

# STATE BOARD REPORT

March 2008 Publication

## Board of Cosmetology & Barber Examiners

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### Board Members

Cynthia Bald, President

Jasper Kee, Vice President

Annie Dixon, Secretary & Public Member

Betty Leake, Board Member

Gina Kinion, Board Member

Leila Cohoon, Board Member

Stanley "Jerry" Bevelle, Board Member

Kimberly Marshall, Board Member

### MESSAGE FROM CYNTHIA BALD, BOARD PRESIDENT, & DARLA FOX, EXECUTIVE DIRECTOR



Cynthia Bald



Darla Fox

On August 23, 2005, Senate Bill 280 was passed by the 93rd General Assembly that abolished the cosmetology and barber boards respective duties and responsibilities by merging the boards and creating and establishing the "Board of Cosmetology and Barber Examiners" for the purpose of licensing all persons engaged in the practice of cosmetology, manicuring, esthetics, and barbering; and to fulfill all other duties and responsibilities delegated by Chapters 328 and 329, RSMo, as it pertains to barbers and cosmetologists. The duties and responsibilities of the board of cosmetology and barber examiners did not take full force and effect until the Governor appointed the members of the board and the appointments were confirmed by the senate in May of 2006. The combined board is comprised of eleven members each of who are United States citizens and who have been residents of this state for at least one year immediately preceding their appointment. Of these eleven members, three shall be licensed cosmetologists holding a "Class-CA" license classification, one shall be an accredited cosmetology school owner as defined in section 329.010, RSMo, one shall be the owner of a school licensed under subsection 1 of section 329.040, RSMo, one shall be a cosmetologist with a license of any type of cosmetology classification, three shall be licensed barbers and two shall be voting public members. Annually the board elects one of its members as president, one vice president, and one secretary with the limitation that no single profession can hold the positions of president and vice president at the same time. The primary purpose of administratively merging the boards was to attempt to reduce state costs, as well as, hopefully providing a cost savings to the licensees. I am very pleased to report that it has proven to be very successful. This year the Board was able to reduce renewal fees for all barber and cosmetology operator licenses. Also, the board's daily operational cost has definitely been reduced which reflects a cost savings to the State.

### MESSAGE FROM GINA KINION, ACCREDITED SCHOOL OWNER BOARD MEMBER



Gina Kinion

I am the owner of Elaine Steven Beauty College in St. Louis and Advance Beauty College in Warrenton and Hannibal, Missouri. I have been in the cosmetology industry since I was in high school (I won't tell you how long ago that was !!!), and I love it more today than I did back then. I am very excited to serve on the Missouri State Board of Cosmetology & Barber Examiners as the accredited school owner member. I will bring a positive attitude to all meetings during my term on this board. I feel it is very important that we all work together for one purpose, or we won't get anything accomplished. I hope I can make a difference in representing the needs of all licensees, as well as to ensure that the public's health, safety and welfare are maintained at all times.

## **BETTY LEAKE, BOARD MEMBER, RECEIVES NATIONAL RECOGNITION**



Betty Leake

The Missouri State Board of Cosmetology and Barber Examiners is proud to announce that Betty Leake was elected to serve as Region II Director for the National-Interstate Council of State Boards of Cosmetology, Inc. ("NIC"). The "NIC" Executive Board is composed of members of regulatory entities and their counterparts across the United States. "NIC" is a non-for-profit corporation and is owned by its membership. The National Examination Committee as well as the elected Executive Board Members of "NIC" manages the NIC testing program. Ms. Leake is a licensed cosmetologist, esthetician, and instructor. She is currently teaching esthetics at Mexico Vocational School of Cosmetology in Mexico, Missouri and resides in Tebbetts, Missouri.

