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# Rules of Department of Commerce and Insurance

## Division 2085—Board of Cosmetology and Barber Examiners

### Chapter 12—Schools and Student Rules—Barber and Cosmetology

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**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE  
Division 2085—Board of Cosmetology  
and Barber Examiners  
Chapter 12—Schools and Student Rules—  
Barber and Cosmetology**

**20 CSR 2085-12.010 General Rules and  
Application Requirements for All Schools**

*PURPOSE: This rule establishes requirements applicable to all barber and cosmetology schools and school applicants.*

(1) To operate a barber or cosmetology school in Missouri, including a postsecondary or secondary barber or cosmetology school, an applicant shall submit an application and applicable fee to the board at least sixty (60) days prior to the anticipated opening date of that facility. Applications to open a school shall be made on the forms provided by the board and may be obtained by writing the board at PO Box 1062, Jefferson City, MO 65102. The telephone number is (573) 751-0805 or (866) 762-9432, and the TDD number is (800) 735-2966.

(A) As used in these regulations (and in application forms issued by the board), the term “postsecondary” shall mean an institution or school that has certified in its application to the board that it will only enroll individuals who meet one (1) of the following qualifications: 1) hold a high school diploma; 2) hold a general education development (GED) certification; 3) have completed a home schooling program which meets the requirements of the state in which it occurred and contains at least twelve (12) high school credits; or 4) have provided acceptable proof of a prior enrollment, commencing at any date prior to July 1, 2012, in a Title IV eligible academic program at a Title IV eligible postsecondary institution. With respect to an institution, “Title IV eligible” shall have the meaning given in 34 CFR 600.2 as that regulation existed at the time of such prior enrollment, and, with respect to an academic program, “Title IV eligible” shall have the meaning given in 34 CFR 668.8 as that regulation existed at the time of such prior enrollment the status of being postsecondary is optional, and an applicant may apply to operate a barber or cosmetology school in Missouri without such status.

(B) As used in these regulations (and in application forms issued by the board), the term “secondary” shall mean an institution or school that has certified on its application to the board that it is a public vocational-technical school.

(2) General Application Requirements. The board shall not consider any application to open a school unless it is fully completed, including supporting documents which must be attached to the application, with the applicable fee. The application shall be on a form approved by the board and shall contain the following information:

(A) Name and address of the owner(s) or lessor(s) and lessee(s) where appropriate;

(B) The school’s complete mailing address;

(C) A copy of the proposed facility’s floor plan, giving approximate dimensions and square footage;

(D) A list of the proposed equipment and training supplies by quantity and type for which barber school applicants shall include the minimum equipment and supplies required by 20 CSR 2085-12.020(2)(C) or, for cosmetology school applicants, shall include the minimum equipment and supplies required by 20 CSR 2085-12.040(2);

(E) A list detailing all implements and equipment that will be included in student kits;

(F) A list of the proposed school rules;

(G) The requisite fee;

(H) A brief description of the course curriculum, including the number of clock hours, credit hours, or similar units of measure, whichever is applicable, to be assigned to each subject area;

(I) A sample lesson plan for each course in the curriculum, which must include those courses required by Chapters 328 and/or 329, RSMo, and the rules of the board, for the school license requested;

(J) The maximum enrollment allowed for the facility based on square footage;

(K) A copy of the student contract which shall comply with the following:

1. Student contracts submitted and used by barber school applicants must include a notice to the student that no less than one thousand (1,000) hours of training in a licensed school is required for that student to sit for the state barber examination;

2. Student contracts submitted and used by cosmetology school applicants must include a notice to the student that no less than one thousand five hundred (1,500) hours of training in a licensed school or no less than one thousand two hundred twenty (1,220) hours of training in a licensed public vocational-technical school are required for cosmetology, and no less than four hundred (400) 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 board examination; and

3. A copy of the school’s student enroll-

ment form or application, which, for a postsecondary school, shall require the student applicant to indicate whether he/she holds a high school diploma; holds a general education development (GED) certification; has completed a home schooling program meeting the requirements of the state in which it occurred and has provided to the board a written notarized statement from his/her principal instructor demonstrating completion of at least twelve (12) high school credits; or has provided to the cosmetology school proof of a prior enrollment, commencing at any date prior to July 1, 2012, at a Title IV eligible postsecondary institution in a Title IV eligible academic program;

(L) The name and address of each licensed instructor to be employed:

1. Any barber school having only one (1) instructor per fifteen (15) students shall state in their application the name and address of a substitute instructor who will be available; and

2. Any cosmetology school having only one (1) instructor per twenty-five (25) students shall state in their application the name and address of a substitute instructor who will be available; and

(M) Two (2) or more letters of reference for the applicants.

(3) Application Approval. 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 fourteen (14) days before the next meeting. If the application is received less than fourteen (14) days before the next meeting, then an appointment will be scheduled at the following meeting to discuss the proposed school. If the applicant has applied for the optional status of postsecondary institution, and has met the requirements of section (2) of 20 CSR 2085-12.010, and if the board decides to grant an initial or renewal license, the license shall designate the school as being authorized to operate as a postsecondary school of cosmetology and/or barbering. If the applicant has applied for the optional status of secondary institution, and has met the requirements of section (2) of 20 CSR 2085-12.010, and if the board decides to grant an initial or renewal license, the license shall designate the school as being authorized to operate as a secondary school of cosmetology and/or barbering.

