



Rules of
Department of Economic
Development
Division 90—State Board of Cosmetology
Chapter 12—Instructor Trainees

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 90—State Board of
Cosmetology
Chapter 12—Instructor Trainees**

4 CSR 90-12.010 School Requirements

PURPOSE: This rule determines the requirements a school must meet to qualify for the instructor training program.

(1) No school shall be approved for instructor training unless one (1) instructor has been instructing students for no less than one (1) year.

(2) All schools in Missouri approved by the board for instructor training shall provide a minimum of six hundred (600) hours of training over a period of not less than six (6) months in a curriculum defined by section 329.080, RSMo. Instructor trainee applicants desiring credit for college courses in teaching methodology or for practical experience as a licensed Class CA, Class CH, Class MO and Class E shall submit a request to the board in accordance with 4 CSR 90-12.020.

(3) Curriculum for instructor training shall include both theory and practical clinic training to include the following:

(A) Two hundred (200) hours—basic principles of student teaching to include: teaching principles, lesson planning, curriculum planning and class outlines, teaching methods, teaching aids, testing and evaluation;

(B) Fifty (50) hours—psychology, as applied to cosmetology, personality and teaching; teacher evaluation, counseling, theories of learning; and speech;

(C) Fifty (50) hours—business experience or management including: classroom management, record keeping, buying and inventorying supplies, and state law; and

(D) Three hundred (300) hours—practice teaching in both theory and practical application.

(4) It shall be the responsibility of the school to submit instructor trainee enrollment forms to the board at least two (2) weeks prior to the anticipated commencement of an instructor trainee's studies. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following: proof of successful completion of a twelfth grade education (diploma or general educational development (GED) certificate), a sworn statement by the applicant that s/he is in good physical and mental health, two (2) bust photographs measuring two inches by

two inches (2" × 2") taken within the last two (2) years and the enrollment fee. No instructor trainee shall receive any credit for training received at a school until the application is received and approved by the board and the instructor trainee is returned to the school. The instructor trainee license is not transferable and shall be conspicuously displayed within the school with a photograph taken within the last two (2) years.

(5) Every school which teaches all the classified occupations of cosmetology in Missouri shall employ and have present in the school a minimum of one (1) licensed instructor for every twenty-five (25) students and every three (3) instructor trainees enrolled and scheduled to be in attendance for a given class period. Instructor trainees shall not be considered students for purposes of this requirement. Any school which has been approved for instructor training by the board 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.

(6) Within two (2) weeks of the termination of training of any instructor trainee, it shall be the responsibility of the holder of the license to operate a school to submit to the board a properly completed termination form for the trainee. The form shall be approved by the board and shall contain or be accompanied by the following information:

(A) The name and address of the instructor trainee;

(B) The number of training hours completed by the instructor trainee in theory and practical application, allocated by subject area in each category;

(C) The date of the instructor trainee's termination;

(D) The instructor trainee license; and

(E) A certification of payment/nonpayment of contractual fees completed by the school on a form supplied by the board.

(7) It is required that all schools approved by the board for instructor training have on hand the following equipment and training supplies:

(A) One (1) complete visual aid teaching system which shall be adequate to materially aid in the proper training education of cosmetology. This visual aid teaching system may include, but is not limited to, the following items: video recorder, overhead projector, film projector, educational films and screen;

(B) One chalk board, at least size four feet by six feet (4' × 6');

(C) A reference library for instructor trainees containing the following suggested materials: cosmetology textbooks, instructor's manual, textbook on histology and trade publications; and

(D) Other equipment as deemed necessary and reasonable by the State Board of Cosmetology.

(8) All schools' training instructors are required to provide each instructor trainee with an identifying badge designating "Instructor Trainee" to be worn by the instructor trainee at all times during his/her training course.

(9) Under no circumstances shall instructor trainees be allowed to practice cosmetology for compensation during training hours. Every school shall allow its instructor trainees to perform only bona fide demonstrations 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 trainee.

