
Rules of
Department of Economic
Development
Division 90—State Board of Cosmetology
Chapter 4—Beauty Shops

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 90—State Board of
Cosmetology
Chapter 4—Beauty Shops**

4 CSR 90-4.010 Shops

PURPOSE: This rule explains the licensing procedure and requirements for beauty shops.

(1) New Shops.

(A) Any person desiring to open a beauty shop in Missouri shall submit an application to the board at least thirty (30) days prior to the anticipated opening of the shop. The application shall be submitted on a form approved by the board, be accompanied by the biennial shop fee and, in addition, state the following information:

1. The name and address of the owner(s) or lessor(s) and lessee(s) where appropriate;
2. The shop's name and complete mailing address;
3. A copy of the proposed/existing facility's floor plan, including the approximate dimensions and square footage; and
4. Other information as the board shall deem necessary, relevant and reasonable.

(B) Upon receipt of a properly completed application, the board, within a reasonable time, will make a decision to approve or deny the application. In the event the board shall deny an application, the applicant shall be notified, in writing, of the specific reasons for denial.

(C) No beauty shop shall be opened in Missouri until an application on a form supplied by the board and the biennial shop fee have been received by the board and the shop facility has been inspected and approved by the board.

(2) Any licensed cosmetologist practicing the profession of cosmetology in a barber shop or in a licensed cosmetology shop other than as a shop employee must possess a current shop license as well as an operator license and shall make application in accordance with the provisions and requirements defined in sections (1), (3) and (4).

(3) License.

(A) Original Licensure. Each certificate of registration (license) for a shop issued by the board shall be valid only for the premises located at the address provided in the initial application for the shop. If at any time during the license period the physical plant or operation of the shop is moved to a new address, if ownership is transferred or a co-owner(s)

added, the license for the shop shall become void.

1. Change of location. No shop shall be opened at a new location in Missouri until a new application is received by the board accompanied by the biennial fee and the facility has been inspected and approved by the board.

2. Change of ownership. For ownership to be transferred or a co-owner(s) added, a license shall not be issued by the board until a new application has been received by the board, accompanied by the biennial fee and the shop facility has been inspected and approved by the board.

3. Deleting a co-owner. If a co-owner(s) ceases ownership of a shop, it shall be the responsibility of the shop's co-owner(s) to notify the board of this change in writing. The written notice shall serve as documentation of the change and a new application shall not be required.

(B) Delinquent Fee. A delinquent fee shall be assessed in addition to the biennial fee if a shop is opened prior to inspection and licensing by the board.

(C) Additional Operators. The minimum biennial fee for a shop shall license the shop for up to three (3) operators, including apprentices, students with temporary permits, or both. An additional fee is required for each additional operator working in the shop. If at any time during the license period the number of operators working in the shop exceeds the number of operators for which the shop is licensed, it is the responsibility of the holder(s) of the shop license to submit written notification to the board along with the fee for each additional operator.

(D) Duplicate License. If a shop license has been destroyed, lost, mutilated beyond practical usage or was never received, the holder(s) of the shop license may obtain a duplicate without a fee upon the submission of an affidavit to the board on a form provided by the board. If a shop has a name change or the owner has a name change during the license period and a revised license is desired, the holder(s) shall submit a request in writing to the board, along with the shop license currently in his/her possession and the duplicate license fee.

(E) Display of License. Shop licenses shall be posted in plain view within the shop or establishment at all times. Operator licenses, apprentice licenses or student temporary permits shall either be posted at each respective assigned work station or all posted together in one (1) conspicuous, readily accessible, central location within the shop area that will allow easy identification of the persons working in the shop by clients, board representa-

tives or the general public. Photographs taken within the last five (5) years shall be attached to operator licenses. Photographs taken within the last two (2) years shall be attached to apprentice licenses and student temporary permits.

(F) Renewal of License. All existing shops in Missouri currently possessing a shop license, on or before the renewal date, shall submit an application to the board for renewal of the license accompanied by the biennial renewal fee and in addition, provide the information required by paragraphs (1)(A)1., 2. and 4. of this rule. Renewal notices are sent out by the board as a courtesy. It is the responsibility of the holder(s) of the shop license to renew the license by the expiration date. Failure to receive a renewal notice does not relieve the holder(s) of this responsibility.

(G) Reinstatement of License. The holder(s) of a shop license which has not been renewed by the renewal date shall be required to submit a late fee in addition to the biennial renewal fee in order to reinstate the license. The holder(s) of the license for a shop which continues to operate although the license has not been renewed shall be subject to disciplinary action if the license is not reinstated within ten (10) working days following the mailing of a notice to the holder(s) or sixty (60) days from the renewal deadline, whichever is later, for operating a shop without a license.

(4) Shop Inspections. It shall be the responsibility of the holder(s) of the license for a shop to make that shop available for inspection by the board or its representative. Shops that do not have regular business hours must keep the board apprised of those times during which the shop is open and may be inspected. Failure to respond to a request by the board for a list of times during which the shop is open and available for inspection constitutes grounds for disciplinary action against the holder(s) of the salon license pursuant to section 329.140, RSMo.

(5) Apprentice Shops.

(A) Any person desiring to initiate a program of apprenticeship training in a shop shall provide to the board the following information at the same time as the necessary application for the apprentice supervisor listed in subsection (6)(A):

1. The name and address of the apprentice shop;
2. The floor plan of the apprentice shop;
3. The contract, if any, between the apprentice supervisor and the apprentice;
4. Two (2) letters of character reference for the apprentice supervisor;

5. Two (2) additional letters of reference from licensed cosmetologists affirming the apprentice supervisor's competence as a cosmetologist; and

6. An affidavit attesting that the apprentice supervisor shall personally supervise the apprentice during the apprenticeship.

(B) It shall be required for the apprentice shop to be duly inspected and approved by the board or its authorized representative prior to commencement of apprentice training.

(C) Any shop advertising the services of an apprentice, in addition, shall provide notice, in print one-half (1/2) the size of the shop name, that the apprentice is a student of cosmetology and/or manicuring.

(D) The apprentice shop shall not hold itself out as a school and shall not train/supervise more than one (1) apprentice at a time. The apprentice shop shall not accept any fee from the apprentice or any representative of the apprentice.