(A) After the meeting between the applicant and the board, the board will decide to preliminarily approve or deny a license for the proposed facility no later than ninety (90) days after the board’s receipt of the properly completed application, unless additional



information is needed or additional time is required for the board to review the application submitted.

(B) 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. The purpose of the final inspection is to approve or disapprove the condition of the school, to ensure the facility has all required equipment and is in compliance with the floor plan preliminarily approved by the board.

1. A school license will only be issued to applicants who are in compliance with the rules of the board and provisions of law applicable to the school sought to be licensed.

2. After final approval is given by the board, a license will be sent to the applicant. No barber or cosmetology school shall be opened in Missouri prior to receipt of its license from the board.

(4) Barber School Floor Plans. The floor plan submitted with an application for licensure as a barber school shall include the following:

(A) A reception area;

(B) A classroom for theory instruction with a reference library;

(C) A work station for each student for practical instruction which shall include a backbar, dust-tight cabinet or drawers, mirror not less than thirty inches (30") in diameter, and barber chair with headrest. Barber chairs shall be mechanically sound with a non-porous covering in good condition. Chairs shall be placed at least five feet (5') apart, and each chair shall occupy not less than thirty-five (35) square feet of floor space. There shall be electrical outlets between every two (2) chairs;

(D) Two (2) or more restrooms that separately accommodate male and female students including sink with hot and cold running water, soap (liquid or powder), and paper towels;

(E) A dispensary for the preparation, mixing, storage, and disposal of supplies and chemicals used for disinfecting barbering implements;

(F) Manager(s) office;

(G) A student break room;

(H) A janitor's closet for cleaning supplies; and

(I) A shampoo bowl equipped with hot and cold running water plus chair for each student scheduled for practical instruction up to six (6) shampoo bowls.

(5) License Changes. Each license for a school issued by the board shall be valid only

for the premises named and located at the address provided in the initial school license application. 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.

(A) Change of Location. If the physical plant or operation of a school is to be moved to a new address, it shall be the responsibility of the school owner(s) to submit an application to open a school at a different location and the applicable fee to the board and meet all the requirements to obtain a license to operate the school prior to reopening at the new location.

1. The school owner shall submit a change of location application which shall include:

A. The name and address of the owner(s) or lessor(s) and lessee(s) where appropriate;

B. The school's complete mailing address;

C. A copy of the proposed facility's floor plan, giving approximate dimensions and square footage;

D. A list of the proposed equipment and training supplies by quantity and type which for barber school applicants shall include the minimum equipment and supplies required by 20 CSR 2085-12.020(2)(C) or, for cosmetology school applicants, shall include the minimum equipment and supplies required by 20 CSR 2085-12.040(2);

E. A list detailing all implements and equipment that will be included in student kits;

F. A list of the proposed school rules;

G. The requisite fee;

H. The maximum enrollment allowed for the facility based on square footage;

I. A copy of the student contract which shall comply with the applicable requirements of 20 CSR 2085-12.010(2)(K); and

J. The name and address of each licensed instructor to be employed, including the name and address of any substitute instructor as required by 20 CSR 2085-12.010(2)(L).

2. Final approval of a school by the board, based on a change of location, will be made upon final inspection of the establishment.

(B) Change of Ownership. It shall be the responsibility of the new owner(s) to submit an application to open a school and the appli-

cable fee to the board and to meet all requirements to obtain a license to operate a school.

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 the rules of the board.

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. Adding a co-owner. It shall be the responsibility of the co-owners to submit an application to open a school and the applicable fee to the board to obtain a license to operate a school.

4. Deleting a co-owner. It shall be the responsibility of the co-owners to immediately notify the board of any ownership change. The written notice shall serve as documentation of the change and a new application and fee shall not be required.

(C) Name Change of School. Notwithstanding any other rule promulgated by the board, the owners of the school shall notify the board immediately in writing of a change in a school name. The name change may be made on the renewal application for the school. Alternatively, the name change may be made during the license period if the owner(s) submit a change of name request on a form supplied by the board along with the school's license and the duplicate license fee. No school shall use any name prior to complying with the rules of the board for changing a school name and submitting all applicable fees.

(D) Termination of Operations. 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 section (9) 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.

(6) Inspections.

(A) A member, representative, or inspector of the board shall inspect the school prior to annual renewal and the school shall be in compliance with all applicable Missouri laws and rules of this board.

(B) Each school licensed in Missouri must be open to the members, representatives, or inspectors of the board for inspection at all times during normal working hours or at reasonable times as requested by the board.



Every school licensed by the board shall have a complete student kit and a set of all textbooks available for inspectors to view at the time of inspection.

(7) Renewals.

(A) Each holder of a valid, current license to operate a school in Missouri shall, on or before the renewal date, submit an application for renewal of the school license and shall accompany it with the biennial renewal fee and shall provide 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 list detailing all implements and equipment that will be included in student kits;
4. The requisite fee;
5. The maximum enrollment allowed for the facility based on square footage; and
6. The name and address of each licensed instructor to be employed; provided, any school having less than the minimum number of instructors as required by the rules of the board for the school to be licensed shall also state the name and address of a substitute instructor who will be available.

(B) The holder(s) of a school license which has not been renewed by the 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 fourteen (14) days following the board's 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 (9)(C) of this rule and may reapply for a school license in accordance with the provisions of section (2) of this rule.

(8) Satellite Classrooms.

