# Rules of Department of Commerce and Insurance

## Division 2235—State Committee of Psychologists

### Chapter 1—General Rules

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 CSR 2235-1.010 State Committee of Psychologists</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2235-1.015 Definitions</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2235-1.020 Fees</td>
<td>4</td>
</tr>
<tr>
<td>20 CSR 2235-1.025 Application for Provisional Licensure</td>
<td>4</td>
</tr>
<tr>
<td>20 CSR 2235-1.026 Application for Temporary Licensure</td>
<td>5</td>
</tr>
<tr>
<td>20 CSR 2235-1.030 Application for Licensure</td>
<td>5</td>
</tr>
<tr>
<td>20 CSR 2235-1.031 Application for Health Service Provider Certification</td>
<td>6</td>
</tr>
<tr>
<td>20 CSR 2235-1.037 Licensure Verification/Transfer of Scores to Other States/Jurisdictions</td>
<td>6</td>
</tr>
<tr>
<td>20 CSR 2235-1.045 Procedures for Recognition of Educational Institutions</td>
<td>6</td>
</tr>
<tr>
<td>20 CSR 2235-1.050 Renewal of License</td>
<td>7</td>
</tr>
<tr>
<td>20 CSR 2235-1.060 Notification of Change of Address</td>
<td>7</td>
</tr>
<tr>
<td>20 CSR 2235-1.063 Replacement of Annual Registration Certificates and Original Wall-Hanging Licenses</td>
<td>7</td>
</tr>
<tr>
<td>20 CSR 2235-1.065 Policy for Handling Release of Public Records</td>
<td>7</td>
</tr>
</tbody>
</table>
Title 20—DEPARTMENT OF COMMERCE AND INSURANCE
Division 2235—State Committee of Psychologists
Chapter 1—General Rules

20 CSR 2235-1.010 State Committee of Psychologists

PURPOSE: This rule establishes various definitions and terms used in these rules.

(1) Post-degree supervised professional experience. The purpose and intention of post-degree supervised experience is to provide experiential training in the practice of psychology in order to meet the requirements for licensure. It is not designed to enable a person to engage in the practice of psychology without a license. Post-degree supervised professional experience is more than a consultation or supervisory session.

(2) Psychological trainee. A person enrolled in a graduate program in psychology and performing functions as a part of his/her graduate training or practicum.

(3) Psychological intern. A person possessing a master's degree in psychology as defined in section 337.021 or 337.025, RSMo and enrolled in a doctoral program in psychology and serving as an intern as part of the requirements for his/her degree program, or a person enrolled in a doctoral program in psychology and serving as an intern as part of the requirements for his/her degree program.

(4) Psychological resident. A person possessing a doctoral degree in psychology as defined in section 337.025, RSMo who is engaged in post-degree supervised professional experience in order to obtain licensure as a psychologist.

(5) Psychological assistant. A person who has received formal approval by the committee as having met the educational and post-degree professional experience requirements but has not yet met the examination requirements for licensure as a psychologist.

(6) Qualified assistant. Any person employed by or otherwise directly accountable to a licensed psychologist and who assists the licensed psychologist in the delivery of psychological services but whose employment is not in the course of pursuing the educational, professional supervised experience or examination requirements for licensure as a psychologist.

(7) Provisionally licensed psychologist. A psychological resident or psychological assistant who has met the requirements for and has been issued a provisional license under section 337.020.4, RSMo.

(8) Applicant. Any person who submits an application for licensure and pays the appropriate application fee to be licensed as a psychologist.

(9) Psychological health services. The assessment, diagnosis, and treatment of an individual(s) for the purposes of remediation of a cognitive, emotional, behavioral, or mental disorder.

(10) Psychological health service provider. A licensed psychologist who possesses health service provider certification through relevant education, training, and experience as defined in 20 CSR 2235-3.020(3)(A) in the delivery of psychological health services and who provides psychological health services as defined in section (9).

(11) American Psychological Association designated health service provider delivery areas. The foregoing term as used in sections 337.025.5, 337.033.3, and 337.033.4, RSMo, shall include doctoral degree, or respecialization programs, with a primary emphasis, or concentration, in one of the following areas:

(A) Clinical psychology;
(B) Counseling psychology;
(C) School psychology;
(D) Combined scientist-professional psychology doctoral training programs.

