## Rules of Department of Economic Development

### Division 95—Committee for Professional Counselors

#### Chapter 1—General Rules

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4 CSR 95-1.010 Application for Licensure
(Rescinded June 30, 2005)


4 CSR 95-1.020 Fees

PURPOSE: This rule establishes the fees for the Committee for Professional Counselors.

(1) The following fees are established by the Committee for Professional Counselors and are payable in the form of a cashier’s check, personal check, or money order:

(A) Application Fee $150.00
(B) Registration of Supervision (includes educational evaluation) $100.00
(C) Change of Supervision $ 25.00
(D) Biennial Renewal $150.00
   1. Renewal received 1–60 days late $ 50.00
   2. Renewal received 61 days–2 years late $100.00
(E) Insufficient Funds Check Charge $ 25.00
(F) Fingerprint Fee Amount determined by the Missouri State Highway Patrol
(G) Educational Review $ 25.00

(2) Effective as of the date the division has its on-line renewal system in place and fully operating, the committee will accept payment by credit card or electronic check, 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.


4 CSR 95-1.030 Acceptable Agents for Exempt Categories

(Rescinded June 30, 2005)


4 CSR 95-1.040 Policy for Handling Release of Public Records

(Rescinded June 30, 2005)


4 CSR 95-1.050 Public Complaint Handling and Disposition Procedure

PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to the mandate of section 620.010.16(6), RSMo.

(1) The Committee for Professional Counselors will receive and process each complaint made against any licensed professional counselor, counselor-in-training, registered supervisor, provisionally licensed professional counselor or unlicensed individual or entity, in which a complaint alleges acts or practices constitute one (1) or more violations of the provisions of sections 337.500–337.545, RSMo or regulations governing the counseling profession. No member of the Committee for Professional Counselors may file a complaint with the committee while serving as a member unless that member is excused from further committee deliberation or activity concerning the matters alleged within that complaint. The division, division’s designated representative, or any division staff member 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: Missouri Committee for Professional Counselors, 3605 Missouri Boulevard, PO Box 1335, Jefferson...
4 CSR 95-1.060 License Renewal and Changes to License

PURPOSE: This rule provides information and the requirements regarding the annual renewal of a license and the procedure for notifying the committee of name and address changes.

(1) A licensed professional counselor, counselor-in-training, or provisional licensed professional counselor shall inform the committee in writing within thirty (30) days of a name and/or address change. If a name is changed by marriage or court order, a copy of the documentation authorizing the name change shall be submitted to the committee. No other name changes shall be accepted.

(2) A license shall be renewed on or before the expiration of the license by submitting the renewal notice and fee pursuant to 4 CSR 95-1.040(1)(D). Renewals shall be postmarked no later than the expiration date of the license to avoid the late fee as defined in 4 CSR 95-1.020(1)(D)1. and 2.

(3) Failure to receive a renewal notice shall not excuse the licensee from the requirement to renew a license as outlined in sections 337.507.2 and 337.515, RSMo.

(4) Failure to provide information for a renewal and/or failure to pay the required renewal fee by the expiration date of the license shall result in the license becoming lapsed and expired. The licensee shall be prohibited from practicing professional counseling until applying for reinstatement to the committee and paying the applicable fee(s).

(5) Any licensed professional counselor failing to renew a license on or before the license expiration date may apply to the committee for reinstatement of the license within two (2) years subsequent to the date the license expired and pay the required fee as defined in 4 CSR 95-1.020(1)(D)2. If a license is not current for more than two (2) years subsequent to the license renewal date, the former licensee shall submit a new application for licensure, comply with current licensure requirements as defined by law and regulations and pay the required fee as defined in 4 CSR 95-1.020(1)(A).