(10) No portion of an instructor trainee's minimum training requirements may be obtained in course work or demonstrations outside the school of his/her enrollment unless a specific request for this program of instruction is submitted to the board by the school on a form supplied by the board no fewer than ten (10) working days prior to the next regular meeting of the board and approval is given by the board prior to the requested program. Requests received fewer than ten (10) working days prior to the next meeting shall be placed on the agenda for the following meeting. The required ratio of instructor supervision shall be maintained and instructor trainee attendance at the activity verified. Credit shall not be given for time in transit to and from the activity.

(11) Every school shall provide continuous and adequate supervision of its instructor trainees by a licensed instructor. Under no circumstances shall an instructor trainee be left solely in charge of a school.

(12) 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: sections 329.210, RSMo Supp. 1997 and 329.230, RSMo 1994. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed Feb. 9, 1983, effective May 12, 1983. Amended: Filed Feb. 9, 1983, effective June 12, 1983. Amended: Filed Dec. 7, 1983, effective March 13, 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. Amended: Filed Dec. 14, 1995, effective June 30, 1996. Amended: Filed Dec. 31, 1997, effective July 30, 1998.*

**Original authority: 329.210, RSMo 1939, amended 1945, 1945, 1981, 1987, 1993, 1995 and 329.230, RSMo 1939, amended 1945, 1981, 1985.*

4 CSR 90-12.020 Registration of Instructor Trainees

PURPOSE: This rule determines the requirements an applicant shall meet to qualify for an instructor training program.

(1) Any person desiring to enroll as an instructor trainee shall contact the school of intended enrollment and complete an instructor trainee enrollment form supplied by the board. At least two (2) weeks prior to the anticipated commencement of the instructor trainee's program of instruction, the properly completed form shall be submitted by the school to the board and shall include or be accompanied by the following: proof of successful completion of a twelfth grade education (diploma or general educational development (GED) certificate), a sworn statement by the applicant that s/he is in good physical and mental health, two (2) bust photographs measuring two inches by two inches (2" × 2") that have been taken within the last two (2) years and the enrollment fee.

(2) No person shall be given credit for any training received in a school until a properly completed instructor trainee enrollment form has been received and approved by the board and an instructor trainee license is returned to the school. The applicant shall only be eligible for an instructor trainee license for the classified occupation(s) of cosmetology for which the applicant is currently licensed as an operator. If the enrollment school is not licensed to teach and instruct in all classified occupations of the trainee, the instructor trainee shall be limited to the instructor license classification of the school. The instructor trainee license shall expire on the expiration date. The expiration date will be calculated from the scheduled hours of attendance per week plus an additional fifty per-

cent (50%) of the scheduled attendance period.

(3) Change of Status. For any instructor trainee desiring to make a change to his/her original enrollment application, continue training at the time application is made for examination or continue training beyond the expiration of the instructor trainee license, an application for change of status shall be made to the board on a form supplied by the board. The form shall be accompanied by the instructor trainee license and the enrollment fee and shall be postmarked no later than three (3) days from the effective date of the change of status. The change of status application shall include an interim certificate which shall be good for twenty (20) days from the date of application and shall be retained by the school to serve as the training license for the instructor trainee until the amended license is received from the board.

(4) Any instructor trainee applicant requesting credit for college courses in teaching methodology must submit to the board a certified transcript together with a course description certified by the administering education institution as being primarily directed to teaching methodology. Four and one-half (4 1/2) college credit hours in teaching methodology may be substituted for three hundred (300) hours of training one hundred (100) hours for each three (3) college credit hour course). The three hundred (300) hours will be partially reduced in proportion to college credit hours in teaching methodology of less than four and one-half (4 1/2) hours.

(5) Any instructor trainee applicant requesting credit for full-time work experience as a licensed Class CA, Class CH, Class MO or Class E shall submit to the board an affidavit of work experience completed by each employer on a form supplied by the board. Three (3) years of experience may be substituted for three hundred (300) hours of training. The three hundred (300) hours will be partially reduced in proportion to experience greater than six (6) months but less than three (3) months.

(6) After completing six hundred (600) hours of instructor training and successfully passing the instructor examination, an instructor may teach any of the classifications of cosmetology provided s/he possesses a current operator and instructor license in the appropriate classification(s) for which s/he desires to teach.

