

**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**  
**Division 2085—Board of Cosmetology and Barber**  
**Examiners**  
**Chapter 8—Cosmetology Instructors and Instructor**  
**Trainees**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**  
Division 2085—Board of Cosmetology  
and Barber Examiners  
Chapter 8—Cosmetology Instructors and  
Instructor Trainees

**20 CSR 2085-8.010 Registration of  
Instructor Trainees**

*PURPOSE: This rule establishes the requirements an applicant shall meet to qualify for an instructor training program.*

(1) Any person desiring to enroll as an instructor trainee shall contact the school of intended enrollment and complete an instructor trainee enrollment form supplied by the board. At least two (2) weeks prior to the anticipated commencement of the instructor trainee's program of instruction, the properly completed form shall be submitted by the school to the board and shall include or be accompanied by the following:

(A) Proof of successful completion of a twelfth grade education (diploma or General Educational Development (GED) certificate);

(B) A sworn statement by the applicant that he/she is in good physical and mental health;

(C) Two (2) United States passport photographs measuring two inches by two inches (2" × 2") that have been taken within the last five (5) years and the enrollment fee.

(2) No person shall be given credit for any training received in a school until a properly completed instructor trainee enrollment form has been received and approved by the board and an instructor trainee license is returned to the school. The applicant shall only be eligible for an instructor trainee license for the classified occupation(s) of cosmetology for which the applicant is currently licensed as an operator. If the enrollment school is not licensed to teach and instruct in all classified occupations of the trainee, the instructor trainee shall be limited to the instructor license classification of the school. The instructor trainee license shall expire on the expiration date.

(3) For the purpose of meeting the minimum requirements for examination, training completed within a school of cosmetology by an instructor trainee shall be recognized by the board for a period of no more than five (5) years from the date it is received.

(4) Change of Status. For any instructor trainee desiring to make a change to his/her original enrollment application, continue training at the time application is made for

examination or continue training beyond the expiration of the instructor trainee license, an application for change of status shall be made to the board on a form supplied by the board. The form shall be accompanied by the instructor trainee license and the enrollment fee and shall be postmarked no later than three (3) days from the effective date of the change of status. The change of status application shall include an interim certificate which shall be good for twenty (20) days from the date of application and shall be retained by the school to serve as the training license for the instructor trainee until the amended license is received from the board.

(5) Any instructor trainee applicant requesting credit for college courses in teaching methodology must submit to the board a certified transcript together with a course description certified by the administering education institution that shows the college course was primarily directed to teaching methodology. Four and one-half (4 1/2) college credit hours in teaching methodology may be substituted for three hundred (300) hours of training (one hundred (100) hours for each three (3) college credit hour course). The three hundred (300) hours will be partially reduced in proportion to college credit hours in teaching methodology of less than four and one-half (4 1/2) hours.

(6) Any instructor trainee applicant requesting credit for full-time work experience as a licensed Class CA, Class CH, Class MO or Class E shall submit to the board an affidavit of work experience completed by each employer on a form supplied by the board. Three (3) years of experience may be substituted for three hundred (300) hours of training. The three hundred (300) hours will be proportionately reduced for experience greater than six (6) months but less than three (3) years.

(7) After completing six hundred (600) hours of instructor training and successfully passing the instructor examination, an instructor may teach any of the classifications of cosmetology provided he/she possesses a current operator and instructor license in the appropriate classification(s) for which he/she desires to teach.

*AUTHORITY: sections 329.080, RSMo 2000 and 329.025.1, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005 and 329.080, RSMo 1939, amended 1945, 1949, 1959, 1978, 1979, 1981, 1989, 1995, 1997.*

**20 CSR 2085-8.020 Minimum/Maximum  
Hours Accepted**

*PURPOSE: This rule establishes the maximum and minimum daily course hours accepted for instructor trainees.*

(1) All instructor trainees shall be enrolled in a course of study of no less than three (3) hours per day and no more than twelve (12) hours per day, with a weekly total that is not less than fifteen (15) hours and no more than seventy-two (72) hours per week.

(2) Each school or public institution shall define for its own purpose what constitutes a full-time, part-time or evening instructor trainee.