(A) Purpose. Satellite classrooms may only be used for teaching purposes. Students are prohibited from providing services to or demonstrations on the public in a satellite classroom.

(B) Eligibility. Any licensed school may apply for the addition of a satellite classroom.

(C) Location. Satellite classrooms must be located within a one (1) mile radius of the existing school.

(D) Equipment and Floor Space.

1. Satellite classrooms shall be equipped with at least one (1) restroom for student use.
2. Satellite classrooms shall be equipped with a sufficient number of tables and chairs to accommodate the number of students in attendance in each class.
3. Schools shall post a sign on the out-

side of each entrance into a satellite classroom, which reads, "Satellite Classroom for Students and Licensed Instructors Only."

4. Satellite classrooms shall have a minimum of five hundred (500) square feet for classroom instruction for up to twenty (20) students. For each additional student, satellite classrooms must have at least an additional fifty (50) square feet. Schools may not include the square footage of the satellite classroom to meet the minimum square footage requirements for the school licensed.

(E) In addition to the instructor requirements for the school licensed, there must be at least one (1) licensed instructor present in the satellite classroom anytime students are present.

(F) Inspection. Satellite classrooms are subject to inspection in the same manner as the existing school. Schools are required to post the satellite classroom license in plain view within the satellite classroom at all times.

(G) Application for Licensure. If a satellite classroom is to be added, it shall be the responsibility of the holder(s) of the school license prior to opening the satellite classroom to submit an application for the addition of a satellite classroom on a form supplied by the board accompanied by a floor plan of the satellite classroom giving dimensions and square footage, and the satellite classroom application fee; have the satellite classroom inspected and approved by the board; and have received the satellite classroom license from the board.

(9) Enrollment and Termination of Students.

(A) Students must be seventeen (17) years of age by the time application is made for the state examination.

(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 two inch square (2" × 2") photograph taken within the last five (5) years and is not transferable.

(C) Terminations. All persons holding a license to operate a school shall be responsible for submitting properly completed termination forms for all students who terminate their training. School license holders are

responsible for obtaining termination forms from the board.

1. Termination forms must be submitted within two (2) weeks of the date of student's termination. The date of a student's termination is either: 1) The date the student affirmatively indicates to the school his/her intent to terminate training; or 2) The last day of any two (2)-week period during which the student failed to attend a single class. However, a school shall not terminate a student for up to six (6) weeks if the student notifies the school in writing of his/her leave of absence and the student's anticipated date of return. If the student does not return on the anticipated date of return, the school shall automatically terminate the student on that date.

(D) Transfer of Students. Any student desiring to change schools shall contact the school in which he/she is currently enrolled and request termination. The school shall terminate the student as required by 20 CSR 2085-12.010(9)(C) within two (2) weeks of the student's request to be terminated.

(E) No student shall be permitted to remove his/her training kit from the school while in training.

(F) Definition of Training Hours.

1. For purposes of cosmetology schools and students, "training hours" is defined as the number of clock or credit hours of instruction and training a student obtained and for which the school maintained a record of those hours for instruction and training.

2. For purposes of barber schools and students, "training hours" is defined as the number of clock hours of instruction and training a student obtained and for which the school maintained a record of those hours for instruction and training.

(10) Instructors. Every holder of a license to operate a school shall be responsible for providing continuous and adequate supervision of the school's students by licensed instructors at all times during regular school hours.

(A) It shall be the responsibility of the holder of a license to operate a school to ensure that each licensed instructor teaching in that school submits to the board a proposed lesson plan for each course that they teach. The lesson plan must be approved by the board prior to the course being taught.

(B) 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 Missouri licensed instructor will be available to that school to assume continuous and uninterrupted instruction. Satisfactory proof shall be demonstrated by submitting an affidavit to the board, a contract of agreement, or other evidence found to



be adequate and trustworthy, that verifies that a licensed Missouri substitute instructor will be available.

(C) To insure the adequate preparation of its students, every school shall allow its instructors 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 for no monetary compensation for the specific service(s) demonstrated.

(D) Instructor licenses shall be conspicuously displayed with a two inch square (2" × 2") photograph taken within the last five (5) years.

(E) Instructor trainees shall not be counted as licensed instructors for purposes of meeting the minimum instructor requirements of the board for the applicable school and under no circumstances shall an instructor trainee be left solely in charge of any school.

(11) External Training and Coursework.

(A) 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 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.

(B) 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 fourteen (14) days prior to the next meeting shall be placed on the agenda for the following meeting.

(C) 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.

(12) Minimum Standards for Accountability.

(A) School emphasis shall be placed on student training exclusively.

(B) Every school shall maintain an annual overall pass/fail rate of seventy percent (70%) for both written and practical portions of the licensure examination for each classification of the profession taught. If a school's pass/fail rate falls below seventy percent

(70%) in a calendar year, the school will have thirty (30) days from the date of notification to submit a plan of action to the board. The pass/fail rate in question will be for first time candidates only. The pass/fail rate must increase by five percent (5%) the first year, then must meet or exceed that standard for the next two (2) years, or the school license shall be subject to discipline.

(C) Student records shall be made available or shall be electronically stored so that the records may be immediately accessed and produced on the premises of the licensed school in the state of Missouri upon request by the board or its representative. For purposes of this rule, records shall be retained for a period of five (5) years and shall include, but are not limited to:

1. Timesheets;
2. Enrollment forms;
3. Student applications;
4. Termination forms;
5. Attendance records;
6. State law tests;
7. Proof of grades;
8. Proof of attendance;
9. Student payment records; and
10. Student contracts.

