Rules of
Department of Insurance,
Financial Institutions and
Professional Registration
Division 2085—Board of Cosmetology and Barber
Examiners
Chapter 12—Schools and Student Rules—Barber and
Cosmetology

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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 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.

(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; and

2. Student contracts submitted and used by cosmetology school applicants must include a notice to the student that 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;

(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 eighteen (18) days before the next meeting. If the application is received less than eighteen (18) days before the next meeting, then an appointment will be scheduled at the following meeting to discuss the proposed school.

(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 to preliminarily deny 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 licensed instructor to be employed:

1. Any barber school having only one (1) instructor per fifteen (15) students shall 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.

(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 applicable 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 name change. 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, on or before the renewal date, must 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 outside 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 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 number of students attending 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.

(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 examination 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.

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 license, 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 supplied with hot and cold running water;
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.


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.

### 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) 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.

(3) 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.

(4) Upon graduation from barber training, the student registration to work under the supervision of a licensed barber operating in the occupation of Class-CA or Class-CH may be credited towards the hours necessary to qualify for a state examination.

(5) No training received in a barber 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.

### 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 tool;

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

(2) **Authority:** sections 328.120 and 329.025.1, RSMo Supp. 2006.* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.

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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.

### AUTHORITY:


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

3. All programs of apprenticeship training in Missouri shall provide a minimum of one thousand two hundred forty (1,240) 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.

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<td><strong>Total</strong></td>
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**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 completed enrollment form supplied by the board shall be accompanied by the student license and the student enrollment 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 board 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 in 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.

**20 CSR 2085-12.070 Manicuring Schools**

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

1. **Registration.**
   (A) Any person desiring to enroll in a 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.

   (2) Floor Space Required. Every school of manicuring in Missouri shall have a minimum of five hundred twenty-five (625) square feet for classroom 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;
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. (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. (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. (3) Instruction. Students in a school of esthetics shall comply with all requirements of 20 CSR 2085-12.050.

4. (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 facilities;
   I. One (1) complete visual aid teaching system;
   J. One (1) large blackboard;
   K. One (1) time clock for student hours.


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. (1) No school shall be approved for instructor training unless one (1) instructor has been instructing students for at least one (1) year.


Class E shall submit a request to the board in the work being performed 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.