(12) Psychological Testing. The use of one (1) or more standardized measurements, devices, or procedures, including the use of computerized psychological tests, to observe or record human behavior, and which require the application of appropriate normative data for interpretation or classification and includes the use of standardized instruments for the purpose of the diagnosis and treatment of mental and emotional disorders and disabilities, the evaluation or assessment of cognitive and intellectual abilities, personality, and emotional states and traits, and neuropsychological functioning by an individual who has received formal academic training at the graduate level in statistics, test construction, sampling theory, tests and measurements, individual differences, and personality theory. In addition, the interpretation of psychological tests for diagnostic purposes requires formal academic training in the areas of abnormal psychology, psychopathology, psychodiagnosis, and, in the case of neuropsychological diagnosis, training in neuropsychology. Competent administration and interpretation of psychological tests also requires a formal supervised practice experience. Services which are described as "psychological testing" shall be administered and interpreted by licensed psychologists or persons who are otherwise exempt by statute. Individuals licensed by this committee, as well as other licensed professionals, may also use tests of language, education, and achievement, as well as tests of abilities, interests,
20 CSR 2235-1.020 Fees

PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 337, RSMo.

(1) The following fees are established for the State Committee of Psychologists and are payable to the State Committee of Psychologists:

(A) Application for Provisional Licensure or Application for Temporary Licensure or Application for Licensure Fee $150.00

(B) Oral Examination Fee $ 50.00

(C) Jurisprudence Examination Fee $ 50.00

(D) Reexamination Fees—

1. Oral Examination Fee $ 50.00

2. Jurisprudence Examination Fee $ 50.00

(E) Biennial Renewal Fee $300.00

1. Effective November 1, 2017 to October 31, 2019
2. Effective November 1, 2018 to October 31, 2020
3. Effective November 1, 2019 to October 31, 2021
4. Effective November 1, 2020 to October 31, 2022
5. Effective November 1, 2021 to October 31, 2023
6. Effective November 1, 2022 to October 31, 2024
7. Effective November 1, 2023 to October 31, 2025
8. Effective November 1, 2024 to October 31, 2026
9. Effective November 1, 2025 to October 31, 2027

(F) Delinquency Fee (effective April 1 after each renewal period, in addition to the Renewal Fee)

1. Effective April 1, 2018 to October 31, 2019 $ 25.00

2. Effective April 1, 2019 to October 31, 2020 $ 25.00

3. Effective April 1, 2020 to October 31, 2021 $ 25.00

(G) Inactive License Fee $100.00

1. Effective November 1, 2017 to October 31, 2019 $ 10.00

2. Effective November 1, 2018 to October 31, 2020 $ 10.00

3. Effective November 1, 2019 to October 31, 2021 $ 10.00

4. Effective November 1, 2020 to October 31, 2022 $ 10.00

5. Effective November 1, 2021 to October 31, 2023 $ 10.00

6. Effective November 1, 2022 to October 31, 2024 $ 10.00

7. Effective November 1, 2023 to October 31, 2025 $ 10.00

8. Effective November 1, 2024 to October 31, 2026 $ 10.00

9. Effective November 1, 2025 to October 31, 2027 $ 10.00

(H) Reactivation Fee $150.00

1. Effective November 1, 2017 to October 31, 2019 $ 40.00

2. Effective November 1, 2018 to October 31, 2020 $ 40.00

3. Effective November 1, 2019 to October 31, 2021 $ 40.00

4. Effective November 1, 2020 to October 31, 2022 $ 40.00

5. Effective November 1, 2021 to October 31, 2023 $ 40.00

6. Effective November 1, 2022 to October 31, 2024 $ 40.00

7. Effective November 1, 2023 to October 31, 2025 $ 40.00

8. Effective November 1, 2024 to October 31, 2026 $ 40.00

9. Effective November 1, 2025 to October 31, 2027 $ 40.00

(I) Licensure Verification/Transfer of Score to Other States Fee $ 25.00

(J) Replacement of Wall-Hanging License Fee $ 25.00

(K) Insufficient Funds Check Service Charge $ 25.00

(L) Prior Review Fee (educational experience) $ 50.00

(M) Prior Review Fee (postdegree supervision) $ 50.00

(N) Health Service Provider Application Fee $100.00

(O) Health Service Provider Biennial Renewal Fee $100.00

1. Effective November 1, 2017 to October 31, 2019 $ 10.00

(P) Fingerprinting Fee Amount to be determined by the Missouri State Highway Patrol

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 or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.