(D) The school shall include in its catalog and on its website information on how students may present complaints to the board, including the mailing address, telephone number, and website of the board.

(13) Advertising. Signs shall be displayed in all schools stating that all work is done by students. Schools advertising prices for services must state that all work is done by students and the lettering of the advertisement stating that work is performed by students must be as large as the lettering used to denote the advertised prices.

(14) All services rendered to the general public in a school shall be performed by students. An instructor shall not operate a chair or serve customers in a school. All work performed by the student on a customer shall be inspected and approved by an instructor before the customer exits the school. Students shall not exit from classroom instruction or practical or written examinations to perform barbering or cosmetology services on customers.

(15) Physical Premises. The building and quarters that the school occupies shall be clean, well painted, well ventilated, and adequately lighted with sufficient room.

(A) There shall be no smoking in instructional areas of the school.

(B) All implements and school equipment, including furniture and fixtures, shall be kept in good working order and repair.

(16) Failure of any school to comply with any

applicable rule of the board shall be considered grounds for suspension or revocation of a license to operate a school.

(17) As used in the rules of the board, the term "school" shall also include a college of cosmetology or barber instruction.

*AUTHORITY: sections 328.090, 328.120, 329.025, and 329.040, RSMo Supp. 2013.\* Original rule filed Aug. 10, 2007, effective Feb. 29, 2008. Amended: Filed April 8, 2009, effective Oct. 30, 2009. Amended: Filed Sept. 13, 2013, effective Feb. 28, 2014. Emergency amendment filed May 28, 2015, effective June 7, 2015, expired Feb. 25, 2016. Amended: Filed May 28, 2015, effective Nov. 30, 2015. \*\**

*\*Original authority: 328.090, RSMo 1939, amended 1947, 1949, 1951, 1981, 2005; 328.120, RSMo 1939, amended 1947, 1951, 1959, 1981, 1993, 1995, 2005; 329.025, RSMo 2005, amended 2008; and 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001.*

*\*\*Pursuant to Executive Orders 20-04 and 20-10, 20 CSR 2085-12.010, section (11) was suspended from March 23, 2020 through June 15, 2020.*

## 20 CSR 2085-12.020 Specific Requirements for Barber Schools

*PURPOSE: This rule establishes requirements applicable specifically to barber schools.*

(1) Instructors.

(A) Every barber school shall employ, and have present during regular school hours, a minimum of one (1) Missouri licensed instructor for every fifteen (15) students in attendance for a given class period.

(B) In addition to the requirements set forth in this rule, the school shall employ and have present during regular school hours a minimum of one (1) licensed instructor for every twenty (20) students in attendance for a given class period in a satellite classroom. If, at anytime, twenty-one (21) or more students are in attendance in the satellite classroom, at least two (2) licensed instructors must be present in the satellite classroom.

(2) Physical Facilities.

(A) A school owner may change the school floor plan during the term of licensure, provided that, the physical facilities of the school shall at all times include all of the items/areas required in the floor plan for initial applicants for a barber school license under this rule and 20 CSR 2085-12.010(4). A copy of the revised floor plan shall be submitted to the board within fifteen (15) days after the revised changes are made.

(B) The workroom floors of a barber school shall be either tiled or covered with



linoleum or comparable floor covering and shall be clean and in good condition.

(C) A barber school shall have the following minimum equipment and supplies:

1. Instructional fixtures for instructor(s) and students, such as a chalkboard, anatomic chart, desks or tables, and chairs;
2. A reference library for students containing at least a dictionary, current textbook, current Missouri law and rules governing barbering;
3. A work station for each student scheduled for practical instruction;
4. A metal fire-resistant and locking filing cabinet for school and student records;
5. First aid dispensary;
6. Sanitary drinking facilities;
7. Chairs in reception area to accommodate patrons;
8. At least three (3) mannequins;
9. One (1) large closeable sanitary cabinet or container for clean towels;
10. One (1) large covered receptacle for soiled towels;
11. One (1) large covered receptacle for debris and hair;
12. Restroom facilities shall have hot and cold running water, soap (liquid or powder), and paper towels;
13. Each work station shall have at least one (1) liquid sanitizer;
14. A sufficient supply of tonics, lotions, shampoos, and chemical preparations used in processing hair and hair waving;
15. Ample supply of disposable gloves;
16. Ample supply of clean towels; and
17. At least one (1) electric latherizer for every ten (10) students.

(3) Training Kits. A barber school shall provide each student with a non-returnable training kit which shall include at least the following:

- (A) Textbook approved by the board;
- (B) Four (4) combs and three (3) brushes;
- (C) One (1) hair dryer;
- (D) One (1) straight razor with interchangeable blades;
- (E) One (1) pair of haircutting shears;
- (F) One (1) pair of thinning shears;
- (G) One (1) clipper with interchangeable blades sizes 1 and .000 or an adjustable clipper;
- (H) Two (2) washable smocks;
- (I) One (1) dozen wave rods;
- (J) One (1) hair pick; and
- (K) One (1) wig brush.

(4) Record Retention. A barber school shall use a time clock to maintain an actual record of the exact number of hours worked each day by each student. A school shall maintain current transcripts and records of each student

enrolled, including the hours and dates of attendance and grades of all examinations.