AUTHORITY: sections 329.210, RSMo Supp. 2003 and 329.230, RSMo 2000. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed April 19, 1989, effec-*

tive July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: filed Jan. 30, 1995, effective July 30, 1995. Amended: Filed Dec. 14, 1995, effective June 30, 1996. Amended: Filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed Nov. 3, 2003, effective April 30, 2004.

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

4 CSR 90-12.030 Qualification for Practical Part of State Exam

(Rescinded December 31, 1990)

AUTHORITY: section 329,230, RSMo 1986. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Rescinded: Filed Aug. 2, 1990, effective Dec. 31, 1990.

4 CSR 90-12.040 Qualifications for Instructor Examination

PURPOSE: This rule determines the requirements an applicant shall meet in order to take the written and oral part of the examination.

(1) Because state law requires an instructor trainee to have completed a minimum of six hundred (600) hours of instructor training before s/he will be allowed to take the examination, no instructor trainee will be scheduled to take the examination, except upon satisfactorily showing that the training requirements have been completed.

(2) For purposes of meeting the minimum standards necessary to sit for the examination, training completed by an instructor trainee shall be recognized by the board for a period of no more than five (5) years from the date it is received.

(3) In order to be scheduled for the instructor examination, a properly completed application must be received in the Jefferson City office no less than ten (10) working days prior to the first day of each scheduled examination. Applications received after this cut-off date, and all applications received after every available space for the examination has been filled, whether that application was received prior to or after this cut-off date, shall be scheduled for the next regularly scheduled examination.

(4) Application for examination shall be made on a form provided by the board. The form shall be properly completed and shall be accompanied by the following: a certification



of payment of contractual fees completed by the school on a form supplied by the board and the instructor trainee license.

(5) The minimum passing examination scores required for licensure as an instructor are seventy-five percent (75%) for the written examination and seventy-five percent (75%) for the oral examination.

AUTHORITY: sections 329.210, RSMo Supp. 1998 and 329.230, RSMo 1994. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Dec. 31, 1997, effective July 30, 1998. Amended: Filed Jan. 4, 1999, effective July 30, 1999.*

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

4 CSR 90-12.050 Failure of State Examination

PURPOSE: This rule defines the requirements necessary for re-examination pertaining to failure of state examination.

(1) An instructor trainee who fails the examination may reapply for an instructor trainee license under the procedure set forth in 4 CSR 90-12.020(1) and return to school for further training.

(2) Any person desiring to reapply for the instructor examination shall be required to submit a Re-Examination Notification Form, and his/her instructor trainee temporary permit to the board office. The regular examination fee, along with an Examination Scheduling Request Form, must be submitted to the test administrator's office before being scheduled for examination.

(3) The temporary permit issued to an instructor trainee shall be returned to the board upon failing the examination or failing to appear for a scheduled examination. An additional permit shall not be issued to any individual and the instructor trainee may work as an instructor only after passing the state examination and receiving an instructor license.

AUTHORITY: section 329.230, RSMo 1994. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed March 31, 1988, effective June 27, 1988. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec.*

31, 1990. Amended: Filed Jan. 4, 1999, effective July 30, 1999.

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

4 CSR 90-12.060 Transfer

PURPOSE: This rule defines the procedure necessary to transfer schools.

(1) Any instructor trainee desiring to change schools shall contact the school in which s/he is currently enrolled and request termination. The school shall terminate the instructor trainee as required by 4 CSR 90-12.010(6) within two (2) weeks of the trainee's request to be terminated. After the proper termination papers and the instructor trainee license have been received by the board, the instructor trainee may apply for enrollment with another school approved for instructor training in accordance with 4 CSR 90-12.020(1).

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

AUTHORITY: section 329.230, RSMo 1986. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990.*

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

4 CSR 90-12.070 Reinstatement of Expired Instructor License

PURPOSE: This rule clarifies the requirements for recertification of instructor license.

(1) The holder of an expired instructor license may submit an application to reinstate that license to the board 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 instructor license renewal fee plus the late fee and proof of having attended an instructor training seminar or workshop within two (2) years of the date of application which was sponsored by a university, a Missouri vocational association or bona fide state cosmetology association specifically approved by the board and other information as the board may require.

