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# Rules of Department of Economic Development

## Division 205—Missouri Board of Occupational Therapy Chapter 1—General Rules

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 205—Missouri Board of  
Occupational Therapy  
Chapter 1—General Rules**

**4 CSR 205-1.010 Definitions**

*PURPOSE:* This rule defines terms used in 4 CSR 205.

(1) Applicant—an individual submitting an application in the licensure process or for a limited permit.

(2) Limited permit—a permit that authorizes an individual who has provided proof of eligibility to sit for his/her first available examination by the certifying entity to practice occupational therapy under the supervision of an occupational therapist. The limited permit is only valid until the results of the individual's second available examination are received by the board or if the individual successfully completed said examination with a passing score, for an additional sixty (60) days.

(3) Limited permit holder—an individual that has been issued a limited permit by the board to practice occupational therapy under the supervision of an occupational therapist.

(4) Patient/client—any individual, couple, family, group, organization or community for whom the practice of occupational therapy, as defined in section 324.050(6), RSMo, is provided.

*AUTHORITY:* sections 324.050, 324.056, 324.065, 324.068, 324.077 and 324.080, RSMo Supp. 1997.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.

\*Original authority: 324.050, RSMo 1997; 324.056, RSMo 1997; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.077, RSMo 1997 and 324.080, RSMo 1997.

**4 CSR 205-1.020 Board Information—  
General Organization**

*PURPOSE:* This rule describes the organization and general method of administration and communication concerning the Missouri Board of Occupational Therapy.

(1) The division, in collaboration with the board, will regulate the practice of occupational therapy concerning the health, safety and welfare of the inhabitants of this state; protect the inhabitants of this state from harm through the dangerous, dishonest, incompetent, or the unlawful practice of occupational therapy; and implement and sustain a system for the regulation of occupational therapists,

occupational therapy assistants, and limited permit holders.

(2) The board shall meet at least four (4) times per year and as frequently as the chairperson, board, or division requires. Annually, the board shall elect a chairperson and vice chairperson by a majority of board member votes and in the absence of the chairperson the vice-chairperson shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.

(3) The director of the division or a designated representative of the division shall be responsible for keeping the minutes of board proceedings and perform other duties as requested by the division or board.

(4) Board meetings will generally consist of establishing requirements for issuance and renewal of licenses; reviewing applications; interviewing applicants; investigating complaints and inquiries; reviewing and approving continuing competency requirements; and determining disciplinary actions regarding licensed occupational therapists, occupational therapy assistants, or limited permit holders.

(5) Unless otherwise provided by the statutes or regulations, all meetings of the board shall be conducted according to *Robert's Rules of Order*, Revised, 1981.

*AUTHORITY:* sections 324.050, 324.056, 324.063, 324.065, 324.068, 324.083 and 324.086, RSMo Supp. 1997.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.

\*Original authority: 324.050, RSMo 1997; 324.056, RSMo 1997; 324.063, RSMo 1997; 324.065, RSMo 1997; 324.068, RSMo 1997; 324.083, RSMo 1997 and 324.086, RSMo 1997.

**4 CSR 205-1.030 Policy for Release of Public Records**  
(Rescinded June 30, 2002)

*AUTHORITY:* sections 324.065, RSMo Supp. 1997 and 610.010–610.200, RSMo 1994 and Supp. 1997. Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Rescinded: Filed Nov. 30, 2001, effective June 30, 2002.

**4 CSR 205-1.040 Complaint Handling and Disposition**

*PURPOSE:* This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to section 620.010.15(6), RSMo Supp. 1997.

(1) The division, in collaboration with the board, will receive and process each complaint made against any licensed occupational therapist, occupational therapy assistant, limited permit holder, individual or entity in which the complaint alleges certain acts or practices may constitute one (1) or more violations of provisions of sections 324.050–324.089, RSMo Supp. 1997, or the administrative rules. No member of the Missouri Board of Occupational Therapy may file a complaint with the division or board while holding that office, unless that member is excused from further board deliberations or activities concerning the matters alleged within that complaint. Any division staff member or the board may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Written complaints shall be submitted to the Missouri Board of Occupational Therapy. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources.

(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 complaints; however, the person making such communication will be asked to supplement the communication with a written complaint.

(4) Each complaint received under this rule will be logged and maintained by the board. 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 is received by the board; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was dismissed by the board or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the board.

(5) Each complaint received under this rule shall be acknowledged in writing within thirty (30) days. The complainant and licensee or limited permit holder shall be notified of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the board's authority to file a complaint with the Administrative Hearing Commission charging the board's licensee or limited permit holder 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 board.

(7) The division interprets this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the board. This rule is not deemed to protect, or inure to the benefit of those licensees, limited permit holders, or other persons against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of Chapter 324, RSMo Supp. 1997.

*AUTHORITY: sections 324.050, 324.065, 324.068, 324.083, 324.086 and 620.010.15(6), RSMo Supp. 1997.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.*

*\*Original authority: 324.050, 324.065, 324.068, 324.083 and 324.086, RSMo 1997 and 610.010.15(6), RSMo 1973, amended 1977, 1978, 1982, 1987, 1993.*

#### 4 CSR 205-1.050 Fees

*PURPOSE: This rule establishes the fees for the Division of Professional Registration and the Missouri Board of Occupational Therapy.*

(1) The Division of Professional Registration establishes the following fees which are non-refundable:

- (A) Application for Licensure as an Occupational Therapist Fee \$90.00
- (B) Application for Licensure as an Occupational Therapy Assistant Fee \$60.00
- (C) Application for Limited Permit Fee \$30.00
- (D) Biennial Occupational Therapist License Renewal Fee \$90.00
- (E) Biennial Occupational Therapy Assistant License Renewal Fee \$60.00
- (F) Late Renewal Penalty Fee \$30.00
- (G) Biennial Inactive Occupational Therapist License Renewal Fee \$18.00
- (H) Biennial Inactive Occupational Therapy Assistant License Renewal Fee \$15.00
- (I) Endorsement Verification to Another Jurisdiction Fee \$10.00
- (J) Duplicate License/Limited Permit Fee \$10.00
- (K) Replacement Wall-Hanging Fee \$15.00
- (L) Return Check Fee Charge \$25.00

*AUTHORITY: sections 324.065, 324.068 and 324.074, RSMo, 2000.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

*\*Original authority: 324.065, RSMo 1997; 324.068, RSMo 1997; and 324.074, RSMo 1997.*

#### 4 CSR 205-1.060 Name and Address Changes

*PURPOSE: This rule outlines the requirements and procedures for notifying the board of a name and/or address change.*

(1) A licensed occupational therapist, occupational therapy assistant or a limited permit holder shall ensure the board has the current legal name and address of the licensee or limited permit holder.

(2) A licensed occupational therapist, occupational therapy assistant or limited permit holder whose name is changed by marriage or court order shall notify the board within thirty (30) days of the name change and provide a copy of the appropriate document verifying the name change.

(3) A licensed occupational therapist, occupational therapy assistant or limited permit holder whose address has changed shall inform the board in writing of the address change within thirty (30) days of the effective date of the change.

*AUTHORITY: sections 324.065, 324.083 and 324.086, RSMo Supp. 1997.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998.*

*\*Original authority: 324.065, RSMo 1997; 324.083, RSMo 1997 and 324.086, RSMo 1997.*