



**Rules of
Department of Commerce and
Insurance**

**Division 2085—Board of Cosmetology and Barber
Examiners**

Chapter 9—Apprenticeships—Barber and Cosmetology

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2085—Board of Cosmetology
and Barber Examiners
Chapter 9—Apprenticeships—Barber
and Cosmetology**

20 CSR 2085-9.010 Apprentices

PURPOSE: This rule establishes qualifications and requirements for barber and cosmetology apprentices.

(1) Apprentice Registration.

(A) Any person desiring to enter into an apprenticeship training program shall contact the establishment 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, the person seeking registration as an apprentice shall return the completed enrollment form to the barber or cosmetology establishment of intended enrollment and that establishment, if the student is accepted, 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 establishment of enrollment;
3. Proof of age—birth certificate or driver's license (applicant must be seventeen (17) years of age by the time application is made for examination);
4. Two (2) or more character references;
5. Two (2) United States passport photographs measuring two inches by two inches (2" × 2") which have been taken within the last five (5) years;
6. Signature of the applicant;
7. Signature of the proposed apprentice supervisor;
8. For applicants for a barber apprenticeship, a medical examination form pursuant to section 328.030, RSMo; and
9. For applicants for a cosmetology apprenticeship, proof of successful completion of the tenth grade (completion of at least ten (10) high school credits)—diploma, general educational development (GED) certification or official school transcript indicating student's name, grade level, and number of credits completed. All foreign documents or documents not in the English language must be certified by a board approved credential evaluating service.

(B) No person shall be given credit for any training received as an apprentice until a properly completed apprentice enrollment

form has been received and approved by the board and an apprentice license is returned to the establishment. The apprentice license shall expire on the expiration date. A new application shall be submitted should the apprentice wish to continue training beyond the expiration date.

(C) Change of Status. Any apprentice desiring to change his/her course or location (not supervisors) must apply to the board for a change of status. Any other alteration (such as a change of apprentice supervisors) will require a termination. 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 apprentice license and the enrollment application fee and shall be postmarked no later than three (3) days from the effective date of the change of status. The change of status application shall include an interim certificate which shall be valid for twenty (20) days from the date of application and shall be retained by the applicable barber or cosmetology establishment to serve as the training license for the apprentice until the amended license is received from the board.

(D) The apprentice license is not transferable.

(2) Enrollment for Apprentice Training.

(A) Except as otherwise provided by the rules of the board, all persons desiring to enter a program of apprenticeship training in Missouri shall satisfy all general student requirements that are applicable to the license sought.

(B) In order for an apprentice to be enrolled for training by a qualified supervisor, the applicant must:

1. Complete an apprentice enrollment application; and
2. Have an apprentice enrollment application submitted to the board on his/her behalf at least fourteen (14) days prior to the anticipated commencement of the apprentice's training. No apprentice shall receive credit for training received at a barber or cosmetology establishment until the apprentice enrollment application is approved and received by the board and both the apprentice license and the apprentice supervisor certificate are received and conspicuously posted in the establishment where the apprentice training will be conducted.

(C) Apprentice applicants must comply with 20 CSR 2085-12.060.

(3) Minimum Requirements for Apprentice Training.

(A) Barber apprenticeship training in Missouri shall provide a minimum of two thousand (2,000) hours of training for a peri-

od not to exceed five (5) years. Subjects of apprenticeship study shall conform to Column B in 20 CSR 2085-12.030(1).

(B) Cosmetology 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 estheticians or a minimum of eight hundred (800) hours for manicuring. Subjects of apprenticeship study shall conform to the applicable requirements of Columns B, C, and D in 20 CSR 2085-12.050(1)(A).

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

(D) All apprentices shall be under the supervision of the approved apprentice supervisor or an acting supervisor as provided by the rules of the board.

(E) Apprentices shall receive no less than one (1) hour of combined lectures and demonstrations each business day, excluding Saturday.

(4) Application for Examination.

