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# Rules of Department of Commerce and Insurance

## Division 2115—State Committee of Dietitians Chapter 2—Licensure Requirements

| Title   | Page |
|---|------|
| 20 CSR 2115-2.010 Application for Licensure/Reciprocity .....                                 | 3    |
| 20 CSR 2115-2.020 Qualifications for Licensure .....  | 3    |
| 20 CSR 2115-2.030 Examination for Licensure .....   | 3    |
| 20 CSR 2115-2.040 License Renewal .....   | 3    |
| 20 CSR 2115-2.045 Inactive Status .....   | 4    |
| 20 CSR 2115-2.050 Duplicate License.....  | 4    |
| 20 CSR 2115-2.060 Military Training to Meet Requirements for Licensure .....                  | 4    |
| 20 CSR 2115-2.061 Renewal of License or Registration for Military Members.....                | 4    |
| 20 CSR 2115-2.062 Issuance of Temporary Courtesy License to Nonresident Military Spouse ..... | 5    |



**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE**  
Division 2115—State Committee of  
Dietitians  
Chapter 2—Licensure Requirements

**20 CSR 2115-2.010 Application for Licensure/Reciprocity**

*PURPOSE:* This rule provides instructions for filing applications with the Office of the State Committee of Dietitians.

(1) Applications for licensure shall be submitted on the forms provided by the committee and may be obtained by writing the committee at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102, or by electronic mail (email) at diet@pr.mo.gov.

(2) An application is not considered officialy filed with the committee until it has been determined by the committee or division staff to be complete. The application shall be submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized, and accompanied by the application fee pursuant to rules promulgated by the committee and any other applicable forms required by the committee.

(3) All applicants including applicants for licensure by reciprocity shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration, or permit as a licensed dietitian or similar title is held or has ever been held to submit verification of licensure, certification, registration, or permit directly to the committee. The verification shall include the type of license, registration, certification, or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration, or certification; and the name and title of the person verifying the information with date and board seal.

*AUTHORITY:* sections 324.210.4, 324.212, 324.215, and 324.228, RSMo 2016.\* This rule originally filed as 4 CSR 115-2.010. Original rule filed March 15, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2115-2.010, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective May 30, 2007. Amended: Filed Nov. 15, 2011, effective May 30, 2012. Amended: Filed May 11, 2018, effective Nov. 30, 2018.

\*Original authority: 324.210.4, RSMo 1998, amended 1999, 2004, 2009, 2018; 324.212, RSMo 1998, amended

1999, 2001, 2009; 324.215, RSMo 1998, amended 1999, 2004, 2018; and 324.228, RSMo 1998, amended 1999.

**20 CSR 2115-2.020 Qualifications for Licensure**

*PURPOSE:* This rule outlines the qualifications necessary for licensure.

(1) Any person applying for licensure shall—  
(A) Submit a photocopy of current registration card or other verification, as approved by the committee, from the Commission on Dietetic Registration (CDR) that the applicant is currently registered.

(2) Following review of each application by the committee, the applicant shall be informed in writing of the decision regarding application for licensure. Applicants that are approved for licensure will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the committee.

*AUTHORITY:* sections 324.210 and 324.228, RSMo 2016.\* This rule originally filed as 4 CSR 115-2.020. Original rule filed March 15, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2115-2.020, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2011, effective May 30, 2012. Amended: Filed May 11, 2018, effective Nov. 30, 2018.

\*Original authority: 324.210, RSMo 1998, amended 1999, 2004, 2009, 2018 and 324.228, RSMo 1998, amended 1999.

**20 CSR 2115-2.030 Examination for Licensure**

*PURPOSE:* This rule sets forth the examination requirements established by the committee for dietitian licensure.

(1) The committee approves the examination offered by the Commission on Dietetic Registration (CDR) for the Academy of Nutrition and Dietetics.

(2) All applicants for licensure by examination shall meet the criteria established by the CDR for eligibility to take the examination and shall obtain the passing score as set by CDR.

*AUTHORITY:* sections 324.210.3 and 324.228, RSMo 2016.\* This rule originally filed as 4 CSR 115-2.030. Original rule filed March 15, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2115-2.030, effective Aug.

28, 2006. Amended: Filed May 11, 2018, effective Nov. 30, 2018.

\*Original authority: 324.210.3, RSMo 1998, amended 1999, 2004, 2009, 2018 and 324.228, RSMo 1998, amended 1999.

**20 CSR 2115-2.040 License Renewal**

*PURPOSE:* This rule outlines the process of renewing a license.

(1) All licenses shall be renewed biennially.

(A) All licenses shall be renewed in even numbered years and shall expire on April 1 of each even numbered year.

(B) Each licensed dietitian shall provide the committee with a completed renewal form, issued by the committee that shall contain updated information since the preceding application/renewal period.

(C) Renewal applications shall be mailed to the last known address of each current licensee.

(D) Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the license in order to use the title licensed dietitian, LD, or LDN and pay the required fee prior to the expiration date of the license.

