
Rules of
Department of Economic
Development
Division 90—State Board of Cosmetology
Chapter 13—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 90—State Board of
Cosmetology
Chapter 13—General Rules**

4 CSR 90-13.010 Fees

PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 329, RSMo.

(1) The following application fees hereby are established by the State Board of Cosmetology:

(A) Operator Reciprocity Fee	\$ 50.00
(B) Duplicate License Fee	\$ 10.00
(C) Operator Renewal Fee	\$ 50.00
(D) Late Fee	\$ 30.00
(E) Instructor License/Renewal Fee	\$ 30.00
(F) Instructor Reciprocity Fee	\$ 38.00
(G) Operator Reinstatement Fee	\$ 80.00
(H) Student/Instructor Trainee Enrollment Fee	\$ 15.00
(I) Apprentice Enrollment Fee	\$ 15.00
(J) Apprentice Supervisor Application Fee	\$ 75.00
(K) Certification/Affidavit of Licensure, Training Hours, Examination Scores	\$ 10.00
(L) School License/Renewal Fee	\$500.00
(M) Salon License/Renewal Fee (up to and including three (3) operators)	\$100.00
(N) Additional Operator Fee	\$ 10.00
(O) Delinquent Fee (opening a shop without registering before opening)	\$100.00
(P) Handling Fee (Any uncollectible check or other uncollectible financial instrument)	\$ 25.00
(Q) Inactive License Fee	\$ 30.00

(2) All fees are nonrefundable.

(3) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

(4) All licenses shall be renewed biennially and shall expire on September 30 of each odd-numbered year.

(5) Checks or other financial instruments returned to the board as uncollectible shall be turned over to the prosecuting attorney's office and the licensee shall be required to pay a handling fee in addition to submitting replacement funds to the board.

(6) Payment of any copy/printout fees and search fees may be required before any information will be provided.

AUTHORITY: sections 329.110, RSMo 2000 and 329.210, RSMo Supp. 2001. Emergency rule filed July 1, 1981, effective July 11, 1981, expired Nov. 11, 1981. Original rule filed July 1, 1981, effective Dec. 11, 1981. Emergency amendment filed April 13, 1982, effective April 23, 1982, expired Aug. 12, 1982. Amended: Filed April 13, 1982, effective July 11, 1982. Emergency rescission filed May 12, 1983, effective May 22, 1983, expired Sept. 19, 1983. Emergency rule filed May 13, 1983, effective May 23, 1983, expired Sept. 20, 1983. Rescinded: Filed May 13, 1983, effective Sept. 11, 1983. Readopted: Filed May 13, 1983, effective Aug. 11, 1983. Emergency amendment filed Feb. 9, 1984, effective Feb. 19, 1984, expired June 18, 1984. Amended: Filed Feb. 9, 1984, effective May 11, 1984. 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. Emergency amendment filed April 16, 1991, effective April 26, 1991, expired Aug. 14, 1991. Amended: Filed April 2, 1991, effective Sept. 30, 1991. Emergency amendment filed Aug. 5, 1991, effective Aug. 15, 1991, expired Dec. 12, 1991. Amended: Filed June 30, 1993, effective Dec. 9, 1993. Amended: Filed Dec. 14, 1995, effective June 30, 1996. Amended: Filed May 31, 1996, effective Dec. 30, 1996. Amended: Filed Dec. 12, 1996, effective July 30, 1997. Amended: Filed July 27, 1998, effective Jan. 30, 1999. Amended: Filed Jan. 4, 1999, effective July 30, 1999. Amended: Filed March 15, 2000, effective Sept. 30, 2000. Amended: Filed Dec. 1, 2000, effective May 30, 2001. Amended: Filed Dec. 9, 2002, effective June 30, 2003.*

**Original authority: 329.110, RSMo 1939, amended 1945, 1981, 1995 and 329.210, RSMo 1939, amended 1945, 1945, 1949, 1981, 1987, 1993, 1995, 1998, 2001.*

4 CSR 90-13.020 Reinstatement of Expired License

PURPOSE: This rule explains the 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 and other information as the board may require.

(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) bust photographs measuring approximately two inches by two inches (2" × 2") which have been taken within the last two (2) 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 in the Jefferson City office along with the required fees no fewer 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.

AUTHORITY: section 329.230, RSMo 1994. Original rule filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Dec. 14, 1995, effective June 30, 1996.*

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

4 CSR 90-13.030 Certification of Licensure, Training Hours, Exam Scores, or any Combination of These

PURPOSE: This rule explains the procedure necessary to obtain a certification of licensure, training hours or examination scores.

Any licensee desiring a certification/affidavit of his/her licensure, training hours, examination scores, or any combination of these, shall submit to the board a written request which contains the licensee's name, address, license number and signature. The request shall be submitted with the required fee in the form of a cashier's check or money order.

AUTHORITY: section 329.230, RSMo 1986. Original rule filed Aug. 2, 1990, effective Dec. 31, 1990.*

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

4 CSR 90-13.040 Duplicate License

PURPOSE: This rule explains the procedure necessary to obtain a duplicate license.

