<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 CSR 2231-2.010 Designation of License Renewal Dates and Related Renewal Information</td>
<td>3</td>
</tr>
</tbody>
</table>
Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2231—Division of
Professional Registration
Chapter 2—Designation of License
Renewal Dates and Related Renewal
Information

20 CSR 2231-2.010 Designation of License
Renewal Dates and Related Renewal
Information

PURPOSE: This rule complies with section
324.001.3, RSMo, which requires the director
of the Division of Professional Registration to
promulgate rules which designate for each
board or commission assigned to the division
the renewal date for licenses or certificates
and section 324.001.7, RSMo, which requires
the director to be responsible for collecting
and accounting for all monies received by the
division or its component agencies.

(1) For the purposes of this rule, definitions
of the following terms are:

(A) Application return date means the date
the application for license renewal as com-
pleted by the licensee shall be returned to the
division;

(B) Board means any board, commission,
committee, or other licensing agency
assigned to the division;

(C) Division means the Division of
Professional Registration in the Department
of Insurance, Financial Institutions and
Professional Registration;

(D) License means any license, certificate,
registration, or permit which by statute must
be renewed every one, two, or three (1, 2, or
3) years as required by statute and/or rule for
an individual, partnership, or corporation to
practice or operate a regulated profession or
activity; and

(E) License or certificate renewal date
means the calendar day following the date a
current license or certificate expires for each
licensing period.

(2) The license renewal dates designated for
each agency assigned to the division are—

(A) Missouri State Board of Account-
ancy—
1. CPA—professional corporations,
CPA—limited liability companies, CPA—
partnerships—November 1; and
2. Certified public accountants—
October 1;

(B) Acupuncturist Advisory Committee—
July 1;

(C) Advisory Commission for Anesthesio-
logist Assistants—February 1;

(D) Missouri Board for Architects, 
Professional Engineers, Professional Land
Surveyors and Professional Landscape
Architects—
1. Architects, engineers, land survey-
ors—January 1;
2. Landscape architects—January 1; and
3. Firms/corporations—January 1;

(E) Athletic Trainer Advisory Committee—
January 31;

(F) Office of Athlete Agents—July 1;

(G) Office of Athletics—July 1;

(H) Behavior Analyst Advisory Board—
1. Behavior analysts—November 1; and
2. Assistant behavior analysts—Dec-
ember 1;

(I) Missouri State Board of Chiropractic
Examiners—March 1;

(J) State Board of Cosmetology and Barber
Examiners—October 1;

(K) The Missouri Dental Board—Dec-
ember 1;

(L) State Committee of Dietitians—April
2;

(M) Advisory Commission for Dental
Hygienists—December 1;

(N) Office of Statewide Electrical
Contractors—October 1;

(O) State Board of Embalmers and Funeral
Directors—
1. Embalmers, funeral directors—June
1;
2. Preneed providers—November 1;
3. Preneed sellers—November 1;
4. Preneed agents—December 1;
5. Funeral director preneed agents—
December 1; and

6. Funeral establishments—January 1;

(P) Endowed Care Cemeteries—Sep-
tember 1;

(Q) Board of Geologist Registration—May
1;

(R) The State Board of Registration for the
Healing Arts—February 1;

(S) Missouri Board of Examiners for
Hearing Instrument Specialists—January 1;

(T) Interior Design Council—September 1;

(U) Missouri State Committee of
Interpreters—February 1;

(V) State Committee of Marital and Family
Therapists—March 1;

(W) Board of Therapeutic Massage—
1. Massage Therapy License—February
1; and
2. Massage Therapy Business License—
February 1;

(X) The Missouri State Board of Nursing—
1. Registered nurses—May 1; and
2. Licensed practical nurses—June 1;

(Y) Missouri Board of Occupational
Therapy—July 1;

(Z) The State Board of Optometry—
November 1;

( AA) Advisory Commission for Clinical
Perfusionists—February 1;

(BB) The Missouri Board of Pharmacy—
1. Pharmacists—November 1;
2. Pharmacies—November 1;
3. Pharmacy interns—January 1;
4. Drug distributors, Drug Outsourcer,
or Third-Party Logistic Provider—November
1; and

5. Pharmacy technicians—June 1;

(CC) Advisory Commission for Physical
Therapists—February 1;

/DD Advisory Commission for Physician
Assistants—February 1;

(EE) State Board of Podiatric Medicine—
March 1;

(FF) Board of Private Investigator and
Private Fire Investigator Examiners—
1. Private investigators—May 1;
2. Private investigator agencies—June 1;
3. Agency private investigator employ-
ees—July 1;
4. Private fire investigators—May 1;
5. Private fire investigator agencies—
June 1; and

6. Agency private fire investigator
employees—July 1;

(GG) Committee for Professional
Counselors—July 1;

(HH) State Committee of Psychologists—
February 1;

(II) Missouri Real Estate Appraisers
Commission—
1. Real estate appraisers—July 1; and
2. Appraisal management companies—
July 1;

(JJ) Missouri Real Estate Commission—
1. Association, brokers, broker-associ-
ates, broker-officers, broker-partners, corpo-
rations, partnerships, inactive brokers, pro-
fessional corporation-broker salespersons,
broker-salespersons—July 1; and
2. Inactive salespersons, professional
corporation-salespersons, salespersons—
October 1;

(KK) Missouri Board for Respiratory
Care—August 1;

(LL) State Committee for Social
Workers—October 1;

(MM) Advisory Commission for Speech-
Language Pathologists and Audiologists—
February 1;

(NN) Office of Tattooing, Body Piercing,
and Branding—July 1; and

(OO) Missouri Veterinary Medical
Board—
1. Veterinarians, veterinary techni-
cians—December 1; and
2. Veterinary facilities—April 1.

(3) For the purpose of paying license renewal
fees, the following shall apply:
(A) The division will accept cashier’s checks, money orders, and personal checks. Negotiable instruments should be made payable to the appropriate licensing board. Individuals who use money orders should retain receipt of proof of purchase for at least six (6) months;

(B) The division will accept payment by credit card, as defined by section 407.432(4), RSMo, for the purpose of renewing licenses via the Internet. Payment of license renewal fees by credit card shall be restricted to renewal submitted via the Internet only;

(C) Licensees who submit checks which are returned by a bank due to insufficient funds or for similar reasons may be subject to collection or processing charges. Licensees also may be subject to civil monetary penalties or disciplinary actions imposed by the affected board;

(D) Licensees should not make payment for license renewal in cash whether in person or by mail;

(E) Renewal fees are generally nonrefundable. Overpayments may be refundable; and

(F) Where the application for renewal is not completed in a manner acceptable to the appropriate board, or the fee is not included, or the fee is inadequate, or the licensee has not met the statutory or regulatory requirements of the pertinent board, licenses may be withheld until the problem is appropriately resolved. Deposit of the fee does not indicate acceptance of the application or that any licensing requirements have been fulfilled. Licensees may be subject to additional requirements or civil monetary penalties imposed by the appropriate board.

(4) Failure to receive the application renewal forms or notice does not relieve the licensee of the obligation to renew the license to practice in a timely manner.

(5) The provisions of this rule are declared severable. If any provision fixed by this rule is held invalid by a court of competent jurisdiction, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction.