# Rules of
## Department of Economic Development
### Division 90—State Board of Cosmetology
#### Chapter 13—General Rules

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Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT  
Division 90—State Board of Cosmetology  
Chapter 13—General Rules

4 CSR 90-13.010 Fees

PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 329, RSMo.

Editor’s Note: The forms mentioned in this rule may be found at the end of the chapter following 4 CSR 90-13.040.

(1) The following application fees hereby are established by the State Board of Cosmetology:

<table>
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<tr>
<th>Application Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Operator Reciprocity Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Duplicate License Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Operator Renewal Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Instructor License/Renewal Fee</td>
<td>$18.00</td>
</tr>
<tr>
<td>Instructor Reciprocity Fee</td>
<td>$38.00</td>
</tr>
<tr>
<td>Operator Reinstatement Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Student/Instructor Trainee Enrollment Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Apprentice Enrollment Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Apprentice Supervisor Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Certification/Affidavit of Licensure, Training Hours, Examination Scores</td>
<td>$10.00</td>
</tr>
<tr>
<td>School License/Renewal Fee</td>
<td>$370.00</td>
</tr>
<tr>
<td>Salon License/Renewal Fee (up to and including three (3) operators)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Additional Operator Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Certificate of Identification Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Delinquent Fee (opening a shop without registering before opening)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Photocopies/Printouts Fee (initial page/copy)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Photocopies/Printouts Fee (per page/copy after that)</td>
<td>$.50</td>
</tr>
<tr>
<td>Document Search Fee (per hour)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Handling Fee (Any uncollectible check or other uncollectible financial instrument)</td>
<td>$15.00</td>
</tr>
<tr>
<td>*Esthetician Application Fee</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

(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 or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

(4) All licenses shall be renewed biennially and shall expire on September 30 of each odd-numbered year.

(5) Checks or other financial instruments returned to the board as uncollectible shall be turned over to the prosecuting attorney’s office and the licensee shall be required to pay a handling fee in addition to submitting replacement funds to the board.

(6) Payment of any copy/printout fees and search fees may be required before any information will be provided.

(7) *Until July 1, 1997, any person previously licensed in Missouri as a Class A cosmetologist (CA—Cosmetology All, or CH—Cosmetology/Hairdresser) pursuant to Chapter 329, RSMo, may be licensed as an esthetician without examination if such person applies to the State Board of Cosmetology and pays a thirty-dollar ($30) fee. After July 1, 1999, any licensed cosmetologist shall be required to complete the required training of seven hundred fifty (750) hours and pass the required examination as provided in section 329.040, RSMo, and as set forth in 4 CSR 90-3.010.

1. Until July 1, 1999, any person licensed in Missouri as a Class CH or CA cosmetologist pursuant to Chapter 329, RSMo, may be licensed as an esthetician without examination if such person applies to the State Board of Cosmetology and pays a thirty-dollar ($30) fee. After July 1, 1999, any licensed cosmetologist shall be required to complete the required training of seven hundred fifty (750) hours and pass the required examination as provided in section 329.040, RSMo, and as set forth in 4 CSR 90-3.010.

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 or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

4. All licenses shall be renewed biennially and shall expire on September 30 of each odd-numbered year.

5. Checks or other financial instruments returned to the board as uncollectible shall be turned over to the prosecuting attorney’s office and the licensee shall be required to pay a handling fee in addition to submitting replacement funds to the board.

6. Payment of any copy/printout fees and search fees may be required before any information will be provided.

7. *Until July 1, 1997, any person previously licensed in Missouri as a Class A cosmetologist (CA—Cosmetology All, or CH—Cosmetology/Hairdresser) pursuant to Chapter 329, RSMo, may be licensed as an esthetician without examination if such person applies to the State Board of Cosmetology and pays a thirty-dollar ($30) fee. After July 1, 1999, any licensed cosmetologist shall be required to complete the required training of seven hundred fifty (750) hours and pass the required examination as provided in section 329.040, RSMo, and as set forth in 4 CSR 90-2.010 sections (2) and (5).

4 CSR 90-13.020 Reinstatement of Expired License

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

Editor’s Note: The forms mentioned in this rule may be found at the end of the chapter following 4 CSR 90-13.040.

(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 may not practice any of the classified occupations of cosmetology 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” × 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 that application was received prior to or after this cut-off date, shall be scheduled for the next regularly scheduled examination.

AUTHORITY: section 329.230, RSMo 1994.*

*Original authority 1945, amended 1981.

4 CSR 90-13.030 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.

AUTHORITY: section 329.230, RSMo 1986.*

*Original authority 1945, amended 1981.

4 CSR 90-13.040 Duplicate License

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

(1) If a license has been destroyed, lost, mutilated beyond practical usage or was never received, the holder of the license may obtain a duplicate license without a fee upon the submission of an affidavit to the board on a form provided by the board.

(2) If a licensee has a name or address change during the license period and a revised license is desired, s/he shall submit a written request to the board which contains previous and revised name/address information and the licensee’s signature, accompanied by the license currently in his/her possession and the duplicate license fee.

AUTHORITY: section 329.230, RSMo 1986.*

*Original authority 1945, amended 1981.
In compliance with RSMo 329.010(4)(d) which states:

"Class E — Esthetician", includes the use of mechanical, electrical apparatuses or appliances, tonics, lotions or creams, not to exceed ten percent phenol, engages for compensation, either directly or indirectly, in any one, or any combination, of the following practices: massaging, cleansing, stimulating, manipulating, or exercising, beautifying or similar work upon the scalp, face, neck, ears, arms, hands, bust, torso, legs or feet and removing superfluous hair by means other than electric needle or any other means of arching or tinting eyebrows or tinting eyelashes, of any person;

All persons engaged in any combination of these practices in the State of Missouri, must obtain a current Esthetician license.

RSMo 329.265. states:

Until July 1, 1997, any person licensed in Missouri as a class A cosmetologist pursuant to this chapter may be licensed as an esthetician without examination if such person applies to the state board of cosmetology and pay a fee, as established by the board. After July 1, 1997, any licensed cosmetologist shall be required to complete the required training of seven hundred and fifty hours and pass the required examination.

INSTRUCTIONS

OPERATORS:
To obtain a Class E-Esthetician license you must comply with the following:

1. You must hold a current Class CA or Class CH cosmetology license in the State of Missouri.
2. The license fee is $30.00. Please make money order or check payable to the State Board of Cosmetology.
3. This completed application and required fee must be received in our office before July 1, 1997.

INSTRUCTORS:
To obtain an instructor Class E-Esthetician license you must comply with the following:

1. You must hold a current Class CA or Class CH instructor license in the State of Missouri.
2. The license fee is $18.00. Please make money order or check payable to the State Board of Cosmetology.
3. This completed application and required fee must be received in our office before July 1, 1997.

Return To: Missouri State Board of Cosmetology
P.O. Box 1062
Jefferson City, MO 65102
(314) 751-1062

OPERATOR LICENSE NUMBER

DATE OF LAST LICENSE

INSTRUCTOR LICENSE NUMBER (IF APPLICABLE)

DATE OF LAST LICENSE

NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

TELEPHONE NUMBER

ADDRESS (STREET/ROUTE, BOX NO., CITY, STATE, ZIP CODE)

DATE OF BIRTH

SOCIAL SECURITY NUMBER

APPLICANT SIGNATURE

NOTE: ALL LICENSES ARE ISSUED FOR A TWO-YEAR LICENSE PERIOD AND EXPIRE SEPTEMBER 30 OF EACH ODD-NUMBERED YEAR. A RECENT PHOTOGRAPH (TAKEN WITHIN THE LAST FIVE YEARS) MUST BE ATTACHED TO YOUR NEW LICENSE AS SOON AS IT IS RECEIVED. THE LICENSE WILL NOT BE VALID UNTIL THIS PHOTOGRAPH IS ATTACHED.
STATE OF MISSOURI
MISSOURI STATE BOARD OF COSMETOLOGY
REINSTATEMENT APPLICATION

INSTRUCTIONS

OPERATORS
1. COMPLETE ALL PARTS BELOW.
2. ENCLOSE REINSTATEMENT FEE OF $60.00.
3. ANY PERSON WHO HAS ALLOWED HIS/HER LICENSE TO EXPIRE FOR A PERIOD OF MORE THAN TWO (2) YEARS MUST TAKE THE PRACTICAL PORTION OF THE EXAMINATION IN ORDER TO REINSTATE THAT LICENSE.

INSTRUCTORS
1. COMPLETE ALL PARTS BELOW.
2. ENCLOSE REINSTATEMENT FEE OF $48.00.
3. MUST SUBMIT PROOF OF ATTENDING A BOARD-APPROVED INSTRUCTOR TRAINING SEMINAR WITHIN THE LAST TWO YEARS.

ALL APPLICANTS
4. ALL LICENSES ARE ISSUED FOR A TWO-YEAR LICENSE PERIOD AND EXPIRE SEPTEMBER 30 OF EACH ODD-NUMBERED YEAR.
5. ATTACH A RECENT PHOTOGRAPH (TAKEN WITHIN THE LAST 5 YEARS) TO NEW LICENSE AS SOON AS IT IS RECEIVED. THE LICENSE WILL NOT BE VALID UNTIL THIS PHOTOGRAPH IS ATTACHED.
6. MAKE CHECKS OR MONEY ORDERS PAYABLE TO: DIRECTOR OF REVENUE FOR STATE BOARD OF COSMETOLOGY.
7. RETURN COMPLETED APPLICATION AND FEE TO: STATE BOARD OF COSMETOLOGY BOX 1062, JEFFERSON CITY, MISSOURI 65102

PART A - COMPLETED BY OPERATOR/INSTR. LICENSE APPLICANT

APPLICATION FOR OPERATOR/INSTR. LICENSE TO PRACTICE (CHECK ONE)

☐ CLASS CA - HAIRDRESSING AND MANICURING
☐ CLASS CH - HAIRDRESSING
☐ CLASS MO - MANICURIST
☐ CLASS E - ESTHETICIAN

PART B - APPLICANT PERSONAL DATA

APPLICANT'S NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

DATE OF BIRTH
SOCIAL SECURITY NUMBER
TELEPHONE NUMBER

PART C - LICENSE INFORMATION

LICENSE NUMBER
DATE LAST LICENSE
NAME AS APPEARS ON LAST LICENSE

PART D - PRESENT ADDRESS

STREET/ROUTE/BOX NO.