(E) Deposit of the renewal fee by the division or committee shall not indicate acceptance of the renewal application or that any licensing requirements have been fulfilled.

(F) Renewals shall be postmarked no later than the expiration date of the license, or if the expiration date is a Sunday or federal holiday, the next day.

(G) However, a twenty-nine- (29-) day grace period is established following the date by which every licensed dietitian must renew his/her license. The committee shall cause a license to be renewed if renewal is sought and all fees paid before the expiration of the grace period. Failure to renew before the end of the grace period will result in the licensee paying the renewal fee and delinquent fee pursuant to rules promulgated by the committee.

(2) Failure of a licensee to renew a license before the expiration date will cause the license to be noncurrent. Within two (2) years of the expiration date, the licensee may submit payment of the renewal fee, delinquent fee, and provide the committee with a completed renewal form that shall contain updated information since the preceding application/renewal period.

(3) A licensee who fails to renew a license for a period more than two (2) years after the expiration of the license shall reapply for licensure under regulations in effect at the



time of reapplication.

(4) Applicants that are approved for renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the committee.

(5) Applicants for renewal shall be required to provide proof from the Commission on Dietetic Registration (CDR) that the licensee has a current registration with CDR.

*AUTHORITY: sections 324.212 and 324.228, RSMo 2016.\* This rule originally filed as 4 CSR 115-2.040. Original rule filed March 15, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2115-2.040, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2011, effective May 30, 2012. Amended: Filed May 11, 2018, effective Nov. 30, 2018.*

*\*Original authority: 324.212, RSMo 1998, amended 1999, 2001, 2009 and 324.228, RSMo 1998, amended 1999.*

#### 20 CSR 2115-2.045 Inactive Status

*PURPOSE: This rule outlines the process of requesting inactive status to maintain a license for a dietitian.*

(1) An inactive license shall be renewed biennially. Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the inactive license and pay the required fee prior to the expiration date of the inactive license. Renewals shall be post-marked no later than the expiration date of the license to avoid the delinquent renewal fee as defined in rules promulgated by the committee.

(2) Each inactive licensee shall provide the committee, at the time of application for renewal of the inactive license, with a completed renewal form issued by the committee that shall contain updated information since the preceding application/renewal period.

(3) Pursuant to section 324.216, RSMo, a licensee shall not practice as a dietitian in the state of Missouri while the license is inactive.

(4) If an inactive licensee wishes to return a license to active status the licensee shall complete a renewal form and pay the renewal fee as stated in the rules promulgated by the committee.

(5) In addition to the requirements set forth in section (4) above, a licensee whose license is inactive shall be required to provide proof

from the Commission on Dietetic Registration (CDR) that the inactive licensee has a current registration prior to returning the license to active status.

*AUTHORITY: sections 324.210 and 324.216, RSMo Supp. 2011.\* This rule originally filed as 4 CSR 115-2.045. Original rule filed Jan. 17, 2006, effective July 30, 2006. Moved to 20 CSR 2115-2.045, effective Aug. 28, 2006. Amended: Filed Nov. 15, 2011, effective May 30, 2012.*

*\*Original authority: 324.210, RSMo 1998, amended 1999, 2004, 2009 and 324.216, RSMo 2004.*

#### 20 CSR 2115-2.050 Duplicate License

*PURPOSE: This rule establishes the procedures and requirements for obtaining a duplicate license.*

(1) A duplicate license, marked duplicate, may be issued in the event the original becomes lost, destroyed or mutilated or if the licensee requests a duplicate license due to a name change.

(2) Requests for duplicate licenses must be in writing and accompanied by the appropriate fee. If a duplicate license reflecting a name change is desired, the current license, required fee and verification of name change pursuant to 20 CSR 2115-1.030 shall be submitted to the committee office.

*AUTHORITY: sections 324.212.3, RSMo Supp. 2006 and 324.228, RSMo 2000.\* This rule originally filed as 4 CSR 115-2.050. Original rule filed March 15, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2115-2.050, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective May 30, 2007.*

*\*Original authority: 324.212.3, RSMo 1998, amended 1999, 2001; and 324.228, RSMo 1998, amended 1999.*

#### 20 CSR 2115-2.060 Military Training to Meet Requirements for Licensure

*PURPOSE: This rule requires the committee to accept evidence of military education, training, or service to be applied toward the requirements for licensure.*

(1) Any applicant for licensure may, as part of the evidence of meeting the requisite educational and/or training requirements for licensure, submit evidence of military experience as a member of the military.

(2) The committee shall review the evidence

submitted and, if appropriate, make additional inquiry of the applicant to determine the scope and duties of the military experience to determine whether the military experience shall be counted towards the qualifications for licensure.

(3) In its review of the military experience, the committee shall evaluate the content and nature of the military experience to determine whether that military experience shall count towards the education, training, or service requirements for licensure. The committee shall construe liberally the military experience in determining whether it will count towards the education, training, or service requirements for licensure.

(4) "Military experience" shall mean education, training, or service completed by an applicant while a member of the United States armed forces or reserves, the national guard of any state, the military reserves of any state, or the naval militia of any state.

*AUTHORITY: section 324.007, RSMo Supp. 2013, and section 324.228, RSMo 2000.\* Original rule filed July 25, 2016, effective Jan. 30, 2017.*

*\*Original authority: 324.007, RSMo 2013 and 324.228, RSMo 1998, amended 1999.*

#### 20 CSR 2115-2.061 Renewal of License or Registration for Military Members

*PURPOSE: This rule sets forth the procedures for licensees and registrants who are members of any United States or State of Missouri military, pursuant to section 41.950, RSMo, who have served on active military duty, pursuant to section 41.950, RSMo. Specifically, the rule sets forth procedures for the renewal of a license or registration, for completing obligations of the board, and for discipline of a license or registration.*

(1) Any individual holding a current license or registration that is engaged in the performance of active military duty who has their license or registration lapse while performing such military service, may renew or reinstate such license or registration without penalty by—

(A) Filing with the board a Notice of Active Military Duty on a form provided by the board or by written communication accepted by the board that shall be signed and dated by the individual and shall contain the individual's name, address, the type of license or registration, license or registration number, and the date of active duty activation, and shall be



accompanied by a copy of the individual's active duty orders or other evidence sufficient for the board to determine the dates of active military duty; and

(B) Filing such Notice of Active Military Duty or accepted written communication with the board no later than sixty (60) days after completion of the active duty military service.

(2) Upon receipt and approval of the Notice of Active Military Duty or accepted written communication, the board shall reinstate the individual's license or registration with no further requirements.

(3) If a licensee or registrant fails to take any required action or fails to meet any required obligation of the board while the licensee or registrant is on active military duty, the licensee or registrant shall have at least one hundred eighty (180) days after the end of his or her active military duty to take those actions or fulfill those obligations before any administrative action can be taken by the board.

(4) If the board desires to initiate disciplinary action, administrative action, or any other proceeding where the licensee or registrant is a necessary party and the licensee or registrant is on active military duty, the board shall stay such action or proceeding until at least sixty (60) days after the licensee or registrant returns from active duty.

*AUTHORITY: section 41.950, RSMo Supp. 2013, and section 324.228, RSMo 2000.\* Original rule filed July 25, 2016, effective Jan. 30, 2017.*

*\*Original authority: 41.950, RSMo 1991, amended 2007, 2009, 2011 and 324.228, RSMo 1998, amended 1999.*

### **20 CSR 2115-2.062 Issuance of Temporary Courtesy License to Nonresident Military Spouse**

*PURPOSE: This rule states the requirements and procedures for a nonresident spouse of an active duty member of the military who is transferred to this state in the course of the member's military duty to obtain a temporary courtesy license to practice for one hundred eighty (180) days.*

(1) The division shall grant a temporary courtesy license without meeting further requirements for licensure to a "nonresident military spouse" as defined in section 324.008.1, RSMo who provides the committee the following:

(A) A completed application form;

(B) A non-refundable application fee, as established by the division pursuant to rule, made payable to the State Committee of Dietitians;

(C) Verification sent directly to the division from the state, district, or territory in which the applicant holds a current and active license verifying that the applicant holds a current and active license;

(D) Proof that the applicant has been engaged in active practice in the state, district, or territory of the United States in which the applicant is currently licensed for at least (2) years in the five (5) years immediately preceding this application;

(E) Verification sent directly to division from each state, district or territory of the United States in which the applicant has ever been licensed verifying that—

1. The applicant is, or was at the time of licensure, in good standing;

2. The applicant has not committed an act in any jurisdiction where the applicant has or had a license that would have constituted grounds for the refusal, suspension, or revocation of a license or certificate to practice at the time the act was committed; and

3. The applicant has not been disciplined by a licensing or credentialing entity in another jurisdiction and is not the subject of an unresolved complaint, review procedure, or disciplinary proceeding by a licensing or credentialing entity in another jurisdiction;

(F) If the division is unable to determine if the licensing requirements of the state, district, or territory in which the applicant is currently licensed are equivalent to Missouri's licensing requirements, the applicant shall submit documentation regarding the licensing requirements equivalency;

(G) Such additional information as the division may request to determine eligibility for a temporary courtesy license.

(2) Any temporary courtesy license issued pursuant to this rule shall be valid for one hundred eighty (180) days from the date of issuance and may be extended for another one hundred eighty (180) days upon submission of a written request by the holder of the temporary courtesy license.

(3) If a nonresident military spouse seeks full licensure in this state during the time while the temporary courtesy license is valid, he or she may request full licensure by filing a written request with the division. Any fees paid for a temporary courtesy license shall be credited towards the application fees due for full licensure.

*AUTHORITY: section 324.008, RSMo Supp.*

*2013, and section 324.228, RSMo 2000.\* Original rule filed July 25, 2016, effective Jan. 30, 2017.*

*\*Original authority: 324.008, RSMo 2011 and 324.228, RSMo 1998, amended 1999.*