

D. Kent King
Commissioner of Education



C. Jeanne Loyd
Assistant Commissioner
Vocational Rehabilitation

Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: All MoRIS Users
FROM: Clarinda Unger, Coordinator, Client Services
DATE: April 24, 2006
RE: Division of Professional Registration

Changes are effective immediately when making payments to the various boards within the Department of Economic Development (DED), **Division of Professional Registration** (i.e. Cosmetology, Nursing, MO Real Estate Appraisers, and various other professions requiring a license, exam, or permit by the State of Missouri).

DED has notified us concerning inefficiencies in the way license renewals/applications and respective payments are being handled. In order to comply with their request, procedures are outlined below:

District Office assists clients with completing applications for licenses or exams. This includes acquiring all documentation required to be submitted as instructed in the application.

Completed applications will be mailed by the District Office to Central Office Accounting, to the attention of Casi Castrop, with a copy of the completed application placed in the case file.

District office enters a billpay for the appropriate fee(s), using vendor number I419416000B. This vendor number belongs to DED, Division of Professional Registration and ensures that payment reaches the appropriate location.

Central Office will place final approval on payments upon receipt and review of the completed application. All paperwork and payment details will be forwarded to a designated contact within DED, Division of Professional Registration.

If you have any questions please contact Casi Castrop at 573-526-7050.