(E) Subjects of apprenticeship study shall conform to Columns B, C and D in 4 CSR 90-2.010(5)(A).

(F) The apprentice license shall be conspicuously posted at the appropriate station at all times and shall have a photograph attached which has been taken within the last two (2) years. The apprentice license is not transferable.

(6) Apprentice Supervisors.

(A) Any person desiring to practice as an apprentice supervisor shall have been licensed as a cosmetologist and/or manicurist in Missouri for not less than two (2) years immediately prior to application as an apprentice supervisor. Said person shall provide to the board—

1. The name and address of the apprentice to be supervised;

2. Apprentice supervisor application properly completed on a form supplied by the board;

3. Two (2) letters of character reference for the apprentice supervisor;

4. Two (2) additional letters of reference from licensed cosmetologists affirming the applicant's competence as a cosmetologist and/or manicurist;

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

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

7. An affidavit attesting that the apprentice supervisor shall be physically present at all times that his/her apprentice is receiving credited hours toward the required minimum for testing. For emergency purposes one (1)

secondary licensed cosmetologist/manicurist from the apprentice shop shall be named as acting apprentice supervisor. The acting supervisor shall not be responsible for more than a total of five percent (5%) or one hundred fifty (150) hours of supervision for a cosmetology apprentice. The acting supervisor shall not be responsible for more than a total of five percent (5%) or thirty-five (35) hours of supervision for a manicuring apprentice. The designation of an acting supervisor is limited to cases of sickness, vacation, or emergencies of the apprentice supervisor and any misuse of this privilege shall result in said supervisor's certificate revocation. The acting apprentice supervisor shall hold a current license consistent with the training of the apprentice and must be named and approved;

8. Application for a board-approved training session emphasizing teaching methodology. The session shall be eight (8) hours in length. Those apprentice supervisor applicants who currently are licensed instructors in the state of Missouri may forego the training session for becoming a supervisor; and

9. The training session fee.

A. Upon the receipt by the board of all items required by subsection (6)(A), the board shall schedule the applicant for seminar training as an apprentice supervisor.

B. Upon the successful completion of the seminar, the board shall issue the applicant a certificate as an apprentice supervisor. The apprentice supervisor certificate shall expire upon the apprentice's completion of training hours. The apprentice supervisor certificate is nontransferable and nonrenewable, unless an extension of the certificate is necessary for the apprentice to complete his/her hours. The apprentice supervisor certificate shall be conspicuously displayed within the apprentice shop with a photograph taken within the last two (2) years.

C. The apprentice supervisor shall not hold him/herself out as a school and shall not train/supervise more than one (1) apprentice at a time. The apprentice supervisor shall not accept any fee from the apprentice or any representative of the apprentice for instruction, rent, supplies, equipment or any other necessary tools for instruction.

D. The apprentice supervisor must provide the following equipment: dresserette, mannequin, manicure table and supplies, current textbook on theory, facial equipment, thermal iron, hairdressing supplies and other equipment as deemed necessary and reasonable by the board.

E. The apprentice supervisor shall submit monthly reports by the tenth day of

the following month for the apprentice in training on forms supplied by the board. Upon termination of training by the apprentice, submit to the board within two (2) weeks a properly completed termination form supplied by the board. The form shall list the total number of training hours completed by the apprentice, allocated by subject area, the date the apprentice terminated training, and shall be accompanied by the apprentice's license and any unused materials supplied by the board.

F. All previously approved apprentice supervisors applying to supervise an apprentice after September 1, 1995, shall comply with all regulations for apprentice supervisors as set forth in 4 CSR 90-4.010.

G. The apprentice supervisor has thirty (30) days to begin training of apprentice subsequent to attending the board-approved training session as referenced in 4 CSR 90-4.015.

H. The board shall grant a waiver of the training session fee and completion of a board-approved training session provided—

(I) Within the first six (6) months of the date of issuance of the apprentice supervisor certificate either party terminates the training; and

(II) The apprentice supervisor reapplies to supervise a new apprentice within the same six (6) months.

AUTHORITY: section 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 Dec. 10, 1981, effective March 11, 1982. Amended: Filed Oct. 14, 1986, effective Jan. 30, 1987. Amended: Filed June 16, 1987, effective Aug. 27, 1987. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed June 24, 1993, effective Dec. 9, 1993. Amended: Filed Nov. 30, 1994, effective May 28, 1995. Amended: Filed Dec. 14, 1995, effective June 30, 1996.*

**Original authority: 329.230, RSMo 1945, amended 1981.*

Op. Atty. Gen. No. 31, Brown (4-19-78). Barbers and cosmetologists may work in the same physical area if the area is licensed as a cosmetology shop and is subject to inspection by both the State Board of Cosmetology and the State Board of Barber Examiners.

Op. Atty. Gen. No. 412, Grant (9-16-70). Department store sales personnel who receive compensation either from the store or from the customer for combing, brushing and arranging individuals' hair in the process of

selling or servicing wigs are practicing the occupation of hairdresser and must obtain a certificate of registration from the State Board of Cosmetology. The department store in which the occupation of hairdresser is practiced must also obtain a certificate of registration from the State Board of Cosmetology.

Op. Atty. Gen. No. 58, McBrayer (5-15-64).
The board has not been authorized by statute to require a shop owner who teaches an apprentice to be a licensed instructor.

Op. Atty. Gen. No. 58, McBrayer (10-5-59).
A person who trains an apprentice in any of the classified occupations governed by the cosmetology laws of this state is not required to obtain an instructor's license to teach the classified occupations. To train an apprentice, one need only be a registered operator.

Op. Atty. Gen. No. 19, McBrayer (7-13-55).
Board of Cosmetology may not prohibit the employment of both black and white operators in the same establishment nor prohibit both white and black persons from patronizing such establishments.

Op. Atty. Gen. No. 58, McBrayer (11-13-53).
Missouri law relating to the registration of shops in which the occupation of hairdressers, cosmetologists and manicurists is practiced is not applicable to shops at Camp Crowder nor at Fort Leonard Wood in Missouri.



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
APPLICATION FOR SALON REGISTRATION

P.O. BOX 1062
JEFFERSON CITY, MISSOURI 65102
(314) 751-1052

PLEASE READ CAREFULLY

ALL FACILITIES MUST BE INSPECTED PRIOR TO START OF BUSINESS FOR ALL NEW SALONS, INDIVIDUALS LEASING SPACE IN A SALON, CHANGE OF OWNERSHIP, OR CHANGE OF LOCATION.