## **PROFESSIONAL CREDENTIAL SERVICES, INC. ("PCS") - CANDIDATE ELIGIBILITY**

In order to streamline the examination application process, effective April 1, 2008, "PCS" will be responsible for processing both cosmetology and barber exam applications to determine candidate eligibility. The exam application and scheduling form will be combined into one application and will be mailed directly to "PCS", along with the appropriate examination fee. The School Owners and/or Apprentice Supervisors will continue to submit the Notice of Termination/Graduation form to the board office. The written examination will continue to be administered at Laser Grade Testing Centers on a daily basis throughout the United States. The practical examination will be administered four times a month alternating between St. Louis (1st week), Kansas City (2nd week), Jefferson City (3rd week) and Springfield (4th week) on Monday of each week (Holiday weeks are exempt). The address and contact information for "PCS" is Professional Credential Services, Missouri Coordinator, 150 Fourth Avenue North, Suite 700, Nashville, Tennessee 37219-2417. Toll-Free # 888-822-3272. E-mail: [mocos@pchshq.com](mailto:mocos@pchshq.com). "PCS" Website: [www.pchshq.com](http://www.pchshq.com). "LaserGrade" Website: [www.lasergrade.com](http://www.lasergrade.com).

## **DO I NEED TO FILE A FICTITIOUS NAME REGISTRATION FOR MY BUSINESS?**

By, Carol Fischer, Deputy Secretary of State for Business Services

Every year, thousands of businesses file fictitious name registrations with the Business Services Division in the Secretary of State's office, and we want to help you make sure that your business is registered properly. Chapter 417-210 RSMo requires every person, general partnership, corporation or other business organization doing business in Missouri under a name other than the true name for the business to file a fictitious name registration with the Secretary of State's office. For instance, John Doe and Jane Smith may be shareholders of Doe and Smith Salon & Barbershop, Inc., but they operate a salon/barbershop called Doe and Smith Hair Place. Doe and Smith Salon and Barbershop, Inc., must register the fictitious name under which it is doing business, Doe and Smith Hair Place. A fictitious name registration may be completed online at the Secretary of State's website or by mail. The filing fee is \$7.00 and the registration must be renewed every five years. You may file online or print a paper form from the Secretary of State's website at <http://www.sos.mo.gov/business/formsAndServices.asp>.

## **HOW TO RECEIVE A SUCCESSFUL INSPECTION**

Tips on What Inspectors Look For When Conducting Routine Inspections. Inspectors are out to protect the public and ensure that salons and licensees are following the laws and rules established for the Missouri Cosmetology and Barber Industry. But just as important, they are there to be ambassadors to assist you in any way possible for you or your business to be successful. Here are a few tips to keep in mind:

- **Introduction-** The inspector will introduce themselves and tell you why they are there. Most will be routine inspections, or if it is a follow up inspection due to past violations, the inspector will let you know.
- **Licensing-** The inspector will check the business and personal licenses first to determine if they are valid and current. One of the most frequent violations pertaining to posting licenses derives from photos not being attached. So, it's important that all licenses be posted in plain view with a photo that is not over 5 years old.
- **Keep lids on containers-** Many times inspectors find trash cans or containers with clean linens or clean implements without the lids on them. Be sure to keep lids on all containers so they do not contaminate or get contaminated by other items in your area.
- **Dirty combs and brushes-** This is probably the biggest violation. It can be hectic when a shop is busy to throw combs and brushes back into a tray or drawer, but think about what could occur if that previous client had lice? Remind yourself to keep those clean and disinfect after each use.
- **Ask questions-** Many times the licensee receives a violation based on bad information from another co-worker. If you're not sure about what to use for clean-up, or whether you need a certain license, ask the inspector. They are there to help.

### *CAN I GET CREDIT FOR MY*

#### ***COSMETOLOGY TRAINING/EXPERIENCE?***

- All licensees must complete the barber training listed above. For current CA and CH licensees, the required barber hours include an automatic credit for your prior cosmetology training.

#### ***DO I HAVE TO TAKE THE BARBER EXAM?***

- If you have been licensed as a Missouri Class-CA or Class-CH cosmetologist for more than **one (1) year**, you only have to take the section of the barber test on shaving.
- You are only eligible for the limited shaving exam if you have been a Missouri Class-CA or Class-CH license for **one (1) year** immediately prior to applying for a crossover license and your license has been active and in good standing during the one-year period (i.e.- not probated or subject to discipline).
- All other Class-CA or Class-CH licenses will have to take the entire barber exam.

#### **ESTABLISHMENT (SHOP) LICENSES**

- A crossover establishment/shop can operate and advertise as both a cosmetology shop and a barber shop at the same location. This also applies to booth renters/independent contractors.
- A crossover establishment license will only be issued for a barber shop and cosmetology shop that is at the same physical location (i.e.- address).
- Applicants must submit a crossover establishment application with a \$ 100 application fee. A license will be issued once the establishment/shop passes Board inspection.

#### **CROSSOVER SCHOOL LICENSES**

- Schools are now eligible for a crossover license to operate both a cosmetology and barber school.
- To be eligible for a crossover school license, the barber and cosmetology school areas must be

located at the same physical location (i.e.- address). Additionally, barber clinical areas must be physically separate and apart from cosmetology clinical areas.

- Application fees for a crossover school license are \$ 850.
- If you are interested in a crossover school, please review Chapter 13 of the new rules thoroughly.

#### **QUESTIONS**

If you have any questions, please feel free to contact the Board Office at (866) 762-9432.

## **BOARD OF COSMETOLOGY AND BARBER EXAMINERS**



## **GUIDE TO CROSSOVER LICENSE REQUIREMENTS**

**MARCH 2008**

## WHAT IS A CROSSOVER LICENSE?

A crossover operator license will allow you to be licensed in both the barber and cosmetology fields. The Board will be offering a crossover license for operators, establishments and schools. Instead of having two separate licenses, you can apply for and renew one crossover license.

## REQUIREMENTS FOR A CROSSOVER OPERATOR LICENSE

The requirements may vary depending on whether you currently hold a license from the Board. The general requirements are listed below. For more specific information, please review Chapter 13 of the new rules.

## NEW CROSSOVER OPERATOR LICENSES

### *If you are NOT Currently A Missouri Licensed Cosmetologist Or Barber:*

- You must complete all of the cosmetology and barber educational/training requirements. This includes 1,000 hours of barber education **AND** 1,500 hours of cosmetology training for a CA/CH license, 750 hours for an esthetician license or 400 hours for a manicuring license.
- Applicants who are not Missouri licensed barber and cosmetologists have to take both the barber and cosmetology exams.

### *Can I Be A Barber Student*

#### *And A Cosmetology Student At The Same Time?*

- Yes. You must enroll as a barber student and a cosmetology student and pay a \$25 cosmetology student enrollment fee and a \$ 25 barber student enrollment fee.
- Generally, you have to complete the entire barber curriculum and the cosmetology curriculum.

- Barber training may not be credited towards cosmetology training. Cosmetology training cannot be credited towards barber training.

### *Can I Apprentice For A Crossover License?*

- Yes. You must complete 2,000 hours of barber apprenticeship training and 3,000 hours of cosmetology apprentice training for a CA/CH license, 1,500 apprentice hours for an esthetician license or 800 apprentice hours for a manicuring license.
- **You cannot serve as a barber apprentice and a cosmetology apprentice at the same time.** Instead, you must complete your apprenticeship hours for one field (barber or cosmetology) before starting your apprenticeship in another field. You can choose which apprenticeship to start first.
- The total fee for both apprenticeships would be \$25 for a barber apprenticeship and \$25 for a cosmetology apprenticeship.
- Barber training may not be credited towards cosmetology training. Cosmetology training cannot be credited towards barber training.

## CROSSOVER LICENSES FOR MISSOURI LICENSED BARBERS

*If you are currently a Missouri licensed barber, you must meet the following requirements to practice cosmetology:*

- **Crossover Barber and Class-MO manicuring license:** 400 student hours or 800 apprenticeship hours.
- **Crossover Barber and Class-E esthetician license:** 750 student hours or 1,500 apprenticeship hours.
- **Crossover barber and Class-CA license:** 500 student hours or 1,000 apprenticeship hours. However, you may be eligible for a **credit** for your previous barber training/experience. (*See Below*) Rule 20 CSR 2085-13.040(4) contains the specific subject areas for the additional training.

