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**Rules of**  
**Department of Economic**  
**Development**  
**Division 90—State Board of Cosmetology**  
**Chapter 2—Cosmetology Schools**

<b>Title</b>	<b>Page</b>
<b>4 CSR 90-2.010</b> Schools .....	3
<b>4 CSR 90-2.020</b> Manicuring Schools.....	14
<b>4 CSR 90-2.030</b> Esthetic Schools .....	14

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 90—State Board of  
Cosmetology  
Chapter 2—Cosmetology Schools**

**4 CSR 90-2.010 Schools**

*PURPOSE: This rule explains the licensing procedure and requirements for schools of cosmetology.*

(1) License Period. The license period for schools of cosmetology shall run concurrently with other certificates of registration (licenses) of the State Board of Cosmetology. All school licenses shall be renewed biennially and expire on September 30 in every odd numbered year.

(2) New Schools.

(A) Any person desiring to open a school of cosmetology (for Class CA, Class CH, Class MO, and/or Class E) in Missouri shall submit an application to the Board of Cosmetology at least sixty (60) days prior to the anticipated opening date of that facility. The application shall be on a form approved by the board and shall contain the following information:

1. Name and address of the owner(s) or lessor(s) and lessee(s) where appropriate;
2. The school's complete mailing address;
3. A copy of the proposed facility's floor plan, giving approximate dimensions and square footage;
4. A list of the proposed equipment and training supplies by quantity and type;
5. A list of the proposed school rules;
6. The requisite fee;
7. A brief description of the course curriculum, including the number of credit hours or similar units of measure to be assigned to each subject area;
8. The maximum enrollment allowed for the facility based on square footage;
9. A copy of the student contract; the student contract shall require a notice to the student that no less than one thousand five hundred (1500) hours of training in a licensed school or no less than one thousand two hundred twenty (1220) hours of training in a licensed public vocational-technical school are required for cosmetology and no less than three hundred ninety (390) hours of training in any licensed school are required for manicuring and no less than seven hundred fifty (750) hours training in any licensed school are required for estheticians for that student to be eligible to sit for the State Board of Cosmetology examination;

10. The name and address of each licensed instructor to be employed; provided, any school having only one (1) instructor per twenty-five (25) students in addition shall state the name and address of a substitute instructor who will be available to it;

11. Two (2) or more letters of reference for the applicants; and

12. 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 arrange an appointment at the next regularly scheduled meeting of the board to discuss the proposed school provided, however, the application is received by the board no less than ten (10) working days before the next meeting. If the application is received less than ten (10) working days before the next meeting, then an appointment will be scheduled at the following meeting to discuss the proposed school. After the meeting between the applicant and the board, but no later than ninety (90) days after the board's receipt of the properly completed application, a decision of the board to preliminarily approve or deny a license for the proposed facility will be made. If the board decides not to preliminarily approve the application, the applicant will be promptly notified in writing of the specific reasons for denial. Final approval of a school by the board will be made upon final inspection and approval of the proposed facility. After final approval is given by the board, a license will be sent to the applicant. No school of cosmetology shall be opened in Missouri prior to receipt of its license from the board.

(3) Existing Schools. Each holder of a valid, current license to operate a school of cosmetology in Missouri, on or before the renewal date, shall submit an application for renewal of the school license and shall accompany it with the biennial renewal fee and shall state the information required in paragraphs (2)(A)1., 2., 5., 7.—10. and 12. of this rule.

(4) School License.

(A) Each license for a school of cosmetology issued by the board shall be valid only for the premises located at that address and board-approved ownership as provided in the initial application for the school. If at any time during the license period, the physical plant or operation of a school is moved to a new address, if ownership is transferred, or if substantial interest fifty-one percent (51%) or more of a partnership or corporation is altered in a way as to affect the registered ownership, then the license for the school shall become void. It shall be the responsibility

of the holder of the license of the school to notify the board of any changes.

1. If there is to be a change in a substantial interest of a partnership or corporation which affects the registered ownership, the owner(s) shall make application in accordance with 4 CSR 90-2.010(2).

2. If there is to be a change in a minority interest of a partnership or corporation which does not affect the registered ownership, it shall be the responsibility of the holder(s) of the school license to submit a sworn affidavit to the board as notification of the change and to supply a full listing of partners/shareholders and ownership percentages of each.

3. If the physical plant or operation of a school is to be moved to a new address, it shall be the responsibility of the holder(s) of the school license prior to reopening at the new location to—submit an application for change of location on a form supplied by the board accompanied by a floor plan of the new facility giving dimensions and square footage, the school's license and the duplicate license fee; have the new facility inspected and approved by the board; and have received the license from the board for the new facility.

4. If the name of a school is to be changed by the owner(s), the change may be made on the renewal application for the school or, if at any time during the license period, the owner(s) shall submit a change of name request on a form supplied by the board, accompanied by the school's license and the duplicate license fee.