This application and your fee must be in our office prior to inspection. Please allow adequate mailing time for your application to reach our office before contacting your state inspector to set up a time of inspection.

Your state inspector is _____.

It is suggested that you try to reach her at _____
between 6:30 & 7:30 a.m. or after 7:00 p.m. or during the day on Monday.

IMPORTANT INFORMATION

All salon facilities must be inspected and approved by the STATE BOARD OF COSMETOLOGY **before** start of business to ensure sanitary conditions and compliance with Missouri laws, rules and regulations before a certificate of registration can be issued. Anyone who owns and operates a salon without a certificate of registration is in violation of the provisions of Section 329.045, RSMo. State Regulation 4 CSR 90-13.010 provides for a \$100.00 delinquent fee to be assessed in addition to the regular fee if a salon is opened prior to inspection and registration. Also Section 329.140, RSMo. allows the Board to file a complaint with the Administrative Hearing Commission provided by Chapter 621 requesting denial, revocation or suspension of a certificate for violation of Section 329.045, RSMo.

The biennial salon registration fee is \$30.00 for one to three operators, and \$10.00 for each additional operator or apprentice over three. The fee must accompany the completed application.

Licensed operators renting or leasing space in a salon must also obtain a salon registration. They are subject to the same inspection and the same laws, rules and regulations.

If at any time during the license period, the physical plant or operation of a salon is moved to a new address, or if ownership is changed, the certificate of registration for the salon shall become void. A new fee and application for salon registration is required and the salon will require inspection and approval by the Board before opening.

DETACH THIS PAGE FROM THE APPLICATION AND FLOOR PLAN AND RETAIN FOR YOUR RECORDS.

SANITARY REQUIREMENTS**90-11.010 Sanitation**

PURPOSE: This rule explains sanitary requirements for schools, shops and persons practicing any cosmetology occupations.

(1) Physical Facilities.

(A) **Lighting and Ventilation.** A minimum of thirty (30) footcandles light intensity shall be provided in all areas where cosmetology, hairdressing and manicuring are practiced. A minimum of five (5) footcandles must be provided in areas used for waiting rooms, storage, corridors, etc. Sufficient ventilation shall be provided to dispel odors, condensates and vapors. For this purpose, ventilating equipment such as individual fans, vents and hoods shall be provided where needed.

(B) **Floors, Walls, Ceilings, Equipment and Contents.** All floors, walls, ceilings, equipment and contents shall be constructed of washable materials and must be kept clean and in good repair at all times. Commercial type carpet may be used.

(C) **Water Supply and Waste Disposal.** All cosmetology shops and schools in cities and towns where these facilities are available, water must be obtained from the public water supply system and waste water must be drained through pipes into the public sewer system. In all towns or communities in which a public water supply or public sewer system is not available, the water must be obtained from an individual supply source approved by the Division of Environmental Quality. Waste water and sewage must be disposed of into a suitable sewage treatment device constructed and operated in a manner approved by the Missouri Clean Water Commission. Hot and cold water must be available to all lavatories and shampoo bowls. Water from the supply to the hot water faucets must be piped through a continuous water heater capable of providing an ample supply of water at not less than one hundred forty degrees Fahrenheit (140°F) at all times. All plumbing in shops and schools shall be installed in accordance with the American Standard of National Plumbing Code, ASA A-40, 8-1955. All lavatories and shampoo bowls shall be provided with soap and individual towels.

(D) **Toilet Facilities.** All shops shall provide adequate and conveniently located toilet facilities for use by patrons and operators. All schools shall provide two (2) or more restrooms to separately accommodate male and female students. All lavatories shall be provided with hot and cold running water, soap and individual towels. Floors, walls, ceilings and fixtures shall be kept clean and in good repair at all times.

(E) **Shops in Residences.** Shops located in buildings which are also used as residences must be separate and apart from living quarters by solid floor to ceiling partitions. The shop must contain the equipment used in the practice of cosmetology, hairdressing and manicuring and such equipment must be kept in the separated shop area. Beds of any description are not permitted, nor shall any room(s) equipped for beauty shops have any residential purposes. Every shop located in a building also used as a residence must have a separate entrance which shall not open off the living quarters. All shops which exist in buildings also having living quarters must have toilet facilities located separate and apart from the living quarters.

(F) **Washing Machines and Dryers.** Washing machines and clothes dryers shall be located in a separate room apart from the working area.

(2) Sanitation Requirements.**(A) Protection of the Patron.**

1. Headrests shall be covered with a clean towel or paper protector for each usage.
2. Clean towels shall be used for each patron. A closed cabinet or drawer containing a dry fumigant shall be provided for clean towels and linens.
3. Soiled towels shall be placed in a closeable, leakproof container immediately upon completion of use.
4. A new laundered towel or neck strip shall be placed around each patron's neck to prevent cape or hair cloth from touching skin.
5. Brushes and combs shall be sanitized after use on each patron.
6. The use of brush rollers is prohibited in any cosmetology school or shop.

(B) **Animals.** No animals shall be permitted in any cosmetology shop or school at any time.

(C) **Storage and Use of Powders, Creams, Emollients, etc.** Open powder boxes and common powder puffs are forbidden. Powder must be used from shakers or other similar dispensing devices. Creams, emollients, etc., shall be removed from containers with clean, sanitized spatulas or may be dispensed on a sterile cotton swab. All containers shall be covered when not in use.

(D) **Sanitizing and Storing Implements.** All implements (instruments and tools) used in cosmetology shops and schools, including scissors, clips, blades, rods, brushes, combs, etc., shall be thoroughly cleansed after each use. All implements which may come in contact directly or indirectly with the skin of the patron shall be sanitized with an approved solution having a phenol coefficient of not less than five (5). All implements shall be completely immersed in the solution, or if not capable of immersion, thoroughly dipped in the solution for a period of not less than five (5) minutes. Spray solutions may be used as approved by the Board. Implements shall either be stored in the solution or removed and stored in a dust-tight cabinet, covered container or drawer containing a dry fumigant at all times when not in use; the implement shall be permitted to air dry.