(A) Upon a successfully completed course of apprentice training, provided the board is in receipt of a completed apprentice transcript and apprentice registration, the apprentice may apply for the state examination. In order to be scheduled for examination, all training hours must be completed and a properly completed application on a form supplied by the board must be received by the board within five (5) years from the date the board issued his/her student or apprentice license. The Application for Examination/Temporary Permit must be received in the test administrator's office, along with the required fee, no less 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.

(B) The minimum passing examination scores required for licensure as an operator are seventy-five (75) for the practical examination and seventy-five (75) for the written examination.

(C) Upon completion of apprentice training, the apprentice registration to work in a current licensed establishment under the



supervision of a licensed barber or, for cosmetology apprentices, a licensed cosmetologist, may be extended by the board to ten (10) days following the date of the first available examination for licensure. Extended apprentice registrations shall be posted in front of the working chair. Extended apprentice registrations must be returned to the board upon expiration.

(5) Failure of any apprentice barber or cosmetology establishment, apprentice supervisor, or apprentice licensed by the board to comply with these rules and curriculum shall be considered grounds for suspension or revocation of a license to operate an apprentice barber or cosmetology establishment in this state.

(6) Apprentice Attire. All apprentices shall wear washable clothing while in attendance.

(7) Posting of Apprentice License. Each apprentice shall ensure the apprentice license is conspicuously posted with a two inch square (2" × 2") photograph attached which has been taken within the last five (5) years. The apprentice license is not transferable.

AUTHORITY: sections 328.075, 328.080, 329.025.1, 329.060, 329.070, and 329.090, RSMo Supp. 2008. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed April 3, 2009, effective Sept. 30, 2009.*

**Original authority: 328.075, RSMo 2004, amended 2005; 328.080, RSMo 1939, amended 1947, 1949, 1951, 1959, 1981, 2004, 2005; 329.025, RSMo 2005, amended 2008; 329.060, RSMo 1939, amended 1945, 1959, 1979, 1981, 1995, 2005; 329.070, RSMo 1939, amended 1945, 1949, 1951, 1959, 1979, 1981, 1989, 2005; 329.090, RSMo 1939, amended 1945, 1995, 2005.*

20 CSR 2085-9.020 Apprentice Supervisors

PURPOSE: This rule establishes qualifications and requirements for barber and cosmetology apprentice supervisors.

(1) Apprentice Supervisors.

(A) Any person desiring to practice as an apprentice supervisor shall have been licensed as a barber or cosmetologist by the board for not less than two (2) years immediately prior to application as an apprentice supervisor. Said person shall provide to the board:

1. The name and address of the apprentice to be supervised;
2. The name and address of the licensed establishment;
3. The floor plan of the proposed apprentice establishment;

4. The contract, if any, between the apprentice supervisor and the apprentice;

5. An apprentice supervisor application properly completed on a form supplied by the board;

6. Two (2) letters of character reference for the apprentice supervisor;

7. Two (2) additional letters of reference from licensed cosmetologists or licensed barbers for applicants for a barber or cosmetology apprentice supervisor license, affirming the applicant's competence as a professional cosmetologist or professional barber;

8. Two (2) United States passport photographs measuring two inches square (2" × 2") taken within the last five (5) years;

9. An affidavit promising that the apprentice supervisor shall be physically present at all times that his/her apprentice is receiving credited hours toward the required minimum for testing. For emergency purposes, one (1) secondary licensed barber from the apprentice establishment, or one (1) secondary cosmetologist, manicurist, or esthetician from the apprentice establishment for cosmetology apprentice applicants, shall be named as acting apprentice supervisor. The acting supervisor shall not be responsible for more than a total of five percent (5%) of the total hours of supervision for the apprentice (or no more than a total of one hundred fifty (150) hours for cosmetology apprentices, one hundred (100) hours for barber apprentices or forty (40) hours for manicuring apprentices). The designation of an acting apprentice supervisor is limited to cases of sickness, vacation, or emergencies of the apprentice supervisor and any misuse of this privilege shall result in discipline of the supervisor's certificate. The acting apprentice supervisor shall hold a current license consistent with the training of the apprentice and must be named and approved;

10. Application for a board-approved training session emphasizing teaching methodology. Those apprentice supervisor applicants who currently are licensed instructors in the state of Missouri may forego the training session for becoming a supervisor; and

11. For cosmetology apprentice supervisor applicants, proof of successful completion of a twelfth grade education (diploma or general educational development (GED) certificate).