(B) The holder(s) of a school 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 a school license failing to reinstate the license within ten (10) working days following the mailing by certified mail of notice to the holder(s) shall be subject to disciplinary action, shall terminate all students enrolled in the school as set forth in subsection (5)(D) of this rule and may reapply for a school license in accordance with the provisions of section (2) of this rule.

(C) Any school voluntarily terminating its operation shall inform the board in writing prior to the anticipated closing date and in addition, properly terminate its students as set forth in subsection (5)(D) of this rule, return all unused materials supplied by the board and supply the board with an address and telephone number where an authorized representative of the school can be contacted for additional information after the closing of the school.



(5) School Requirements.

(A) Minimum Training Requirements.

1. The subjects and the minimum hours in each subject for the cosmetology programs in private schools and for the esthetician and manicuring programs in all schools are set forth in section 329.040, RSMo.

2. All public vocational-technical schools of cosmetology in Missouri shall provide a minimum of one thousand two hundred twenty (1220) hours of training for cosmetology over a period of not less than six (6) months in the appropriate subjects. The subjects and the minimum hours in each are listed in Column A, paragraph (5)(A)3.

3. All programs of apprenticeship training in Missouri shall provide a minimum of three thousand (3000) hours of training for cosmetology, a minimum of fifteen hundred (1500) hours of training for esthetician, or a minimum of seven hundred eighty (780) hours of training for manicuring. The subjects and the minimum hours in each are listed in Columns B, C, and D in this paragraph.

Subject	Column A	Column B	Column C
	Vo-Tech Student	Cosmetologist Apprentice	Manicurist Apprentice
1. Shampooing of all kinds	40	80	
2. Hair coloring, bleaches and rinses	130	260	
3. Hair cutting and shaping	130	260	
4. Permanent waving and relaxing	150	250	
5. Hair setting, pin curls, fingerwaves, thermal curling	230	450	
6. Combouts and hair styling techniques	105	210	
7. Scalp treatments and scalp diseases	30	60	
8. Facials, eyebrows and arches	40	80	
9. Manicuring hand and arm massage, and treatment of nails	110	220	440
10. Cosmetic chemistry	25	50	
11. Salesmanship and shop management	10	20	40
12. Sanitation and sterilization	30	60	40
13. Anatomy	20	40	20
14. State law	10	20	20

Subject	Column A	Column B	Column C
	Vo-Tech Student	Cosmetologist Apprentice	Manicurist Apprentice
15. Study of the use and application of certain chemicals			80
16. Misc. lectures and test review	160 1220	940 3000	140 780

Subject	Column D
	Esthetician Apprentice
1. Facials, cleansing, toner, massaging	240
2. Makeup application, all phases	200
3. Hair removal	60
4. Body treatments, aroma therapy, wraps	240
5. Reflexology	70
6. Cosmetic sciences, structure, condition, disorder	170
7. Cosmetic chemistry, products and ingredients	150
8. Salon management and salesmanship	110
9. Sanitation and sterilization, safety	90
10. State law	20
11. Misc. lectures and test review	150 1500

(B) It shall be the responsibility of the holder of the license to operate a school to submit student enrollment forms to the board at least two (2) weeks prior to the anticipated commencement of a student's studies. The application shall be on a form approved by the board, be properly completed and accompanied by the appropriate fee(s). No student shall receive any credit for training received at a school until the application is received and approved by the board and the student license is returned to the school. The student license shall be conspicuously displayed with a photograph taken within the last two (2) years and is not transferable.

(C) Every school in Missouri shall employ and have present during regular school hours a minimum of one (1) licensed instructor for every twenty-five (25) students enrolled and scheduled to be in attendance for a given class period. Any school which has only one (1) regular instructor employed and present during regular school hours shall submit proof to the board that a substitute instructor will be available to that school to assume continuous, uninterrupted instruction. Satisfactory proof will be demonstrated by a contract of agreement, an affidavit or other evidence found to be adequate and trustworthy.

(D) It shall be the responsibility of the holder of the license to operate a school, within two (2) weeks of the termination of training by any of the school's students, to submit to the board a properly completed termination form for the student. The termina-

tion shall be on a form provided by the board and shall contain or be accompanied by the following information: the name and address of the student; the number of training hours completed by the student, allocated by subject area; the date of the student's termination; the school seal; a certification of payment/nonpayment of contractual fees completed by the school on a form provided by the board and the student license. The phrase, training hours, is defined as the number of hours a student was in attendance at the school and for which time the school kept a record of those hours for instruction or training.

(6) Floor Space Required. Every school of cosmetology which may teach all the classified occupations of cosmetology in Missouri shall have a minimum of two thousand (2000) square feet for classroom, clinic and supportive areas. Schools which have an enrollment of twenty (20) or fewer students shall have a minimum of one thousand two hundred fifty (1250) square feet for clinical instruction and a minimum of five hundred (500) square feet allocated for classroom instruction. Additional floor space required for additional students over twenty (20) shall be no less than fifty (50) square feet for each additional student.

