Rules of
Department of Economic Development
Division 233—State Committee of Marital and Family Therapists
Chapter 1—General Rules

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Order be conducted according to (5) Unless otherwise provided by the statutes division concerning state committee matters.
pists and making recommendations to the ing applicants, investigating complaints andceedings and perform other duties as request-keeping the minutes of state committee pro-
tative of the division shall be responsible for
(3) The director of the Division of Profes-
normal business hours (8 a.m. to 5 p.m.
any member of the general public during reg-
file shall be maintained as a public record of
members of the state committee copies of the
written denial.
(6) The custodian shall maintain a file of
public records. That file shall be maintained as a public record of the state committee open for inspection by any member of the general public during reg-
4 CSR 233-1.030 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 1994.
(1) The Division of Professional Registration, in coordination with the State Committee of Marital and Family Therapists, will receive and process each complaint made against any licensed marital and family therapist, supervised-marital and family therapist (S-MFT), applicant for licensure or supervision or unli-
censed individual or entity, in which the com-
plaint alleges certain acts or practices may constitute one (1) or more violations of the provisions of sections 337.700–337.739, RSMo Cum. Supp. 1997 or the administra-
tive rules. No member of the State Commit-
tee of Marital and Family Therapists may file a complaint with the division or state com-
mittee while holding that office, unless that member is excused from further state com-
mittee deliberation or activity concerning the matters alleged within that complaint. Any

Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT
Division 233—State Committee of Marital and Family Therapists
Chapter 1—General Rules
4 CSR 233-1.010 Committee Information—General Organization

PURPOSE: This rule describes the organization and general methods of administration and communication concerning the Missouri State Committee of Marital and Family Therapists.

(1) The purpose of the state committee is to advise the division on the regulation of the practice of marital and family therapy concerning the health, safety and welfare of the inhabitants of this state; to protect the inhab-

itants of this state from harm through the dan-
gorous, dishonest, incompetent, or the unlaw-

ful practice of marital and family therapy and to assist the division in implementing and sustaining a system for the examination and regulation of marital and family therapists and marital and family therapists under supervision for licensure (hereinafter referred to as supervised-marital and family therapist (S-MFT)).

(2) The state committee shall meet at least once a year and as frequently as the business of the division and state committee requires. Annually, the state committee shall elect a chairperson and secretary by a majority of state committee member votes and in the absence of the chairperson, the secretary shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.

(3) The director of the Division of Profes-

sional Registration or a designated represen-
tative of the division shall be responsible for keeping the minutes of state committee pro-
ceedings and perform other duties as request-
ed by the division or state committee.

(4) State committee meetings will generally consist of receiving applications, interview-
ing applicants, investigating complaints and inquiries, determining disciplinary actions regarding licensed marital and family thera-
pists and making recommendations to the division concerning state committee matters.

(5) Unless otherwise provided by the statutes or regulations, all meetings of the board may be conducted according to Robert's Rules of Order.
division staff member or the state 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: Missouri State Committee of Marital and Family Therapists, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the state 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.

(3) All complaints shall be made in writing and shall fully identify the complainant by name and address. Verbal or telephone communications shall not be considered or processed as complaints, however, the person making such communication shall be asked to supplement the communication with a written complaint. Individuals with special needs as addressed by the Americans with Disabilities Act may notify the state committee office at (573) 751-0870 for assistance. The TTY number for the hearing impaired is (800) 735-2966 through Relay Missouri and (800) 735-2466 through Voice Relay Missouri.

(4) Each complaint received under this rule shall be logged and maintained by the state committee. 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 by the state committee; a brief statement concerning the alleged acts or practices; a notation indicating the complaint resulted in its dismissal by the division or disciplinary action by the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the state 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 of the state committee or division to file a complaint with the Administrative Hearing Commission charging a licensee or S-MFT 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 state committee and whether or not any public complaint has been filed with the state 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 state committee. This rule is not deemed to protect, or inure to the benefit of those licensees, S-MFTs, or other persons against whom the state committee has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 337.700–337.739, RSMo Cum. Supp. 1997.


*Original authority 1995.

4 CSR 233-1.040 Fees

PURPOSE: This rule establishes the fees for the State Committee of Marital and Family Therapists.

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

- Application for License $225.00
- Registration of Supervision $125.00
- Examination $405.00
- Annual License Renewal Fee $175.00
  - One day to sixty (1–60) days late (an additional) $75.00
  - Sixty-one (61) days to two (2) years late (an additional) $175.00
- Endorsement to Another Jurisdiction $10.00
- Replacement Wall-Hanging $15.00
- Copy Cost (per page) $0.50
- Educational Review $50.00
- Insufficient Funds Check Fee Charge $50.00
- Change Supervision Fee $50.00
- Research Fee per hour $35.00

(2) All fees are nonrefundable.


*Original authority 1995.

4 CSR 233-1.050 Name and Address Changes

PURPOSE: This rule outlines the requirements and procedures for notifying the state committee of name and address changes.

(1) A licensed marital and family therapist or a supervised-marital and family therapist (S-MFT) shall ensure the division has the current legal name and address of the licensee or S-MFT.

(2) A licensed marital and family therapist or S-MFT whose name is changed by marriage or court order shall notify the division within thirty (30) days of the name change and provide a copy of the appropriate document verifying the name change.

(3) A licensed marital and family therapist or S-MFT whose address has changed shall inform the division of the address changes by sending a letter to the state committee’s office within thirty (30) days of the effective date of the change.

(4) Failure to receive the notice and application to renew a license shall not excuse the licensee from the requirement of section 337.712.2, RSMo Cum. Supp. 1997.


*Original authority 1995.