14(2), RSMo Supp. 1997. Emergency rule filed Feb. 9, 1982, effective Feb. 19, 1982, expired May 12, 1982. Original rule filed Feb. 9, 1982, effective May 13, 1982. Amended: Filed Jan. 5, 1989, effective April 13, 1989. Emergency amendment filed June 3, 1993, effective June 13, 1993, expired Oct. 10, 1993. Amended: Filed Jan. 29, 1993, effective Sept. 9, 1993. Amended: Filed Nov. 9, 1998, effective June 30, 1999.*

**Original authority 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995.*