Rules of
Department of Economic Development
Division 90—State Board of Cosmetology
Chapter 7—Reciprocity

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Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT
Division 90—State Board of Cosmetology
Chapter 7—Reciprocity

4 CSR 90-7.010 Reciprocity

PURPOSE: The purpose of this rule is to explain reciprocal licensing provisions for out-of-state applicants.

(1) Licensure by Reciprocity.
   (A) A person who is the holder of a current license in another state which has training and examination requirements that are substantially equal to or greater than those in Missouri, at the time of application, shall be issued a Missouri certificate of registration (license) without an examination upon making application to the board. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:
   1. An affidavit completed by the state licensing agency verifying the type of license held by the applicant in that state and that the license is current and in good standing;
   2. Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years; and
   3. The prevailing reciprocity fee.

   (B) Instructors. Individuals licensed as instructors in another state, territory or District of Columbia may apply to the board for a Missouri instructor license by reciprocity provided the requirements in that state, territory or District of Columbia are substantially equal to or greater than those in Missouri at the time the application for licensure is filed and the license is current and in good standing. The application shall be properly completed on a form supplied by the board and shall be accompanied by the following:
   1. An affidavit completed by the state licensing agency verifying the type of license held by the applicant in that state and that the license is current and in good standing;
   2. Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years; and
   3. A sworn statement by the applicant that s/he is in good physical and mental health;
   4. Two (2) bust photographs measuring two inches by two inches (2" × 2") taken within the last two (2) years; and
   5. The instructor reciprocity fee.

   (C) Any person who does not meet the qualifications for licensure by reciprocity shall be required to meet the training and examination requirements of Missouri to obtain a license. If less than ninety-five percent (95%) of the Missouri-required hours are met by an individual seeking reciprocity, s/he will be required to have a current license in another state, and must make application and successfully pass both written and practical portions of the Missouri state board examination. Any reciprocity applicant requesting licensure will be required to complete an open book state law test which will be included with the reciprocity application.

(2) Credit for Out-of-State Training.
   (A) Any person desiring to take the Missouri state cosmetology examination who has had part or all of his/her training outside Missouri shall be given credit for all training that meets the requirements as set forth in section 329.040, RSMo or 4 CSR 90-2.010(5)(A) and 4 CSR 90-3.010(2)(C). Application shall be made on a form supplied by the board and the application shall contain or be accompanied by the following:
   1. An affidavit completed by the state licensing board or the school/shop where the hours were completed which verifies the following: applicant name; school/shop name and address; date of termination/graduation from the school/shop; total hours earned by the student/apprentice; 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 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;
   2. Copy of birth certificate or driver’s license as proof of age. Applicant shall be at least seventeen (17) years of age;
   3. Copy of diploma, general educational development (GED) certificate or official high school transcript as proof of education. Applicant shall have an education equivalent to the successful completion of the tenth grade;
   4. Two (2) bust photographs measuring two inches by two inches (2" × 2") which have been taken within the last two (2) years; and
   5. The prevailing examination fee.

   (B) Any person given credit for out-of-state training not meeting the qualifications to take a state examination will not be given credit for the training or be permitted to take the Missouri state board examination until s/he satisfies the board that s/he has fulfilled one (1) of the following requirements:
   1. Proof of current license obtained by examination in the state from which s/he is applying for reciprocity; or
   2. Satisfactory completion of the training requirements in Missouri pursuant to section 329.130, RSMo.


APPLICATION FOR RECIPROCITY AS REGISTERED COSMETOLOGIST

INSTRUCTIONS

Applicants who hold a current license in another state may obtain a Missouri Cosmetology License through reciprocity if the following requirements are met:

1. Applicants must submit an affidavit completed by the state licensing agency verifying the type of license held by the applicant and that the license is current and in good standing.

2. Have a notary complete the notary portion at bottom of this page and affix seal.

3. Applicant must attach two bust photographs which have been taken within the last two years.

4. The reciprocity fee is $30.00. Please make money orders or drafts payable to the State Board of Cosmetology.

5. Please submit all paperwork at the same time.

Please return to: Missouri State Board of Cosmetology
P.O. Box 1062, Jefferson City, Missouri 65102
Telephone: 573-751-1052

I HEREBY MAKE APPLICATION FOR LICENSE BY RECIPROCITY TO PRACTICE (CHECK LICENSE DESIRED)

☐ CLASS CA - HAIRCUTTING & MANICURING ☐ CLASS CH - HAIRDRESSING ☐ CLASS MO - MANICURISTS ☐ CLASS E - ESTHETICIAN

APPLICANT PERSONAL DATA

APPLICANT NAME [FIRST, MIDDLE, LAST] MAIDEN

PERMANENT ADDRESS [STREET & NO., CITY, STATE, ZIP]

SOCIAL SECURITY NUMBER TELEPHONE NUMBER DATE OF BIRTH AGE

LICENSE INFORMATION

EVER HAD A MISSOURI LICENSE BEFORE? ☐ NO ☐ YES

IF YES, MISSOURI LICENSE NO.

DATE ISSUED DATE EXPIRED

FORMAL INFORMATION

HIGH SCHOOL ATTENDED

LOCATION [CITY & STATE]

GRADE COMPLETED GRADUATION DATES

9 10 11 12

COSMETOLOGY EDUCATION

SCHOOL NAME CITY AND STATE

DATES OF ATTENDANCE [MONTH, DAY, YEAR]

DATE OF GRADUATION CERTIFICATION TOTAL HOURS EarnED

DID YOU SUCCESSFULLY PASS A WRITTEN AND PRACTICAL EXAMINATION? ☐ YES ☐ NO

SIGNATURE OF APPLICANT

DATE(S) OF EXAMINATIONS WRITTEN PRACTICAL

NOTARY INFORMATION

NOTARY PUBLIC ESSESSOR SEAL STATE

SUBSCRIBED AND SWORN BEFORE ME, THIS

D A Y OF

USE RUBBER STAMP IN CLEAR AREA BELOW.

COUNTY (OR CITY OF ST. LOUIS)

NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES

NOTARY PUBLIC NAME [TYPED OR PRINTED]

MO 419-0070 (12-99)