(E) **Disease Control.** No licensee within a cosmetology shop or school shall attend patrons while afflicted with a communicable disease, nor shall patrons known to have a communicable disease be attended.

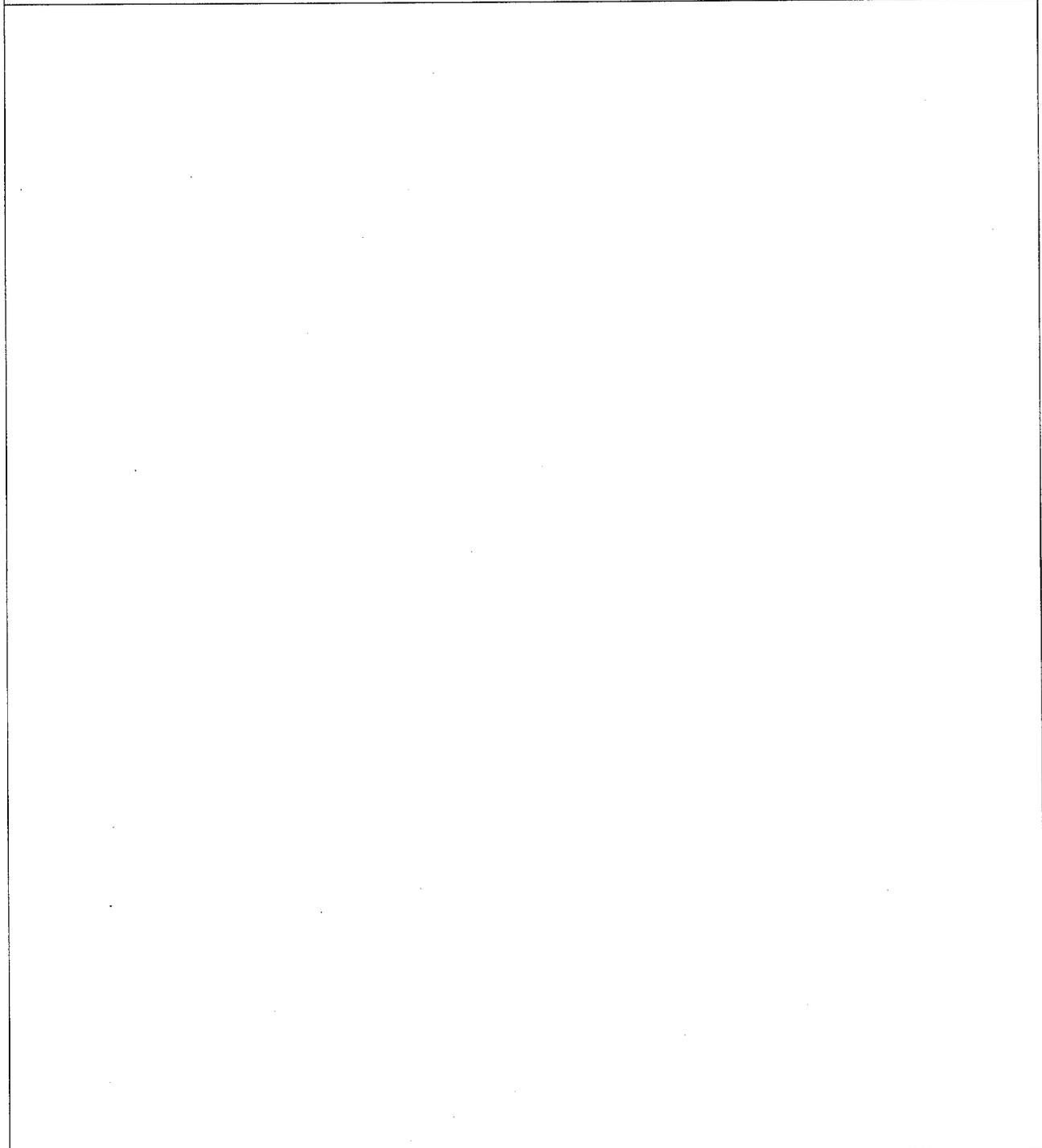
(F) **Personal Cleanliness.** Every operator, instructor or instructor trainee shall wear only washable clothing while working in a cosmetology shop or school. All students and apprentices in any school shall wear washable uniforms while in attendance.

(G) **Training Kit.** No student or apprentice shall be permitted to take his/her training kit from the school or shop while in training.

(H) **Covered Waste Receptacles.** Any cosmetology shop or school shall be required to have covered waste receptacles for the disposal of hair. Hairclippings shall be swept up and disposed of in a covered waste receptacle after each patron.

Auth: section 329.210, RSMo (cum. Supp. 1989). This version of rule filed June 26, 1975, effective July 6, 1975. Amended: Filed Dec. 19, 1975, effective December 29, 1975. Amended: Filed Oct. 14, 1986, effective Jan. 30, 1987. Amended: Filed June 16, 1987, effective Aug. 27, 1987. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990.

FLOOR PLAN

SHOP NAME	SIGNATURE OF OWNER
ADDRESS (STREET, CITY, STATE, ZIP)	
	

MO 419-0859 (12-93)



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
P.O. Box 7002, Jefferson City, MO 65102
(314) 751-1052

APPLICATION TO RENEW LICENSE
BEAUTY SHOP LICENSE

October 1, 1993 - September 30, 1995

**** EFFECTIVE JULY 1, 1989
ALL LICENSES WILL BE ISSUED FOR A TWO (2) YEAR PERIOD ****

LICENSE NO. SH

INSTRUCTIONS

1. YOUR CURRENT LICENSE EXPIRES SEPTEMBER 30, 1993. This is the application to renew your Beauty Shop license for the next two years. You may apply for your license renewal upon receipt of this notice.
FEE: \$30
 2. - This fee licenses up to and including the first three operators, apprentices or students with temporary permits working within your salon.