20 CSR 2235-1.025 Application for Provisional Licensure

PURPOSE: This rule outlines and standardizes the procedures to be followed by applicants applying for provisional licensure.

(1) Applications for provisional licensure must be made on the forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office of the State Committee of Psychologists.

(2) An application will not be considered as officially submitted unless it is typewritten, signed, notarized, and includes the application fee. The application fee must be in the form of a cashier’s check, personal check, or money order.

(3) The committee may issue a provisional license to practice psychology to any applicant who meets all the following requirements:

(A) A completed application accompanied by the appropriate fee, as defined in 20 CSR 2235-1.020;

(B) Official transcript received directly from an issuing institution verifying that the applicant is a graduate of a recognized educational institution with a doctoral degree in psychology as defined in section 337.025, RSMo;

(C) A post-degree supervision plan submitted by the primary supervisor made on the form provided by the State Committee of Psychologists;

(D) Submission of references on forms provided by the committee by three (3) mental health professionals other than post-doctoral supervisors who have known the applicant a minimum of two (2) years. The references cannot be from classmates; and

(E) Proof of submission of fingerprints to the Missouri State Highway Patrol’s approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigations (FBI) fingerprint background check. Any fees due for fingerprinting background checks shall be paid by the applicant.

(4) Unless sooner suspended, revoked, and/or terminated because of the issuance of a regular ongoing license, the provisional license shall, as provided in 337.020.5, RSMo, expire one (1) year from date of issuance unless timely renewed. A provisional license, absent extenuating circumstances and a showing of good cause, may only be renewed for a period of one (1) additional year so that the maximum period for a provisional license absent approval from the committee shall be only two (2) years.

(5) Applicants seeking a variance from the requirement of a maximum issuance of two (2) years due to vacations, illness, pregnancy, and other good causes shall submit the request in writing to the committee, which will be handled on a case-by-case basis.

(6) The provisional license shall only permit the licensee to provide psychological services in accordance with the “post-degree supervision plan” as submitted to the committee and only under and pursuant to the direct supervision and full professional responsibility and control of the primary supervisor and any secondary supervisor(s) as identified in the post-degree supervision plan as filed with the committee.

(7) Absent death, sudden illness, or other extenuating circumstance on the part of the supervisor which precludes such supervisor from acting, any person who holds a provisional license who desires to amend the plan and/or to change supervisors, whether primary or secondary, must do so by filing at least twenty (20) days before said amended and/or revised plan is to take effect, a revised and/or amended plan together with information as to who is to be the new supervisor(s).

(8) Except as noted in section (7) hereof, the committee shall not accept, or recognize, as counting towards the required period of post-degree supervision, any time during which the provisional licensee may have been or was providing psychological services under the supervision of some person prior to the time the identity of such person had first been disclosed by the timely filing of a revised and/or amended plan of post-degree supervision.

(9) Any person acting under or providing psychological services pursuant to a provisional license shall at all times comply with provisions of 20 CSR 2235-2.040 or 20 CSR 2235-2.050 including, without limitation, the representation provisions set forth in subsection (1)(I) thereof.


20 CSR 2235-1.026 Application for Temporaty Licensure

PURPOSE: This rule outlines and standardizes the procedures to be followed by applicants applying for a temporary license.

(1) Application for temporary licensure must be made on the forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office of the State Committee of Psychologists.

(2) An application will not be considered as officially submitted unless it is typewritten, signed, notarized, and includes the application fee. The application fee must be in the form of a cashier’s check, personal check, or money order.

(3) A temporary license will be issued to any applicant licensed as a psychologist in another jurisdiction, who is applying for licensure in this state either by endorsement of score pursuant to 20 CSR 2235-2.065 and/or by reciprocity pursuant to section 337.029, RSMo, and 20 CSR 2235-2.070 and who meets all the following requirements:

(A) A completed application accompanied by the appropriate fee, as defined in 20 CSR 2235-1.020;

(B) A completed Verification of Licensure Form provided by the State Committee of Psychologists and received directly from the jurisdiction in which applicant holds licensure; and

(C) Proof of submission of fingerprints to the Missouri State Highway Patrol’s approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigations (FBI) fingerprint background check. Any fees due for fingerprinting background checks shall be paid by the applicant.