CITY
STATE
ZIP CODE

PART E - FORMER ADDRESS

STREET/ROUTE/BOX NO.

CITY
STATE
ZIP CODE

I DECLARE THAT ALL OF THE INFORMATION CONTAINED HEREBIN ABOVE IS TRUE, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF

APPLICANT'S SIGNATURE
DATE

MO 419-5846 (8-95)
MISSOURI STATE BOARD
OF COSMETOLOGY
OPERATOR REINSTATEMENT BY EXAMINATION

INSTRUCTIONS

1. Practical examination is required when license has been inactive for a period longer than two years.

2. Please complete this application and sign it at the bottom.

3. Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the State Board of Cosmetology, P.O. Box 1062, Jefferson City, MO 65102, or by calling 314-751-1052 in order to ensure availability of accommodations. The text telephone number for the hearing impaired is 800-735-2966.

4. Enclose a reinstatement fee of $60.00 in the form of money order or cashier’s check made payable to: Director of Revenue for the State Board of Cosmetology.

Return completed application, pictures and fee to:
Missouri State Board of Cosmetology
P.O. Box 1062
Jefferson City, Missouri 65102

A notice of examination will be issued after we have received the completed application and fee.

NOTE: All licenses are issued for a two-year license period and expire September 30 of each odd-numbered year. A recent photograph (taken within the last five years) must be attached to your new license as soon as it is received. The license will not be valid until this photograph is attached.

AN APPLICATION FOR REINSTATEMENT BY EXAMINATION FOR OPERATOR’S LICENSE TO PRACTICE: (CHECK ONE)

☐ CLASS CA - HAIRDRESSING & MANICURING  ☐ CLASS CH - HAIRDRESSING  ☐ CLASS MO - MANICURIST  ☐ CLASS E - ESTHETICIAN

LICENSE NO. ▶  DATE OF LAST LICENSE ▶ 19

APPLICANT DATA

NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

ADDRESS (STREET/ROUTE, BOX NO., CITY)

STATE  ZIP  TELEPHONE

DATE OF BIRTH ▶  SOCIAL SECURITY NO. ▶

NAME AS APPEARS ON LAST LICENSE

FORMER ADDRESS

I declare that the above information is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE ▶

DATE

Rebecca McDowell Cook (11/30/96)  CODE OF STATE REGULATIONS
Secretary of State
STATE OF MISSOURI
STATE BOARD OF COSMETOLOGY
APPLICATION FOR DUPLICATE LICENSE

INSTRUCTIONS

This form is to be completed by all license holders requesting a duplicate license.

CHECK APPROPRIATE BOX:

☐ NO FEE DUPLICATE: I certify that my original license has been destroyed, lost, mutilated beyond practical usage, or was never received, and is not in my possession. (I further understand that if at any time the original license should come into my possession, I will return the duplicate license to the Missouri State Board of Cosmetology.)

☐ $5.00 DUPLICATE: I have in my possession my original license (and wallet card, if applicable) and wish to make a change to my license. I am submitting to the Board my original license (and wallet card, if applicable) along with this completed application indicating the change(s) and $5.00 money order.

LICENSE TYPE

CHECK APPROPRIATE BOX:

☐ COSMETOLOGY, HAIRDRESSING AND MANICURING

☐ COSMETOLOGY AND HAIRDRESSING

☐ MANICURING

☐ INSTRUCTOR

☐ STUDENT

☐ APPRENTICE

LICENSEE INFORMATION

LICENSEE NAME (FIRST, MIDDLE, MAIDEN, MARRIED)

LICENSE NUMBER

DATE OF BIRTH

SOCIAL SECURITY NUMBER

TELEPHONE NUMBER

PRESENT ADDRESS

NUMBER AND STREET, ROUTE, BOX NUMBER, CITY, STATE, ZIP CODE.

FORMER ADDRESS

NUMBER AND STREET, ROUTE, BOX NUMBER, CITY, STATE, ZIP CODE.

MUST BE SIGNED IN PRESENCE OF NOTARY

LICENSEE SIGNATURE

DATE

NOTARY INFORMATION

NOTARY PUBLIC SEALS OR BLACK RUBBER STAMP SEAL

STATE

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

19

NOTARY PUBLIC NAME (TYPED OR PRINTED)

USE RUBBER STAMP IN CLEAR AREA BELOW

MO 419-3745 (1-95)