_____ ADDITIONAL OPERATORS - Indicate the number of additional operators, apprentices or students over the first three for which you wish to license. In addition to the basic fee of \$30, include an additional \$10 for each additional operator.
- TOTAL SHOP FEE ENCLOSED \$ _____
3. IN ORDER TO PROVIDE SUFFICIENT TIME FOR PROCESSING, PLEASE RETURN THIS RENEWAL APPLICATION WITH THE CORRECT RENEWAL FEE BY AUGUST 1, 1993.
 4. Use the enclosed envelope to return this renewal notice and renewal fee payable to MISSOURI STATE BOARD OF COSMETOLOGY. DO NOT ENCLOSE ANY OTHER CORRESPONDENCE, APPLICATIONS, OR FEES IN THE ENVELOPE.
 5. If your last name or the name of your shop has changed from that printed above, mark out and clearly print the corrected information.
 6. You may not continue to operate this beauty shop after September 30, 1993, unless you renew by the renewal date. Any renewal postmarked after September 30, 1993, will require an additional \$30.00 late fee.
 7. All fees are non-refundable.
 8. PLEASE NOTE: Any changes in ownership or location of the salon will require a new application, inspection and approval by the board. You are not eligible for renewal and you must contact the board office at (314) 751-1052 to be informed of the necessary procedure.

Please carefully read the instructions on this renewal application and sign your legal name below.

Signature: _____ Date: _____

**A LICENSE WILL NOT BE ISSUED WITHOUT THE CORRECT FEE STATED ABOVE AND
SUBMISSION OF THIS PROPERLY COMPLETED FORM
PLEASE ALLOW 60 DAYS FOR THE PROCESSING OF YOUR RENEWAL LICENSE**



STATE OF MISSOURI
 STATE BOARD OF COSMETOLOGY
APPLICATION FOR CERTIFICATE OF IDENTIFICATION

P.O. BOX 1062
 JEFFERSON CITY, MISSOURI 65102
 (314) 751-1052

FOR OFFICIAL USE ONLY		
INSTRUCTIONS		
<p>This information is required pursuant to Chapter 329, RSMo., which governs the State Board of Cosmetology in Missouri. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information will be used for licensing.</p> <p>▶ PLEASE TYPE OR PRINT ◀</p>		
NAME OF SALON SPONSORING YOU	SALON TELEPHONE	
SALON ADDRESS (STREET/ROUTE/BOX NO., CITY, STATE, ZIP CODE)	COUNTY	
SHOP OWNER OR MANAGER	BEGINNING DATE	
APPLICANT NAME	HOME TELEPHONE	
APPLICANT ADDRESS (STREET/ROUTE/BOX NO., CITY, STATE, ZIP CODE)		
IMPORTANT INFORMATION		
<p>Before beginning practice outside of or away from a licensed salon all salon facilities and portable kits must be inspected and approved by the STATE BOARD OF COSMETOLOGY to ensure sanitary conditions and compliance with Missouri laws, rules and regulations before a Certificate of Identification can be issued. Anyone who owns and operates a salon without a certificate of registration is in violation of the provisions of Section 329.045, RSMo. 4 CSR 90-13.010 provides for a \$100.00 delinquent fee to be assessed in addition to the regular fee if a salon is opened prior to inspection and registration. Also Section 329.140, RSMo. allows the Board to file a complaint with the Administrative Hearing Commission provided by Chapter 621 requesting denial, revocation or suspension of a certificate for violation of Section 329.045, RSMo.</p> <p>In order to be eligible to work on a Certificate of Identification you must be employed and sponsored by the registered shop as your principal (51% of the time) place of business. The Certificate of Identification is only valid for the original location and applicant and is not transferable. The required biennial fee of \$30.00 must accompany the completed application and affidavits.</p> <p>If at any time during the license period, the physical plant or operation of a salon is moved to a new address, or if ownership is changed, the Certificate of Identification shall become void. It is the responsibility of the applicant to contact the Board for information on the necessary procedure.</p> <p>CONTACT _____ FOR A TIME OF INSPECTION.</p>		
AMOUNT ENCLOSED \$ _____	SIGNATURE OF APPLICANT 	DATE _____
<input type="checkbox"/> CHECK <input type="checkbox"/> M.O.		

MO 419-0858 (4-91)

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STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
CHAPTER 4 - BEAUTY SHOPS AND PRACTICE
OUTSIDE OF OR AWAY FROM BEAUTY SHOPS

4 CSR 90-4.020

90-4.020 Practice Outside of or Away from Beauty Shops.

PURPOSE: This rule explains the licensing procedure and requirements for the practice of a licensee practicing one of the classified occupations of cosmetologist, hairdresser, or manicurist outside of or away from his or her principal office, place of business, or employment as authorized in § 329.110.2, RSMo (1986).

- (1) As used in this rule, the following terms shall mean:
 - (A) "Sponsor Shop" means a licensed shop, principal office, or place of business or employment, employing the services of, or responsible for appointments for services of, or where the operator license of the holder of a Certificate of Identification is displayed, and where the portable kit is available for inspection by the Board.
 - (B) "Licensed Shop" means a bona fide principal office, place of business or employment, licensed by the Board, which is regularly operated for the purpose of engaging in the practice of Cosmetology.
 - (C) "Principal", as used in the preceding two (2) definitions, means the place where the licensee is employed the majority of the time (no less than 51% of total hours per week employed).
- (2) Certificate of Identification.
 - (A) Issuance: Upon written request to the office, a licensee may be issued a Certificate of Identification authorizing his/her lawful practice in a place other than a licensed shop. To obtain the certificate the licensee shall:
 - (1) Be the holder of a current license issued by the State Board of Cosmetology in accordance with § 329.020, RSMo (1986);
 - (2) Provide documentation of current employment in a shop licensed by the State Board of Cosmetology in accordance with § 329.045, RSMo (1986); and
 - (3) Attest by affidavit that services be provided only in a health care facility, or in the residence or office of the individual receiving services, and that in no instance shall the services be performed in the residence of the licensee.
 - (B) Retention: The Certificate of Identification shall remain with the Sponsor Shop owner or manager at all times, except when work is being performed outside the shop. It is the Sponsor Shop's manager/owner's responsibility to ensure that the licensee who holds this certificate conforms to all health and safety precautions.
- (3) Hospitals, Nursing Homes or similar Health Care Facilities:
 - (A) A person licensed in accordance with § 329.020, RSMo (1986), may provide professional cosmetology services to patients or residents in hospitals, nursing homes or health care facilities, or on persons requiring home care arising from physical or mental disabilities, provided the licensee is sponsored by a licensed shop where the portable kit is to be available for inspection by the Board. In addition, all supplies and implements shall be transported to and from the facility in an airtight container containing an active fumigant, and all implements, towels, and instruments shall be sterilized and wrapped or stored in individual plastic containers. Sterilized implements, towels, and instruments shall be kept completely separate and apart from used materials.
 - (B) The Board prohibits persons licensed in accordance with § 329.020, RSMo (1986), from contracting with, being employed by, or being provided space, or leasing space from a nursing home, hospital, or similar health care facility for the purpose of establishing a bona fide place of business for the purpose of practicing cosmetology without a shop license.



