



Rules of
Department of Economic Development
Division 233—State Committee of Marital and Family
Therapists
Chapter 1—General Rules

| Title | Page |
|---|-------------|
| 4 CSR 233-1.010 Committee Information—General Organization | 3 |
| 4 CSR 233-1.020 Policy for Release of Public Records | 3 |
| 4 CSR 233-1.030 Complaint Handling and Disposition..... | 3 |
| 4 CSR 233-1.040 Fees | 4 |
| 4 CSR 233-1.050 Name and Address Changes | 4 |



**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 233—State Committee of Marital
and Family Therapists
Chapter 1—General Rules**

**4 CSR 233-1.010 Committee Informa-
tion—General Organization**

*PURPOSE: This rule describes the organiza-
tion and general methods of administration
and communication concerning the Missouri
State Committee of Marital and Family Ther-
apists.*

(1) The purpose of the state committee is to advise the division on the regulation of the practice of marital and family therapy concerning the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state from harm through the dangerous, dishonest, incompetent, or the unlawful practice of marital and family therapy and to assist the division in implementing and sustaining a system for the examination and regulation of marital and family therapists and marital and family therapists under supervision for licensure (hereinafter referred to as supervised-marital and family therapist (S-MFT)).

(2) The state committee shall meet at least once a year and as frequently as the business of the division and state committee requires. Annually, the state committee shall elect a chairperson and secretary by a majority of state committee member votes and in the absence of the chairperson, the secretary shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.

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

(4) State committee meetings will generally consist of receiving applications, interviewing applicants, investigating complaints and inquiries, determining disciplinary actions regarding licensed marital and family therapists and making recommendations to the division concerning state committee matters.

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

AUTHORITY: section 337.727.1(10), RSMo Supp. 1997. Original rule filed Dec. 31, 1997, effective July 30, 1998.*

**Original authority: 337.727, RSMo 1995.*

**4 CSR 233-1.020 Policy for Release of Pub-
lic Records**

*PURPOSE: This rule establishes the policy
in compliance with sections 610.010–610.030,
RSMo, regarding the release of information
on any meeting, record or vote of the state
committee.*

(1) The Missouri State Committee of Marital and Family Therapists is a public governmental body as defined in Chapter 610, RSMo, and adopts the following as its policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements Chapter 610, RSMo, provisions regarding the release of information of any meeting, record, or vote of the state committee which is not closed under this chapter.

(2) All public records of the Missouri State Committee of Marital and Family Therapists shall be open for inspection and copying by any member of the general public during normal business hours (8 a.m. to 5 p.m. Monday through Friday, holidays excepted) except for those records required or authorized to be closed under sections 610.021 or 620.010.14(7), RSMo. All public meetings of the Missouri State Committee of Marital and Family Therapists will be open to the public except for those required or authorized to be closed under sections 610.021 or 620.010.14(7), RSMo, or any other applicable law.

(3) The director of the Division of Professional Registration or a designated representative of the division shall be the custodian of records as required by section 610.023, RSMo. The division is responsible for maintaining state committee records and responding to requests for access to public records.

(4) The division may charge a reasonable fee pursuant to 4 CSR 233-1.040(1)(G) and (K) for the cost for inspecting and copying the records. Charges and payments of the fees shall be based on the following:

(A) The division may require payment of fees prior to making copies and the fee for copying records shall not exceed the actual cost of the document search and duplication; and

(B) All fees collected shall be remitted to the director of revenue for deposit to the credit of the Marital and Family Therapists' Fund.

(5) If the custodian believes that requested access is not required under Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before deciding whether to deny access to the records. If contact with that office is not practicable or is impossible, the custodian may decide whether to deny access. However, in that case, the custodian shall consult with the Office of the Attorney General within five (5) working days of the decision. When access is denied, the custodian shall comply with the requirements in section 610.023, RSMo, concerning informing the individual requesting access to the records and shall supply to members of the state committee copies of the written denial.

(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record of the state committee open for inspection by any member of the general public during regular business hours.