(5) All barber schools shall be in compliance with 20 CSR 2085-11.010 and shall post the sanitation rules in a conspicuous place within the school.

*AUTHORITY: sections 328.020, 328.090, 328.120, and 329.025, RSMo Supp. 2013.\* Original rule filed Aug. 10, 2007, effective Feb. 29, 2008. Amended: Filed Sept. 13, 2013, effective Feb. 28, 2014.*

*\*Original authority: 328.020, RSMo 1939, amended 2005; 328.090, RSMo 1939, amended 1947, 1949, 1951, 1981, 2005; and 329.025, RSMo 2005.*

**20 CSR 2085-12.030 Curriculum Prescribed for Barber Schools/Colleges**

*PURPOSE: This rule establishes general requirements for barber school curriculum and teaching (instructor) requirements.*

(1) Missouri barber schools shall provide a minimum of one thousand (1,000) hours of training over a period of not less than six (6) months. Apprenticeship training in Missouri shall provide a minimum of two thousand (2,000) hours of training for a period not to exceed five (5) years. The subjects and the minimum hours in each are listed in Columns A and B in this section.

	Column A Minimum Hours Student	Column B Minimum Hours Apprentice
(A) History	5	10
(B) Professional Image	5	10
(C) Bacteriology	5	10
(D) Sterilization, Sanitation, and Safe Work Practices	20	40
(E) Implements, Tools, and Equipment	15	30
(F) Properties and Disorders of the Skin, Scalp, and Hair	15	30
(G) Treatment of Hair and Scalp	20	40
(H) Facial Massage and Treatments	5	10
(I) Shaving	35	70
(J) Haircutting	425	850
(K) Hairstyling	325	650
(L) Mustache and Beard Design	5	10
(M) Permanent Waving	30	60
(N) Chemical Hair Relaxing and Soft Curl		
Permanents	30	60
(O) Hair Coloring	30	60
(P) Hairpieces	5	10
(Q) Chemistry	5	10

(R) Anatomy and Physiology	5	10
(S) Salesmanship and Establishment Management	5	10
(T) State Law	10	20

(2) All barber students shall receive not less than one (1) hour of combined lectures and demonstrations each business day, excluding Saturday.

*AUTHORITY: sections 328.090, 328.120 and 329.025(1), RSMo Supp. 2006.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 328.090, RSMo 1939, amended 1947, 1949, 1951, 1981, 2005; 328.120, RSMo 1939, amended 1947, 1951, 1959, 1981, 1993, 1995, 2005; and 329.025, RSMo 2005.*

**20 CSR 2085-12.035 Requirements for Barber Students**

*PURPOSE: This rule establishes qualifications and requirements for barber students.*

(1) It shall be the responsibility of the school to submit to the board at least two (2) weeks prior to the anticipated date of student barber training the following:

- (A) A completed student application for admission to barber training;
- (B) Pursuant to section 328.080, RSMo, a medical examination form;
- (C) Proof of age—copy of a birth certificate or driver’s license (applicant must be seventeen (17) years of age by the time application is made for examination);
- (D) Two (2) small two inch square (2" × 2") passport photographs of the student; and
- (E) Applicable fee.

(2) For any person enrolling in a postsecondary barber school, the completed student application must indicate that the individual: has earned a high school diploma; has earned a general education development (GED) certification; has completed a home schooling program meeting the requirements of the state in which it occurred and has provided to the board office a written notarized statement from his/her principal instructor demonstrating completion of at least twelve (12) high school credits; or has provided to the barber school proof of a prior enrollment, commencing at any date prior to July 1, 2012, at a Title IV eligible postsecondary institution in a Title IV eligible academic program.

(3) Any person desiring to enroll in a secondary barber school shall meet all of the requirements set forth in subsections (1)(A)–(E) of 20 CSR 2085-12.035.



(4) Upon board approval of a student application for admission to barber training, the board shall issue to the school a student registration which shall be conspicuously posted at each student's work station.

(5) Upon a successfully completed course of barber training, provided the board is in receipt of a completed student transcript and student registration, the student may apply for the barber examination by submitting to the board at least fourteen (14) days prior to examination date, a completed application and applicable fee.

(6) Upon graduation from barber training, the student registration to work under the supervision of a licensed barber operating in a current licensed barber establishment may be extended by the board to ten (10) days following the date of the first available examination for licensure. Extended student registration shall be posted in front of the working chair. Extended student registration shall be received by the board upon its expiration.

(7) No training received in a school may be credited towards the fulfillment of the hours necessary in an apprenticeship program and no training received in a barber establishment may be credited towards the hours necessary in a school to meet the minimum requirements necessary to qualify for a state examination.

*AUTHORITY: sections 328.120 and 329.025.1, RSMo Supp. 2013.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Emergency amendment filed May 28, 2015, effective June 7, 2015, expired Feb. 25, 2016. Amended: Filed May 28, 2015, effective Nov. 30, 2015.*

*\*Original authority: 328.120, RSMo 1939, amended 1947, 1951, 1959, 1981, 1993, 1995, 2005; and 329.025, RSMo 2005, amended 2008.*

**20 CSR 2085-12.040 Specific Requirements for Cosmetology Schools**

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

(1) The holder(s) of the cosmetology school license shall employ and have present during regular school hours a competent licensed instructor for every twenty-five (25) students in attendance for a given class period.

