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

| Title | Page |
|--|-------------|
| 4 CSR 90-13.010 Fees | 3 |
| 4 CSR 90-13.020 Reinstatement of Expired License | 3 |
| 4 CSR 90-13.030 Certification of Licensure, Training Hours, Exam Scores, or any Combination of These | 4 |
| 4 CSR 90-13.040 Duplicate License..... | 4 |
| 4 CSR 90-13.050 Renewal, Inactive Status, and Reactivation Requirements for Cosmetologists and Instructors | 4 |

**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 | \$ 30.00 |
| (B) Duplicate License Fee | \$ 5.00 |
| (C) Operator Renewal Fee | \$ 30.00 |
| (D) Late Fee | \$ 30.00 |
| (E) Instructor License/Renewal Fee | \$ 18.00 |
| (F) Instructor Reciprocity Fee | \$ 38.00 |
| (G) Operator Reinstatement Fee | \$ 60.00 |
| (H) Student/Instructor Trainee Enrollment Fee | \$ 5.00 |
| (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 | \$370.00 |
| (M) Salon License/Renewal Fee (up to and including three (3) operators) | \$ 30.00 |
| (N) Additional Operator Fee | \$ 10.00 |
| (O) Certificate of Identification Fee | \$ 30.00 |
| (P) Delinquent Fee (opening a shop without registering before opening) | \$100.00 |
| (Q) Photocopies/Printouts Fee (initial page/copy) | \$ 2.00 |
| (R) Photocopies/Printouts Fee (per page/copy after that) | \$.50 |
| (S) Document Search Fee (per hour) | \$ 20.00 |
| (T) Handling Fee (Any uncollectible check or other uncollectible financial instrument) | \$ 15.00 |
| (U) *Esthetician Application Fee | \$ 30.00. |

*Until July 1, 1999, any person licensed in Missouri as a Class CH or CA cosmetologist pursuant to Chapter 329, RSMo, may

be licensed as an esthetician without examination if such person applies to the State Board of Cosmetology and pays a thirty-dollar (\$30) fee. After July 1, 1999, any licensed cosmetologist shall be required to complete the required training of seven hundred fifty (750) hours and pass the required examination as provided in section 329.040, RSMo, and as set forth in 4 CSR 90-3.010.

(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: section 329.210, RSMo Supp. 1998. 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 July 13, 1994, effective Jan. 29, 1995. 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.

**Original authority 1939, amended 1945, 1945, 1949, 1981, 1987, 1993, 1995, 1998.*

4 CSR 90-13.020 Reinstatement of Expired License

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

Editor's Note: The forms mentioned in this rule may be found at the end of the chapter following 4 CSR 90-13.050.

(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 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 1945, amended 1981.*

4 CSR 90-13.040 Duplicate License

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

(1) If a license has been destroyed, lost, mutilated beyond practical usage or was never received, the holder of the license may obtain a duplicate license without a fee upon the submission of an affidavit to the board on a form provided by the board.

(2) If a licensee has a name or address change during the license period and a revised license is desired, s/he shall submit a written request to the board which contains previous and revised name/address information and the licensee's signature, accompanied by the license currently in his/her possession and the duplicate license fee.

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

**Original authority 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. An inactive license will be issued to individuals requesting inactive status.

(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: section 329.210, RSMo Supp. 1998 and 329.230, RSMo 1994. Original rule filed Jan. 4, 1999, effective July 30, 1999.*

**Original authority: 329.210, RSMo 1939, amended 1945, 1945, 1949, 1981, 1987, 1993, 1995, 1998 and 329.230, RSMo 1939, amended 1945, 1981, 1985.*



STATE OF MISSOURI
MISSOURI STATE BOARD OF COSMETOLOGY
ESTHETICIAN APPLICATION

P.O. BOX 1062
JEFFERSON CITY, MO 65102

In compliance with RSMo 329.010(4)(d) which states:

"Class E — Esthetician", includes the use of mechanical, electrical apparatuses or appliances, tonics, lotions or creams, not to exceed ten percent phenol, engages for compensation, either directly or indirectly, in any one, or any combination, of the following practices: massaging, cleansing, stimulating, manipulating, or exercising, beautifying or similar work upon the scalp, face, neck, ears, arms, hands, bust, torso, legs or feet and removing superfluous hair by means other than electric needle or any other means of arching or tinting eyebrows or tinting eyelashes, of any person;

All persons engaged in any combination of these practices in the State of Missouri, must obtain a current Esthetician license.

RSMo 329.265. states:

Until July 1, 1997, any person licensed in Missouri as a class A cosmetologist pursuant to this chapter may be licensed as an esthetician without examination if such person applies to the state board of cosmetology and pay a fee, as established by the board. After July 1, 1997, any licensed cosmetologist shall be required to complete the required training of seven hundred and fifty hours and pass the required examination.

