Rules of  
Department of Insurance,  
Financial Institutions and  
Professional Registration  
Division 2090—State Board of Cosmetology  
Chapter 13—General Rules

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Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION
Division 2090—State Board of Cosmetology
Chapter 13—General Rules

20 CSR 2090-13.010 Fees
(Rescinded December 30, 2007)


20 CSR 2090-13.020 Reinstatement of Expired License

PURPOSE: This rule explains the 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 and other information as the board may require.

(2) Examination Required.
(A) Any person who has allowed his/her license to expire any of the classified occupations of cosmetology by the examination to expire for a period of more than two (2) years may submit an application to the board to reinstate that license by examination. The examination shall consist of the practical portion of the licensure examination. The application shall be properly completed on a form supplied by the board and shall include or be accompanied by the individual’s license number, the license renewal fee and the late fee, two (2) bust photographs measuring approximately two inches by two inches (2” x 2”) which have been taken within the last two (2) years and other information as the board may require.

(B) In order to be scheduled for examination to reinstate an expired license, the properly completed application must be received in the Jefferson City office along with the required fees no fewer than ten (10) working days prior to the first day of each scheduled examination. Applications received after this cut-off date and all applications received after every available space for the examination has been filled, whether application was received prior to or after this cut-off date, shall be scheduled for the next regularly scheduled examination.


20 CSR 2090-13.030 Certification of Licensure, Training Hours, Exam Scores, or any Combination of These

PURPOSE: This rule explains the procedure necessary to obtain a certification of licensure, training hours or examination scores.

Any licensee desiring a certification/affidavit of his/her licensure, training hours, examination scores, or any combination of these, shall submit to the board a written request which contains the licensee’s name, address, license number and signature. The request shall be submitted with the required fee in the form of a cashier’s check or money order.


20 CSR 2090-13.040 Duplicate License

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

(1) No license issued by the Board of Cosmetology may be photocopied or reproduced in any way. Valid duplicate licenses may only be obtained from the board’s office.

(2) If a cosmetology license has been destroyed, lost, mutilated beyond practical usage, or was never received, the licensee must obtain a duplicate license from the board. The licensee may choose one (1) of the following options:

(A) The licensee may appear and present the duplicate license fee established in 4 CSR 90-13.010; or

(B) The licensee may appear and present a notarized affidavit stating that the license has been destroyed, lost, mutilated beyond practical usage, or was never received. No fee is required with this option.

(3) To obtain a duplicate license under either of the options in section (2), a licensee must personally appear at the board’s office in Jefferson City. Directions to the office may be obtained by contacting the board office. In addition to his/her appearance at the board office, a licensee must produce the following items:

(A) One (1) form of identification as described in 4 CSR 90-13.060; and
20 CSR 2090-13.050 Renewal, Inactive Status, and Reactivation Requirements for Cosmetologists and Instructors

PURPOSE: This rule provides information to cosmetologists licensed in Missouri regarding renewal of their license.

1) In this section, the following terms shall mean:
   (A) License—shall include certificate of registration and the term licensee shall include registrant; and
   (B) Inactive license—a currently licensed "Class CA," "Class CH," "Class MO," or "Class E" cosmetologist who has signed an affidavit that s/he is not practicing cosmetology in Missouri.

2) Renewals. Every two (2) years (biennially) the renewal application for active licensees must be completed, signed, accompanied by the appropriate renewal fee, and returned to the board office prior to the expiration date of the license. All licensees 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 restate.

3) Inactive License—A cosmetologist and/or instructor may choose to place his/her license on an inactive status by signing a change in licensure status affidavit stating that s/he will not engage in the practice of cosmetology in Missouri and submitting that application to the board office 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.

4) If a licensee recovers the original license after obtaining a duplicate license in accordance with this regulation, the licensee shall mail the original license to the board office within ten (10) days.


20 CSR 2090-13.060 Requirement of Identification

PURPOSE: This rule explains the requirement that all licensees shall have on their person a form of state identification while providing any cosmetology service.

1) All licensees must possess or obtain one (1) of two (2) forms of state identification. The first acceptable form of identification is an automobile driver’s license from any state. The second acceptable form of identification is a Missouri state identification card. Missouri state identification cards may be obtained at any revenue office throughout the state.

2) All licensees must carry one (1) of these forms of identification when providing any professional cosmetology services. Licensees must immediately produce one (1) of these forms of identification upon demand to any board inspector, to the board or its representative.


20 CSR 2090-13.070 Change of Name and Mailing Address

PURPOSE: This rule requires a license holder to provide the board with a current name and mailing address.

1) A licensee shall ensure that the office has their current legal name and address.

   (A) A licensee whose address has changed shall inform the office of the address change within thirty (30) days of the effective date.

   (B) A licensee whose name is changed by marriage or court order shall notify the office in writing within thirty (30) days of the name change and provide a copy of the appropriate documents verifying the name change.