*AUTHORITY: sections 329.080, RSMo 2000 and 329.025.1 and 329.040, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005; 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001; and 329.080, RSMo 1939, amended 1945, 1949, 1959, 1978, 1979, 1981, 1989, 1995, 1997.*

**20 CSR 2085-8.030 Qualifications for  
Instructor Examination**

*PURPOSE: This rule establishes the requirements an applicant shall meet in order to take the written and oral part of the examination.*

(1) Because state law requires an instructor trainee to have completed a minimum of six hundred (600) hours of instructor training before he/she will be allowed to take the examination, no instructor trainee will be scheduled to take the examination, except upon satisfactorily showing that the training requirements have been completed or that the person has been licensed three (3) or more years as a cosmetologist, manicurist, or esthetician. Instructor trainees who have been licensed three (3) or more years as a cosmetologist, manicurist, or esthetician that choose to complete additional instructor training may substitute three (3) years of experience for three hundred (300) hours of instructor training.

(2) For purposes of meeting the minimum standards necessary to sit for the examination, training completed by an instructor trainee shall be recognized by the board for a period of no more than five (5) years from the date it is received.



(3) In order to be scheduled for the instructor examination, a properly completed application must be received by the test administrator's office, along with the required fee, no less than fourteen (14) days prior to the date of the scheduled examination the applicant desires to take. Applications received after this cut-off date, and all applications received after every available space for the examination has been filled, whether that application was received prior to or after this cut-off date, shall be scheduled for the next regularly scheduled examination.

(4) Application for examination shall be made on a form provided by the test administrator. The form shall be properly completed and shall be accompanied by the following:

- (A) A certification of payment of contractual fees completed by the school on a form supplied by the test administrator; and
- (B) The instructor trainee license.

(5) The minimum passing examination scores required for licensure as an instructor are seventy-five (75) for the written examination and seventy-five (75) for the oral examination.

*AUTHORITY: sections 329.025.1, 329.085, and 329.090, RSMo Supp. 2008.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed April 3, 2009, effective Sept. 30, 2009.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.085, RSMo 1989, amended 1995, 1997, 2001; and 329.090, RSMo 1939, amended 1945, 1995, 2005.*

**20 CSR 2085-8.040 Failure of State Examination**

*PURPOSE: This rule establishes requirements for re-examination pertaining to failure of state examination.*

(1) An instructor trainee who fails the examination may reapply for an instructor trainee license under the procedure set forth in 20 CSR 2085-12.090(5) and return to school for further training.

(2) Any person desiring to reapply for the instructor examination shall be required to submit a Re-Examination Application, and his/her instructor trainee temporary permit to the test administrator's office, along with the required fee.

(3) The temporary permit issued to an instructor trainee shall be returned to the board upon failing the examination or failing

to appear for a scheduled examination. An additional permit shall not be issued to any individual and the instructor trainee may work as an instructor only after passing the state examination and receiving an instructor license.

*AUTHORITY: sections 329.025.1, 329.085.1, and 329.100, RSMo Supp. 2008.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed April 3, 2009, effective Sept. 30, 2009.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.085, RSMo 1989, amended 1995, 1997, 2001; and 329.100, RSMo 1939, amended 1945, 1995, 2005.*

**20 CSR 2085-8.050 Transfer**

*PURPOSE: This rule establishes the procedure necessary to transfer schools.*

(1) Any instructor trainee desiring to change schools shall contact the school in which he/she is currently enrolled and request termination. The school shall terminate the instructor trainee as required by 20 CSR 2085-12.090(7) within two (2) weeks of the trainee's request to be terminated. After the proper termination papers and the instructor trainee license have been received by the board, the instructor trainee may apply for enrollment with another school approved for instructor training in accordance with 20 CSR 2085-8.010(1).

(2) For the purpose of meeting the minimum requirements for examination, training completed by an instructor trainee who has transferred between schools or has had a lapse of time between enrollments in the same school shall be recognized by the board for a period of no more than five (5) years from the date it was received.

*AUTHORITY: sections 329.080, RSMo 2000 and 329.025.1 and 329.085, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005; 329.080, RSMo 1939, amended 1945, 1949, 1959, 1978, 1979, 1981, 1989, 1995, 1997; and 329.085, RSMo 1989, amended 1995, 1997, 2001.*

**20 CSR 2085-8.060 Reinstatement of Expired Instructor License**

*PURPOSE: This rule establishes the requirements for recertification of instructor license.*

(1) The holder of an expired instructor license may submit an application to reinstate that license to the board within two (2) years of the date the license expired. The application shall be on a form supplied by the board and shall be accompanied by the instructor license renewal fee plus the late fee and proof of having attended an instructor training seminar or workshop within two (2) years of the date of application which has been sponsored by a university, a Missouri vocational association or bona fide state cosmetology association specifically approved by the board and other information as the board may require.

