



**Rules of
Department of Commerce and
Insurance**

**Division 2234—Board of Private Investigator and
Private Fire Investigator Examiners
Chapter 6—Continuing Education Requirements—
Private Investigators**

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2234—Board of Private
Investigator and Private Fire
Investigator Examiners
Chapter 6—Continuing Education
Requirements—Private Investigators**

20 CSR 2234-6.010 Continuing Education

PURPOSE: This rule outlines the requirements for continuing education courses recognized by the board for private investigator and agency investigator employees.

(1) Continuing Education Courses.

(A) Attendance at continuing education courses is required by law to renew private investigator licenses.

(B) Continuing education courses used to satisfy the legal requirements for renewal must be approved by the board. Courses will be reviewed for compliance with the following criteria:

1. The course must be relevant to the practice of private investigation;
2. The course must be described in a lesson plan that includes:
 - A. The title of the course;
 - B. The name and qualifications of the instructor;
 - C. A description of the intended audience;
 - D. Identification of any prerequisites;
 - E. Bibliographic identification of source materials;
 - F. A list of the points of instruction referenced to the source materials;
 - G. An appendix containing any handouts, audio-visual displays, or other materials used in the delivery of the lesson; and
 - H. A statement of the hours of credit that will be granted upon completion of the course; not more than one (1) hour's credit for every fifty (50) minutes of instruction time;
3. The course must provide immediate personal interaction between the instructor and the student. Distance learning courses can be approved. Any type of correspondence course, notwithstanding its quality, will not be approved for continuing education credit. The video replay of a course may be approved; however, an instructor who can provide immediate, personal interaction with the student must be present throughout the presentation;
4. A course will not be approved unless the course review fee is paid;
5. Any member of the board or its staff shall be admitted to the course or any part thereof without a fee; however, no continuing

education credit will be allowed for attendance under this provision; and

6. The course shall be taught in a facility that is reasonably clean and comfortable consistent with the learning objectives of the course, with appropriate provision or access to facilities for the personal needs of the students and instructors.

(2) Reporting Attendance.

(A) Continuing education providers shall have in place reasonable procedures to record attendance.

1. The board shall be advised of these procedures in the application for approval of a course. Approval of a course may be withheld if the board is not satisfied that the procedures are adequate to accurately record attendance.

2. Attendance records, which need not be individual, shall include the following minimum information:

- A. Attendee's name;
- B. Attendee's license number;
- C. Number of hours of continuing education credit earned;
- D. Name of the course;
- E. Date of the course; and
- F. Board's approval number.

(B) The original, or a true copy, of the attendance record for any continuing education course shall be delivered to the board within two (2) weeks of the conclusion of any presentation of the course.

(C) Any person who successfully completes the course shall be presented with a certificate to that effect within two (2) weeks of the completion of the course. The certificate shall at a minimum state:

1. Attendee's name;
2. Attendee's license number;
3. Number of hours of continuing education credit earned;
4. Name of the course;
5. Date of the course; and
6. Board's approval number.

(3) Special Approval of Courses.

(A) Any licensed private investigator may petition the board to approve a particular course that he or she has attended or may attend that is offered by a person who has not complied with this board's continuing education rules.

1. The application shall be accompanied by the individual course review fee.

2. The materials set out in subsection (1)(B) of this rule should accompany the application. If any of the materials set out in subsection (1)(B) of this rule are not available, the applicant may provide supplemental material. The board may decline to approve

the course for lack of sufficient information.

3. Proof of attendance, or a proposal for establishing proof of attendance, shall be included with the application.

(4) Continuing Education Reporting Period.

(A) Every private investigator licensed in Missouri shall, on or before February 28, 2014, and every two (2) years thereafter, obtain and report to the board proof of completion of sixteen (16) continuing education hours.

(B) Every agency investigator employee licensed in Missouri shall, on or before April 30, 2014, and every two (2) years thereafter, obtain and report to the board proof of completion of eight (8) continuing education hours.

(C) A reporting cycle for private investigators is March 1 to February 28 with the first reporting period being March 1, 2012 to February 28, 2014, and every two (2) years thereafter.

(D) A reporting cycle for agency investigator employees is May 1 to April 30 with the first reporting period being May 1, 2012 to April 30, 2014, and every two (2) years thereafter.

(E) If in any of the two- (2-) year reporting cycles the number of continuing education credits earned exceeds sixteen (16) for private investigators and eight (8) for agency investigator employees the excess credits over sixteen (16) for private investigators and eight (8) for agency investigator employees may be carried over to the next two- (2-) year reporting cycle up to a maximum of sixteen (16) for private investigators and eight (8) for agency investigator employees.

AUTHORITY: sections 324.1122, 324.1126, and 324.1138, RSMo Supp. 2013. Original rule filed June 26, 2009, effective Jan. 30, 2010. Amended: Filed Sept. 13, 2013, effective March 30, 2014.*

**Original authority: 324.1122, RSMo 2007, amended 2011; 324.1126, RSMo 2007, amended 2010; and 324.1138, RSMo 2007, amended 2011.*