AUTHORITY: section 337.727.1(10), RSMo Supp. 1997. Original rule filed Dec. 31, 1997, effective July 30, 1998.*

**Original authority: 337.727, RSMo 1995.*

**4 CSR 233-1.030 Complaint Handling and
Disposition**

*PURPOSE: This rule establishes a procedure
for the receipt, handling and disposition of
public complaints pursuant to the mandate of
section 620.010.15(6), RSMo 1994.*

(1) The Division of Professional Registration, in coordination with the State Committee of Marital and Family Therapists, will receive and process each complaint made against any licensed marital and family therapist, supervised-marital and family therapist (S-MFT), applicant for licensure or supervision or unlicensed individual or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of the provisions of sections 337.700–337.739, RSMo Cum. Supp. 1997 or the administrative rules. No member of the State Committee of Marital and Family Therapists may file a complaint with the division or state committee while holding that office, unless that



member is excused from further state committee deliberation or activity concerning the matters alleged within that complaint. Any division staff member or the state committee 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 State Committee of Marital and Family Therapists, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the state committee at its administrative offices in any manner shall be sufficient. 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 communications shall not be considered or processed as complaints, however, the person making such communication shall be asked to supplement the communication with a written complaint. Individuals with special needs as addressed by the Americans with Disabilities Act may notify the state committee office at (573) 751-0870 for assistance. The TTY number for the hearing impaired is (800) 735-2966 through Relay Missouri and (800) 735-2466 through Voice Relay Missouri.

(4) Each complaint received under this rule will be logged and maintained by the state committee. 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 state committee; a brief statement concerning the alleged acts or practices; a notation indicating the complaint resulted in its dismissal by the division or disciplinary action by the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the state committee.

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

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

(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 state committee. This rule is not deemed to protect, or inure to the benefit of those licensees, S-MFTs, or other persons against whom the state committee has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 337.700–337.739, RSMo Cum. Supp. 1997.

AUTHORITY: section 337.727.1(7) and (10), RSMo Supp. 1997. Original rule filed Dec. 31, 1997, effective July 30, 1998.*

**Original authority: 337.727, RSMo 1995.*

4 CSR 233-1.040 Fees

PURPOSE: This rule establishes the fees for the State Committee of Marital and Family Therapists.

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

- (A) Application for Licensure \$100.00
- (B) Registration of Supervision \$125.00
- (C) Biennial License Renewal Fee \$225.00
- and in addition—
 - 1. One day to sixty (1–60) days late (an additional) \$ 75.00
 - 2. Sixty-one (61) days to two (2) years late (an additional) \$100.00
- (D) Educational Review \$ 25.00
- (E) Insufficient Funds Check Fee Charge \$ 25.00
- (F) Change Supervision Fee \$ 25.00

(2) All fees are nonrefundable.

AUTHORITY: sections 337.712, RSMo Supp. 2004 and 337.727, RSMo 2000. Original rule filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed May 22, 2001, effective Nov. 30, 2001. Amended: Filed Feb. 15, 2005, effective Aug. 30, 2005.*

**Original authority: 337.712, RSMo 1995, amended 2004; and 337.727, RSMo 1995.*

4 CSR 233-1.050 Name and Address Changes

PURPOSE: This rule outlines the requirements and procedures for notifying the state committee of name and address changes.

(1) A licensed marital and family therapist or a supervised-marital and family therapist (S-MFT) shall ensure the division has the current legal name and address of the licensee or S-MFT.

(2) A licensed marital and family therapist or S-MFT whose name is changed by marriage or court order shall notify the division within thirty (30) days of the name change and provide a copy of the appropriate document verifying the name change.

(3) A licensed marital and family therapist or S-MFT whose address has changed shall inform the division of the address changes by sending a letter to the state committee's office within thirty (30) days of the effective date of the change.

(4) Failure to receive the notice and application to renew a license shall not excuse the licensee from the requirement of section 337.712.2, RSMo Cum. Supp. 1997.

AUTHORITY: section 337.727.1(1) and (10), RSMo Supp. 1997. Original rule filed Dec. 31, 1997, effective July 30, 1998.*

**Original authority: 337.727, RSMo 1995.*