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**Rules of**  
**Department of Economic**  
**Development**  
**Division 90—State Board of Cosmetology**  
**Chapter 7—Reciprocity**

<b>Title</b>	<b>Page</b>
<b>4 CSR 90-7.010</b> Reciprocity.....	3

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 90—State Board of  
Cosmetology  
Chapter 7—Reciprocity**

**4 CSR 90-7.010 Reciprocity**

*PURPOSE: The purpose of this rule is to explain reciprocal licensing provisions for out-of-state applicants.*

(1) Licensure by Reciprocity.

(A) A person who is the holder of a current license in another state which has training and examination requirements that are substantially equal to or greater than those in Missouri, at the time of application, shall be issued a Missouri certificate of registration (license) without an examination upon making application to the board. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:

1. An affidavit completed by the state licensing agency verifying the type of license held by the applicant in that state and that the license is current and in good standing;

2. Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years; and

3. The prevailing reciprocity fee.

(B) Instructors. Individuals licensed as instructors in another state, territory or District of Columbia may apply to the board for a Missouri instructor license by reciprocity provided the requirements in that state, territory or District of Columbia are substantially equal to or greater than those in Missouri at the time the application for licensure is filed and the license is current and in good standing. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:

1. An affidavit completed by the state licensing agency verifying the instructor training completed by the applicant and verifying that the applicant is licensed as an instructor in that state and that the license is current and in good standing;

2. A sworn statement by the applicant that s/he is in good physical and mental health;

3. Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years; and

4. The instructor reciprocity fee.

(C) Any person who does not meet the qualifications for licensure by reciprocity shall be required to meet the training and examination requirements of Missouri to obtain a license. If less than ninety-five per-

cent (95%) of the Missouri-required hours are met by an individual seeking reciprocity, s/he will be required to have a current license in another state, and must make application and successfully pass both written and practical portions of the Missouri state board examination. Any reciprocity applicant requesting licensure will be required to complete an open book state law test which will be included with the reciprocity application.

(2) Credit for Out-of-State Training.

(A) Any person desiring to take the Missouri state cosmetology examination who has had part or all of his/her training outside Missouri shall be given credit for all training that meets the requirements as set forth in section 329.040, RSMo or 4 CSR 90-2.010(5)(A) and 4 CSR 90-3.010(2)(C). Application shall be made on a form supplied by the board and the application shall contain or be accompanied by the following:

1. An affidavit completed by the state licensing board or the school/shop where the hours were completed which verifies the following: applicant name; school/shop name and address; date of termination/graduation from the school/shop; total hours earned by the student/apprentice; and distribution of those hours by subjects as required by section 329.040, RSMo or 4 CSR 90-2.010(5)(A). The affidavit shall be completed on a form supplied by the Missouri State Board of Cosmetology 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;

2. Copy of birth certificate or driver's license as proof of age. Applicant shall be at least seventeen (17) years of age;

3. Copy of diploma, general educational development (GED) certificate or official high school transcript as proof of education. Applicant shall have an education equivalent to the successful completion of the tenth grade;

4. Two (2) bust photographs measuring two inches by two inches (2" × 2") which have been taken within the last two (2) years; and

5. The prevailing examination fee.

(B) Any person given credit for out-of-state training not meeting the qualifications to take a state examination will be given notice of the exact training requirements necessary to satisfy state examination qualification.

(C) Any person who has completed the training requirements in another state and has failed to pass that state board examination

will not be given credit for the training or be permitted to take the Missouri state board examination until s/he satisfies the board that s/he has fulfilled one (1) of the following requirements:

1. Proof of current license obtained by examination in the state from which s/he is applying for reciprocity; or

2. Satisfactory completion of the training requirements in Missouri pursuant to section 329.130, RSMo.

*AUTHORITY: sections 329.210, RSMo Supp. 1998 and 329.230, RSMo 1994.\* This version of rule filed June 26, 1975, effective July 6, 1975. Amended: Filed Dec. 19, 1975, effective Dec. 29, 1975. Amended: Filed Nov. 9, 1981, effective Feb. 13, 1982. Amended: Filed Nov. 20, 1986, effective Feb. 12, 1987. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Dec. 14, 1995, effective June 30, 1996. Amended: Filed Oct. 1, 1996, effective March 30, 1997. Amended: Filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed Dec. 7, 1998, effective June 30, 1999.*

*\*Original authority: 329.210, RSMo 1939, amended 1945, 1945, 1981, 1987, 1993, 1995, 1998 and 329.230, RSMo 1945, amended 1981.*



**APPLICATION FOR RECIPROCITY AS REGISTERED COSMETOLOGIST**

STATE BOARD OF COSMETOLOGY

**INSTRUCTIONS PLEASE TYPE OR PRINT LEGIBLY**

Applicants who hold a current license in another state may obtain a Missouri Cosmetology License through reciprocity if the following requirements are met:

1. Applicants must submit an affidavit completed by the state licensing agency verifying the type of license held by the applicant and that the license is current and in good standing.
2. Have a notary complete notary portion at bottom of this page and affix seal.
3. Applicant must attach two bust photographs which have been taken within the last two years.
4. The reciprocity fee is \$30.00. Please make **money orders or drafts** payable to the State Board of Cosmetology.
5. Please submit all paperwork at the same time.

PLACE 1  
PICTURE  
HERE

**Please return to: Missouri State Board of Cosmetology  
P.O. Box 1062, Jefferson City, Missouri 65102  
Telephone: 573-751-1052**

I HEREBY MAKE APPLICATION FOR LICENSE BY RECIPROCITY TO PRACTICE (CHECK LICENSE DESIRED)

CLASS CA - HAIRDRESSING & MANICURING     CLASS CH - HAIRDRESSING     CLASS MO - MANICURISTS     CLASS E - ESTHETICIAN

**APPLICANT PERSONAL DATA**

APPLICANT NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_ MAIDEN \_\_\_\_\_

PERMANENT ADDRESS (STREET & NO., CITY, STATE, ZIP) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_

**LICENSE INFORMATION**

EVER HAD A MISSOURI LICENSE BEFORE?  NO  YES

IF SO, MISSOURI LICENSE NO. ► \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ DATE EXPIRED \_\_\_\_\_

**FORMAL INFORMATION**

HIGH SCHOOL ATTENDED \_\_\_\_\_

LOCATION (CITY & STATE) \_\_\_\_\_ GRADE COMPLETED \_\_\_\_\_ GRAD/ATTENDANCE DATES \_\_\_\_\_

9    10    11    12

**COSMETOLOGY EDUCATION**

SCHOOL NAME \_\_\_\_\_ CITY AND STATE \_\_\_\_\_

DATES OF ATTENDANCE (MONTH, DAY, YEAR) \_\_\_\_\_ DATE OF GRADUATION CERTIFICATION \_\_\_\_\_ TOTAL HOURS EARNED \_\_\_\_\_

DID YOU SUCCESSFULLY PASS A WRITTEN AND PRACTICAL EXAMINATION?  
 YES  NO

DATE(S) OF EXAMINATIONS WRITTEN \_\_\_\_\_ PRACTICAL \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

**NOTARY INFORMATION**

NOTARY PUBLIC EMBOSSER SEAL \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY (OR CITY OF ST. LOUIS) \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19 \_\_\_\_\_

NOTARY PUBLIC SIGNATURE \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC NAME (TYPED OR PRINTED) \_\_\_\_\_

**USE RUBBER STAMP IN CLEAR AREA BELOW.**