(7) Minimum Equipment and Training Supplies. All schools of cosmetology in Missouri shall have on hand and maintain in good working condition at all times the following equipment and training supplies:

- (A) One (1) large dispensary;
- (B) Twenty (20) lockers;
- (C) Two (2) or more restrooms to separately accommodate male and female students;
- (D) A metal fire-resistant and locking filing cabinet for school and student records;
- (E) Sixteen (16) dresserettes, mirrors and chairs;
- (F) Ten (10) hair dryers and chairs;
- (G) Two (2) facial chairs;
- (H) One (1) heat cap;
- (I) Sterilizers.

1. Five (5) large wet sterilizers or individual wet containers in each station of the clinic that are large enough to cover combs and brushes (each shall contain a wet sterilizing agent).

2. Three (3) dry sterilizers or individual dry containers in each station of the clinic that are large enough to hold combs and brushes clear and free of unsterilized items and tools.

3. All kits shall contain sterilizing agents;

(J) Six (6) shampoo bowls equipped with hot and cold running water plus chairs;



(K) Cold wave equipment sufficient for twenty (20) permanents on all sized rods;

(L) Five (5) thermal irons;

(M) Four (4) manicure tables, stools and manicure equipment sets;

(N) First-aid facilities;

(O) Visual aids on the circulatory system, bones, muscles, nerves, anatomy, pH scale and history of hair and nails;

(P) One (1) complete visual aid teaching system;

(Q) One (1) large blackboard;

(R) Sanitary drinking facilities;

(S) One (1) time clock for student hours;

(T) Twenty (20) mannequins plus working tables for same;

(U) A reference library for students containing the following suggested materials: textbooks on the theory in cosmetology for each student, textbooks on shop management and buying, textbooks on psychology of salesmanship, a collegiate dictionary, a beauty culture dictionary, trade magazines and other materials as deemed necessary and reasonable by the State Board of Cosmetology;

(V) A janitor's closet for all cleaning supplies;

(W) One (1) large closeable sanitary container for clean towels;

(X) One (1) large closeable container for soiled towels;

(Y) One (1) closeable container for hair clippings; and

(Z) Individual student kit materials for each student enrolled which shall include thermal equipment and other equipment as deemed necessary and reasonable by the State Board of Cosmetology.

(8) Advertising. Any school advertising prices for work or services shall indicate in the advertisement that work is performed by students.

(9) Instruction.

(A) To insure the adequate preparation of its students, every school shall allow its instructors to perform only bona fide demonstration on members of the general public. A bona fide demonstration is one performed for the instruction of students where one (1) or more students actually observe or participate in the work being performed by the instructor.

(B) No portion of a student's minimum training requirements may be obtained in course work or demonstrations outside the school of his/her enrollment unless a specific request for such a program of instruction is submitted to the board office by the school on a form supplied by the board and approval is given

prior to the requested program. The executive director of the board may approve up to three (3) valid field trip requests, after which time further requests will be considered by the board at its regularly scheduled board meeting. Requests received less than ten (10) working days prior to the next meeting shall be placed on the agenda for the following meeting. The request for a program of instruction shall include: the place, date and time of the activity, the objective of the activity; the person/organization conducting the activity; the number of students to attend the activity and the names of the instructor(s) to supervise the activity. The required ratio of instructor supervision shall be maintained and student attendance at the activity verified. Credit shall not be given for time in transit to and from the activity.

(10) Supervision. Every holder of the license to operate a school shall be responsible to provide continuous and adequate supervision of the school's students by licensed instructors at all times during regular school hours. The holder(s) of the school license shall employ and have present in the school a competent licensed instructor for every twenty-five (25) students enrolled and scheduled to be in attendance for a given class period. Instructor trainees shall not be counted as licensed instructors for purposes of meeting this requirement and under no circumstances shall an instructor trainee be left solely in charge of the school.

(11) Open to Inspection. Every school licensed by the board shall be open to inspection by members or representatives of the board during normal working hours or at reasonable times as requested by the board.

*AUTHORITY: section 329.230, RSMo 1994. \* This version of rule filed June 26, 1975, effective July 6, 1975. Amended: Filed Feb. 24, 1982, effective June 11, 1982. 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 Aug. 31, 1987, effective Nov. 12, 1987. Amended: Filed April 1, 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 Jan. 26, 1994, effective July 30, 1994. Amended: Filed Aug. 15, 1994, effective Feb. 26, 1995. Amended: Filed Dec. 14, 1995, effective June 30, 1996. Amended: Filed July 27, 1998, effective Jan. 30, 1999.*

*\*Original authority 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 17 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 examinations. The right to a state license is not dependent upon the completion of any school's course, but 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 registration and pay annual registration fee and students of such schools must be registered and pay the student license fee.*

*Op. Atty. Gen. No. 12, Blackwell (2-4-65). Use of brush rollers brought into a cosmetology shop or school by a patron to be used solely and exclusively upon the head of that patron is not prohibited.*

