

## Frequently Asked Questions

### What needs to be sent with the Application for Licensure?

1. Completed application signed and notarized along with the \$50 license fee.
2. A copy of your current CDR card.
3. A letter of good standing if you have **ever** held a license (Active, Inactive or Expired) in another State. This verification must come directly from the out of state licensing board.

The Application Form may be downloaded online at [www.pr.mo.gov/dietitians.asp](http://www.pr.mo.gov/dietitians.asp)

### How long is the license valid?

*All licenses will expire on April 1<sup>st</sup> of every even numbered year.*

### How will I know when it is time to renew my license?

*The expiration date is printed on the license. All licensees will be sent a renewal form to the most current address on file with the committee office.*

### What happens if I do not receive a renewal form in the mail?

*It is the responsibility of every licensee to notify the board of any address change within 30 days. Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the license. You may contact the board office to have a renewal resent to you.*

### How much is my renewal fee?

*The renewal fee is \$20. Any renewals submitted after the 29 day grace period, following the date the license expires, will be assessed a \$50 delinquent fee.*

### What should I do if I have a name or address change?

*It is the responsibility of every licensee to notify the board of any name or address change within 30 days of the effective date of the change. For name changes, you must submit a copy of the appropriate document verifying the name change (i.e. marriage license, divorce decree or petition of name change). Address changes may be done by mailing or faxing a letter with the updated information or by completing the online address change form.*

### If my license is lost, stolen or never received how can I have it replaced?

*You may submit a written request along with the \$5 replacement fee for a duplicate license.*

The following are selected guidelines for the Scope of Practice in the clinical nutrition setting. These are based on the 2005 Scope of Practice.\*

	<b>CDM</b>	<b>DTR</b>	<b>RD,LD</b>
<b>Nutritional Assessment</b>	<b>NO</b>	<b>**</b>	<b>YES</b>
<b>Calorie Counts</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Progress Notes</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Participation in Care Planning</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Policy Development: Nutrition, Menus, Portion Control &amp; Tray Assembly</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Counseling: General Nutrition</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Counseling: Therapeutic Nutrition</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>
<b>Patient/Resident Diet History</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Screening for Risk Factors</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Documentation: Diet History</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Documentation: Therapeutic Assessment</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>
<b>Follow Up on RD/LD Recommendations</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

\*The Scope of Practice for DTRs and RDs has been revised and is to be voted on by HOD April 9-14, 2008. Please see the member site of eatright.org and select SOP 2008 for explanatory material. The focus of the changes is the supervisory and ultimate responsibility of the RD/LD.

\*\*The DTR can participate in these activities as directed by the RD/LD who holds the ultimate responsibility.

**It is important that each practitioner review the state and federal regulations that apply to their clinical setting as well as the ADA's Scope of Dietetics Practice Framework (SODPF).**