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Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION
Division 2090—State Board of Cosmetology
Chapter 3—Students

20 CSR 2090-3.010 Students

PURPOSE: This rule explains qualifications and requirements for cosmetology students.

(1) Registration.

(A) Any person desiring to enroll in a school of cosmetology or any person desiring to enter into an apprenticeship training program, shall contact the school or shop 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 or shop of intended enrollment and that school or shop, 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 school or shop 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. 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;
5. Two (2) or more character references;
6. Two (2) bust photographs measuring two inches by two inches (2” x 2”) which have been taken within the last two (2) years;
7. Signature of applicant; and
8. Signature of school owner/representative and school seal.

(B) Any apprentice that fails any portion of the state examination shall be required to obtain additional training 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. An additional temporary permit shall not be issued to any individual. Thereafter, the person may practice any of the classified occupations of cosmetology in Missouri only after passing a state examination and receiving a license.

(2) Qualification for State Exam.

(A) Because state law requires a student or apprentice to have completed training requirements in a school or in a shop before s/he will be allowed to take the state examination, no person will be admitted to take a state examination except upon a satisfactory showing that training requirements have been completed.

(B) 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 shop may be credited towards the hours necessary in a school to meet the minimum requirements necessary to qualify for a state examination.

(C) For the purpose of meeting the minimum requirements for examination, training hours completed by a student or apprentice shall be recognized by the board for a period of five (5) years from the date the board issues the relevant student or apprentice license to the person.

(D) 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 in the Jefferson City office within five (5) years from the date the board issues the relevant student or apprentice license as set forth above in 4 CSR 90-3.010(2)(C). The Application for Examination/Temporary Permit Form must be received in the board office no less than eleven (11) working days prior to the first day of each scheduled examination. Applications received after this cut-off date and all applications received after every available space for the examination has been filled, whether that application was received prior to or after this cut-off date, shall be scheduled for the next regularly scheduled examination. The Examination Scheduling Request Form, along with the examination fee, must be submitted to the test administrator’s office.

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

(3) Temporary Permit. An individual operating under a temporary permit shall be under the supervision of a person licensed in 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. An additional temporary permit shall not be issued to any individual. Thereafter, the person may practice any of the classified occupations of cosmetology in Missouri only after passing a state examination and receiving a license.

(4) Failure of State Exam.

(A) Any person desiring to retake an examination for any reason will be required to submit a Re-Examination Notification Form to the board office. The regular examination fee, along with an Examination Scheduling Request Form, must be submitted 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.

(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.
(5) Transfer of Students.

(A) Any student desiring to change schools shall contact the school in which s/he is currently enrolled and request termination. The school shall terminate the student as required by 4 CSR 90-2.010(5)(D) 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 4 CSR 90-3.010(1) and 4 CSR 90-2.010(5)(B).

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

(C) Out-of-State Training. 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 subjects as required by section 329.040, RSMo or 4 CSR 90-2.010(5)(A). The affidavit shall be completed on a form supplied by the Missouri State Board of Cosmetology 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.