(2) Any person who has allowed his/her instructor license to expire for a period of more than two (2) years may submit a Re-Examination Application to the test administrator's office, along with the required fee, to reinstate that license through examination. The examination shall consist of the written and oral portions. The application shall be properly completed on a form supplied by the test administrator and shall be accompanied by:

- (A) The examination fee;
- (B) Proof of his/her attendance within two (2) years of the date of application at a teacher training seminar or workshop sponsored by a university, a Missouri vocational association or bona fide state cosmetology association specifically approved by the board;
- (C) Proof of having completed at least a four (4) year high school course of study or the equivalent as determined by the Missouri State Board of Education (high school diploma or general educational development (GED) certificate); and
- (D) Proof of having completed six hundred (600) hours of instructor training as set forth in 20 CSR 2085-12.090(3) and (4).

*AUTHORITY: sections 329.025.1, 329.085.3, 329.085.6, and 329.120, RSMo Supp. 2008.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed April 3, 2009, effective Sept. 30, 2009.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.085, RSMo 1989, amended 1995, 1997, 2001; and 329.120, RSMo 1939, amended 1945, 1947, 1959, 1979, 1981, 1995, 2005.*

**20 CSR 2085-8.070 Instructor Renewal and Inactive License Requirements**

*PURPOSE: This rule establishes requirements of the statutes pertaining to renewal of instructor license.*



(1) In this section, the following terms shall mean:

(A) License—shall include certificate of registration and the term licensee shall include registrant; and

(B) Inactive license—a currently licensed “Class CA,” “Class CH,” “Class MO,” or “Class E” cosmetologist who has signed an affidavit that he/she is not practicing cosmetology in Missouri.

(2) Renewals. Every two (2) years (biennially) the renewal application for active licensees must be completed, signed, accompanied by the appropriate renewal fee, and returned to the board office prior to the expiration date of the license. The biennial instructor renewal fee shall be submitted in addition to the regular operator renewal fee.

(A) Renewal is contingent upon attending a board-approved seminar and submitting to the board proof of twelve (12) hours of attendance issued by seminar sponsors, showing the date and place of the seminar. Each licensed instructor shall be required to attend a board-approved seminar within the two (2) years immediately preceding the renewal date and shall submit evidence of attendance with the renewal application.

(B) Each instructor shall indicate on his/her instructor renewal application the school name and location where he/she is currently employed as an instructor or must state if he/she is not currently employed as an instructor.

(C) Instructors holding a Missouri license, but not teaching or residing in Missouri, may attend an approved seminar of the state in which they reside for license renewal providing the program is sponsored by a university or bona fide cosmetology association and is at least twelve (12) hours. All seminar certifications shall contain a sworn statement from that state board that the program was approved for instructor license renewal. Should the state not have continuing education requirements for instructor license renewal, then the instructor license renewal would be contingent upon attending a seminar approved by the board.

(D) Instructor licenses shall expire on September 30 of each odd-numbered year. The biennial renewal fee shall be due and payable by the expiration date and if the fee remains unpaid after that, a late fee shall be charged in addition to the renewal fee.

(E) Failure of a licensee to receive the notice and application to renew his/her license shall not excuse him/her from the requirements of section 329.120, RSMo to renew that license. A license, which has not been renewed prior to the renewal date, or

placed on inactive status, shall expire on the renewal date. Any licensee who fails to renew shall not perform or offer to perform any act for which a license is required.

(3) Inactive Licenses. An instructor may choose to place his/her license on an inactive status by signing a change in licensure status affidavit stating that he/she will not engage in the practice of instructing cosmetology in Missouri and submitting that application to the board office along with the inactive license fee. An inactive license will only be issued to individuals requesting inactive status.

(A) If an inactive instructor decides to again practice cosmetology he/she must complete a reactivation application and submit it along with the current renewal fee. Each inactive instructor shall attend a board approved seminar within the two (2) years immediately preceding the reactivation date and submit evidence of attendance with the reactivation application for each activated license.

(B) An inactive instructor is not eligible to teach while holding an inactive license and will be subject to disciplinary action if he/she teaches or offers to teach in Missouri.

(4) Approval of Instructor Seminar Training.

(A) All seminar programs must be submitted by the sponsoring university or association to the board for approval prior to the first day of the calendar year in which the seminar is scheduled to be held and no later than sixty (60) days prior to the scheduled date of the seminar. Seminar programs submitted for approval must include the following information:

1. A copy of the proposed program schedule;
2. An outline of the subject matter;
3. The identity and qualifications of the speakers or instructors; and
4. The number of hours of the presentation (minimum of twelve (12) hours required).