(2) Minimum Equipment and Training Supplies. All schools of cosmetology teaching the occupations of Class-CA or Class-CH

cosmetology, as defined in section 329.010(5), RSMo, 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) Tables and chairs sufficient for the number of students in attendance;
- (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;

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

(M) First-aid supplies;

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

(O) One (1) Complete Visual Aid Teaching System. 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;

(P) One (1) large blackboard;

(Q) Sanitary drinking facilities;

(R) One (1) time clock for student hours or a reliable record keeping system for tracking and recording student hours;

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

(T) A reference library for students containing the following suggested materials:

1. Textbooks on the theory in cosmetology for each student, textbooks on cosmetology establishment management and buying, textbooks on psychology of salesmanship, a collegiate dictionary, a beauty culture dictionary, and trade magazines. All textbooks must be current.

2. Textbooks, if necessary for coursework, for each student. Student shall receive textbooks necessary for coursework within forty-eight (48) hours of the start date of the course for which the textbook is needed.

Textbooks provided must be current and new; photocopies are not acceptable;

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

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

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

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

(Y) Individual student kit materials for each student enrolled shall include at a minimum the following:

- 1. Thermal equipment;
- 2. Haircutting equipment;
- 3. Chemical application implements;
- 4. Hair styling implements; and
- 5. For Class-CA hairdressing and manicuring students manicuring implements shall be included.

A. All implements and equipment contained in the student kits must be new.

B. Students shall receive student kits prior to the completion of their training.

C. All kits shall be kept clean and remain free of unsterilized items and tools.

D. No student shall be permitted to remove his/her training kit from the school or cosmetology establishment while in training.

(3) All students in a cosmetology school shall wear washable clothing while in attendance.

(4) Training and Calculation of Hours. This rule clarifies hour requirements as authorized in section 329.040, RSMo.

(A) Minimum—Maximum Hours Accepted.

1. Each school or public institution shall define, for its own purposes, what constitutes a full-time, part-time, or evening student or instructor trainee but will be required to designate one (1) of these classifications for each individual enrolled in its program of study.

2. All students and instructor trainees shall be enrolled in a course of study of no less than three (3) hours per day and no more than twelve (12) hours per day with a weekly total that is no less than fifteen (15) hours and no more than seventy-two (72) hours.

3. No training hours may be counted towards satisfaction of more than one course of study or classification in a Missouri cosmetology school, however, nothing stated herein prohibits the transfer of training hours between Class CH-hairdressing and Class CA-hairdressing and manicuring course of study.

4. No training received in a school may be credited towards the fulfillment of the hours necessary in an apprenticeship program and no training received in a beauty cosmetology establishment may be credited towards the hours necessary in a school to meet the



minimum requirements necessary to qualify for a state examination.

(5) Change of Status. No student, instructor trainee, or apprentice 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 20 CSR 2085-12.060(1)(C).

(6) Any school which teaches all of 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 in attendance for a given class period provided that one (1) to ten (10) additional students may be in attendance with the assistance of an instructor trainee. Instructor trainees shall not be considered students for purposes of this requirement. Additionally, any school which teaches all of the classified occupations of cosmetology in Missouri shall employ and have present in the school a minimum of one (1) licensed instructor for every three (3) instructor trainees in attendance for a given class period.

*AUTHORITY: sections 329.025.1 and 329.040, RSMo Supp. 2008.\* Original rule filed Aug. 10, 2007, effective Feb. 29, 2008. Amended: Filed July 22, 2009, effective Jan. 30, 2010.*

*\*Original authority: 329.025, RSMo 2005, amended 2008 and 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001.*

**20 CSR 2085-12.050 Curriculum Prescribed for Cosmetology Schools**

*PURPOSE: This rule establishes the curriculum requirements prescribed for cosmetology schools, to be consistent with Chapter 329, RSMo.*

**(1) 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 (1,220) 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 list-

ed in Column A of paragraph (1)(A)3. of this section.

3. All programs of apprenticeship training in Missouri shall provide a minimum of three thousand (3,000) hours of training for cosmetology, a minimum of fifteen hundred (1,500) hours of training for esthetician, or a minimum of eight hundred (800) 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
Shampooing of all kinds	40	80	
Hair coloring, bleaches and rinses	130	260	
Hair cutting and shaping	130	260	
Permanent waving and relaxing	150	250	
Hair setting, pin curls, fingerwaves, thermal curling	230	450	
Combouts and hair styling techniques	105	210	
Scalp treatments and scalp diseases	30	60	
Facials, eyebrows and arches	40	80	
Manicuring hand and arm massage, and treatment of nails	110	220	440
Cosmetic chemistry	25	50	
Salesmanship and establishment management	10	20	40
Sanitation and sterilization	30	60	40
Anatomy	20	40	20
State law	10	20	20
Study of the use and application of certain chemicals			80
Misc. lectures and test review	160	940	140
<b>Total</b>	<b>1,220</b>	<b>3,000</b>	<b>800</b>

Subject	Column D Esthetician Apprentice
Facials, cleansing, toner, massaging	240
Makeup application, all phases	200
Hair removal	60
Body treatments, aroma therapy, wraps	240
Reflexology	70

Cosmetic sciences, structure, condition, disorder	170
Cosmetic chemistry, products and ingredients	150
Cosmetology establishment management and salesmanship	110
Sanitation and sterilization, safety	90
State law	20
Misc. lectures and test review	150
<b>Total</b>	<b>1,500</b>

