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# Rules of Department of Commerce and Insurance

## Division 2263—State Committee for Social Workers Chapter 1—General Rules

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**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE  
Division 2263—State Committee for  
Social Workers  
Chapter 1—General Rules**

**20 CSR 2263-1.010 Definitions**

*PURPOSE: This rule defines terms used in 20 CSR 2263.*

(1) The words defined in sections 337.600–337.689, RSMo, shall have the same meaning when used in these rules, unless the context plainly requires a different meaning.

(A) “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 Council on Social Work Education (CSWE) 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 the CSWE.

(B) “Applicant” means an individual submitting an application for any step in the licensure process, including an individual who has submitted an application for registration of supervision, temporary permit, or any social work license.

(C) “Client” means any individual, couple, family, group, organization, or community for whom the practice of licensed social work is provided.

(D) “Committee” means the State Committee for Social Workers.

(E) “Confidential information” means information revealed by a client or otherwise obtained by a member of the profession in the professional relationship.

(F) “Dual relationship” or “multiple relationships” occur when members of the profession relate to clients in more than one (1) relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.

(G) “Legal resident alien” 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) “Licensed social work” is practiced by a licensed social worker for a client.

(I) “Licensed social worker” means any

person who is a licensed social worker.

(J) “Member of the profession” is any applicant, registrant, or licensed social worker.

(K) “Registrant” means 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, and who is engaged in a program of supervised social work experience as described in sections 337.615, 337.645, and 337.653, RSMo, but who has not met all of the requirements for licensure.

(L) “Temporary permit” authorizes an applicant for reciprocity to practice social work in Missouri pending licensure.

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

*AUTHORITY: section 337.600, RSMo 2016, and section 337.627, RSMo Supp. 2018.\* This rule originally filed as 4 CSR 263-1.010. 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. Moved to 20 CSR 2263-1.010, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010. Amended: Filed Feb. 8, 2019, effective Aug. 30, 2019.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007, 2018.*

**20 CSR 2263-1.015 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.\* This rule originally filed as 4 CSR 263-1.015. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Nov. 13, 2002, effective June 30, 2003. Moved to 20 CSR 2263-1.015, effective Aug. 28, 2006.*

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

**20 CSR 2263-1.016 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) 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: section 337.627, RSMo Supp. 2018, and sections 610.010–610.200, RSMo 2016, RSMo Supp. 2017, and RSMo Supp. 2018.\* This rule originally filed as 4 CSR 263-1.016. Original rule filed Jan. 20, 1999, effective July 30, 1999. Moved to 20 CSR 2263-1.016, effective Aug. 28, 2006. Amended: Filed Feb. 8, 2019, effective Aug. 30, 2019.*

*\*Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997 and 610.010–610.200, please see Missouri Revised Statutes 2016 and Missouri Revised Statutes Cumulative Supplement 2018.*

## 20 CSR 2263-1.025 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 324.002, RSMo.*

(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, 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 administra-

tive 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: section 324.002, RSMo 2016, and section 337.627, RSMo Supp. 2018.\* This rule originally filed as 4 CSR 263-1.025. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-1.025, effective Aug. 28, 2006. Amended: Filed Feb. 8, 2019, effective Aug. 30, 2019.*

*\*Original authority: 324.002, RSMo 2008 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007, 2018.*

## 20 CSR 2263-1.030 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.\* This rule originally filed as 4 CSR 263-1.030. 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. Moved to 20 CSR 2263-1.030, effective Aug. 28, 2006.

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

## 20 CSR 2263-1.035 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:

- (A) Application/Initial License Fee
  - 1. October–January (two (2)-year license) \$ 60.00
  - 2. February–May (one and one-half (1 1/2)-year license) \$ 45.00
  - 3. June–September (one (1)-year license) \$ 30.00
- (B) Registration of Supervision Fee (This is an initial one-time fee) \$ 25.00
- (C) Two (2)-Year License Renewal Fee \$ 58.00
- (D) Delinquent Fee for Failure to Obtain a License or Timely Renew a License \$ 58.00
- (E) Restoration of Lapsed License Fee \$117.00
- (F) Inactive Status \$ 25.00
- (G) Reciprocity Application Fee \$ 60.00
- (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 337.627, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-1.035. 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. Moved to 20 CSR 2263-1.035, effective Aug. 28, 2006. Amended: Filed Aug. 11, 2006, effective Jan. 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.

\*Original authority: 337.612, RSMo 1989, amended 1997, 2001, 2007 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.

## 20 CSR 2263-1.040 School Social Worker Examinations Approved by the Committee

**PURPOSE:** This rule establishes the school social worker examination(s) approved by the committee for the school social work program verification and acknowledgment of completion to be issued by Missouri colleges and universities and by the committee as authorized in section 173.1400 of Senate Bill 563 (2012).

(1) School social worker examination(s) approved by the committee for the purposes of sections 173.1400 and 337.647.2., RSMo, include:

(A) The Educational Testing Service Praxis series exam #0211 School Social Worker: Content Knowledge.

**AUTHORITY:** sections 173.1400.1.(2), 337.627.1.(8), and 337.647.2.(2) and .3., RSMo Supp. 2012.\* Emergency rule filed Sept. 18, 2012, effective Sept. 28, 2012, expired March 26, 2013. Original rule filed Sept. 18, 2012, effective Feb. 28, 2013.

\*Original authority: 173.1400, RSMo 2012; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.647, RSMo 2012.