(B) Seminar sponsors shall be responsible for accurate attendance records and shall provide the board with an alphabetical listing of names, addresses and license numbers of those granted certificates of attendance and shall furnish evidence of attendance to the instructors showing the date and place of the seminar, signed by the sponsor secretary or chairman and shall indicate state board approved.

*AUTHORITY: sections 620.150, RSMo 2000 and 329.025.1 and 329.085, RSMo Supp.*

*2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005; 329.085, RSMo 1989, amended 1995, 1997, 2001; and 620.150, RSMo 1998.*

### **20 CSR 2085-8.080 Credit for Out-of-State Instructor Training**

*PURPOSE: This rule establishes the percentage of credit given for instructor training received outside Missouri.*

(1) Any person desiring to take the Missouri state instructor examination who has had part or all of his/her training outside of Missouri shall be given credit for all training that meets the requirements in section 329.080, RSMo and 20 CSR 2085-8.040(2).

(2) Any person not meeting the qualifications to take the state instructor examination although given credit for out-of-state training by the board will be given notice of the exact training requirements necessary to satisfy state instructor examination qualifications.

(3) Any person meeting the qualifications to take the state instructor examination by receiving credit for out-of-state training may apply for examination on a form supplied by the board and the application shall contain or be accompanied by the following:

(A) An affidavit completed by the state licensing board or the school in the state where the hours were completed which verifies the following: applicant name, school name and address, date of termination/graduation from the school, total hours earned by the individual and distribution of those hours by subjects as required by section 329.080, RSMo. The affidavit shall be completed on a form supplied by the Missouri State Board of Cosmetology and Barber Examiners and shall contain the name and title of the person completing the form, the date completed and the state board seal, school seal or notary statement. Training completed by the applicant shall be recognized by the board for a period of no more than five (5) years from the date it was received;

(B) A copy of high school diploma or general educational development (GED) certificate as proof of education. The applicant shall have an education equivalent to the successful completion of the twelfth grade;

(C) Two (2) United States passport photographs measuring two inches by two inches (2" × 2") which have been taken within the last five (5) years; and

(D) An affidavit completed by the applicant's school on a form supplied by the board



verifying that all contractual fees have been paid by the applicant.

(4) Reciprocity. Any individual who holds a current instructor license in another state, territory or the District of Columbia where the requirements are substantially equal or superior to those in force in Missouri at the time of application may apply for an instructor license without examination in accordance with the requirements of 20 CSR 2085-7.030(2).

(5) Any individual who holds a current, valid instructor license in another state, territory, the District of Columbia or foreign country, state or province where the requirements are not substantially equal to those in force in Missouri at the time of application is not eligible to obtain a Missouri instructor license by reciprocity. A “substantially equal” number of training hours is ninety-five percent (95%) or more of the training hours required in Missouri for the cosmetology instructor license requested. The individual shall be exempt from the training requirements set forth in section 329.080, RSMo and may apply to take the instructor licensure examination, provided he/she can provide to the board proof of work experience of not less than one (1) year as a cosmetology instructor within the three (3)-year period immediately preceding the application for examination. The examination shall consist of the written and oral portions of the examination and application shall be made on a form provided by the board and shall be accompanied by the following:

(A) An affidavit completed by the licensing agency verifying the instructor training completed by the applicant, that the applicant is licensed as an instructor in that state, territory, country or province and that the license is current and in good standing;

(B) An affidavit of instructor work experience completed by each employer on a form supplied by the board verifying the dates of employment as a licensed instructor;

(C) A copy of high school diploma or GED certificate (applicant shall have an education equivalent to the successful completion of the twelfth grade); and

(D) Two (2) United States passport photographs measuring two inches by two inches (2" × 2") taken within the last five (5) years.

(6) Any individual who holds a current, valid instructor license in another state, territory, District of Columbia, or foreign country, state or province where the requirements are not substantially equal to those in force in Missouri at the time of application and who

does not have instructor work experience of at least one (1) year within the three (3)-year period immediately preceding the application shall not be eligible for the Missouri instructor examination until having met training requirements set forth in section 329.080, RSMo. A “substantially equal” number of training hours is ninety-five percent (95%) or more of the training hours required in Missouri for any given classification.

(7) All foreign documents or documents not in the English language that are submitted pursuant to this rule must be certified by a board approved credential evaluating service.

*AUTHORITY: sections 329.025.1 and 329.085.5, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005 and 329.085, RSMo 1989, amended 1995, 1997, 2001.*