Rules of  
Department of Insurance,  
Financial Institutions and  
Professional Registration  
Division 2085—Board of Cosmetology and Barber  
Examiners  
Chapter 7—Cosmetology Licensing

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Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION
Division 2085—Board of Cosmetology and Barber Examiners
Chapter 7—Cosmetology Licensing

20 CSR 2085-7.010 Qualifications for State Cosmetology Examinations

PURPOSE: This rule establishes qualifications and requirements for the state cosmetology examination.

(1) Qualifications for State Exam.
(A) Any person desiring to retake an examination for any reason will be required to submit a Re-Examination Scheduling Request Form, along with the appropriate fee to the test administrator’s office before being scheduled for the examination.
(B) Any person that fails any portion of the cosmetology examination three (3) times shall be required to obtain additional training of not less than forty (40) hours in each of those subjects failed, not to exceed one hundred sixty (160) hours total. The additional training shall be certified by any school of cosmetology licensed by this board. After additional training has been obtained, any person desiring to retake the examination will be required to submit a Re-Examination Application to the test administrator’s office, along with the regular examination fee. Any apprentice that desires to retake the cosmetology licensure examination shall comply with the requirements pursuant to 20 CSR 2085-7.010(3). (B)
(C) Any apprentice that fails any portion of the cosmetology examination three (3) times shall be required to obtain additional training of not less than eighty (80) hours in each of those subjects failed, not to exceed three hundred twenty (320) hours total. The additional training shall be certified by an apprentice supervisor licensed by this board. After additional training has been obtained, any person desiring to retake the examination will be required to submit a Re-Examination Application to the test administrator’s office, along with the regular examination fee. Any apprentice that desires to retake the cosmetology licensure examination shall comply with the requirements pursuant to 20 CSR 2085-7.010(3)(B).

(2) Temporary Permit. An individual who has been approved to take the state examination may, at the same time, apply for a temporary permit to practice cosmetology in the specific classification for which the individual has applied for licensure. An individual operating under a temporary permit shall be under the supervision of a person currently licensed by the board in the specific classification of cosmetology in the specific classification of the temporary permit. A temporary permit issued to a student or apprentice pursuant to section 329.060, RSMo, will be terminated if the student or apprentice fails to pass an examination or fails to appear for a scheduled examination. Thereafter, the person may practice any of the classified occupations of cosmetology in Missouri only after passing a state examination and receiving a license. An additional temporary permit shall not be issued to any individual.

(3) Failure of State Exam.
(A) Any person desiring to retake an examination for any reason will be required to submit a Re-Examination Scheduling Request Form, along with the appropriate fee to the test administrator’s office before being scheduled for the examination.
(B) Any person that fails any portion of the cosmetology examination three (3) times shall be required to obtain additional training of not less than forty (40) hours in each of those subjects failed, not to exceed one hundred sixty (160) hours total. The additional training shall be certified by any school of cosmetology licensed by this board. After additional training has been obtained, any person desiring to retake the examination will be required to submit a Re-Examination Application to the test administrator’s office, along with the regular examination fee. Any apprentice that desires to retake the cosmetology licensure examination shall comply with the requirements pursuant to 20 CSR 2085-7.010(3)(B).

(4) Credit for Out-of-State or Out-of-Country Training.
(A) Any person who lawfully practiced or received training in another state or country who does not qualify for licensure without examination may apply to the board for licensure by examination. The board will evaluate the applicant’s experience and training to determine the extent to which the applicant’s training and experience satisfies current Missouri licensing requirements. Any person that receives credit for out-of-state training or out-of-country training but still does not meet the qualifications to take the Missouri cosmetology examination will receive notice from the board of the exact training requirements necessary to completely satisfy the state examination qualifications as set forth in Chapter 329, RSMo. The applicant for licensure under this subsection shall pay the appropriate examination and licensure fees.

1. An applicant for the Missouri cosmetology examination, as an apprentice or a student, who has obtained training hours outside Missouri, may be given credit for those training hours so long as they were received from a licensed school of cosmetology or licensed apprentice program in the other state or country.

2. For purposes of review of an application for examination from an applicant pursuant to section 329.040.3–7, RSMo, and rule 20 CSR 2085-12.050(1)(A).