*Op. Atty. Gen. No. 58, McBrayer (5-15-64). Board of Cosmetology may issue the following reasonable regulations: 1) prescribing the course of study in a licensed school, 2) prescribing the minimum floor space for obtaining and keeping a school license, 3) requiring advertising by schools to be nondeceptive so that work done by students must be advertised as such, 4) prescribing a reasonable examination for applicants for school licenses, 5) prohibiting the use of brush curlers in licensed schools and shops if it is impracticable to keep them sanitary or making reasonable sanitary requirements. The board has not been authorized by statute to make the following regulations: 1) prohibiting a licensed school owner from having a licensed shop, 2) requiring a shop owner who teaches an apprentice to be a licensed instructor.*



STATE OF MISSOURI  
BOARD OF COSMETOLOGY  
**APPLICATION TO OPEN A SCHOOL OF COSMETOLOGY**

1. THIS APPLICATION IS FOR (CHECK):

A.  NEW SCHOOL

B.  EXISTING SCHOOL

CHANGE OF OWNERSHIP       CHANGE OF NAME

CHANGE OF LOCATION       INSTRUCTOR TRAINING APPROVAL

2. INFORMATION ON THE EXISTING SCHOOL

PRESENT NAME OF SCHOOL	SCHOOL LICENSE NUMBER
PRESENT ADDRESS (STREET, CITY, STATE, ZIP)	
PRESENT OWNER'S NAME	TELEPHONE NUMBER (      )
IS THE EXISTING SCHOOL APPROVED FOR NATIONAL ACCREDITATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST DATE APPROVED:	
DOES THE EXISTING SCHOOL LICENSE, OR OTHER LICENSES CONNECTED THEREWITH, i.e., OWNERS, INSTRUCTORS, ETC., HAVE ANY VIOLATIONS, COMPLAINTS OR PROBATIONARY ACTION PENDING WITH THE MISSOURI STATE BOARD OF COSMETOLOGY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN:	

**NEW SCHOOL AND OWNERSHIP INFORMATION**

NAME OF SCHOOL		
SCHOOL ADDRESS (STREET, CITY, STATE, ZIP)		
OWNER OF SCHOOL <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	COUNTY	SCHOOL TELEPHONE NUMBER (      )
ANTICIPATED SCHOOL OPENING DATE	NEW SCHOOL LICENSE NUMBER (OFFICE USE ONLY)	DATE SCHOOL INSPECTED FOR OPENING (OFFICE USE ONLY)

**IF OWNED BY INDIVIDUAL**

NAME OF OWNER	DATE OF BIRTH
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)
HOME ADDRESS (STREET, CITY, STATE, ZIP)	TELEPHONE NUMBER (HOME) (      )

**IF OWNED BY PARTNERSHIP (IF PARTNERSHIP CONSISTS OF MORE THAN TWO PARTNERS, LIST THOSE ON A SEPARATE SHEET)**

PARTNER NAME	DATE OF BIRTH
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)
HOME ADDRESS (STREET, CITY, STATE, ZIP)	TELEPHONE NUMBER (HOME) (      )

PARTNER NAME	DATE OF BIRTH
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)
HOME ADDRESS (STREET, CITY, STATE, ZIP)	TELEPHONE NUMBER (HOME) (      )

**IF OWNED BY CORPORATION**

NAME OF CORPORATION	TELEPHONE NUMBER (      )
ADDRESS (STREET, CITY, STATE, ZIP)	

OFFICERS OF CORPORATION		
PRESIDENT NAME		TELEPHONE NUMBER (HOME) (     )
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)	DATE OF BIRTH 
ADDRESS (STREET, CITY, STATE, ZIP)		
VICE-PRESIDENT NAME		TELEPHONE NUMBER (HOME) (     )
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)	DATE OF BIRTH 
ADDRESS (STREET, CITY, STATE, ZIP)		
SECRETARY NAME		TELEPHONE NUMBER (HOME) (     )
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)	DATE OF BIRTH 
ADDRESS (STREET, CITY, STATE, ZIP)		
TREASURER NAME		TELEPHONE NUMBER (HOME) (     )
SOCIAL SECURITY NUMBER	COSMETOLOGY/INSTRUCTOR LICENSE NO. (IF APPLICABLE)	DATE OF BIRTH 
ADDRESS (STREET, CITY, STATE, ZIP)		

LIST THE THREE (3) MAJORITY STOCKHOLDERS AND PERCENTAGE OF STOCK OWNED		
1. NAME	DATE OF BIRTH 	SOCIAL SECURITY NUMBER
ADDRESS (STREET, CITY, STATE, ZIP)	% STOCK OWNED	TELEPHONE NUMBER (     )
2. NAME	DATE OF BIRTH 	SOCIAL SECURITY NUMBER
ADDRESS (STREET, CITY, STATE, ZIP)	% STOCK OWNED	TELEPHONE NUMBER (     )
3. NAME	DATE OF BIRTH 	SOCIAL SECURITY NUMBER
ADDRESS (STREET, CITY, STATE, ZIP)	% STOCK OWNED	TELEPHONE NUMBER (     )

MO 419-1498 (8-95)



**INSTRUCTOR(S) WHO WILL BE ON STAFF** (IF ADDITIONAL INSTRUCTORS NEEDED, LIST ON SEPARATE SHEET WITH THE REQUIRED INFORMATION.)

