Rules of
Department of Economic Development
Division 115—State Committee of Dietitians
Chapter 2—Licensure Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 CSR 115-2.010 Application for Licensure/Grandfather Clause/Reciprocity</td>
<td>3</td>
</tr>
<tr>
<td>4 CSR 115-2.020 Qualifications for Licensure</td>
<td>3</td>
</tr>
<tr>
<td>4 CSR 115-2.030 Examination for Licensure</td>
<td>4</td>
</tr>
<tr>
<td>4 CSR 115-2.040 License Renewal</td>
<td>4</td>
</tr>
<tr>
<td>4 CSR 115-2.045 Inactive Status</td>
<td>4</td>
</tr>
<tr>
<td>4 CSR 115-2.050 Duplicate License</td>
<td>4</td>
</tr>
</tbody>
</table>
Chapter 2—Licensure Requirements

4 CSR 115-2.010 Application for Licensure/Grandfather Clause/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, P.O. Box 1335, Jefferson City, MO 65102, by calling (573) 522-3438 or by electronic mail (E-mail) at diet@mail.state.mo.us. The TDD number is (800) 735-2966.

(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) If the applicant is registered with the Commission on Dietetic Registration (CDR), the applicant shall submit a photocopy of his/her current registration card.

(4) All applicants including applicants for licensure by reciprocity shall request that their current registration card or other verification, as approved by the committee, from the CDR that the applicant is currently registered; or

(B) Successfully complete the academic requirements and supervised practice experience as established by the American Dietetic Association’s Commission on Accreditation/Approval of Dietetic Education (CAADE) and—

1. Achievement of passing score on the examination approved by the CDR no more than five (5) years prior to the date of application; and

2. Applicants seeking licensure by examination shall cause the CDR to report the examination score of the applicant to the committee.

(2) Any person applying for licensure pursuant to section 324.210.4, RSMo, shall either:

(A) Submit a photocopy of current registration card or other verification, as approved by the committee, from the CDR that the applicant is currently registered; or

(B) Submit college transcripts and course descriptions verifying that the applicant has graduated from an American Dietetic Association accredited curriculum and that he/she has completed an accredited American Dietetic Association internship shall be submitted to the committee.

(3) Following review of each application by the committee, the applicant shall be informed in writing of the decision regarding application for licensure. Applicants that are approved for licensure will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the committee.


4 CSR 115-2.030 Examination for Licensure

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 American Dietetic Association.

(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.


4 CSR 115-2.040 License Renewal

PURPOSE: This rule outlines the process of renewing a license.

(1) All licenses shall be renewed biennially.
   (A) All licenses shall be renewed in even numbered years and shall expire on April 1 of each even numbered year.
   (B) Each licensed dietitian shall provide the committee with a completed renewal form, issued by the committee that shall contain updated information since the preceding application/renewal period.
   (C) Renewal applications shall be mailed to the last known address of each current licensee.
   (D) Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the license in order to use the title licensed dietitian and/or L.D. and pay the required fee prior to the expiration date of the license.
   (E) Deposit of the renewal fee by the division or committee shall not indicate acceptance of the renewal application or that any licensing requirements have been fulfilled.
   (F) Renewals shall be postmarked no later than the expiration date of the license, or if the expiration date is a Sunday or federal holiday, the next day.
   (G) However, a twenty-nine (29)-day grace period is established following the date by which every licensed dietitian must renew his/her license. The committee shall cause a license to be renewed if renewal is sought and all fees paid prior to the expiration of the grace period. Failure to renew before the end of the grace period will result in the licensee paying the renewal fee and delinquent fee pursuant to rules promulgated by the committee.

2 Failure of a licensee to renew a license before the expiration date will cause the license to be noncurrent. Within two (2) years of the expiration date, the licensee may submit payment of the renewal fee, delinquent fee and provide the committee with a completed renewal form that shall contain updated information since the preceding application/renewal period.

(3) A licensee who fails to renew a license for a period more than two (2) years after the expiration of the license shall reapply for licensure under regulations in effect at the 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.


4 CSR 115-2.045 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 for four (4) years or more shall be required to provide proof from the Commission on Dietetic Registration (CDR) that the licensee has a current registration prior to returning the license to active status.


4 CSR 115-2.050 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 4 CSR 115-1.030 shall be submitted to the committee office.