*AUTHORITY: sections 329.025.1 and 329.040, RSMo Supp. 2006.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005; and 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001.*

**20 CSR 2085-12.060 Requirements for Cosmetology Students**

*PURPOSE: This rule establishes qualifications and requirements for cosmetology students.*

**(1) Registration.**

(A) Any person desiring to enroll in a school of cosmetology shall contact the school of intended enrollment and obtain an enrollment form supplied by the board. At least two (2) weeks prior to the commencement of any program of instruction, that person shall return the completed enrollment form to the school of intended enrollment and, if the student is accepted, that school shall approve it and submit it to the board. The form shall be accompanied by the proper fee(s) and include the following information:

1. The applicant's name and address;
2. The name and address of the school or cosmetology establishment of enrollment;
3. Proof of age—copy of a birth certificate or driver's license (applicant must be seventeen (17) years of age by the time application is made for examination);
4. Proof of successful completion of the tenth grade (completion of at least ten (10) high school credits as defined by law)—diploma, general educational development (GED) certification, or official school transcript indicating student's name, grade level, and number of credits completed. Individuals who did not attend an official high school or GED program may submit a written notarized statement from his/her principal instructor demonstrating completion of at least ten (10) high school credits. The notarized statement must include the date(s) credits were earned, the subject areas in which credits were earned, and the year(s) of instruction. All foreign documents or documents not in the English language must be certified by a board-approved credential evaluating service;





- 5. Two (2) or more character references;
- 6. Two (2) United States passport photographs measuring two inches by two inches (2" × 2") which have been taken within the last five (5) years;
- 7. Signature of applicant; and
- 8. Signature of school owner/representative and school seal.

(B) Any person desiring to enroll in a post-secondary school of cosmetology shall meet all of the requirements set forth in subsection (1)(A) of this rule concerning completion of an enrollment form, except that, in lieu of the information set forth in paragraph (1)(A)4. of this rule, the enrollment form completed by the person shall indicate that the person: has earned a high school diploma; has earned a general education development (GED) certification; has completed a home schooling program meeting the requirements of the state in which it occurred and has provided to the board office a written notarized statement from his/her principal instructor demonstrating completion of at least twelve (12) high school credits; or has provided to the cosmetology school proof of a prior enrollment, commencing at any date prior to July 1, 2012, at a Title IV eligible postsecondary institution in a Title IV eligible academic program.

(C) Any person desiring to enroll in a secondary school of cosmetology shall meet all of the requirements set forth in subsection (1)(A) of this rule.

(D) No person shall be given credit for any training received by a school until a properly completed student enrollment form has been received and approved by the board and a student license is returned to the school or cosmetology establishment. The student license shall expire on the expiration date. A new application shall be submitted should the student or apprentice wish to continue training beyond the expiration date.

(E) Change of Status. For any student desiring to change the course in which he/she is currently enrolled or who wishes to obtain additional hours beyond the hours required by the board (even if license is still within the five (5)-year limit), he/she will be required to apply to the board for a change of status. Any other alteration (such as change of school and/or location) will require a termination. A student license will be good for a maximum of five (5) years from the date of issuance of the license at that location, unless terminated from the school. 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 student license and the enrollment application fee and shall be post-marked 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 valid for twenty (20) days from the date of application and shall be retained by the school to serve as the training license for the student until the amended license is received from the board.

(2) Transfer of Students.

(A) Any student desiring to change schools shall contact the school in which he/she is currently enrolled and request termination. The school shall terminate the student as required by 20 CSR 2085-12.010(9)(C) within two (2) weeks of the student's request to be terminated. After the proper termination papers and the student license have been received by the board, the student may make application for enrollment with another school in accordance with this rule and 20 CSR 2085-12.060(1).

(B) For the purposes of meeting the minimum requirements for examination, training completed by a student 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.

(3) All students in any cosmetology school shall wear washable clothing while in attendance.

(4) No training received in a school may be credited towards the fulfillment of the hours necessary in an apprenticeship program and no training received in a beauty cosmetology establishment may be credited towards the hours necessary in a school to meet the minimum requirements necessary to qualify for a state examination.

*AUTHORITY: sections 329.025.1, 329.040, and 329.050, RSMo Supp. 2013.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed April 3, 2009, effective Sept. 30, 2009. Emergency amendment filed May 28, 2015, effective June 7, 2015, expired Feb. 25, 2016. Amended: Filed May 28, 2015, effective Nov. 30, 2015.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001; and 329.050, RSMo 1939, amended 1945, 1949, 1961, 1981, 1989, 1995, 1996, 2001, 2005.*

**20 CSR 2085-12.070 Manicuring Schools**

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

(1) Except as provided by this rule, schools of manicuring shall comply with 20 CSR 2085-12.010 sections (1)–(3) and sections (5)–(17) and 20 CSR 2085-12.040(1) and sections (3)–(6).

(2) Floor Space Required. Every school of manicuring in Missouri shall have a minimum of one thousand (1,000) 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. Satellite classrooms must have a minimum of five hundred (500) square feet for classroom instruction for up to twenty (20) students. For each additional student, satellite classrooms must have at least an additional fifty (50) square feet.