LICENSE NO.	NAME	ADDRESS (STREET, CITY, STATE, ZIP)

SUBSTITUTE - IF ONLY ONE INSTRUCTOR IS LISTED ABOVE, A SUBSTITUTE MUST BE ON STAFF AND LISTED BELOW.

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- INDICATE WHAT COURSE(S) TO BE OFFERED BY SCHOOL:
- CLASS CA - HAIRDRESSING & MANICURING
  - CLASS CH - HAIRDRESSING
  - CLASS MO - MANICURIST
  - CLASS E - ESTHETICIAN
  - INSTRUCTOR TRAINING (IT)

INDICATE TIME SCHEDULE OF COURSES TO BE OFFERED BY SCHOOL

FULL-TIME		PART-TIME (DAY)		EVENING		INSTRUCTOR TRAINING	
FROM	TO	FROM	TO	FROM	TO	FROM	TO

- INDICATE WHAT DAYS SCHOOL WILL BE OPEN:
- MONDAY
  - TUESDAY
  - WEDNESDAY
  - THURSDAY
  - FRIDAY
  - SATURDAY

Will school keep a record of the credit hours acquired by subject area for each student for a period of no less than five (5) years, and allow any representative of the State Board of Cosmetology to inspect and review these records?  YES  NO

Will school maintain a minimum course of practical training and technical instruction in the following subject areas as listed below?  YES  NO

**HOURS REQUIRED BY STATE BOARD OF COSMETOLOGY**

SUBJECTS	PRIVATE COSMETOLOGY SCH.		PUBLIC VO-TECH COSM. SCH.	
	CA	CH	CA	CH
Shampooing of all kinds	40	40	40	40
Hair coloring, bleaches and rinses	130	130	130	130
Hair cutting and shaping	130	130	130	130
Permanent waving and relaxing	125	125	150	150
Hair setting, pin curls, fingerwaves, thermal curling	225	225	230	230
Combouts and hair styling techniques	105	105	105	105
Scalp treatments and scalp diseases	30	30	30	30
Facials, eyebrows and arches	40	40	40	40
Manicuring, hand and arm massage, and treatment of nails	110		110	
Cosmetic chemistry	25	25	25	25
Salesmanship and shop management	10	10	10	10
Sanitation and sterilization	30	30	30	30
Anatomy	20	20	20	20
State Law	10	10	10	10
Curriculum to be defined by school, not less than	470	580	160	270
<b>TOTAL HOURS</b> ▶	1500	1500	1220	1220

MO 419-1498 (8-95)

<b>MANICURIST TRAINING SUBJECTS</b>		<b>HOURS REQUIRED BY STATE BOARD PRIVATE AND PUBLIC VO-TECH COS. SCH.</b>
MANICURING, HAND AND ARM MASSAGE AND TREATMENT OF NAILS		220
SALESMANSHIP AND SHOP MANAGEMENT		20
SANITATION AND STERILIZATION		20
ANATOMY		10
STATE LAW		10
STUDY OF THE USE AND APPLICATION OF CERTAIN CHEMICALS		40
CURRICULUM TO BE DEFINED BY SCHOOL, NOT LESS THAN		70
<b>TOTAL HOURS</b>		<b>390</b>
<b>ESTHETICIAN TRAINING SUBJECTS</b>		<b>HOURS REQUIRED BY STATE BOARD PRIVATE AND PUBLIC VO-TECH COS. SCH.</b>
FACIALS, CLEANSING, TONING, MASSAGING		120
MAKEUP APPLICATION, ALL PHASES		100
HAIR REMOVAL		30
BODY TREATMENTS, AROMATHERAPY, WRAPS		120
REFLEXOLOGY		35
COSMETIC SCIENCES, STRUCTURE, CONDITION, DISORDER		85
COSMETIC CHEMISTRY, PRODUCTS AND INGREDIENTS		75
SALON MANAGEMENT AND SALESMANSHIP		55
SANITATION AND STERILIZATION, SAFETY		45
STATE LAW		10
CURRICULUM TO BE DEFINED BY SCHOOL, NOT LESS THAN		75
<b>TOTAL HOURS</b>		<b>750</b>
<b>INSTRUCTOR TRAINING SUBJECTS</b>		<b>HOURS REQUIRED BY STATE BOARD PRIVATE AND PUBLIC VO-TECH COS. SCH.</b>
Basic principles of student teaching		400
Psychology as applied to cosmetology		100
Business experience or management		100
Practice teaching in both theory and practical application		600
<b>TOTAL HOURS</b>		<b>1200</b>