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
CERTIFICATE OF IDENTIFICATION AFFIDAVIT

LICENSEE NAME	OPERATOR LICENSE NO.
SHOP NAME	SHOP LICENSE NO. SH
SHOP ADDRESS	

I, the above named licensee, being duly sworn on my oath state:

1. I intend to practice outside of or away from a registered beauty shop, pursuant to 329.110.1, RSMo, and 4 CSR 90-4.020.
2. My license to practice as a cosmetologist, hairdresser and/or manicurist is number above.
3. I am using shop identified above as a sponsor shop, as that term is defined in 4 CSR 90-4.020 (1)(A).
4. I attest that the services which I will provide will be only in a health care facility or in the residence or office of the individual receiving services, and that in no instance will I perform services in my residence.
5. I will make myself and my equipment available at my sponsor shop for regular inspection by an inspector for the State Board of Cosmetology on each (circle one) Monday, Tuesday, Wednesday, Thursday, Friday of each week.
6. I will keep my equipment and myself in a clean and sanitary condition at all times so as to guard against the spread of contagious or infectious diseases.
7. I attest that I will work within the sponsor shop at least 51% of the time as required by the Board.
8. Whenever I practice as a cosmetologist, hairdresser and/or manicurist outside of or away from a registered beauty shop, pursuant to 329.110.2, RSMo, and 4 CSR 90-4.020, I will deliver to each person in my care my Certificate of Identification.

MUST BE SIGNED IN PRESENCE OF NOTARY	SIGNATURE OF SHOP OWNER/MANAGER	
	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

MO 419-0858 (4-91)

C



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
SPONSOR SHOP AFFIDAVIT

SHOP OWNER/MANAGER NAME	OPERATOR LICENSE NO. (IF ANY)
SHOP NAME	SHOP LICENSE NO. SH
NAME OF LICENSEE TO BE SPONSORED BY THIS SHOP	OPERATOR LICENSE NO.

I, the above named shop owner/manager, being duly sworn on my oath state:

1. I am owner/manager of the shop identified above.
2. I have agreed to allow the licensee named above to operate as a cosmetologist, hairdresser, and/or manicurist who is employed by me to use my registered beauty shop as a "sponsor shop" as that term is defined in 4 CSR 90-4.020 (1)(A).
3. I will make my shop available for the needs of said licensee, who will be practicing outside of or away from a registered beauty shop pursuant to 329.110.2, RSMo, and 4 CSR 90-4.020.
4. I will make my shop available during working hours for the State Board of Cosmetology to enter and inspect not only my shop, but the equipment which said licensee will use in his/her practice pursuant to 4 CSR 90-4.020.
5. I attest that it is my responsibility to ensure that the licensee who holds a Certificate of Identification, issued pursuant to 329.110.2, RSMo, and 4 CSR 90-4.020, conforms to all health and safety precautions.
6. I attest that the licensee will work within my shop at least 51% of the time as required by the Board.
7. I attest that the equipment which the licensee will use in his/her practice pursuant to 4 CSR 90-4.020 will be available for inspection on each (circle one) Monday, Tuesday, Wednesday, Thursday, Friday of each week.

NOTARY PUBLIC EMBOSSEER SEAL	STATE		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF		19
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	USE RUBBER STAMP IN CLEAR AREA BELOW
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
P.O. Box 7002, Jefferson City, MO 65102
(314) 751-1052

**APPLICATION TO RENEW LICENSE
CERTIFICATE OF IDENTIFICATION**

October 1, 1993 - September 30, 1995

FEE: \$30.00

**** EFFECTIVE JULY 1, 1989**

ALL LICENSES WILL BE ISSUED FOR A TWO (2) YEAR PERIOD **

LICENSE NO. **SH**

INSTRUCTIONS

1. YOUR CURRENT LICENSE EXPIRES SEPTEMBER 30, 1993. This is the application to renew your Certificate of Identification for the next two years. You may apply for your license renewal upon receipt of this notice.
2. Your Certificate of Identification allows you to practice part-time outside of or away from your sponsor shop. To maintain this certificate the licensee must practice in the sponsor shop the majority of the time (no less than fifty-one percent (51%) of total hours per week employed).
3. IN ORDER TO PROVIDE SUFFICIENT TIME FOR PROCESSING, PLEASE RETURN THIS RENEWAL APPLICATION WITH THE CORRECT RENEWAL FEE BY AUGUST 1, 1993.
4. Use the enclosed envelope to return this renewal notice and renewal fee of \$30.00, payable to MISSOURI STATE BOARD OF COSMETOLOGY. DO NOT ENCLOSE ANY OTHER CORRESPONDENCE, APPLICATIONS, OR FEES IN THE ENVELOPE.
5. If your last name or your sponsor shop's name has changed from that printed above, mark out and clearly print the corrected information.
6. You may not continue to practice cosmetology outside of or away from your sponsor shop after September 30, 1993, unless you renew by the renewal date. Any renewal postmarked after September 30, 1993, will require an additional \$30.00 late fee.
7. All fees are non-refundable.

Please carefully read the instructions on this renewal application and sign your legal name below.

Signature: _____ Date: _____

**A LICENSE WILL NOT BE ISSUED WITHOUT THE CORRECT FEE STATED ABOVE AND
SUBMISSION OF THIS PROPERLY COMPLETED FORM
PLEASE ALLOW 60 DAYS FOR THE PROCESSING OF YOUR RENEWAL LICENSE**



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
APPLICATION FOR DUPLICATE SHOP OR SCHOOL LICENSE

P.O. BOX 1062
JEFFERSON CITY, MO 65102
(314) 751-1052

INSTRUCTIONS **TYPE OR PRINT**

This form is to be completed by all license holders requesting a duplicate license.