INSTRUCTIONS

OPERATORS:

To obtain a Class E-Esthetician license you must comply with the following:

1. You must hold a current Class CA or Class CH cosmetology license in the State of Missouri.
2. The license fee is \$30.00. Please make money order or check payable to the State Board of Cosmetology.
3. This completed application and required fee must be received in our office before July 1, 1997.

INSTRUCTORS:

To obtain an instructor Class E-Esthetician license you must comply with the following:

1. You must hold a current Class CA or Class CH instructor license in the State of Missouri.
2. The license fee is \$18.00. Please make money order or check payable to the State Board of Cosmetology.
3. This completed application and required fee must be received in our office before July 1, 1997.

Return To: Missouri State Board of Cosmetology
P.O. Box 1062
Jefferson City, MO 65102
(314) 751-1062

| | |
|--|------------------------|
| OPERATOR LICENSE NUMBER | DATE OF LAST LICENSE |
| INSTRUCTOR LICENSE NUMBER (IF APPLICABLE) | DATE OF LAST LICENSE |
| NAME (FIRST, MIDDLE, MAIDEN, MARRIED) | TELEPHONE NUMBER |
| ADDRESS (STREET/ROUTE, BOX NO., CITY, STATE, ZIP CODE) | |
| DATE OF BIRTH | SOCIAL SECURITY NUMBER |
| APPLICANT SIGNATURE | |

NOTE: ALL LICENSES ARE ISSUED FOR A TWO-YEAR LICENSE PERIOD AND EXPIRE SEPTEMBER 30 OF EACH ODD-NUMBERED YEAR. A RECENT PHOTOGRAPH (TAKEN WITHIN THE LAST FIVE YEARS) MUST BE ATTACHED TO YOUR NEW LICENSE AS SOON AS IT IS RECEIVED. THE LICENSE WILL NOT BE VALID UNTIL THIS PHOTOGRAPH IS ATTACHED.

MO 419-2129 (8-95)



STATE OF MISSOURI
MISSOURI STATE BOARD OF COSMETOLOGY
REINSTATEMENT APPLICATION

REINSTATEMENT FOR (CHECK ONE)

OPERATOR INSTRUCTOR

INSTRUCTIONS

OPERATORS

1. COMPLETE ALL PARTS BELOW.
2. ENCLOSE REINSTATEMENT FEE OF \$60.00.
3. ANY PERSON WHO HAS ALLOWED HIS/HER LICENSE TO EXPIRE FOR A PERIOD OF MORE THAN TWO (2) YEARS MUST TAKE THE PRACTICAL PORTION OF THE EXAMINATION IN ORDER TO REINSTATE THAT LICENSE.

INSTRUCTORS

1. COMPLETE ALL PARTS BELOW.
2. ENCLOSE REINSTATEMENT FEE OF \$48.00.
3. MUST SUBMIT PROOF OF ATTENDING A BOARD-APPROVED INSTRUCTOR TRAINING SEMINAR WITHIN THE LAST TWO YEARS.

ALL APPLICANTS

4. ALL LICENSES ARE ISSUED FOR A TWO-YEAR LICENSE PERIOD AND EXPIRE SEPTEMBER 30 OF EACH ODD-NUMBERED YEAR.
5. ATTACH A RECENT PHOTOGRAPH (TAKEN WITHIN THE LAST 5 YEARS) TO NEW LICENSE AS SOON AS IT IS RECEIVED. THE LICENSE WILL NOT BE VALID UNTIL THIS PHOTOGRAPH IS ATTACHED.
6. MAKE CHECKS OR MONEY ORDERS PAYABLE TO: DIRECTOR OF REVENUE FOR STATE BOARD OF COSMETOLOGY.
7. RETURN COMPLETED APPLICATION AND FEE TO:
STATE BOARD OF COSMETOLOGY
BOX 1062, JEFFERSON CITY, MISSOURI 65102

PART A - COMPLETED BY OPERATOR/INSTR. LICENSE APPLICANT

APPLICATION FOR OPERATOR/INSTR. LICENSE TO PRACTICE (CHECK ONE)

- CLASS CA - HAIRDRESSING AND MANICURING
- CLASS CH - HAIRDRESSING
- CLASS MO - MANICURIST
- CLASS E - ESTHETICIAN

PART B - APPLICANT PERSONAL DATA

APPLICANT'S NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

DATE OF BIRTH

SOCIAL SECURITY NUMBER

TELEPHONE NUMBER

PART C - LICENSE INFORMATION

LICENSE NUMBER

DATE LAST LICENSE

NAME AS APPEARS ON LAST LICENSE

PART D - PRESENT ADDRESS

STREET/ROUTE/BOX NO.