MO 419-1498 (8-95)



**PLEASE ATTACH TO THIS APPLICATION THE FOLLOWING:**

- a) Registration fee of \$370.00;
- b) Copy of proposed school contract and/or enrollment agreement;
- c) Copy of proposed school rules;
- d) Sketch of the proposed facility's floor plan on enclosed grid, indicating approximate dimensions and square footage;
- e) List of the proposed training supplies, by quantity and type;
- f) Detailed description of each course curriculum to be offered by the school, to include the number of credit hours assigned to each subject area;
- g) If also seeking instructor training approval, a detailed description of the course curriculum, to include the number of credit hours assigned to each subject area;
- h) Two or more personal character letters of reference for each applicant(s) (use only the standardized forms supplied by the Board and submit securely sealed in the enclosed envelopes along with this application).
- i) Notarized affidavit of intent from each instructor confirming his/her employment with your school, to include anticipated starting date.

**SCHOOL OWNER INFORMATION**

HAVE YOU EVER OWNED OR DO YOU CURRENTLY OWN A COSMETOLOGY/MANICURING SCHOOL IN THIS OR ANY OTHER STATE? IF YES, COMPLETE NAME OF SCHOOL AND DATE BELOW  YES  NO

NAME OF SCHOOL	DATE OF OWNERSHIP
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HAVE YOU EVER OWNED OR DO YOU CURRENTLY OWN A COSMETOLOGY/MANICURING SHOP IN THIS OR ANY OTHER STATE? IF YES, COMPLETE NAME OF SHOP AND DATE BELOW  YES  NO

NAME OF SHOP	DATE OF OWNERSHIP
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ARE YOU NOW OR HAVE YOU EVER BEEN LICENSED BY A STATE BOARD IN ANY OTHER STATE? IF SO, IDENTIFY:  YES  NO

STATE	TYPE OF LICENSE	NAME LICENSED UNDER	LICENSE NUMBER	LAST YEAR CURRENT

HAVE YOU EVER BEEN DISCIPLINED BY THIS OR ANY OTHER STATE BOARD OF COSMETOLOGY? IF YES, GIVE DATE, CHARGE AND PRESENT STATUS  YES  NO

DATE	CHARGE	PRESENT STATUS

HAVE YOU EVER BEEN CONVICTED OR ARE YOU PRESENTLY UNDER INDICTMENT FOR ANY VIOLATION OF FEDERAL OR STATE LAW? (IF YES, GIVE DATE, CHARGE, AND PRESENT STATUS) - NEED NOT LIST MINOR TRAFFIC MISDEMEANOR VIOLATIONS  YES  NO

DATE	CHARGE	PRESENT STATUS

**SCHOOL MANAGER INFORMATION**

NAME OF MANAGER	DATE OF BIRTH	SOCIAL SECURITY NUMBER
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ADDRESS (STREET, CITY, STATE, ZIP)	COS/INS LIC. NO. (IF APPLICABLE)	TELEPHONE NUMBER (HOME)
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HAVE YOU EVER BEEN DISCIPLINED BY THIS OR ANY OTHER STATE BOARD OF COSMETOLOGY? (IF YES, GIVE DATE, CHARGE, AND PRESENT STATUS)  YES  NO

DATE	CHARGE	PRESENT STATUS

HAVE YOU EVER BEEN CONVICTED OR ARE YOU PRESENTLY UNDER INDICTMENT FOR ANY VIOLATION OF FEDERAL OR STATE LAW? (IF YES, GIVE DATE, CHARGE, AND PRESENT STATUS) - NEED NOT LIST MINOR TRAFFIC MISDEMEANOR VIOLATIONS  YES  NO

DATE	CHARGE	PRESENT STATUS

**AUTHORIZATION AND RESPONSIBILITY STATEMENT**

Upon signing this application I hereby authorize the Missouri State Board of Cosmetology or their representative to verify this application and conduct a background investigation. Pursuant to Section 329.140 RSMo, all information contained herein is true and correct to the best of my knowledge and belief. As the holder of a school license issued by the Missouri State Board of Cosmetology I acknowledge that I have read, fully understand, and agree to abide by Chapter 329 of the Revised Statutes of Missouri, and all Rules and Regulations promulgated therefrom.