(B) Any person desiring credit for training received in another state shall submit an affidavit completed by the state licensing board or the school where the hours were completed which verifies the following: applicant name; school name and address; date of termination of training; total hours earned by the student and distribution of those hours by subject for each of the subject areas required by section 329.040, RSMo or 20 CSR 2085-12.050(1)(A), for which credit is sought. The affidavit shall be completed on a form supplied by the board and shall also 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.
(C) All foreign documents or documents not in the English language must be certified by a board approved credential evaluating service.


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**20 CSR 2085-7.020 Practice Outside of or Away from Cosmetology Establishments**

**PURPOSE:** This rule establishes the licensing procedure and requirements for the practice of a licensee practicing one of the classified occupations of cosmetology, hairdressing, manicuring or esthetics outside or away from a licensed cosmetology establishment, provided that, the alternate location is not the licensed cosmetology establishment, provided the requirements for identification to the person receiving the cosmetology services.

1. Every certificate of identification shall include the following information:
   - The licensee’s name;
   - The licensee’s signature;
   - The licensee’s operator license number;
   - D. The expiration date of licensee’s operator license;
   - E. The name and post office address of the person receiving the cosmetology services; and
   - F. The date the licensee delivered the certificate of identification to the person receiving the cosmetology services.

2. Any licensee may obtain a certificate of identification form the board free of charge. A licensee may obtain this certificate of identification form upon written request to the board office. Licensees may reproduce the certificate of identification form as needed.

3. A “substantially equal” number of training hours is ninety-five percent (95%) or more of the training hours required in Missouri. A “substantially equal” number of training hours is ninety-five percent (95%) or more of the training hours required in Missouri for any given classification. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:
   - (A) An affidavit completed by the state licensing agency verifying the type of license held by the applicant in that state;
   - (B) Two (2) United States passport photographs measuring two inches by two inches (2” × 2”) taken within the last five (5) years; and
   - (C) The cosmetology reciprocity fee.

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**20 CSR 2085-7.030 Reciprocity and Out-of-State Training for Cosmetology**

**PURPOSE:** This rule establishes the licensing procedure and requirements for reciprocity licensing for out-of-state applicants for cosmetology as authorized in section 329.130, RSMo.

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(3) Any reciprocity applicant requesting licensure will be required to complete an open book state law test, which will be included with the reciprocity application.

(4) Any person who does not meet the qualifications for licensure by reciprocity shall be required to meet all of Missouri’s requirements for licensure as set forth in Chapter 329, RSMo, including, but not limited to, all training and examination requirements. However, upon request by the applicant, the board may waive the examination required by section 329.050.1(4), RSMo for any applicant who has previously taken the examination presently administered in Missouri, or its equivalent, and, obtained a passing score as defined by the rules of this board. Such applicant shall submit to the board a written request to waive the examination requirement by examination score endorsement and pay the examination score endorsement fee.


20 CSR 2085-7.040 Cosmetologist Renewal and Inactive Status Requirements

PURPOSE: This rule establishes renewal and inactive licensure requirements.

(1) As used in this rule, 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 he/she 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 refile.

(A) Any cosmetologist 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:

1. Reinstatement application for renewal of licensure; and

2. The current renewal fee and the late fee, as set forth in 20 CSR 2085-7.050.

(B) Failure of a licensee to receive the notice and application to renew his/her license shall not excuse him/her from the requirements of section 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.

(C) Any licensee who fails to renew shall not perform or offer to perform any act for which a license is required.

(3) Inactive License—A cosmetologist may choose to place his/her license on an inactive status by signing a change in licensure status affidavit stating that he/she will not engage in the practice of cosmetology in Missouri and submitting that application to the board office along with the inactive license fee. An inactive license will be issued to individuals requesting inactive status. All inactive licenses shall expire on September 30 of each odd-numbered year.

(A) If an inactive cosmetologist decides to again practice cosmetology, he/she must complete a reactivation application and submit it along with the current renewal fee. The reactivation application must be received within two (2) years of the license expiration date.

(B) Failure of a licensee to receive the notice and application to reactivate his/her license shall not excuse him/her from the requirements of section 329.120, RSMo, and 20 CSR 2085-7.050.


20 CSR 2085-7.050 Reinstatement of Expired License

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

(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.

(2) Examination Required.

(A) Any person who has allowed his/her license 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) United States passport photographs measuring approximately two inches by two inches (2” × 2”) which have been taken within the last five (5) 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 by the test administrator’s office, along with the required fees, no fewer than fourteen (14) days prior to the date of the scheduled examination the applicant desires to take. 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.