CHECK APPROPRIATE BOX:

- NO FEE DUPLICATE:** I certify that my original shop/school license has been destroyed, lost, mutilated beyond practical usage, or was never received, and is not in my possession. (I further understand that if at any time the original license should come into my possession, I will return the duplicate license to the Missouri State Board of Cosmetology.)
- \$5.00 DUPLICATE:** I have in my possession my original shop/school license and wish to make a change to this license. I am submitting to the Board my original shop/school license along with this completed application indicating the change (s) and \$5.00 money order. **(THIS DOES NOT APPLY TO A CHANGE OF OWNERSHIP OR LOCATION.)**

LICENSE TYPE

CHECK APPROPRIATE BOX:

- SHOP** **CERTIFICATION OF IDENTIFICATION** **SCHOOL**
(Allows practice away from licensed shop)

LICENSEE INFORMATION

SHOP OR SCHOOL NAME		TELEPHONE NUMBER
ADDRESS (NUMBER AND STREET, ROUTE, BOX NUMBER, CITY, STATE, ZIP CODE.)		
COUNTY		LICENSE NUMBER
APPLICANT NAME (FIRST, MIDDLE, LAST)		HOME TELEPHONE NUMBER
LICENSED COSMETOLOGIST, HAIRDRESSER OR MANICURIST? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES,	LICENSE NUMBER	SOCIAL SECURITY NUMBER

MUST BE SIGNED IN PRESENCE OF NOTARY	LICENSEE SIGNATURE	DATE
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NOTARY PUBLIC EMBOSSER OR BLACK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF _____ 19	USE RUBBER STAMP IN CLEAR AREA BELOW	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

MO 419-1952 (1-93)



MISSOURI STATE BOARD OF COSMETOLOGY
APPRENTICE ENROLLMENT APPLICATION

A P

APPROVAL DATE	INSPECTOR'S INITIALS
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INSTRUCTIONS

THIS FORM MUST BE USED TO ENROLL ALL APPRENTICES IN A SHOP, INCLUDING NEW AND TRANSFERS. PLEASE PROVIDE THE ADDITIONAL INFORMATION AS REQUIRED FOR YOUR APPRENTICE TYPE ALONG WITH THIS COMPLETED APPLICATION (REFER TO X'ED BOXES AT RIGHT).

	NEW	TRANSFER
1. COPY OF BIRTH CERTIFICATE (PREFERRED) OR DRIVERS LICENSE FOR PROOF OF AGE.	X	
2. PROOF OF EDUCATION (MUST HAVE SUCCESSFULLY COMPLETED 10TH GRADE WITH AT LEAST 10 HIGH SCHOOL CREDITS); PHOTOCOPY OF DIPLOMA(S), TRANSCRIPT(S), OR GED CERTIFICATION.	X	
3. TWO PHOTOGRAPHS MEASURING APPROXIMATELY 2" x 2".	X	
4. \$25.00 ENROLLMENT FEE.	X	X
5. STATE INSPECTOR MUST DATE AND INITIAL THIS APPLICATION.	X	X

TO BE COMPLETED BY APPLICANT

1. NAME (FIRST, MIDDLE, LAST) _____ 2. SOCIAL SECURITY NUMBER _____

3. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

4. DATE OF BIRTH: MO. DAY YEAR _____ 5. TELEPHONE NUMBER _____ 6. EDUCATION: CIRCLE LAST GRADE COMPLETED (8 9 10 11 12 GED) _____ 7. YEAR LAST GRADE WAS COMPLETED _____

8. SCHOOL WHERE LAST GRADE WAS COMPLETED _____ 9. SCHOOL ADDRESS (CITY AND STATE) _____

10. CHARACTER REFERENCES

NAME	ADDRESS (STREET, CITY, STATE, ZIP)
a. _____	_____
b. _____	_____

11. IF ANSWERS TO QUESTIONS 1, 2, OR 3 ARE YES, PLEASE EXPLAIN. YES NO

HAVE YOU

1. EVER BEEN ENROLLED IN A MISSOURI COSMETOLOGY SCHOOL? YES NO

2. EVER BEEN AN APPRENTICE IN A MISSOURI COSMETOLOGY SHOP? YES NO

3. EVER BEEN LICENSED AS A COSMETOLOGIST, HAIRDRESSER OR MANICURIST IN MISSOURI OR ELSEWHERE? YES NO

12. EXPLANATION _____

I HEREBY MAKE APPLICATION TO ENROLL IN THE FOLLOWING COSMETOLOGY SHOP

13. COSMETOLOGY SHOP NAME _____ 14. SHOP LICENSE NUMBER _____ CURRENT LICENSE POSTED? YES NO YEAR: _____

15. SHOP ADDRESS _____ 16. SHOP TELEPHONE NUMBER _____

17. APPRENTICE SUPERVISOR _____ 18. LICENSE NUMBER _____ CURRENT LICENSE POSTED YES NO YEAR: _____

19. SUBSTITUTE SUPERVISOR _____ 20. LICENSE NUMBER _____ CURRENT LICENSE POSTED YES NO YEAR: _____

21. FOR THE FOLLOWING COURSE

COSMETOLOGY, HAIRDRESSING WITH MANICURING FULL-TIME

COSMETOLOGY AND HAIRDRESSING PART-TIME

MANICURING ONLY EVENING

22. PLEASE INDICATE THE NUMBER OF HOURS ATTENDING EACH DAY

SUNDAY		WEDNESDAY		FRIDAY	
MONDAY		THURSDAY		SATURDAY	
TUESDAY					

23. I HEREBY SWEAR AND AFFIRM THAT THIS APPLICATION IS COMPLETE AND THE ANSWERS SET FORTH ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND I MUST BE REGISTERED WITH THE MISSOURI STATE BOARD OF COSMETOLOGY AND I WILL NOT BE ALLOWED CREDIT FOR SHOP ATTENDANCE UNTIL I HAVE BEEN ISSUED AND THE SHOP RECEIVES MY APPRENTICE LICENSE.

APPLICANT SIGNATURE ► _____

TO BE COMPLETED BY SHOP OWNER

24. THE ABOVE-NAMED APPLICANT HERewith MAKES APPLICATION FOR ENROLLMENT INTO MY SHOP WITH AN ANTICIPATED START DATE OF _____ OR UPON RECEIPT OF THE APPRENTICE LICENSE, **WHICHEVER IS LATER**. WE HEREBY CERTIFY THAT THIS APPLICATION HAS BEEN COMPLETED TO THE BEST OF OUR KNOWLEDGE.

