



RULES OF

Department of Commerce and Insurance

Division 2231—Division of Professional Registration Chapter 2—Designation of License Renewal Dates and Related Application and Renewal Information

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**TITLE 20 – DEPARTMENT OF COMMERCE AND
INSURANCE**

**Division 2231 – Division of Professional Registration
Chapter 2 – Designation of License Renewal Dates
and Related Application and Renewal Information**

**20 CSR 2231-2.010 Designation of License Renewal Dates
and Related Application and 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 completed 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 Commerce and Insurance;

(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 Accountancy –
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 Anesthesiologist Assistants – February 1;

(D) Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects –

1. Architects, engineers, land surveyors – January 1;
2. Landscape architects – January 1; and
3. Firms/corporations – January 1;

(E) Athletic Trainer Advisory Committee – February 1;

(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 – December 1;

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

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

(K) Committee for Professional Counselors – July 1;

(L) Missouri Dental Board – December 1;

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

(N) State Committee of Dietitians – April 1;

(O) Office of Statewide Electrical Contractors – October 1;

(P) 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;

(Q) Office of Endowed Care Cemeteries – September 1;

(R) Board of Geologist Registration – May 1;

(S) State Board of Registration for the Healing Arts – February 1;

(T) Missouri Board of Examiners for Hearing Instrument Specialists – January 1;

(U) Interior Design Council – September 1;

(V) Missouri State Committee of Interpreters – February 1;

(W) State Committee of Marital and Family Therapists – March 1;

(X) Board of Therapeutic Massage –

1. Massage Therapy License – February 1; and
2. Massage Therapy Business License – February 1;

(Y) Missouri State Board of Nursing –

1. Registered nurses – May 1; and
2. Licensed practical nurses – June 1;

(Z) Missouri Board of Occupational Therapy – July 1;

(AA) State Board of Optometry – November 1;

(BB) Advisory Commission for Clinical Perfusionists – February 1;

(CC) 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;

(DD) Advisory Commission for Physical Therapists – February 1;

(EE) Advisory Commission for Physician Assistants – February 1;

(FF) State Board of Podiatric Medicine – March 1;

(GG) Board of Private Investigator and Private Fire Investigator Examiners –

1. Private investigators – May 1;
2. Private investigator agencies – June 1;
3. Agency private investigator employees – July 1;
4. Private fire investigators – May 1;
5. Private fire investigator agencies – June 1; and
6. Agency private fire investigator employees – 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-associates, broker-officers, broker-partners, corporations, partnerships, inactive brokers, professional 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 technicians – 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 and drawn on a United States bank or financial institution. 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.

1. Payment of license fees submitted via the Internet shall include a convenience fee in the amount of seven dollars (\$7).

2. Applications for initial licensure and renewal submitted via paper shall not be assessed the convenience fee.

3. The division shall, on an annual basis, assess the fund and determine if the convenience fee is generating sufficient revenue to support the reasonable costs of maintaining the system or if it results in excess revenue beyond the need of supporting the system, and adjust the convenience fee as appropriate to ensure the revenues raised by the convenience fee do not exceed the reasonable costs of supporting the system;

(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) Fees are 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.

AUTHORITY: section 324.001, RSMo Supp. 2023. This rule originally filed as 4 CSR 231-2.010. Emergency rule filed Feb. 9, 1982, effective Feb. 19, 1982, expired May 12, 1982. Original rule filed Feb. 9, 1982, effective May 13, 1982. Amended: Filed Jan. 5, 1989, effective April 13, 1989. Emergency amendment filed June 3, 1993, effective June 13, 1993, expired Oct. 10, 1993. Amended: Filed Jan. 29, 1993, effective Sept. 9, 1993. Amended: Filed Nov. 9, 1998, effective June 30, 1999. Amended: Filed March 1, 2001, effective Aug. 30, 2001. Amended: Filed June 16, 2003, effective Dec. 30, 2003.*

*Moved to 20 CSR 2231-2.010, effective Aug. 28, 2006. Amended: Filed Dec. 7, 2007, effective June 30, 2008. Amended: Filed July 26, 2012, effective Jan. 30, 2013. Amended: Filed Sept. 5, 2013, effective Feb. 28, 2014. Amended: Filed Jan. 14, 2014, effective July 30, 2014. Amended: Filed May 4, 2018, effective Nov. 30, 2018. Amended: Filed Jan. 10, 2019, effective July 30, 2019. ** Non-substantive change filed Nov. 19, 2021, published Jan. 29, 2022. Amended: Filed May 4, 2022, effective Nov. 30, 2022. Emergency amendment filed Dec. 27, 2023, effective Feb. 15, 2024, expired Aug. 12, 2024. Amended: Filed Dec. 27, 2023, effective June 30, 2024.*

**Original authority: 324.001, RSMo 2008, amended 2009, 2016, 2018.*

***Pursuant to Executive Order 21-07, 20 CSR 2231-2.010, paragraph (2)(BB)5. was suspended from April 24, 2020 through April 12, 2021.*