(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 be kept clean and remain free of unsterilized items and tools;

- (H) First-aid supplies;
- (I) Five (5) classroom tables and ten (10) chairs for practice and theory;
- (J) One (1) time clock for student hours or a reliable record keeping system for tracking and recording 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 materials: textbooks on theory in manicuring for each student, textbooks on cosmetology establishment management and buying, textbooks on psychology of salesmanship, a collegiate dictionary, a beauty culture dictionary, and trade magazines. Textbooks, if necessary for coursework, for each student. Textbooks provided must be new, photocopies are not acceptable. All textbooks shall be current. Students shall receive primary textbooks within forty-eight (48) hours of enrollment;

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

(R) Individual student manicuring kits shall include at a minimum the following:

1. Basic manicure and pedicure implements; and

2. Artificial nail supplies and implements.

(4) Instruction. Students in a school of manicuring shall comply with all requirements of 20 CSR 2085-12.060.

*AUTHORITY: sections 329.025.1, 329.040, and 329.050, RSMo Supp. 2008.\* Original rule filed Aug. 10, 2007, effective Feb. 29, 2008. Amended: Filed July 22, 2009, effective Jan. 30, 2010.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001; and 329.050, RSMo 1939, amended 1945, 1949, 1961, 1981, 1989, 1995, 1996, 2001, 2005.*

## 20 CSR 2085-12.080 Esthetic Schools

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

(1) Except as provided by this rule, schools of esthetics shall comply with 20 CSR 2085-12.010 sections (1)–(3) and sections (5)–(17) and 20 CSR 2085-12.040(1) and sections (3)–(6).

(2) Floor Space Required. Every school of esthetics in Missouri shall have a minimum of one thousand (1,000) 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 20 CSR 2085-12.050.

(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) stools and two (2) facial chairs and/or tables;

(G) One (1) wet sterilizer for each station;

(H) First-aid supplies;

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

(J) One (1) large blackboard;

(K) One (1) time clock for student hours or a reliable record keeping system for tracking and recording student hours;

(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 20 CSR 2085-12.040(2) in addition to textbooks on theory in esthetics. Textbooks, if necessary for coursework, for each student. Textbooks provided must be new; photocopies are not acceptable. All textbooks shall be current.

1. Students shall receive primary textbooks within forty-eight (48) hours of start date;

(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; and

(T) Individual student kit materials for each student enrolled. All implements and equipment contained in the student kits must be new. Student kits shall include at a minimum the following materials:

1. Skin cleanser;

2. Skin freshener;

3. Foundation;

4. Concealer;

5. Blush;

6. Eye liner pencil;

7. Liquid or cream mascara;

8. Wedge sponges;

9. Powder brush;

10. Contour brush;

11. Applicators;

12. Plastic spatulas; and

13. Esthetic textbook.

(5) Students shall receive student kits prior to the completion of their training. All student kits shall be kept clean and remain free of unsterilized items and tools.

*AUTHORITY: sections 329.025.1 and 329.040, RSMo Supp. 2008 and section 329.030, RSMo 2000.\* Original rule filed Aug. 10, 2007, effective Feb. 29, 2008. Amended: Filed July 22, 2009, effective Jan. 30, 2010.*

*\*Original authority: 329.025, RSMo 2005, amended 2008; 329.030, RSMo 1939, amended 1995; and 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001.*

## 20 CSR 2085-12.090 Cosmetology Instructor Training Schools and Instructor Trainees

*PURPOSE: This rule establishes 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 at least one (1) year.

(2) Minimum Equipment and Supplies. 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 (1) chalk board, at least size four feet by six feet (4' × 6'); and

(C) A reference library for instructor trainees containing the following materials: cosmetology textbooks, a current instructor's manual, textbook on psychology and trade publications. All textbooks and manuals must be current.



(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) Training and Calculation of Hours.

(A) All schools in Missouri approved by the board for instructor training shall provide a minimum of six hundred (600) hours of training 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 20 CSR 2085-8.010.

(B) All instructor trainees shall be enrolled in a course of study of no less than three (3) hours per day and no more than twelve (12) hours per day, with a weekly total that is not less than fifteen (15) hours and no more than seventy-two (72) hours per week.

(C) 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.

(D) 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 20 CSR 2085-8.010(4).

(E) 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 fourteen (14) 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 fourteen

(14) 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.

(F) 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.

(5) Trainee Enrollment. 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 he/she is in sufficient physical and mental health to study as an instructor trainee and to be an instructor, two (2) United States passport photographs measuring two inches by two inches (2" x 2") taken within the last five (5) years and the enrollment fee.

(A) 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 license is returned to the school. The instructor trainee license is not transferable and shall be conspicuously displayed within the school with a two inch square (2" x 2") photograph taken within the last five (5) years.

(B) 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.

(6) 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 and which verifies that a substitute instructor will be available.

(7) Termination of Trainees. 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 that is completed by the school on a form supplied by the board.

(8) Transfers. Any instructor trainee desiring to change schools shall contact the school in which he/she is currently enrolled and request termination. The school shall terminate the instructor trainee as required by 20 CSR 2085-12.090(7) within two (2) weeks of the trainee's request to be terminated.

(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.

*AUTHORITY: sections 329.080, RSMo 2000 and 329.025.1, 329.040, 329.050 and 329.085, RSMo Supp. 2006. \* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005; 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001; 329.050, RSMo 1939, amended 1945, 1949, 1961, 1981, 1989, 1995, 1996, 2001, 2005; 329.080, RSMo 1939, amended 1945, 1949, 1959, 1978, 1979, 1981, 1989, 1995, 1997; and 329.085, RSMo 1989, amended 1995, 1997, 2001.*