## **CAN I GET CREDIT FOR**

### **MY BARBER TRAINING/EXPERIENCE?**

- Yes. If you have been licensed as a Missouri barber for at least **2 years** and are applying for a **Class-CA license**, you may only have to complete 250 student hours or 500 apprenticeship hours for a crossover license.
- If you have been licensed as a Missouri barber for at least **three (3) years** and are applying for a **Class-CA license**, you may be eligible for an experience credit for all of the additional CA training requirements. If you are eligible for the credit, you may sit for the examination without any further training.
- The experience credits **only** apply if the barber is applying for a Class-CA license. To be eligible, your Missouri barber license must have been active and in good standing (i.e.- not under discipline) for 2 years **immediately prior** to submitting your application for a crossover license.
- **DO I HAVE TO TAKE AN EXAM?**
- Yes. All barber applicants have to take the state manicuring exam.

## CROSSOVER LICENSES FOR LICENSED COSMETOLOGISTS

*If you are currently a Missouri licensed cosmetologist, you must meet the following requirements to practice barbering:*

- **Class-MO (manicuring) licensees:** 1,000 barber student hours or 2,000 apprenticeship hours.
- **Current Class-E (esthetician) licensees:** 1,000 barber student hours or 2,000 apprenticeship hours.
- **Current Class-CA/CH licensees:** 45 barber student hours or 90 apprenticeship hours. The additional hours must include 5 hours of barber history and 40 hours of shaving instruction/training.

## **A Message from The Division Director**



**David Broeker**

The Division of Professional Registration has had a busy and successful 2007. It was a year of significant and beneficial accomplishments, not the least of which was a legislative session where 14 of our 16 proposals were truly agreed to and finally passed and signed into law by Governor Matt Blunt.

Legislation also signed into law by the Governor created the Board of Private Investigator Examiners which went into effect August 28, 2007. This board consists of 5 members, three private investigators and two public members appointed by the Governor with advice and consent of the Senate.

With the addition of the Private Investigator Examiners, the Division of Professional Registration now houses 18 administrative boards, 13 non-administrative (autonomous) boards and 8 advisory boards:

### **18 Administrative Boards**

- State Committee of Interpreters
  - Office of Athletics
  - Endowed Care Cemeteries
  - State Committee of Dietitians
  - Board of Geologist Registration
- Board of Examiners for Hearing Instrument Specialists
  - Interior Design Council
  - Marital & Family Therapists
  - Board of Therapeutic Massage
  - Board of Occupational Therapy
- Committee for Professional Counselors
  - State Committee of Psychologists
- Missouri Real Estate Appraisers Commission
  - Missouri Board for Respiratory Care
  - State Committee for Social Workers
- Office of Tattooing, Body Piercing & Branding
  - Missouri Office of Athletic Agents
- Board of Private Investigator Examiners

### **13 Non-Administrative Boards**

- Board of Accountancy
- Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects
  - Board of Chiropractic Examiners
- Board of Cosmetology & Barber Examiners
  - Missouri Dental Board
- State Board of Embalmers & Funeral Directors
- State Board of Registration for the Healing Arts
  - Missouri State Board of Nursing
  - State Board of Optometry
  - Missouri Board of Pharmacy
  - State Board of Podiatric Medicine
  - Missouri Real Estate Commission
- Missouri Veterinary Medical Board

### **8 Advisory Boards**

- Advisory Commission for Dental Hygienists
- Advisory Commission for Anesthesiology Assistants
  - Missouri Acupuncturist Advisory Commission
  - Athletic Trainer Advisory Commission
- Advisory Commission for Clinical Perfusionists
  - Advisory Commission for Physical Therapists
- Advisory Commission for Registered Physician Assistants
  - Advisory Commission for Speech Pathologists & Clinical Audiologists



***(MESSAGE FROM THE DIVISION DIRECTOR... continued...)***

On September 26, 2007, the Division held a board orientation and update. The Honorable Jay Wasson, District 141, Missouri House of Representatives, headlined the state officials and Division staff who participated in the day-long event. Representative Wasson is Chairman of the House Professional Registration Committee and offered considerable insight on the legislation process. Special thanks to Representative Wasson for joining us during the afternoon session. We were also pleased to have participation from staff members of the Governor's Office, Secretary of State's Office, and the Joint Committee on Administrative Rules.