(B) Training and Licensure.

1. Upon the receipt by the board of all items required by subsection (1)(A), the board shall schedule the applicant for seminar training as an apprentice supervisor.

2. Upon the successful completion of the seminar, the board shall issue the appli-

cant a certificate as an apprentice supervisor. The apprentice supervisor certificate shall expire upon the apprentice's completion of training hours. The apprentice supervisor certificate is nontransferable and nonrenewable, unless an extension of the certificate is necessary for the apprentice to complete his/her hours. The apprentice supervisor certificate shall be conspicuously displayed within the apprentice establishment with a two inch square (2" × 2") photograph taken within the last five (5) years.

3. The apprentice supervisor shall not hold him/herself out as a school and shall not train/supervise more than one (1) apprentice at a time. The apprentice supervisor shall not accept any fee from the apprentice or any representative of the apprentice for instruction, rent, supplies, equipment or any other necessary tools for instruction.

4. All previously approved apprentice supervisors applying to supervise an apprentice after September 1, 1995, shall comply with all regulations for apprentice supervisors as set forth in this rule.

5. The apprentice supervisor has thirty (30) days to begin training of the apprentice subsequent to attending the board-approved training session as referenced in this rule.

6. The board shall grant a waiver of completion of a board-approved training session provided:

(A) Within the first six (6) months of the date of issuance of the apprentice supervisor certificate either party terminates the training; and

(B) The apprentice supervisor reapplies to supervise a new apprentice within the same six (6) months.

(2) Apprentice Registration.

(A) It shall be the responsibility of the apprentice supervisor to submit to the board at least fourteen (14) days prior to the anticipated date of the beginning of the apprentice training the following:

1. A completed apprentice application for admission to apprentice training for the proposed apprentice, with all of the information for the apprentice required by 20 CSR 2085-9.010; and

2. The applicable fee.

(B) Upon board approval of an apprentice application for admission to apprentice training, the board shall issue to the apprentice supervisor an apprentice registration. The registration of each apprentice shall be conspicuously posted at the appropriate station at all times and shall have a two inch square (2" × 2") photograph attached which has been taken within the last five (5) years. Each apprentice and apprentice supervisor shall



ensure the apprentice license is posted as required by this rule.

(C) The apprentice license is not transferable.

(3) Equipment.

(A) Cosmetology apprentice supervisors must provide:

1. All of the equipment required for cosmetology students under 20 CSR 2085-12.040(2)(T) and (Y) for Class-CA cosmetology students;

2. All of the equipment required for manicuring students under 20 CSR 2085-12.070(3)(P) and (R); or

3. All of the equipment required for esthetician students under 20 CSR 2085-12.080(4)(N) and (T).

(B) Barber apprentice supervisors must provide the following equipment: barber station, mannequin, current textbook on theory, and barbering supplies.

(4) Minimum Requirements for Apprentice Training.

(A) Barber 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. Subjects of apprenticeship study shall conform to Column B in 20 CSR 2085-12.030(1).

(B) Cosmetology 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 estheticians or a minimum of eight hundred (800) hours for manicuring. Subjects of apprenticeship study shall conform to the applicable requirements of Columns B, C, and D in 20 CSR 2085-12.050(1)(A).

(C) For the purposes of meeting the minimum requirements for examination, training completed by an apprentice who has transferred between cosmetology establishments or has had a lapse of time between enrollments in the same cosmetology establishment shall be recognized by the board for a period of no more than five (5) years from the date it was received.

