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**Rules of  
Department of Economic  
Development**

**Division 165—Board of Examiners for Hearing  
Instrument Specialists  
Chapter 1—General Rules**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 165—Board of Examiners for  
Hearing Instrument Specialists  
Chapter 1—General Rules**

**4 CSR 165-1.010 General Organization**

*PURPOSE: This rule describes the Board of Examiners for Hearing Instrument Specialists operation and the methods of communication with the board.*

(1) The purpose of the board is to regulate the practice of fitting hearing instruments involving public health, safety and welfare of this state; to protect the inhabitants of this state from harm due to dangerous, dishonest, incompetent or unlawful practice of fitting hearing instruments and to implement and sustain a system of examination and regulation of hearing instrument specialists in training and licensed hearing instrument specialists in this state.

(2) The presence of at least five (5) board members constitutes a quorum for the transaction of business at any meeting.

(3) Each year the board shall elect a chairperson and vice-chairperson. It shall be the chairperson's duty to preside at all meetings and if the chairperson is unable to attend any meeting, the vice-chairperson shall preside. The chairperson exercises general supervision of the affairs of the board and works with the division on coordinating board affairs.

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

(5) All meetings shall be posted according to section 610.020, RSMo, and information may be obtained by contacting the office, P.O. Box 1335, Jefferson City, MO 65102-1335. The telephone number is (573) 751-0240 with the TDD number (800) 735-2966.

(6) Board meetings will generally consist of reviewing applications, interviewing applicants, investigating complaints and inquiries, determining disciplinary action regarding a licensed hearing instrument specialist or hearing instrument specialist in training, making recommendations to the division concerning the conduct and management of board affairs and any other board matters.

(A) Annually, the board may review the administrative rules.

(B) Each member of the board shall receive as compensation, an amount not to exceed fifty dollars (\$50) for each day devoted to the affairs of the board.

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

(8) Members of the public may obtain information or make a submission to the division or board by writing to P.O. Box 1335, Jefferson City, MO 65102-1335. The telephone number is (573) 751-0240 with the TDD number (800) 735-2966.

*AUTHORITY: section 346.115.1(7), RSMo (Cum. Supp. 1996). \* Emergency rule filed March 18, 1996, effective March 28, 1996, expired Sept. 23, 1996. Original rule filed Oct. 16, 1996, effective May 30, 1997.*

*\*Original authority 1973, amended 1981, 1993, 1995.*

**4 CSR 165-1.020 Fees**

*PURPOSE: This rule establishes the fees for the Board of Examiners for Hearing Instrument Specialists.*

(1) The following fees are established by the Board of Examiners for Hearing Instrument Specialists and are payable in the form of a cashier's check, money order or personal check:

(A) Hearing Instrument Specialist Application Fee	\$150.00
(B) Hearing Instrument Specialist in Training Application Fee (Also known as temporary permit fee)	\$150.00
(C) Exam Fee	
1. Written	\$ 25.00
2. Practical	\$125.00
(D) Registration of Supervision (Licensed Hearing Instrument Specialist One-Time Fee)	\$ 75.00
(E) Change of Supervision Fee (Hearing Instrument Specialist in Training)	\$ 25.00
(F) Annual Business Registration	\$ 25.00
(G) Temporary Permit Extension	\$ 75.00
(H) License Renewal	\$125.00
1. In addition one (1) to sixty (60) days late	\$100.00
2. In addition sixty-one (61) days to two (2) years late	\$250.00

(I) Endorsement to Another State	\$ 10.00
(J) Replacement Wall Hanging	\$ 15.00
(K) Computer Printout (per page)	\$ .50
(L) Copy Fee (per page)	\$ .25
(M) Research Fee (half-hour minimum)	\$ 35.00
(N) Insufficient Funds Check	\$ 50.00

(2) All fees are nonrefundable.

(3) The provisions of this rule are declared severable. If any fee 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: sections 346.115.1(7) and (8), RSMo (Cum. Supp. 1996). \* Emergency rule filed March 18, 1996, effective March 28, 1996, expired Sept. 23, 1996. Emergency rule filed Oct. 28, 1996, effective Nov. 7, 1996, expired May 5, 1997. Original rule filed Oct. 16, 1996, effective May 30, 1997.*

*\*Original authority 1973, amended 1981, 1993, 1995.*

**4 CSR 165-1.030 Custodian of Public Records**

*PURPOSE: This rule sets forth the written policy in compliance with Chapter 610, RSMo, regarding the release of information on any meeting, record or vote of the Board of Examiners for Hearing Instrument Specialists.*

(1) The Board of Examiners for Hearing Instrument Specialists, Division of Professional Registration, Department of Economic Development is a public government body as defined in Chapter 610, RSMo, and adopts the following as its written policy for compliance with that chapter. This policy is open to public inspection and implements the provisions in Chapter 610, RSMo, regarding the release of information on any meeting, record or vote of the Board of Examiners for Hearing Instrument Specialists which is not closed under provisions of Chapter 610, RSMo.

(2) All public records of the office shall be open for inspection and copying by any member of the general public during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday, holidays excepted), except for the records closed under section



610.021, RSMo. All public meetings of the board not closed under that section will be open to any member of the public.

(A) The board may charge a reasonable fee for document searches and to copy requested records. The fees charged shall be as follows:

1. A fee for a document search (research) shall not exceed the actual cost of the document search and shall be established by rule;

2. A fee for copying public records shall not exceed the actual cost of duplication and shall be established by rule; and

3. All fees collected shall be remitted to the Department of Revenue for deposit in the State Treasury.

(3) The division establishes the executive director of the office as the custodian of its records as required by section 610.023, RSMo. The executive director is responsible for maintaining records and responding to requests for access to public records.

(4) Responding to Request for Access.

(A) If the custodian is uncertain whether requested access to public records is required under Chapter 610, RSMo, they shall consult with the Office of the Attorney General before deciding whether to deny the access. If that contact by the custodian is not practicable or is impossible the custodian may make a decision to deny access pending consultation with the Office of the Attorney General and shall give the reason for delay to the person requesting the information within three (3) days. However, in those circumstances, the custodian shall consult with the Office of the Attorney General within five (5) working days of the decision.

(B) 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 of the grounds for denying the request.

(5) The custodian shall maintain a file which will retain, for at least two (2) years, copies of all written requests for access to records and responses to requests. This file shall be maintained as a public record of the office open for inspection by any member of the general public during regular business hours as noted in 4 CSR 165-1.030(2).

*AUTHORITY: section 346.115.1(7), RSMo (Cum. Supp. 1996). \* Original rule filed Oct. 16, 1996, effective May 30, 1997.*

*\*Original authority 1973, amended 1981, 1993, 1995.*