



Rules of
Department of Insurance,
Financial Institutions and
Professional Registration
Division 2085—Board of Cosmetology and Barber
Examiners
Chapter 7—Cosmetology Licensing

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2085—Board of Cosmetology
and Barber Examiners
Chapter 7—Cosmetology Licensing**

**20 CSR 2085-7.010 Qualifications for State
Cosmetology Examinations**

PURPOSE: This rule establishes qualifications and requirements for the state cosmetology examination.

(1) Qualifications for State Exam.

(A) No person shall be admitted to take a state examination except upon a satisfactory showing that training requirements have been completed.

(B) No training received in a school may be credited towards the fulfillment of the hours necessary in an apprenticeship program and no training received in a beauty cosmetology establishment may be credited towards the hours necessary in a school to meet the minimum requirements necessary to qualify for a state examination.

(C) For the purpose of meeting the minimum requirements for examination, training hours completed by a student or apprentice shall only be recognized by the board for a period of five (5) years from the date the board issues the relevant student or apprentice license to the person.

(D) In order to be scheduled for examination, all training hours must be completed and a properly completed application on a form supplied by the board must be received by the board within five (5) years from the date the board issued his/her student or apprentice license. The Application for Examination/Temporary Permit Form must be received in the board office 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. The Examination Scheduling Request Form, along with the examination fee, must be submitted to the test administrator's office.

(E) The minimum passing examination scores required for licensure as an operator are seventy-five (75) for the practical examination and seventy-five (75) for the written examination.

(2) Temporary Permit. An individual who has been approved to take the state examination may, at the same time, apply for a temporary permit to practice cosmetology in the specific classification for which the individual has applied for licensure. An individual operating under a temporary permit shall be under the supervision of a person currently licensed by the board in the specific classification of cosmetology in the specific classification of the temporary permit. A temporary permit issued to a student or apprentice pursuant to section 329.060, RSMo, will be terminated if the student or apprentice fails to pass an examination or fails to appear for a scheduled examination. Thereafter, the person may practice any of the classified occupations of cosmetology in Missouri only after passing a state examination and receiving a license. An additional temporary permit shall not be issued to any individual.

(3) Failure of State Exam.

(A) Any person desiring to retake an examination for any reason will be required to submit a Re-Examination Scheduling Request Form, along with the appropriate fee to the test administrator's office before being scheduled for the examination.

(B) Any person that fails any portion of the cosmetology examination three (3) times shall be required to obtain additional training of not less than forty (40) hours in each of those subjects failed, not to exceed one hundred sixty (160) hours total. The additional training shall be certified by any school of cosmetology licensed by this board. After additional training has been obtained, any person desiring to retake the examination will be required to submit a Re-Examination Notification Form to the board office. The regular examination fee, along with an Examination Scheduling Request Form, must be submitted to the test administrator's office before being scheduled for the examination. Any apprentice that desires to retake the cosmetology licensure examination shall comply with the requirements pursuant to 20 CSR 2085-7.010(3)(B).

(C) Any apprentice that fails any portion of the cosmetology examination three (3) times shall be required to obtain additional training of not less than eighty (80) hours in each of those subjects failed, not to exceed three hundred twenty (320) hours total. The additional training shall be certified by an apprentice supervisor licensed by this board. After additional training has been obtained, any person desiring to retake the examination will be required to submit a Re-Examination Notification Form to the board office. The regular examination fee, along with an

Examination Scheduling Request Form, must be submitted to the test administrator's office before being scheduled for the examination. Any apprentice that desires to retake the cosmetology licensure examination shall comply with the requirements of 20 CSR 2085-7.010(3)(B).

(4) Credit for Out-of-State or Out-of-Country Training.

(A) Any person who lawfully practiced or received training in another state or country who does not qualify for licensure without examination may apply to the board for licensure by examination. The board will evaluate the applicant's experience and training to determine the extent to which the applicant's training and experience satisfies current Missouri licensing requirements. Any person that receives credit for out-of-state training or out-of-country training but still does not meet the qualifications to take the Missouri cosmetology examination will receive notice from the board of the exact training requirements necessary to completely satisfy the state examination qualifications as set forth in Chapter 329, RSMo. The applicant for licensure under this subsection shall pay the appropriate examination and licensure fees.

1. An applicant for the Missouri cosmetology examination, as an apprentice or a student, who has obtained training hours outside Missouri, may be given credit for those training hours so long as they were received from a licensed school of cosmetology or licensed apprentice program in the other state or country.

2. For purposes of review of an application for examination from an applicant pursuant to section 329.050.2, RSMo, a school of cosmetology or an apprentice program in another state or territory of the United States, province or country shall be considered to have substantially the same requirements as an educational establishment licensed pursuant to Chapter 329, RSMo, if the board is satisfied that it has substantially the same requirements as set forth in section 329.040.3-7, RSMo, and rule 20 CSR 2085-12.050(1)(A).

