# Rules of Department of Economic Development

## Division 60—State Board of Barber Examiners

### Chapter 1—General Rules

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Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT
Division 60—State Board of Barber Examiners
Chapter 1—General Rules

4 CSR 60-1.010 General Organization

PURPOSE: This rule describes the State Board of Barber Examiners operation and the methods of communication with the board.

(1) The responsibilities of the State Board of Barber Examiners (herein after “board”) primarily consist of creating and revising rules, including sanitary rules, necessary to prevent the spread of contagious and infectious diseases in barbershops and barber schools/colleges; prescribing minimum standards for educating students of barbering; examining for licensure all qualified candidates; renewing licensure of qualified applicants; responding to consumer complaints, conducting investigations and bringing formal complaints against licensees who violate the barber law; licensing barbershops and barber schools/colleges which have met requirements for licensure; and the inspection of barbershops and barber schools/colleges to insure compliance with the sanitary regulations to ensure public health, safety and welfare of this state.

(2) The board shall meet at least four (4) times per year in conjunction with the licensure examinations. Additional meetings may be held as determined by the board. Notice of the meetings shall be posted according to section 610.020, RSMo, and may be obtained by contacting the board: PO Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and the TDD number is (800) 735-2966.

(3) The board shall annually elect from its members a president, vice president and secretary. If any elected position is vacated during the year for any reason, then an election shall be held for that position only.

(4) Unless otherwise provided by the statutes or regulations, all meetings of the board will be conducted according to Robert’s Rules of Order.

(5) The public may obtain information or make submission to the board by writing to PO Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and the TDD number is (800) 735-2966.

PURPOSE: This rule describes the procedure for receipt, handling, and disposition of public complaints by the board.

(1) The State Board of Barber Examiners shall receive and process each complaint made in writing against any licensee, permit (registration) holder, registrant of the board, or unlicensed individual or entity, which alleges certain acts or practices that may constitute one (1) or more violations of the provisions of Chapter 328, RSMo. Any member of the public or the profession, or any federal, state, or local official may file a complaint with the board. Complaints from sources outside Missouri will be received and processed in the same manner as those originating in Missouri. The board, executive director, or any staff member of the board may file a complaint pursuant to this rule. No member of the board shall file a complaint with this division while they hold that office, unless the member excuses him/herself from further board deliberations or activity concerning matters alleged in that complaint.

(2) Complaints may be made based upon personal knowledge or upon information and belief, reciting information received from other sources. All complaints shall be in writing, signed, and shall fully identify the nature of the complaint including the name and address of complainant. Unsigned communications of any sort will not be considered or processed. However, the person making this communication will be provided with a complaint form and requested to complete it and return it to the board.

(3) Complaints may be made on forms provided by the board and are available upon request. Complaints shall be mailed or delivered to the following address: State Board of Barber Examiners, 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102. Telephone number (573) 751-0805. TDD number (800) 735-2966.

PURPOSE: This rule establishes the fees for the State Board of Barber Examiners.

(1) The following fees are established by the State Board of Barber Examiners and are payable in the form of a cashier’s check, money order, or personal check:

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<th>Service</th>
<th>Fee</th>
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<tr>
<td>Examination</td>
<td>$50.00</td>
</tr>
<tr>
<td>Reexamination</td>
<td>$50.00</td>
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**Note:** This rule is subject to change. For the most current version, please visit the Missouri Code of State Regulations website.
3. Reciprocity (endorsement) $ 50.00
4. Certificate of Registration (first license) $ 20.00
5. License Renewal $100.00
   A. Reinstatement (delinquent) Fee after April 30 not renewable after two (2) years $ 50.00
6. Duplicate License $ 5.00
(B) Instructor
1. Examination $ 50.00
2. Reexamination $ 50.00
3. Certificate of Registration (first license) $ 20.00
4. License Renewal $60.00
   A. Reinstatement (delinquent) Fee after April 30 not renewable after two (2) years $ 50.00
5. Duplicate License $ 5.00
(C) Student Barber
1. Registration $10.00
(D) Apprentice Barber
1. Registration $10.00
(E) Apprentice Supervisor
1. Application Fee $ 75.00
(F) School
1. Application Fee to Open a New School/College $500.00
2. Change of Location $500.00
3. Change of Ownership $300.00
4. Adding a Co-Owner $ 50.00
5. License Renewal $600.00
(G) Barbershop
1. Certificate of Registration/License $ 50.00
2. Change of Location $ 50.00
3. Change of Ownership $ 50.00
4. Adding a Co-Owner $ 50.00
5. License Renewal $100.00
   A. Penalty Fee after March 30 $100.00
6. Delinquent Fee for Opening Shop Before Registering $100.00
7. Duplicate License $ 5.00
(H) Insufficient Funds Check $ 25.00
(I) Name Search Fee (as determined by the Missouri State Highway Patrol) $ 25.00

(2) All fees are nonrefundable.

(3) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction.

(4) All licenses shall be renewed biennially and shall expire on February 28 of each even numbered year.

4 CSR 60-1.030 Requirement of Identification

PURPOSE: This rule explains the requirement that all licensees must have on their person a form of state identification while providing any barber 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 with them at all times when providing any professional barber services. Licensees must immediately produce these forms of identification upon demand to any board inspector, to the board or its representative.


4 CSR 60-1.040 Reinstatement of Expired License

PURPOSE: This rule establishes the requirements for reinstatement of an expired license.

(1) The holder of an expired license to practice barbering 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.