(4) Unless sooner revoked and/or terminated by one of the events set forth in section 337.020.7, RSMo, subsections (1) through (3), the temporary license will expire one (1) year from date of issuance unless renewed. A temporary license, upon the filing of a renewal application and payment of the renewal fee, shall automatically be renewed unless one of the events set forth in section 337.020.7, RSMo, subsections (1) through (3) has occurred.


Psychologists and include the following:

(A) Appropriate fee as defined in 20 CSR 2235-1.020;

(B) Official transcript received directly from an issuing institution verifying that the applicant is a graduate of a recognized educational institution with a doctoral degree in psychology as defined in section 337.025, RSMo, unless applicant previously submitted for a provisional or temporary license issued by the committee;

(C) A post-degree supervision plan submitted by the primary supervisor on the form provided by the State Committee of Psychologists, unless applicant previously submitted for a provisional license issued by the committee;

(D) An attestation of post-degree supervision submitted by the primary supervisor on the form provided by the State Committee of Psychologists;

(E) Submission of references on forms provided by the committee by three (3) mental health professionals other than post-doctoral supervisors who have known the applicant a minimum of two (2) years. The references cannot be from classmates; and

(F) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigations (FBI) fingerprint background check. Any fees due for fingerprinting background checks shall be paid by the applicant unless applicant previously submitted for a provisional license issued by the committee.

(2) An application will not be considered as officially submitted unless it is typed or print-ed legibly, signed, notarized, and includes the application fee. The application fee must be in the form of a cashier’s check, personal check, or money order.

20 CSR 2235-1.031 Application for Health Service Provider Certification

PURPOSE: This rule outlines and standardizes the procedures followed by the committee in receiving and considering information relative to an applicant’s qualifications for health service provider certification.

(1) Applications for a health service provider must be made on forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office the State Committee of Psychologists.

(2) Applications and all other documents required by the committee for health service provider certification must be received at least sixty (60) days before a regularly scheduled committee meeting. Completed applications received less than sixty (60) days before a regularly scheduled committee meeting may be considered at a subsequent committee meeting.

(3) An application will not be considered as officially submitted unless it is typewritten, signed, notarized and includes the application fee. The application fee must be in the form of a cashier’s check, personal check or money order.


20 CSR 2235-1.045 Procedures for Recognition of Educational Institutions

PURPOSE: This rule outlines the procedures for determining if an educational institution satisfies the requirements of section 337.010, RSMo.

(1) In determining whether a school, college, university, or other institution of higher learning in the United States is a “recognized educational institution,” as defined in section 337.010(4)(a), RSMo, the applicant, upon request, shall furnish to the committee competent and substantial evidence, admissible in the courts of Missouri, that the educational institution is accredited by a regional accrediting association recognized by the Council For Higher Education Accreditation (CHEA). Failure by the applicant to furnish that evidence to the committee shall constitute evidence that the educational institution is not a recognized educational institution, as defined in section 337.010(4)(a), RSMo.

(2) In determining whether a school, college, university, or other institution of higher learning outside the United States is a “recognized educational institution,” as defined in section 337.010(4)(b), RSMo, the applicant, upon request, shall furnish to the committee competent and substantial evidence, admissible in the courts of Missouri, that the educational institution is substantially equivalent to the standards of training of those programs accredited by a regional accrediting association recognized by the CHEA. Failure by the applicant to furnish that evidence to the committee shall constitute evidence that the educational institution is not a recognized educational institution, as defined in section 337.010(4)(b), RSMo.


20 CSR 2235-1.050 Renewal of License

PURPOSE: This rule establishes the obligation of licensees for renewal of their licenses.

(1) The required renewal information, renewal fee, and information related to the psychologist’s practice and demographics for the purpose of collecting psychology workforce data shall be submitted prior to the expiration date of the license.

(2) Failure of a licensee to receive the notice to renew the license shall not excuse the licensee from the requirement of section 337.030, RSMo to renew the license.

(3) Any licensee who fails to renew the license within the sixty- (60-) day period set forth in section 337.030.2., RSMo shall not perform any act for which a license is required.