(B) Any person desiring credit for training received in another state shall submit an affidavit completed by the state licensing board or the school where the hours were completed which verifies the following: applicant name; school name and address; date of termination of training; total hours earned by the student and distribution of those hours by subject for each of the subject areas required by section 329.040, RSMo or 20 CSR 2085-12.050(1)(A), for which credit is sought. The affidavit shall be completed on a form



supplied by the board and shall also 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.

(C) All foreign documents or documents not in the English language must be certified by a board approved credential evaluating service.

AUTHORITY: sections 329.025.1, 329.050, 329.060 and 329.130.2, RSMo Supp. 2007. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

**Original authority: 329.025, RSMo 2005; 329.050, RSMo 1939, amended 1945, 1949, 1961, 1981, 1989, 1995, 1996, 2001, 2005; 329.060, RSMo 1939, amended 1945, 1959, 1979, 1981, 1995, 2005; and 329.130, RSMo 1939, amended 1945, 1959, 1961, 1979, 1981, 1995, 2005.*

20 CSR 2085-7.020 Practice Outside of or Away from Cosmetology Establishments

PURPOSE: This rule establishes the licensing procedure and requirements for the practice of a licensee practicing one of the classified occupations of cosmetology, hairdressing, manicuring or esthetics outside or away from his/her principal office, place of business or employment as authorized under section 329.110.2, RSMo.

(1) As used in this rule, the following terms shall mean:

(A) Licensed cosmetology establishment means a bona fide principal office or place of business or employment, licensed by the board, which is regularly operated for the purpose of engaging in the practice of cosmetology; and

(B) Principal establishment means the location or establishment where the licensee practices as a cosmetologist fifty-one percent (51%) of the total hours per week spent by the licensee practicing cosmetology.

(2) A cosmetologist shall only provide cosmetology services in a licensed cosmetology establishment. However, a licensed cosmetologist may periodically provide cosmetology services outside of or away from a licensed cosmetology establishment, provided that, the alternate location is not the licensee's principal establishment, as defined by this rule, and the license complies with 20 CSR 2085-7.020(3) and (4).

(3) Certificate of Identification.

(A) Requirement. Each and every time a licensee provides cosmetology services to any person outside a licensed cosmetology establishment, the licensee must deliver a completed certificate of identification to the person receiving the cosmetology services. The licensee shall deliver the completed certificate of identification prior to performing any cosmetology services.

1. Every certificate of identification shall include the following information:

- A. The licensee's name;
- B. The licensee's signature;
- C. The licensee's operator license number;
- D. The expiration date of licensee's operator license;
- E. The name and post office address of the person receiving the cosmetology services; and
- F. The date the licensee delivered the certificate of identification to the person receiving the cosmetology services.

2. Any licensee may obtain a certificate of identification form from the board free of charge. A licensee may obtain this certificate of identification form upon written request to the board office. Licensees may reproduce the certificate of identification form as needed.

(B) Use of Certification of Identification. Licensees may use certificates of identification to provide only those cosmetology services that the licensee is licensed and trained to perform. All licensees performing services outside a licensed cosmetology establishment with a certificate of identification must comply with all relevant sanitation regulations governing the practice of cosmetology.

(4) Portable Kit Requirements.

(A) All supplies and implements shall be transported in an airtight container and all implements, towels and instruments shall be sterilized and wrapped or stored in individual plastic containers. All kits shall be kept clean.

(B) Sterilized implements, towels and instruments shall be kept completely separate and apart from used materials.

AUTHORITY: sections 329.025.1, 329.035 and 329.110.2, RSMo Supp. 2007. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

**Original authority: 329.025, RSMo 2005; 329.035, RSMo 1995, amended 2005; and 329.110, RSMo 1939, amended 1945, 1981, 1995, 2005.*

20 CSR 2085-7.030 Reciprocity and Out-of-State Training for Cosmetology

PURPOSE: This rule establishes the licensing procedure and requirements for reciprocal licensing for out-of-state applicants for cosmetology as authorized in section 329.130, RSMo.

(1) Reciprocity for Cosmetology Operators. Upon making application to the board, the board shall issue a Missouri certificate of registration or license without an examination to a person who has practiced cosmetology for at least two (2) consecutive years in another state, territory of the United States, or the District of Columbia. The board shall also issue a Missouri certificate of registration or license without an examination to a person who holds a current cosmetology license in another state, territory of the United States, or the District of Columbia, provided the requirements for licensure, including but not limited to the training and examination requirements therein, are substantially equal or superior to those in Missouri at the time of application. 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. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:

(A) An affidavit completed by the state licensing agency verifying the type of license held by the applicant in that state;

(B) Two (2) United States passport photographs measuring two inches by two inches (2" x 2") taken within the last five (5) years; and

(C) The cosmetology reciprocity fee.

