# Rules of Department of Commerce and Insurance

## Division 2115—State Committee of Dietitians

### Chapter 2—Licensure Requirements

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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 officially 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 a licensed dietitian or similar title is held or country regulatory entity in which a license, certificate, registration, or permit issued; the administration (CDR) for the Academy of Nutrition and Dietetics.

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.


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.


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 postmarked 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.


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.


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.


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
accompanies 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.