<b>SIGNATURE MUST BE IN PRESENCE OF NOTARY</b> ▶		OWNER SIGNATURE _____		DATE _____
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS) _____		
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 19__			
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>	
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____			
<b>SIGNATURE MUST BE IN PRESENCE OF NOTARY</b> ▶		OWNER SIGNATURE _____		DATE _____
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS) _____		
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 19__			
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>	
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____			
<b>SIGNATURE MUST BE IN PRESENCE OF NOTARY</b> ▶		OWNER SIGNATURE _____		DATE _____
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS) _____		
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 19__			
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>	
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____			
<b>SIGNATURE MUST BE IN PRESENCE OF NOTARY</b> ▶		MANAGER SIGNATURE _____		DATE _____
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS) _____		
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 19__			
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>	
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____			

MO 419-1498 (8-95)



**FLOOR PLAN GRID**

THE AREA BELOW MUST BE USED FOR REQUIRED FLOOR PLAN SKETCH. (NO OTHER FLOOR PLAN SHEETS OR DRAWINGS WILL BE ACCEPTED.)

SQUARE FOOTAGE OF COSMETOLOGY SCHOOL (2,000 SQ. FT. MINIMUM)

SQUARE FOOTAGE OF MANICURING SCHOOL (1,000 SQ. FT. MINIMUM)

SCHOOL CAPACITY (MAXIMUM NUMBER OF STUDENTS)

MO 419-1498 (8-95)



MISSOURI STATE BOARD OF COSMETOLOGY  
**NOTICE OF TERMINATION**

STUDENT  
 APPRENTICE

**INSTRUCTIONS** **PLEASE TYPE OR PRINT LEGIBLY**

1. THIS FORM IS TO BE COMPLETED FOR EITHER STUDENTS OR APPRENTICES WHO HAVE DISCONTINUED TRAINING.  
 2. PLEASE INDICATE WHETHER STUDENT OR APPRENTICE BY CHECKING THE APPROPRIATE BOX IN THE UPPER RIGHT OF THIS FORM.  
 3. MAIL COMPLETED FORM AND LICENSE TO: MISSOURI STATE BOARD OF COSMETOLOGY, P.O. BOX 1062, JEFFERSON CITY, MO 65102.  
**LICENSE MUST BE ATTACHED OR TERMINATION WILL NOT BE ACCEPTED.**

**STUDENT/APPRENTICE PERSONAL DATA**

NAME OF STUDENT/APPRENTICE \_\_\_\_\_

STUDENT/APPRENTICE ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY/ZIP CODE \_\_\_\_\_ STATE \_\_\_\_\_

NAME OF SCHOOL/SALON \_\_\_\_\_

**TRAINING INFORMATION**

LAST DATE OF PHYSICAL ATTENDANCE OF STUDENT/APPRENTICE		TOTAL NUMBER OF MONTHS ATTENDED	
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LIST BELOW THE TOTAL ACCUMULATED HOURS FOR THE ABOVE-NAMED STUDENT/APPRENTICE IN EACH OF THE SUBJECT AREAS.

SUBJECT	TOTAL HOURS	SUBJECT	TOTAL HOURS
SHAMPOOING OF ALL KINDS		MANICURING, HAND AND ARM MASSAGE, TREATMENT OF NAILS	
HAIR COLORING, BLEACHES AND RINSES		COSMETIC CHEMISTRY	
HAIR CUTTING AND SHAPING		SALESMANSHIP AND SHOP MANAGEMENT	
PERMANENT WAVING AND RELAXING		SANITATION AND STERILIZATION	
HAIRSETTING, PIN CURLS, FINGERWAVES, THERMAL CURLING		ANATOMY	
COMBOUTS AND HAIR STYLING TECHNIQUES		STATE LAW	
SCALP TREATMENTS AND SCALP DISEASES		MISCELLANEOUS LECTURES AND TEST REVIEW	
FACIALS, EYEBROWS AND LASH DYES AND ARCHES			
		TOTAL OF SUBJECT HOURS	

**SCHOOL/SHOP CERTIFICATION AND AGREEMENT**

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND COMPLETE.	SCHOOL SEAL
SIGNATURE OF SCHOOL/SHOP OFFICIAL _____ DATE _____	
<b>STUDENT/APPRENTICE AGREEMENT</b>	
I AGREE THAT THE HOURS AND MONTHS CREDIT GIVEN ARE CORRECT AND I HAVE RECEIVED A COPY OF THIS TERMINATION.	
SIGNATURE OF STUDENT/APPRENTICE _____ DATE _____	

MO 419-0856 (12-90)

**4 CSR 90-2.020 Manicuring Schools**

*PURPOSE:* This rule explains the licensing procedure and requirements for schools of manicuring.

(1) Schools of manicuring shall comply with 4 CSR 90-2.010 sections (1)–(4), subsections (5)(B)–(D) and sections (8)–(11).

(2) Floor Space Required. Every school of manicuring in Missouri shall have a minimum of one thousand (1000) square feet for classroom, clinic and supportive areas. Schools which have an enrollment of ten (10) or fewer students shall have a minimum of six hundred twenty-five (625) square feet for clinical instruction and a minimum of two hundred fifty (250) square feet allocated for classroom instruction. Additional floor space required for additional students over ten (10) shall be no less than fifty (50) square feet for each additional student.

