



Rules of Department of Economic Development

Division 263—State Committee for Social Workers Chapter 1—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**
**Division 263—State Committee for Social
Workers**
Chapter 1—General Rules

4 CSR 263-1.010 Definitions

PURPOSE: This rule defines terms used in 4 CSR 263.

(1) The words defined in sections 337.600–337.633, RSMo shall have the same meaning when used in these rules, unless the context plainly requires a different meaning.

(A) “Committee” shall mean the State Committee for Social Workers.

(B) The phrase “acceptable educational institution” shall mean—

1. A school, college, university or other institution of higher learning in the United States which, at the time the applicant was enrolled and graduated, was accredited by a regional accrediting commission recognized by the United States Department of Education or the Committee on Recognition of Post-Secondary Accreditation (CORPA), or its successor organization; or

2. A school, college, university or other institution of higher learning outside the United States which, at the time the applicant was enrolled and graduated, maintained a standard of training determined by the committee to be substantially equivalent to the standards of training of those institutions accredited by one (1) of the regional accrediting commissions recognized by the United States Department of Education or CORPA.

(C) “Applicant” as used herein shall refer to an individual submitting an application for any specific step in the licensure process or an individual who has submitted an application for registration of supervision, temporary permit and/or a provisional clinical social work license, temporary permit and/or a provisional baccalaureate social work license; and it shall refer to an individual who has submitted an application for the Licensed Clinical Social Work license, or the Licensed Baccalaureate Social Work License.

(D) “Registrant” shall mean an individual who has submitted an application for registration of supervision or an individual whose application for registration of supervision has been approved by the committee, who has completed the educational requirements for licensure as a clinical social worker or as a baccalaureate social worker, and who is engaged in a program of supervised social work experience as described in sections 337.615, RSMo and 337.665, RSMo in an agency, organization or private setting, but

who has not met the other requirements for licensure.

(E) “Provisional licensee” shall mean an individual who has completed all requirements for licensure with the exception of the twenty-four (24) months and three thousand (3,000) hours of supervised experience.

(F) “Temporary permit” authorizes an applicant for reciprocity to practice clinical social work or baccalaureate level social work in Missouri pending licensure.

(G) “Legal resident alien” as used in section 337.615.1(3), RSMo, means any noncitizen of the United States who has been admitted to and remains in the United States with the recognition of the Immigration and Naturalization Service (INS).

(H) “Client” means any individual, couple, family, group, organization or community for whom the practice of licensed social work, as defined in section 337.600(6), 337.650(6), 337.653.2(3) and (8), 337.686(1) and (6) and 337.689, RSMo, is provided.

(I) “Confidential information” means information revealed by a client or otherwise obtained by a licensed clinical social worker, provisional licensed clinical social worker, temporary permit holder, registrant or applicant in the professional relationship.

(J) “Dual relationship” or “multiple relationships” occur when licensed clinical social workers, provisional licensed clinical social workers, temporary permit holders, registrants or applicants relate to clients in more than one (1) relationship, whether professional, social or business. Dual or multiple relationships can occur simultaneously or consecutively.

(K) “Term of licensure” means the period between initial licensure and renewal, and the period between renewals.

(L) “Licensed social worker” any person who is a licensed clinical social worker or a licensed baccalaureate social worker.

(M) “Licensed social work” is any baccalaureate or clinical practice by a licensed social worker for a client.

AUTHORITY: sections 337.065, 337.600 and 337.627, RSMo 2000 and 337.674, RSMo Supp. 2001.* *Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective June 25, 1992. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority:* 337.065, RSMo 1977, amended 1981, 1989, 337.600, RSMo 1989, amended 1995 and 337.627,

RSMo 1989, amended 1993, 1995, 1997, 337.674, RSMo 2001.

4 CSR 263-1.015 General Organization

PURPOSE: This rule complies with sections 337.600–337.639, RSMo, which permit the department to adopt rules governing the conduct of the State Committee for Social Workers.

(1) The purpose of the State Committee for Social Workers (hereinafter committee) is to regulate the practice of licensed social work as it involves 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 the unlawful practice of licensed social work and to implement and sustain a system for the examination and regulation of licensed social workers, provisional licensed social workers, temporary permit holders, and individuals receiving supervision for licensure.

(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 rule.

(3) Members of the public may obtain information or make a submission to the division or the committee by writing PO Box 1335, Jefferson City, MO 65102-1335. The telephone number for the committee office is (573) 751-0885 and the TDD number is (800) 735-2966.

AUTHORITY: sections 337.627, RSMo 2000 and 337.622 and 337.677, RSMo Supp. 2001.* *Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Nov. 13, 2002, effective June 30, 2003.*

**Original authority:* 337.622, RSMo 1997 amended, 1999, 2001 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 337.677, RSMo 2001.

4 CSR 263-1.016 Policy for Handling Release of Public Records

PURPOSE: This rule outlines the policy regarding the release of information on any meetings, committee records or votes in compliance with sections 610.010–610.030, RSMo.



(1) The State Committee for Social Workers is a public governmental body as defined in Chapter 610, RSMo and adopts the following as the written 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, records or votes of the committee which are not closed under the chapter or any other applicable state or federal law.

(2) All public records of the committee shall be open for inspection and copying by any member of the general public during normal business hours except for those records closed pursuant to the provisions of sections 610.021 and 620.010.14(7), RSMo or any other applicable state or federal law. All public meetings of the committee will be open to the public unless authorized to be closed in accordance with state or federal law.

(3) The committee establishes the director of the Division of Professional Registration or the director's designated representative as the custodian of its records as required by section 610.023, RSMo. The director or designee is responsible for maintaining committee records and responding to requests for access to public records.