(2) Reciprocity for Cosmetology Instructors. Upon making application to the board, the board shall issue a Missouri cosmetology instructor's license to an individual who holds a current cosmetology instructor license in another state, territory of the United States, or District of Columbia, provided the requirements for licensure, including but not limited to the training and examination requirements, are substantially equal or superior to those in force in Missouri at the time the individual files the application. 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 application shall be properly completed on a form supplied by the board and shall be accompanied by the following:



(A) An affidavit completed by the state licensing agency verifying that the applicant is licensed as an instructor in that state;

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

(C) The instructor reciprocity fee.

(3) Any reciprocity applicant requesting licensure will be required to complete an open book state law test, which will be included with the reciprocity application.

(4) Any person who does not meet the qualifications for licensure by reciprocity shall be required to meet all of Missouri's requirements for licensure as set forth in Chapter 329, RSMo, including, but not limited to, all training and examination requirements. However, upon request by the applicant, the board may waive the examination required by section 329.050.1(4), RSMo for any applicant who has previously taken the examination presently administered in Missouri, or its equivalent, and, obtained a passing score as defined by the rules of this board. Such applicant shall submit to the board a written request to waive the examination requirement by examination score endorsement and pay the examination score endorsement fee.

AUTHORITY: sections 329.080.3, RSMo 2000 and 329.025.1, 329.085.5 and 329.130, 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; 329.085, RSMo 1989, amended 1995, 1997, 2001 and 329.130, RSMo 1939, amended 1945, 1959, 1961, 1979, 1981, 1995, 2005.*

20 CSR 2085-7.040 Cosmetologist Renewal and Inactive Status Requirements

PURPOSE: This rule establishes renewal and inactive licensure requirements.

(1) As used in this rule, 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. All licenses shall expire on September 30 of each odd-numbered year. Any application postmarked after September 30 will be returned and the applicant will be required to reinstate.

(A) Any cosmetologist whose license has expired who wishes to restore the license shall make application to the board by submitting the following within two (2) years of the license renewal date:

1. Reinstatement application for renewal of licensure; and

2. The current renewal fee and the late fee, as set forth in 20 CSR 2085-7.050.

(B) 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.

(C) Any licensee who fails to renew shall not perform or offer to perform any act for which a license is required.

(3) Inactive License—A cosmetologist 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 cosmetology in Missouri and submitting that application to the board office along with the inactive license fee. An inactive license will be issued to individuals requesting inactive status. All inactive licenses shall expire on September 30 of each odd-numbered year.

(A) If an inactive cosmetologist decides to again practice cosmetology, he/she must complete a reactivation application form and submit it along with the current renewal fee.

(B) An inactive cosmetologist is not eligible to practice in Missouri and will be subject to disciplinary action if he/she practices or offers to practice in Missouri.

(4) Anyone licensed in the classified occupations of cosmetology whose license has expired more than two (2) years may reinstate that license as set forth in section 329.120, RSMo, and 20 CSR 2085-7.050.

AUTHORITY: sections 620.150, RSMo 2000 and 329.025.1 and 329.120, RSMo Supp. 2007. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

**Original authority: 329.025, RSMo 2005; 329.120, RSMo 1939, amended 1945, 1947, 1959, 1979, 1981, 1995, 2005; and 620.150, RSMo 1998.*

20 CSR 2085-7.050 Reinstatement of Expired License

PURPOSE: This rule establishes requirements for reinstatement of an expired license.

(1) The holder of an expired license to practice any of the classified occupations of cosmetology may submit an application to the board to reinstate that license 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 license renewal fee plus the late fee.

(2) Examination Required.

(A) Any person who has allowed his/her license to practice any of the classified occupations of cosmetology to expire for a period of more than two (2) years may submit an application to the board to reinstate that license by examination. The examination shall consist of the practical portion of the licensure examination. The application shall be properly completed on a form supplied by the board and shall include or be accompanied by the individual's license number, the license renewal fee and the late fee, two (2) United States passport photographs measuring approximately two inches by two inches (2" × 2") which have been taken within the last five (5) years and other information as the board may require.

(B) In order to be scheduled for examination to reinstate an expired license, the properly completed application must be received by the board along with the required fees no fewer 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.

AUTHORITY: sections 329.025.1 and 329.120, RSMo Supp. 2007. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

**Original authority: 329.025, RSMo 2005 and 329.120, RSMo 1939, amended 1945, 1947, 1959, 1979, 1981, 1995, 2005.*