(2) Any person who has allowed his/her instructor license to expire for a period of more than two (2) years may submit a Re-Examination Notification Form to the board to reinstate that license through examination. The examination shall consist of the written and oral portions. The application shall be properly completed on a form supplied by the board and shall include or be accompanied by the examination fee, instructor license renewal fee and late fee; proof of his/her attendance within two (2) years of the date of application at a teacher training seminar or workshop sponsored by a university, a Missouri vocational association or bona fide state cosmetology association specifically approved by the board; and proof of having completed at least a four (4)-year high school course of study or the equivalent as determined by the Missouri State Board of Education (high school diploma or general educational development (GED) certificate); proof of having completed six hundred (600) hours of instructor training as set forth in 4 CSR 90-12.010(2) and (3); and other information as the board may deem necessary.

AUTHORITY: sections 329.210, RSMo Supp. 2003 and 329.230, RSMo 2000. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Rescinded: Filed March 15, 1982, effective July 11, 1982. Readopted: Filed April 13, 1982, effective July 11, 1982. Amended: Filed April 19, 1989, effective July 1, 1989. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Jan. 4, 1999, effective July 30, 1999. Amended: Filed Nov. 3, 2003, effective April 30, 2004.*

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

4 CSR 90-12.080 Renewal Requirements for Instructor License

PURPOSE: This rule clarifies the requirements of the statutes pertaining to renewal of instructor license.

(1) The biennial instructor renewal fee shall be submitted in addition to the regular operator renewal fee.

(2) Renewal is contingent upon attending a board-approved seminar and submitting to the board proof of twelve (12) hours of attendance issued by seminar sponsors, showing the date and place of the seminar. It is the responsibility of each licensed instructor to attend a board-approved seminar within the two (2) years immediately preceding the renewal date and insure that evidence of



attendance accompanies the application for each license renewal.

(3) Each instructor shall indicate on his/her instructor renewal application the school name and location where currently employed as instructor or must state if not currently employed as an instructor.

(4) Instructors holding a Missouri license, but not teaching or residing in Missouri, may attend an approved seminar of the state in which they reside for license renewal providing the program is sponsored by a university or bona fide cosmetology association and is not less than twelve (12) hours. All seminar certifications shall contain a sworn statement from that state board that the program was found approved for instructor license renewal. Should the state not have continuing education requirements for instructor license renewal, then the instructor license renewal would be contingent upon attending a seminar approved by the Missouri state board.

(5) Instructor licenses shall expire on September 30 of each odd-numbered year. The biennial renewal fee shall be due and payable by the expiration date and if the fee remains unpaid after that, a late fee shall be charged in addition to the renewal fee.

(6) All seminar programs must be submitted by the sponsoring university or association to the board for approval prior to the first day of the calendar year in which the seminar is scheduled to be held and no later than sixty (60) days prior to the scheduled date of the seminar. Seminar programs submitted for approval must include the following information:

(A) A copy of the proposed program schedule;

(B) An outline of the subject matter;

(C) The identity and qualifications of the speakers or instructors; and

(D) The number of hours of the presentation (minimum of twelve (12) hours required).

(7) Seminar sponsors shall be responsible for accurate attendance records and shall provide the board with an alphabetical listing of names, addresses and license numbers of those granted certificates of attendance and shall furnish evidence of attendance to the instructors showing the date and place of the seminar, signed by the sponsor secretary or chairman and shall indicate state board approved.

AUTHORITY: sections 329.120 and 329.230, RSMo 2000 and 329.210 RSMo Supp. 2001. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed Dec. 10, 1981, effective March 11, 1982. 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 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; and 329.230, RSMo 1945, amended 1981.*

4 CSR 90-12.090 Credit for Out-of-State Training

PURPOSE: This rule establishes the percentage of credit given for training received outside Missouri.

(1) Any person desiring to take the Missouri state instructor examination who has had part or all of his/her training outside of Missouri shall be given credit for all training that meets the requirements as set forth in section 329.080, RSMo and 4 CSR 90-12.040(2).