(4) The committee shall charge a reasonable fee, pursuant to the rules promulgated by the committee, for the cost of researching, inspecting and copying the records. Charges and payments of the fees shall be based on the following:

(A) A fee for copying public records shall not exceed the actual cost of the document search and duplication;

(B) The committee may require payment of fees prior to making the copies; and

(C) All fees collected shall be remitted to the Director of Revenue for deposit to the credit of the Clinical Social Work 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 will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records and shall supply to the

committee copies of the written denial. The committee shall either affirm or reverse the decision of the custodian.

(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 open for inspection by any member of the general public during regular business hours.

AUTHORITY: sections 337.627, RSMo Supp. 1998 and 610.010-610.200, RSMo 1994 and Supp. 1998. Original rule filed Jan. 20, 1999, effective July 30, 1999.*

**Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997 and 61.010-610.200, please see Missouri Revised Statutes 1994 and Missouri Revised Statutes Cumulative Supplement 1998.*

4 CSR 263-1.020 Fees

(Rescinded July 30, 1999)

AUTHORITY: sections 337.612 and 337.627, RSMo Supp. 1989. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective June 25, 1992. Emergency amendment filed June 3, 1993, effective June 13, 1993, expired Oct. 10, 1993. Amended: Filed Jan. 29, 1993, effective Sept. 9, 1993. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.

4 CSR 263-1.025 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 Supp. 1997.

(1) The Division of Professional Registration, in coordination with the State Committee for Social Workers, will receive and process each complaint made against any licensed social worker, provisional licensed social worker, temporary permit holder, registrant, applicant, individual or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of the provisions of sections 337.600-337.689, RSMo or the administrative rules. No member of the State Committee for Social Workers may file a complaint with the division or committee while holding that office unless that member is excused from further committee deliberation or activity concerning the matters alleged within that complaint. Any division staff member or the 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: State Committee for Social Workers, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the 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 which does not violate a client's right to privacy.

(3) All complaints shall be made in writing on a form provided by the committee and shall fully identify the complainant by name and address. Verbal or telephone communication will not be considered or processed as a complaint, however, the person making such communication will be asked to supplement the communication with a written complaint on a form provided by the committee. Individuals with special needs as addressed by the Americans with Disabilities Act (ADA) may notify the committee office at (573) 751-0885 for assistance. The text telephone for the hearing impaired is (800) 735-2966.

(4) Each complaint received under this rule will be logged and maintained by the division. 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; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was dismissed by the committee 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 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 to file a complaint with the Administrative Hearing Commission charging the committee's licensee 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.

(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 committee. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the committee had instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 337.600–337.689, RSMo or any rules promulgated by the committee.

AUTHORITY: sections 337.627, RSMo 2000 and 337.677 and 620.010.15(6), RSMo Supp. 2001. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997; 337.677, RSMo 2001; and 620.010, RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999, 2001.*

4 CSR 263-1.030 Name and Address Change

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

(1) All individuals shall ensure that the committee has the current legal name and address of that individual. Individuals shall notify the committee of the changes by sending a letter to PO Box 1335, Jefferson City, MO 65102-1335, within thirty (30) days of the effective date of the change.

(2) Individuals whose name is changed by marriage or court order shall within thirty (30) days of the name change—

(A) Notify the committee of the change and provide a copy of the appropriate documentation verifying the name change; and

(B) Return the current license, if applicable, and the original wall-hanging certificate bearing the former name.

(3) A licensee may request a replacement wall-hanging certificate by paying the wall-hanging certificate replacement fee.

(4) Changes in telephone number should also be reported in the same manner as that described for changes in address.

AUTHORITY: sections 337.612 and 337.627, RSMo Supp. 1998. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999.*

**Original authority: 337.612, RSMo 1989, amended 1997 and 337.627, RSMo 1989, amended 1993, 1995, 1997.*

4 CSR 263-1.035 Fees

PURPOSE: This rule establishes the fees for both clinical and baccalaureate social workers.

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

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| (A) Application/Initial License Fee | |
| 1. October–January (two (2)-year license) | \$130.00 |
| 2. February–May (one and one-half (1 1/2)-year license) | \$ 98.00 |
| 3. June–September (one (1)-year license) | \$ 65.00 |
| (B) Registration of Supervision Fee (This is an initial one-time fee) | \$ 25.00 |
| (C) Two (2)-Year License Renewal Fee | \$ 65.00 |
| (D) Delinquent Fee for Failure to Obtain a License or Timely Renew a License | \$ 65.00 |
| (E) Restoration of Lapsed License Fee | \$130.00 |
| (F) Inactive Status | \$ 25.00 |
| (G) Reciprocity Application Fee | \$146.00 |
| (H) Wall-Hanging Replacement Fee | \$ 5.00 |
| (I) Insufficient Funds Check Charge Fee | \$ 25.00 |

(2) All fees are nonrefundable.

AUTHORITY: sections 337.612 and 337.677, RSMo Supp. 2003 and 337.627, RSMo 2000. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004.*

**Original authority: 337.612, RSMo 1989, amended 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.677, RSMo 2001.*

4 CSR 263-1.040 Policy for Handling Release of Public Records

(Rescinded July 30, 1999)

AUTHORITY: sections 337.627, RSMo Supp. 1989 and 610.030, RSMo 1986. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.

4 CSR 263-1.050 Advisory Committee

(Rescinded July 30, 1999)

AUTHORITY: sections 337.627 and 610.010–610.030, RSMo 1994. Original rule filed Dec. 2, 1991, effective June 25, 1992. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.