(1) No license issued by the Board of Cosmetology may be photocopied or reproduced in any way. Valid duplicate licenses may only be obtained from the board's office.

(2) If a cosmetology license has been destroyed, lost, mutilated beyond practical usage or was never received, the licensee must obtain a duplicate license from the board. The licensee may choose one (1) of the following options:

(A) The licensee may appear and present the duplicate license fee established in 4 CSR 90-13.010; or

(B) The licensee may appear and present a notarized affidavit stating that the license has been destroyed, lost, mutilated beyond practical usage, or was never received. No fee is required with this option.

(3) To obtain a duplicate license under either of the options in section (2), a licensee must personally appear at the board's office in Jefferson City. Directions to the office may be obtained by contacting the board office. In addition to his/her appearance at the board office, a licensee must produce the following items:

(A) One (1) form of identification as described in 4 CSR 90-13.060; and

(B) Two (2) bust photographs of the licensee measuring approximately two inches

by two inches (2" × 2") which have been taken within the last two (2) years.

(4) If a licensee recovers the original license after obtaining a duplicate license in accordance with this regulation, the licensee shall mail the original license to the board office within ten (10) days.

AUTHORITY: section 329.230, RSMo 1994. Original rule filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed June 8, 1999, effective Dec. 30, 1999.*

**Original authority: 329.320, RSMo 1945, amended 1981.*

4 CSR 90-13.050 Renewal, Inactive Status, and Reactivation Requirements for Cosmetologists and Instructors

PURPOSE: This rule provides information to cosmetologists licensed in Missouri regarding renewal of that 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 s/he 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.

(3) Inactive License—A cosmetologist and/or instructor may choose to place his/her license on an inactive status by signing a change in licensure status affidavit stating that s/he 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 and/or instructor decides to again practice cosmetology s/he must complete a reactivation application and submit it along with the current

renewal fee. It is the responsibility of each licensed instructor to attend a board approved seminar within the two (2) years immediately preceding the reactivation date and ensure that evidence of attendance accompanies the change in licensure status affidavit for each activated license. The board reserves the right pursuant to section 329.100, RSMo, to direct any such applicant to take an examination to reactivate.

(4) Any inactive cosmetologist is not eligible to practice in Missouri and will be subject to disciplinary action if s/he practices or offers to practice in Missouri. Any inactive instructor is not eligible to teach while holding an inactive license and will be subject to disciplinary action if s/he teaches or offers to teach in Missouri.

(5) Failure of a licensee to receive the notice and application to renew his/her license shall not excuse him/her from the requirements of sections 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.

(6) Anyone in classified occupations of cosmetology 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:

(A) An application for renewal of licensure;

(B) The current renewal fee and the late fee, as set forth in 4 CSR 90-13.010.

(7) Anyone in 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 4 CSR 90-13.020.

AUTHORITY: sections 329.210, RSMo Supp. 2001 and 329.230, RSMo 2000. Original rule filed Jan. 4, 1999, effective July 30, 1999. Amended: Filed Dec. 9, 2002, effective June 30, 2003.*

**Original authority: 329.210, RSMo 1939, amended 1945, 1945, 1949, 1981, 1987, 1993, 1995, 1998, 2001 and 329.230, RSMo 1945, amended 1981.*

4 CSR 90-13.060 Requirement of Identification

PURPOSE: This rule explains the requirement that all licensees must have on their person a form of state identification while providing any cosmetology service.

(1) All licensees must possess or obtain one (1) of two (2) forms of state identification. The first acceptable form of identification is an automobile driver's license from any state. The second acceptable form of identification is a Missouri state identification card. Missouri state identification cards may be obtained at any revenue office throughout the state.

(2) All licensees must carry one (1) of these forms of identification with them at all times when providing any professional cosmetology services. Licensees must immediately produce one (1) of these forms of identification upon demand to any board inspector, to the board or its representative.

AUTHORITY: section 329.230, RSMo 1994. Original rule filed June 8, 1999, effective Dec. 30, 1999.*

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

4 CSR 90-13.070 Change of Name and Mailing Address

PURPOSE: This rule requires a license holder to provide the board with a current name and mailing address.

(1) A licensee shall ensure that the office has their current legal name and address.

(A) A licensee whose address has changed shall inform the office of the address change within thirty (30) days of the effective date.

(B) A licensee whose name is changed by marriage or court order shall notify the office in writing within thirty (30) days of the name change and provide a copy of the appropriate documents verifying the name change.

AUTHORITY: sections 329.120 and 329.230, RSMo 2000 and 329.210, RSMo Supp. 2001. Original rule filed Nov. 30, 2001, effective June 30, 2002.*

**Original authority: 329.120, RSMo 1939, amended 1945, 1947, 1959, 1979, 1981, 1995; 329.210, RSMo 1939, L. 1945, amended 1945, 1949, 1981, 1987, 1993, 1995, 1998, 2001; 329.230, RSMo 1945, amended 1981.*