# Rules of
## Department of Insurance, Financial Institutions and Professional Registration
### Division 2263—State Committee for Social Workers
#### Chapter 1—General Rules

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 CSR 2263-1.010 Definitions</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2263-1.015 General Organization</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2263-1.016 Policy for Handling Release of Public Records</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2263-1.025 Complaint Handling and Disposition</td>
<td>4</td>
</tr>
<tr>
<td>20 CSR 2263-1.030 Name and Address Change</td>
<td>4</td>
</tr>
<tr>
<td>20 CSR 2263-1.035 Fees</td>
<td>5</td>
</tr>
</tbody>
</table>
Chapter 1—General Rules

Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
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 United States Department of Education
or the Committee on Recognition of Post-
Secondary Accreditation (CORPA), 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 one (1) of the regional
accrediting commissions recognized by the United
States Department of Education or CORPA.

(B) “Applicant” means an individual sub-
mitting an application for any step in the
licensure process, including an individual
who has submitted an application for regist-
ration 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 Com-
mittee 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 rela-
tionships” 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) “Provisional licensee” means an
individual who has completed all requirements
for licensure with the exception of the super-
vised experience.

(L) “Registrant” means an individual who
has submitted an application for registration of
supervision, or an individual whose applica-
tion 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.

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

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

AUTHORITY: sections 337.600 and 337.627,
RSMo Supp. 2009.* This rule originally filed as 4 CSR

*Original authority: 337.622, RSMo 1997 amended,
1999, 2001 and 337.627, RSMo 1989, amended 1993,

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 con-
duct of the State Committee for Social Work-
ers.

(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 post-
ed in compliance with Chapter 610, RSMo,
or any other applicable law or rule.

(3) Members of the public may obtain infor-
mation 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,
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,

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 com-
pliance 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.

ROBIN CARNAHAN
Secretary of State
(3/31/10)

CODE OF STATE REGULATIONS
3
(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) If the custodian believes that requested access is not required under Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before deciding whether to deny access to the records. If contact with that office is not practicable or is impossible, the custodian may decide whether to deny access. However, in that case, the custodian shall consult with the Office of the Attorney General within five (5) working days of the decision. When access is denied, the custodian will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records and shall supply to the committee copies of the written denial. The committee shall either affirm or reverse the decision of the custodian.

(6) 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.

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 620.010.15(6), RSMo Supp. 1997.

(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, provisional licensed social worker, temporary permit holder, 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 administrative 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.


20 CSR 263-1.030 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.


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-year license) $ 60.00
      2. February–May (one and one-half (1 1/2)-year license) $ 45.00
      3. June–September (one-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 Fee $ 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.