(2) Any person not meeting the qualifications to take the state instructor examination although given credit for out-of-state training by the board will be given notice of the exact training requirements necessary to satisfy state instructor examination qualifications.

(3) Any person meeting the qualifications to take the state instructor examination by receiving credit for out-of-state training may apply for examination on a form supplied by the board and the application shall contain or be accompanied by the following:

(A) An affidavit completed by the state licensing board or the school in the state where the hours were completed which verifies the following: applicant name, school name and address, date of termination/graduation from the school, total hours earned by the individual and distribution of those hours by subjects as required by section 329.080, RSMo. The affidavit shall be completed on a form supplied by the Missouri State Board of Cosmetology and shall contain the name and title of the person completing the form, the date completed and the state board seal, school seal or notary statement. Training completed by the applicant shall be recognized by the board for a period of no more than five (5) years from the date it was received;

(B) A copy of high school diploma or general educational development (GED) certificate as proof of education. The applicant shall have an education equivalent to the successful completion of the twelfth grade;

(C) Two (2) bust photographs measuring two inches by two inches (2" × 2") which have been taken within the last two (2) years; and

(D) An affidavit completed by the applicant's school on a form supplied by the board verifying that all contractual fees have been paid by the applicant.

(4) Reciprocity. Any individual who holds a current instructor license in another state, territory or District of Columbia where the requirements are substantially equal or superior to those in force in Missouri at the time of application may apply for an instructor license without examination in accordance with the requirements of 4 CSR 90-7.010(1)(C).

(5) Any individual who holds a current, valid instructor license in another state, territory, District of Columbia or foreign country, state or province where the requirements are not substantially equal to those in force in Missouri at the time of application is not eligible to obtain a Missouri instructor license by reciprocity. The individual shall be exempt from the training requirements set forth in section 329.080, RSMo and may apply to take the instructor licensure examination, provided s/he can provide to the board proof of work experience of not less than one (1) year as a cosmetology instructor within the three (3)-year period immediately preceding the application for examination. The examination shall consist of the written and oral portions of the examination and application shall be made on a form provided by the board and shall be accompanied by the following:

(A) An affidavit completed by the state licensing agency verifying the instructor training completed by the applicant, that the applicant is licensed as an instructor in that state and that the license is current and in good standing;

(B) An affidavit of instructor work experience completed by each employer on a form supplied by the board verifying the dates of employment as a licensed instructor;

(C) A copy of high school diploma or GED certificate (applicant shall have an education equivalent to the successful completion of the twelfth grade); and

(D) Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years.



(6) Any individual who holds a current, valid instructor license in another state, territory, District of Columbia, or foreign country, state or province where the requirements are not substantially equal to those in force in Missouri at the time of application and who does not have instructor work experience of at least one (1) year within the three (3)-year period immediately preceding the application shall not be eligible for the Missouri instructor examination until having met training requirements set forth in section 329.080, RSMo.

AUTHORITY: section 329.230, RSMo 1994. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Jan. 4, 1999, effective July 30, 1999.*

**Original authority 1945, amended 1981.*

4 CSR 90-12.100 Minimum/Maximum Hours Accepted

PURPOSE: This rule establishes the maximum and minimum daily course hours accepted for instructor trainees.

(1) All instructor trainees shall be enrolled in a course of study of no less than three (3) hours per day and no more than eight (8) hours per day, with a weekly total that is not less than fifteen (15) hours and no more than forty-eight (48) hours.

(2) Each school or public institution shall define for its own purpose what constitutes a full-time, part-time or evening instructor trainee, but will be required to designate one of these classifications for each instructor trainee enrolled in its program of training and supply this information to the board on the instructor trainee enrollment form.

(3) No instructor trainee shall be permitted to change his/her designated status of enrollment except by the submission of a properly completed change of status form to the board in accordance with 4 CSR 90-12.020(3).

AUTHORITY: section 329.230, RSMo 1994. Original rule filed Oct. 11, 1978, effective Jan. 13, 1979. Amended: Filed March 31, 1988, effective June 27, 1988. Amended: Filed Aug. 2, 1990, effective Dec. 31, 1990. Amended: Filed Jan. 4, 1999, effective July 30, 1999.*

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