25. NAME OF SHOP _____ 26. SIGNATURE OF OWNER OR MANAGER _____ DATE _____



MISSOURI STATE BOARD OF COSMETOLOGY
APPRENTICE MONTHLY TIME REPORT

FOR MONTH OF	YEAR
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INSTRUCTIONS

1. THIS FORM IS TO BE USED FOR REPORTING THE NUMBER OF HOURS EARNED BY EACH APPRENTICE FOR EACH MONTH.
2. THE ORIGINAL COPY (WHITE) MUST BE SUBMITTED BY THE 10TH OF THE FOLLOWING MONTH TO THE ADDRESS BELOW.
3. RETAIN THE SECOND PAGE (YELLOW) FOR YOUR RECORDS AND GIVE THE STUDENT THE PINK COPY.

MISSOURI STATE BOARD OF COSMETOLOGY, P.O. BOX 1062, JEFFERSON CITY, MO 65102

APPRENTICE INFORMATION

NAME OF SALON
ADDRESS
NAME OF APPRENTICE
APPRENTICE HOME ADDRESS

HOURS ACCUMULATED INFORMATION

INDICATE THE NUMBER OF HOURS ACCUMULATED FOR EACH SUBJECT LISTED BELOW.

SUBJECT	HOURS REQUIRED	HOURS EARNED THIS MONTH	TOTAL HOURS TO DATE
SHAMPOOING OF ALL KINDS	80		
HAIR COLORING, BLEACHES AND RINSES	260		
HAIR CUTTING AND SHAPING	260		
PERMANENT WAVING AND RELAXING	250		
HAIR SETTING, PIN CURLS, FINGERWAVES, THERMAL CURLING	450		
COMBOUTS AND HAIR STYLING TECHNIQUES	210		
SCALP TREATMENTS AND SCALP DISEASES	60		
FACIALS, EYEBROWS AND ARCHES	80		
MANICURING, HAND AND ARM MASSAGE, AND TREATMENT OF NAILS	220		
COSMETIC CHEMISTRY	50		
SALESMANSHIP AND SHOP MANAGEMENT	20		
SANITATION AND STERILIZATION	60		
ANATOMY	40		
STATE LAW	20		
MISCELLANEOUS LECTURES AND TEST REVIEW	940		
TOTAL HOURS	3,000		

APPRENTICE INSTRUCTOR	DAYS ABSENT	WRITTEN EXAM GRADE
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STATE OF MISSOURI
BOARD OF COSMETOLOGY

MANICURING APPRENTICE MONTHLY TIME REPORT

FOR MONTH OF	YEAR
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INSTRUCTIONS

1. THIS FORM IS TO BE USED FOR REPORTING THE NUMBER OF HOURS EARNED BY EACH APPRENTICE FOR EACH MONTH.
2. THE ORIGINAL COPY (WHITE) MUST BE SUBMITTED BY THE 10TH OF THE FOLLOWING MONTH TO THE ADDRESS BELOW.
3. RETAIN THE SECOND PAGE (YELLOW) FOR YOUR RECORDS AND GIVE THE STUDENT THE PINK COPY.

RETURN COMPLETED FORM TO: MISSOURI STATE BOARD OF COSMETOLOGY
P.O. BOX 1062
JEFFERSON CITY, MO 65102

APPRENTICE INFORMATION

NAME OF SALON
ADDRESS (STREET, CITY, STATE, ZIP CODE)
NAME OF APPRENTICE
APPRENTICE HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)

HOURS ACCUMULATED INFORMATION

INDICATE THE NUMBER OF HOURS ACCUMULATED FOR EACH SUBJECT LISTED BELOW.

SUBJECT	HOURS REQUIRED	HOURS EARNED THIS MONTH	TOTAL HOURS TO DATE
MANICURING, HAND AND ARM MASSAGE, AND TREATMENT OF NAILS	440		
SALESMANSHIP AND SHOP MANAGEMENT	40		
SANITATION AND STERILIZATION	40		
ANATOMY	20		
STATE LAW	20		
MISCELLANEOUS LECTURES AND TEST REVIEW	140		
TOTAL HOURS ►	700		

APPRENTICE INSTRUCTOR SIGNATURE	DAYS ABSENT	WRITTEN EXAM GRADE
▶		

MO 419-1682 (10-89)

DISTRIBUTION: WHITE/STATE BOARD CANARY/SHOP PINK/APPRENTICE

4 CSR 90-4.020 Practice Outside of or Away from Beauty Shops

PURPOSE: This rule explains the licensing procedure and requirements for the practice of a licensee practicing one of the classified occupations of cosmetologist, hairdresser or manicurist outside or away from his/her principal office, place of business or employment as authorized in section 329.110.2, RSMo.

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

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

(B) Principal shop means the shop where the licensee is employed the majority of the time (no less than fifty-one percent (51%)) of the total hours per week employed.

(2) Certificate of Identification.

(A) Requirement. Each and every time a licensee provides cosmetology services to any person outside a licensed salon, the licensee must deliver a completed certificate of identification to 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 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 form certificate of identification from the board free of charge. A licensee may obtain this form certificate of identification upon written request to the board office. Licensees may reproduce the form certificate of identification as needed.

(B) Use. 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 salon with a certificate of identification must comply with all relevant sanitation regulations governing the practice of cosmetology.

(3) Portable Kit Requirements.

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

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

(4) The board prohibits persons licensed in accordance with section 329.020, RSMo, from contracting with, being employed by or being provided space or leasing space from a nursing home, hospital or similar health care facility for the purpose of establishing a bona fide place of business for the purpose of practicing cosmetology without a shop license.

AUTHORITY: sections 329.110.2, RSMo Supp. 1999 and 329.230, RSMo 1994. Original rule filed Dec. 7, 1983, effective March 13, 1984. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Rescinded and readopted: Filed March 15, 2000, effective Sept. 30, 2000.*

**Original authority: 329.110.2, RSMo 1939, amended 1945, 1981, 1995 and 329.230, RSMo 1945, amended 1981.*