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# Rules of Department of Economic Development

## Division 60—State Board of Barber Examiners Chapter 1—General Rules

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 60—State Board  
of Barber Examiners  
Chapter 1—General Rules**

**4 CSR 60-1.010 General Organization**

*PURPOSE: This rule describes the State Board of Barber Examiners operation and the methods of communication with the board.*

(1) The responsibilities of the State Board of Barber Examiners (herein after “board”) primarily consist of creating and revising rules, including sanitary rules, necessary to prevent the spread of contagious and infectious diseases in barbershops and barber schools/colleges; prescribing minimum standards for educating students of barbering; examining for licensure all qualified candidates; renewal licensure of qualified applicants; responding to consumer complaints, conducting investigations and bringing formal complaints against licensees who violate the barber law; licensing barbershops and barber schools/colleges which have met requirements for licensure; and the inspection of barbershops and barber schools/colleges to insure compliance with the sanitary regulations to ensure public health, safety and welfare of this state.

(2) The board shall meet at least four (4) times per year in conjunction with the licensure examinations. Additional meetings may be held as determined by the board. Notice of the meetings shall be posted according to section 610.020, RSMo, and may be obtained by contacting the board: PO Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and the TDD number is (800) 735-2966.

(3) The board shall annually elect from its members a president, vice president and secretary. If any elected position is vacated during the year for any reason, then an election shall be held for that position only.

(4) Unless otherwise provided by the statutes or regulations, all meetings of the board will be conducted according to *Robert’s Rules of Order*.

(5) The public may obtain information or make submission to the board by writing to PO Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and the TDD number is (800) 735-2966.

*AUTHORITY: sections 328.030, 328.040, 328.050.1 and 328.070, RSMo 1994.\* Original*

*rule filed April 2, 1976, effective Oct. 11, 1976. Amended: Filed May 23, 1995, effective Nov. 30, 1995. Rescinded and readopted: Filed Nov. 12, 1997, effective May 30, 1998.*

*\*Original authority: 328.030, RSMo 1939, amended 1949, 1981; 328.040, RSMo 1939, amended 1951, 1959, 1981; 328.050.1, RSMo 1939, amended 1945, 1943; and 328.070, RSMo 1939.*

**4 CSR 60-1.015 Public Complaint Handling and Disposition Procedure**

*PURPOSE: This rule establishes the procedure for receipt, handling, and disposition of public complaints by the board.*

(1) The State Board of Barber Examiners shall receive and process each complaint made in writing against any licensee, permit (registration) holder, registrant of the board, or unlicensed individual or entity, which alleges certain acts or practices that may constitute one (1) or more violations of the provisions of Chapter 328, RSMo. Any member of the public or the profession, or any federal, state, or local official may file a complaint with the board. Complaints from sources outside Missouri will be received and processed in the same manner as those originating in Missouri. The board, executive director, or any staff member of the board may file a complaint pursuant to this rule. No member of the board shall file a complaint with this division while they hold that office, unless the member excuses him/herself from further board deliberations or activity concerning matters alleged in that complaint.

(2) Complaints may be made based upon personal knowledge or upon information and belief, reciting information received from other sources. All complaints shall be in writing, signed, and shall fully identify the nature of the complaint including the name and address of complainant. Unsigned communications of any sort will not be considered or processed. However, the person making this communication will be provided with a complaint form and requested to complete it and return it to the board.

(3) Complaints may be made on forms provided by the board and are available upon request. Complaints shall be mailed or delivered to the following address: State Board of Barber Examiners, 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102. Telephone number (573) 751-0805. TDD number (800) 735-2966.

(4) Each complaint received under this rule shall be acknowledged in writing. The complainant shall be notified of the ultimate disposition of the complaint, excluding judicial appeals, and shall be provided with copies of the decisions (if any) of the Administrative Hearing Commission and the board. The provisions of this section shall not apply to complaints filed by staff members of the board based on information and belief, acting in reliance on third-party information received by the board.

(5) Each complaint received under this rule shall be logged and maintained by the board for that purpose. The log shall contain a record of each complainant’s name and address; the name and address of the subject(s) of the complaint; the date each complaint was received by the board; a brief statement of the acts complained of; a notation whether the complaint resulted in its closure by the board or formal charges being filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the board.

