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**Rules of**  
**Department of Economic**  
**Development**  
**Division 90—State Board of Cosmetology**  
**Chapter 3—Students**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 90—State Board of  
Cosmetology  
Chapter 3—Students**

**4 CSR 90-3.010 Students**

*PURPOSE: This rule explains qualifications and requirements for cosmetology students.*

(1) Registration.

(A) Any person desiring to enroll in a school of cosmetology or any person desiring to enter into an apprenticeship training program, shall contact the school or shop of intended enrollment and obtain an enrollment form supplied by the board. At least two (2) weeks prior to the commencement of any program of instruction, that person shall return the completed enrollment form to the school or shop of intended enrollment and that school or shop, if the student is accepted, shall approve it and submit it to the board. The form shall be accompanied by the proper fee(s) and include the following information:

1. The applicant's name and address;
2. The name and address of the school or shop of enrollment;
3. Proof of age—birth certificate or driver's license (applicant must be seventeen (17) years of age by the time application is made for examination);
4. Proof of successful completion of the tenth grade (completion of at least ten (10) high school credits)—diploma, general educational development (GED) certification or official school transcript indicating student's name, grade level and number of credits completed;
5. Two (2) or more character references;
6. Two (2) bust photographs measuring two inches by two inches (2" × 2") which have been taken within the last two (2) years;
7. Signature of applicant; and
8. Signature of school owner/representative and school seal.

(B) No person shall be given credit for any training received by a school or shop until a properly completed student enrollment form has been received and approved by the board and a student license is returned to the school or shop. The student license shall expire on the expiration date. The expiration date will be calculated from the scheduled hours of attendance per week plus an additional fifty percent (50%) of the scheduled attendance period. A new application shall be submitted

should the student or apprentice wish to continue training beyond the expiration date.

(C) Change of Status. For any student/apprentice 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 student/apprentice 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 student/apprentice license and the enrollment application fee and shall be post-marked 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 valid for twenty (20) days from the date of application and shall be retained by the school/shop to serve as the training license for the student/apprentice until the amended license is received from the board.

(2) Qualification for State Exam.

(A) Because state law requires a student or apprentice to have completed training requirements in a school or in a shop before s/he will be allowed to take the state examination, no person will 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 shop 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 completed by a student or apprentice shall be recognized by the board for a period of no more than five (5) years from the date it is received.

(D) In order to be scheduled for examination, a properly completed application on a form supplied by the board must be received in the Jefferson City office. The Application for Examination/Temporary Permit Form must be received in the board office no less than ten (10) working days prior to the first day of each scheduled examination. 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 percent (75%) for the practical examination and seventy-five percent (75%) for the written examination.

(3) Temporary Permit. An individual operating under a temporary permit shall be under the supervision of a person licensed in 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. An additional temporary permit shall not be issued to any individual. Thereafter, the person may practice any of the classified occupations of cosmetology in Missouri only after passing a state examination and receiving a license.

(4) Failure of State Exam. Any person desiring to retake an examination for any reason 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.

(5) Transfer of Students.

(A) Any student desiring to change schools shall contact the school in which s/he is currently enrolled and request termination. The school shall terminate the student as required by 4 CSR 90-2.010(5)(D) within two (2) weeks of the student's request to be terminated. After the proper termination papers and the student license have been received by the board, the student may make application for enrollment with another school in accordance with 4 CSR 90-3.010(1) and 4 CSR 90-2.010(5)(B).

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

(C) Out-of-State Training. 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 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 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.

*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 Feb. 9, 1983, effective May 12, 1983. Amended: Filed April 13, 1983, effective July 11, 1983. Amended: Filed Feb. 10, 1984, effective May 11, 1984. Amended: Filed Oct. 14, 1986, effective Jan. 30, 1987. Emergency amendment filed Jan. 30, 1987, effective Feb. 9, 1987, expired June 9, 1987. Emergency amendment filed March 2, 1987, effective March 12, 1987, expired July 10, 1987. Amended: Filed Jan. 30, 1987, effective Jan. 1, 1988. Amended: Filed June 16, 1987, effective Aug. 27, 1987. Amended: Filed Oct. 16, 1987, effective Jan. 14, 1988. Amended: Filed Feb. 1, 1988, effective April 28, 1988. Amended: Filed March 31, 1988, effective June 27, 1988. 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 Dec. 31, 1997, effective July 30, 1998. Amended: Filed Jan. 4, 1999, effective July 30, 1999.*

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

**Op. Atty. Gen. No. 332, Casey (9-1-67).** Board of Cosmetology does not have authority to waive statutory requirement that apprentice or student be at least seventeen years of age.

**Op. Atty. Gen. No. 223, Casey (6-1-67).** A registered cosmetology school cannot require its students to pass a final examination before releasing the students' hours and allowing the students to take their state board examination. The right to a state license is not dependent only upon having the qualifications required by section 329.050, RSMo Supp. 1965, as determined by the board.

**Op. Atty. Gen. No. 16, McBrayer (2-4-65).** Local school district that desires to operate a school of cosmetology must apply for regis-

*tration and pay annual registration fee and students of such schools must be registered and pay the student license fee.*

**Op. Atty. Gen. No. 59, McBrayer (1-22-64).** Members of Board of Cosmetology cannot be compensated for conducting examinations.