CITY

STATE

ZIP CODE

PART E - FORMER ADDRESS

STREET/ROUTE/BOX NO.

CITY

STATE

ZIP CODE

I DECLARE THAT ALL OF THE INFORMATION CONTAINED HEREIN ABOVE IS TRUE, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF

APPLICANT'S SIGNATURE

DATE



MISSOURI STATE BOARD
OF COSMETOLOGY
OPERATOR REINSTATEMENT BY EXAMINATION

INSTRUCTIONS

1. Practical examination is required when license has been inactive for a period longer than two years.
2. Please complete this application and sign it at the bottom.
3. Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the State Board of Cosmetology, P.O. Box 1062, Jefferson City, MO 65102, or by calling 314-751-1052 in order to ensure availability of accommodations. The text telephone number for the hearing impaired is 800-735-2966.
4. Enclose a reinstatement fee of \$60.00 in the form of money order or cashier's check made payable to: Director of Revenue for the State Board of Cosmetology.

Return completed application, pictures and fee to:

Missouri State Board of Cosmetology
P.O. Box 1062
Jefferson City, Missouri 65102

A notice of examination will be issued after we have received the completed application and fee.

NOTE: All licenses are issued for a two-year license period and expire September 30 of each odd-numbered year. A recent photograph (taken within the last five years) must be attached to your new license as soon as it is received. The license will not be valid until this photograph is attached.

AN APPLICATION FOR REINSTATEMENT BY EXAMINATION FOR OPERATOR'S LICENSE TO PRACTICE: (CHECK ONE)

- CLASS CA - HAIRDRESSING & MANICURING CLASS CH - HAIRDRESSING CLASS MO - MANICURIST CLASS E - ESTHETICIAN

| | | | |
|------------------|--|------------------------------|----|
| LICENSE NO. ▶ | | DATE OF LAST LICENSE ▶ | 19 |
|------------------|--|------------------------------|----|

APPLICANT DATA

NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

ADDRESS (STREET/ROUTE, BOX NO., CITY)

| | | |
|-------|-----|-----------|
| STATE | ZIP | TELEPHONE |
|-------|-----|-----------|

| | | | |
|--------------------|--|-----------------------------|--|
| DATE OF BIRTH ▶ | | SOCIAL SECURITY NO. ▶ | |
|--------------------|--|-----------------------------|--|

NAME AS APPEARS ON LAST LICENSE

FORMER ADDRESS

I declare that the above information is true and correct to the best of my knowledge and belief.

| | |
|-----------------------------|------|
| APPLICANT SIGNATURE ▶ | DATE |
|-----------------------------|------|

MO 419-1360 (8-95)



STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
APPLICATION FOR DUPLICATE LICENSE

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

INSTRUCTIONS **TYPE OR PRINT**

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

CHECK APPROPRIATE BOX:

NO FEE DUPLICATE: I certify that my original license has been destroyed, lost, mutilated beyond practical usage, or was never received, and is not in my possession. (I further understand that if at any time the original license should come into my possession, I will return the duplicate license to the Missouri State Board of Cosmetology.)

\$5.00 DUPLICATE: I have in my possession my original license (and wallet card, if applicable) and wish to make a change to my license. I am submitting to the Board my original license (and wallet card, if applicable) along with this completed application indicating the change (s) and \$5.00 money order.

LICENSE TYPE

CHECK APPROPRIATE BOX:

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> COSMETOLOGY, HAIRDRESSING AND MANICURING | <input type="checkbox"/> INSTRUCTOR | <input type="checkbox"/> INSTRUCTOR TRAINEE |
| <input type="checkbox"/> COSMETOLOGY AND HAIRDRESSING | <input type="checkbox"/> STUDENT | |
| <input type="checkbox"/> MANICURING | <input type="checkbox"/> APPRENTICE | |

LICENSEE INFORMATION

LICENSEE NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

| | | | |
|----------------|---------------|------------------------|------------------|
| LICENSE NUMBER | DATE OF BIRTH | SOCIAL SECURITY NUMBER | TELEPHONE NUMBER |
|----------------|---------------|------------------------|------------------|

PRESENT ADDRESS
NUMBER AND STREET, ROUTE, BOX NUMBER, CITY, STATE, ZIP CODE.

FORMER ADDRESS
NUMBER AND STREET, ROUTE, BOX NUMBER, CITY, STATE, ZIP CODE.

| | | |
|---|--------------------|------|
| MUST BE SIGNED IN PRESENCE OF NOTARY | LICENSEE SIGNATURE | DATE |
| | | |

NOTARY INFORMATION

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

MO 419-0749 (1-93)