(3) Minimum equipment and training supplies for manicuring schools shall be—

- (A) One (1) large dispensary;
- (B) One (1) locker per student;
- (C) Two (2) or more restrooms to separately accommodate male and female students;
- (D) A metal fire-resistant and locking filing cabinet for school and student records;
- (E) One (1) sink with hot and cold running water per each ten (10) students;
- (F) One (1) manicuring table with stool and equipment set per student;
- (G) Sterilizers.

1. Three (3) large wet sterilizers or individual wet containers in each station of the clinic that are large enough to cover all needed implements (each shall contain a wet sterilizing agent).

2. Two (2) individual containers in each station of the clinic that are large enough to cover all needed implements each shall be kept clear and free of unsterilized items and tools.

3. All kits shall contain sterilizing agents;

- (H) First-aid facilities;
- (I) Five (5) classroom tables and ten (10) chairs for practice and theory;
- (J) One (1) time clock for student hours;
- (K) Closeable sanitary containers for clean and soiled towels;
- (L) Visual aids on the circulatory system, bones, muscles, nerves, anatomy, pH scale and history of nails;
- (M) One (1) complete visual aid teaching system;
- (N) Large blackboard;
- (O) Sanitary drinking facilities;

(P) A reference library for students containing the following suggested materials: textbooks on theory in manicuring for each student, textbooks on shop management and buying, textbooks on psychology of salesmanship, a collegiate dictionary, a beauty culture dictionary, trade magazines and other materials as deemed necessary and reasonable by the board;

(Q) A janitor's closet for cleaning supplies;

(R) Individual student manicuring kits to include all implements and materials necessary for complete manicure; and

(S) Other equipment as deemed necessary and reasonable by the board.

(4) Instruction. Students in a school of manicuring shall comply with all requirements of 4 CSR 90-3.010.

*AUTHORITY:* section 329.230, RSMo 1994. \* Original rule filed March 9, 1982, effective June 11, 1982. Amended: Filed June 16, 1987, effective Aug. 27, 1987. Amended: Filed April 1, 1988, effective June 27, 1988. Amended: Filed Aug. 3, 1988, effective Oct. 14, 1988. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed July 27, 1998, effective Jan. 30, 1999.

\*Original authority 1945, amended 1981.

**4 CSR 90-2.030 Esthetic Schools**

*PURPOSE:* This rule defines application requirements for esthetic schools, floor space required for schools of esthetics and instruction for students, to be consistent with Chapter 329, RSMo.

(1) Schools of esthetics shall comply with 4 CSR 90-2.010 sections (1)–(4), subsections (5)(B)–(D) and sections (8)–(11).

(2) Floor Space Required. Every school of esthetics in Missouri shall have a minimum of one thousand (1000) square feet of floor space, adequate room for theory instruction, adequate equipment, lockers, and adequate library, two (2) restrooms and a clinical working area for ten (10) students. Minimum floor space requirement increases fifty (50) square feet per student with student enrollment of over ten (10).

(3) Instruction. Students in a school of esthetics shall comply with all requirements of 4 CSR 90-3.010.

(4) Minimum Equipment and Training Supplies. Esthetic schools in Missouri shall have on hand and maintain in good working condition at all times the following equipment and training supplies:

- (A) One (1) large dispensary;
- (B) One (1) locker for each student;
- (C) Two (2) or more restrooms to separately accommodate male and female students;
- (D) Two (2) cabinets, one (1) metal fire-resistant and locking filing cabinet for school and student records and one (1) for cosmetic supplies;
- (E) Ten (10) dresserettes, mirrors, and chairs;
- (F) Two (2) facial chairs and two (2) stools;
- (G) One (1) wet sterilizer for each station;
- (H) First-aid facilities;
- (I) One (1) complete visual aid teaching system;
- (J) One (1) large blackboard;
- (K) One (1) time clock;
- (L) Adequate inventory of cosmetics, materials, and supplies to meet the daily needs of clinic services;
- (M) Sanitary drinking facilities;
- (N) A reference library for students as provided in 4 CSR 90-2.010(7) in addition to textbooks on theory in esthetics;
- (O) A janitor's closet for all cleaning supplies;
- (P) One (1) large closeable sanitary container for clean towels;
- (Q) One (1) sink with hot and cold running water per ten (10) esthetic students;
- (R) Eight (8) classroom tables and sixteen (16) chairs for theory;
- (S) One (1) large closeable container for soiled towels;
- (T) Massage table;
- (U) Magnifying lamp; and
- (V) Individual student kit materials for each student enrolled which shall include sterilizing agent and the following materials: skin cleanser, skin freshener, moisturizer foundation (light, medium and dark), concealer (light, medium and dark), blusher, (light, medium and dark), eye liner pencil, liquid or cream mascara, wedge sponges, powder brush, contour brush, applicators, plastic spatulas, and esthetic textbook.

*AUTHORITY:* section 329.230, RSMo 1994. \* Original rule filed Dec. 14, 1995, effective June 30, 1996.

\*Original authority 1945, amended 1981.