(4) Any licensee who fails to renew his/her license by January 31 of each even-numbered year and, within two (2) years of the registration renewal date, wishes to restore his/her license, shall pay the delinquency fee in addition to the renewal fee.

(5) Licensees who request to be classified as inactive pursuant to section 337.030.5, RSMo, may maintain their inactive status and receive a license indicating their inactive status by paying the inactive license renewal fee as provided in 20 CSR 2235-1.020. Holders of an inactive license need not complete the continuing education requirement. However, a holder of an inactive license shall not have his/her license reactivated until he/she pays the required reactivation fee, and in addition, submits proof of having completed forty (40) continuing education hours within the two (2) years immediately prior to the date of reactivation. If a holder of an inactive license reactivates at the time of renewal, the licensee shall only be required to pay the renewal fee, and in addition, submit proof of having completed forty (40) continuing education hours within the two (2) years immediately prior to the date of reactivation.


20 CSR 2235-1.060 Notification of Change of Address

PURPOSE: This rule establishes the obligation of licensees to inform the State Committee of Psychologists of their changes of address.

Within thirty (30) days of the effective date of the change, a licensee must inform the State Committee of Psychologists of all changes in the mailing address as it appears on the licensee’s license by contacting the office of the State Committee of Psychologists.


20 CSR 2235-1.063 Replacement of Annual Registration Certificates and Original Wall-Hanging Licenses

PURPOSE: This rule establishes the procedures for replacing registration certificates, wall-hanging licenses, or both, pursuant to section 337.030.3, RSMo.

(1) Licensees whose renewal registration certificates are lost, destroyed or mutilated or require replacement as a result of an incorrect address or name change, or who require additional certificates for additional practice locations may obtain a duplicate certificate, without charge, upon receipt of a statement indicating the need for the duplicate.

(2) Licensees whose original wall-hanging license is lost, destroyed or mutilated or require replacement as a result of a name change may be replaced upon submission of the following:

(A) Return of the original wall-hanging license or a notarized affidavit indicating the reason for the replacement and statement that the license has been lost, destroyed or is no longer in the possession of the licensee and that if the lost license is recovered it shall be forwarded to the committee immediately;

(B) A recent photograph of the licensee, if requested; and

(C) The nonrefundable replacement fee.


20 CSR 2235-1.065 Policy for Handling Release of Public Records

PURPOSE: This rule sets forth the committee’s written policy in compliance with sections 610.010–610.030, RSMo regarding the release of information on any meeting, record or vote of the committee.

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

(2) All public records of the State Committee of Psychologists 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) upon a minimum of a three (3)-day notice and appointment except for those records closed pursuant to section 610.021, RSMo. All public meetings of the State Committee of Psychologists not closed pursuant to the provisions of section 610.021, RSMo, will be open to any member of the public.

(3) The State Committee of Psychologists establishes the executive director of the committee or his/her authorized representative as the custodian of its records as required by section 610.023, RSMo. The executive director or his/her authorized representative is responsible for the maintenance of the committee’s records and is responsible for responding to requests for access to public
records.

(4) Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of the records, the committee may charge a reasonable fee for the cost for inspecting and copying the records. The fees charged by the committee shall be as follows:
   (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 for the fees prior to making the copies; and
   (C) Fees collected shall be remitted to the director of revenue for deposit to the credit of the State Committee of Psychologists' Fund.

(5) Whenever a request for access to public records is made and the custodian believes that access is not required under the provisions of Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before making a determination whether to deny access to the records. In the event that contact by the custodian with the Office of the Attorney General is not practicable or is impossible, the custodian may make a decision whether to deny access. However, in those events, the custodian shall consult with the Office of the Attorney General concerning the decision within five (5) working days of the decision. Whenever the decision is made to deny access, the custodian will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records. Whenever the custodian denies access to the records, the custodian shall supply to members of the committee copies of the written response conveying the denial to the requesting individual. At the next meeting of the committee, the committee shall either affirm the decision of the custodian or reverse the decision of the custodian. In the event that the committee decides to reverse the decision of the custodian, the committee shall direct the custodian to so advise the person requesting access to the information and supply the access to the information during regular business hours at the convenience of the requesting party.

(6) The custodian shall maintain a file which will retain copies of all written requests for access to records and responses to these requests through the current audit period. The file shall be maintained as a public record of the committee open for inspection by any member of the general public during regular business hours.