(D) All apprentices shall be under the supervision of the approved apprentice supervisor or an acting supervisor as provided by the rules of the board.

(E) Apprentices shall receive no less than one (1) hour of combined lectures and demonstrations each business day, excluding Saturday.

(5) Mandatory Reporting. The apprentice supervisor shall maintain a weekly log, on a form supplied by the board, documenting the

total number of training hours the apprentice obtained on a daily basis. The training hours shall be allocated by subject in the core areas listed on the form. The weekly log shall be kept on premises at all times and made available to the board or its representative upon request. The apprentice supervisor shall submit monthly reports to the board office by the tenth day of the following month for the apprentice in training on forms supplied by the board. Upon termination of training by the apprentice, the supervisor shall submit to the board within two (2) weeks a properly completed termination form supplied by the board. The form shall list the total number of training hours completed by the apprentice, allocated by subject area, the date the apprentice terminated training, and shall be accompanied by the apprentice's license and any unused materials supplied by the board.

(6) General Rules.

(A) An apprentice supervisor shall not allow any person under the age of seventeen (17) years to enroll as an apprentice.

(B) Apprentice supervisors shall ensure that the apprentice's license is conspicuously posted at the appropriate station at all times with a two inch square (2" x 2") photograph attached which has been taken within the last five (5) years. The apprentice license is not transferable.

(C) The apprentice supervisor license is not transferable.

(D) All work performed by the apprentice on a customer shall be inspected and approved by an apprentice supervisor before the customer exits the apprentice establishment.

AUTHORITY: sections 328.075, 328.130, 329.025.1, and 329.050.1, RSMo Supp. 2008. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008. Amended: Filed July 22, 2009, effective Jan. 30, 2010.*

**Original authority: 328.075, RSMo 2004, amended 2005; 328.130, RSMo 1939, amended 1981, 2005; 329.025, RSMo 2005, amended 2008; and 329.050, RSMo 1939, amended 1945, 1949, 1961, 1981, 1989, 1995, 1996, 2001, 2005.*

20 CSR 2085-9.030 Apprentice Establishments

PURPOSE: This rule establishes licensing requirements for all barber and cosmetology apprentice establishments.

(1) General Rules.

(A) The licensed establishment shall be duly inspected and approved by the board or

its authorized representative prior to commencement of apprentice training.

(B) Any establishment advertising the services of an apprentice, in addition, shall provide notice, in print one-half (1/2) the size of the establishment name, that the apprentice is a student.

(C) The apprentice establishment shall not hold itself out as a school and shall not train/supervise more than one (1) apprentice at a time. The apprentice establishment shall not accept any fee from the apprentice or any representative of the apprentice.

(D) For cosmetology apprentices, subjects of apprenticeship study shall conform to the applicable requirements of Columns B, C and D in 20 CSR 2085-12.050(1)(A).

(E) For barber apprentices, subjects of apprenticeship study shall conform to Column B of 20 CSR 2085-12.030(1).

(F) An apprentice establishment shall maintain an actual record of the exact number of hours worked each day by each apprentice and shall maintain current transcripts and records of each apprentice enrolled, including the hours and dates of attendance and grades of all examinations.

(G) The building and quarters the apprentice establishment occupies shall be clean, well painted, well ventilated and adequately lighted with sufficient room.

(H) Apprentice establishments shall be in compliance with all applicable sanitation rules. Pursuant to section 328.060.2, RSMo, barber apprentice establishments shall post the sanitation rules in a conspicuous place within the barber establishment.

AUTHORITY: sections 328.075, 328.115, 329.025.1 and 329.045, RSMo Supp. 2007. Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

**Original authority: 328.075, RSMo 2004, amended 2005; 328.115, RSMo 1981, amended 2005, 2006; 329.025, RSMo 2005; and 329.045, RSMo 1951, amended 1959, 1961, 1979, 1981, 1995, 1997, 2005, 2006.*