*AUTHORITY: sections 328.060.2, and 328.150.2, RSMo 1994.\* The material covered in this rule was previously filed as 4 CSR 60-4.030. Original rule filed Nov. 12, 1997, effective May 30, 1998.*

*\*Original authority: 328.060.2, RSMo 1939, amended 1949, 1981 and 328.150.2, RSMo 1939, amended 1951, 1981.*

**4 CSR 60-1.020 Board Member Compensation**

(Rescinded May 30, 1998)

*AUTHORITY: section 328.050, RSMo 1986.\* Emergency rule filed Sept. 14, 1981, effective Sept. 28, 1981, expired Dec. 28, 1981. Original rule filed Sept. 14, 1981, effective Dec. 28, 1981. Rescinded: Filed Nov. 12, 1997, effective May 30, 1998.*

**4 CSR 60-1.025 Fees**

*PURPOSE: This rule establishes the fees for the State Board of Barber Examiners.*

(1) The following fees are established by the State Board of Barber Examiners and are payable in the form of a cashier’s check, money order, or personal check:

(A) Barber	
1. Examination	\$ 50.00
2. Reexamination	\$ 50.00



3. Reciprocity (endorsement)	\$ 50.00
4. Certificate of Registration (first license)	\$ 20.00
5. License Renewal	\$100.00
A. Reinstatement (delinquent)	
Fee after April 30 not renewable after two (2) years	\$ 50.00
6. Duplicate License	\$ 5.00
(B) Instructor	
1. Examination	\$ 50.00
2. Reexamination	\$ 50.00
3. Certificate of Registration (first license)	\$ 20.00
4. License Renewal	\$ 60.00
A. Reinstatement (delinquent)	
Fee after April 30 not renewable after two (2) years	\$ 50.00
5. Duplicate License	\$ 5.00
(C) Student Barber	
1. Registration	\$ 10.00
(D) Apprentice Barber	
1. Registration	\$ 10.00
(E) Apprentice Supervisor	
1. Application Fee	\$ 75.00
(F) School	
1. Application Fee to Open a New School/College	\$500.00
2. Change of Location	\$500.00
3. Change of Ownership	\$300.00
4. Adding a Co-Owner	\$ 50.00
5. License Renewal	\$600.00
(G) Barbershop	
1. Certificate of Registration/License	\$ 50.00
2. Change of Location	\$ 50.00
3. Change of Ownership	\$ 50.00
4. Adding a Co-Owner	\$ 50.00
5. License Renewal	\$100.00
A. Penalty Fee after March 30	\$100.00
6. Delinquent Fee for Opening Shop Before Registering	\$100.00
7. Duplicate License	\$ 5.00
(H) Insufficient Funds Check	\$ 25.00
(I) Name Search Fee (as determined by the Missouri State Highway Patrol)	

*AUTHORITY: sections 328.060.1, RSMo 2000 and 328.075.3 and 610.026, RSMo Supp. 2004.\* The material covered in this rule was previously filed as 4 CSR 60-4.010. Original rule filed Nov. 12, 1997, effective May 30, 1998. Amended: Filed Dec. 1, 2000, effective May 30, 2001. Amended: Filed Oct. 15, 2004, effective April 30, 2005. Amended: Filed April 1, 2005, effective Sept. 30, 2005.*

*\*Original authority: 328.060, RSMo 1939, amended 1949, 1981; 328.075, RSMo 2004; and 610.026, RSMo 1987, amended 1998, 2004.*

**4 CSR 60-1.030 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 barber 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 barber 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: sections 328.060 and 328.150, RSMo 2000.\* Original rule filed Dec. 1, 2000, effective May 30, 2001.*

*\*Original authority: 328.060, RSMo 1939, amended 1949, 1981; 328.150, RSMo 1939, amended 1951, 1981.*

**4 CSR 60-1.040 Reinstatement of Expired License**

*PURPOSE: This rule establishes the requirements for reinstatement of an expired license.*

(1) The holder of an expired license to practice barbering 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. Any person who has allowed his/her license to practice barbering to expire for a period of more than two (2) years but less than five (5) 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 examination fee, two (2) bust photographs measuring approximately two inches by two inches (2" x 2") which have been taken within the last two (2) years and other information as the board may require.

*AUTHORITY: sections 328.080, RSMo 2000 and 328.110, RSMo Supp. 2003.\* Original rule filed July 31, 2003, effective Jan. 30, 2004.*

*\*Original authority: 328.080, RSMo 1939, amended 1947, 1949, 1951, 1959, 1981; 328.110, RSMo 1939, amended 1945, 1947, 1949, 1951, 1967, 1969, 1981, 2003.*

(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, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction.

(4) All licenses shall be renewed biennially and shall expire on February 28 of each even numbered year.