**The Division Mission is:**

- Protect the Public...  
from incompetence, misconduct, gross negligence, fraud, misrepresentation and dishonesty.
- License only "qualified" professionals...  
by examination and evaluation of minimum competency.
- Enforce standards...  
by implementing legislation and administrative rules.

I am proud to be associated with a team of dedicated employees who take this mission seriously.

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**ATTENTION BARBER SCHOOL OWNERS & BARBER APPRENTICE SUPERVISORS**

Throughout 2006 and 2007 a Job Analysis Study was conducted by "NIC" to determine the current industry practices in the fields of Barbering. As a result, **revised content outlines to the barber examinations have been created and will go into effect March 3, 2008.** The revisions to the barber examinations are reflected in the Barber Candidate Information Bulletins and will be provided to the students when making application to sit for the examination. The Barber Candidate Information Bulletins may also be downloaded from the "NIC" or "PCS" websites.

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**Board Members**



**Cynthia Bald,  
President**



**Jasper Key,  
Vice President**



**Annie Dixon,  
Secretary & Public  
Member**



**Betty Leake,  
Board Member**



**Gina Kinion,  
Board Member**



**Leila Cohoon,  
Board Member**



**Stanley "Jerry" Bevelle,  
Board Member**



**Kimberly Marshall,  
Board Member**

## **DOES STATE BOARD HAVE YOUR CORRECT PERSONAL INFORMATION?**

### **Many licensees rely on change of address with Post Office – Beware most forwarding orders expire after 30 days**

- Many licensees across the state get married or move to a different location. Did you remember to write to the board office to let us know? Do not rely on submitting a change of address to the post office. Depending on the location, some post offices only do this for 30-60 days. After this time period, most mail is returned to sender. Many barbers, cosmetologist, manicurist, and estheticians learned this the hard way during the last renewal when they did not receive their renewal application due to not notifying the board office. The mail would get returned to our office, but that was the last address of record so it could not be forwarded to the right address. Many licensees had to pay late fees for forgetting this simple task. Please remember to write the Board of Cosmetology & Barber Examiners, P.O. Box 1062, Jefferson City, MO, 65102 or E-mail to: [cosbar@pr.mo.gov](mailto:cosbar@pr.mo.gov), with your name change or change of address. It's simple, and takes just a few minutes of your time.

## **UPDATE ON NEW RULES**

All current rules and regulations for both professions have been rescinded and the new rules for the merged board became effective February 29, 2008. A few major changes and new provisions have been made to the rules; consequently, the board strongly recommends that you take a little of your time to become familiar with them. Below is a brief summary of some of the major rule changes and the new requirements. However, please visit the board's website at: <http://www.pr.mo.gov/cosbar.asp> to review the rules in their entirety. Once again, licensees should personally review all of the new rules as there may be changes to the rules that apply to your license that are not highlighted below.

• **REORGANIZATION:** The new rules have been merged and updated to make them as consistent as possible for both professions. Of course, some of the old rules were unique to a particular profession and could not be merged. For your convenience, here is a general index of the new rules by chapter:

Chapter 1-Organization and Description of Board

Chapter 2-Public Complaint Handling and Disposition Procedures

Chapter 3-License Fees

Chapter 4-General Rules Applicable to All Licensees/Registrants

Chapter 5-Barber Licensing

Chapter 6-Barber Instructor

Chapter 7-Cosmetology Licensing

Chapter 8-Cosmetology Instructors and Instructor Trainees

Chapter 9-Apprenticeships- Barber and Cosmetology

Chapter 10-Establishments (Shops)- Barber & Cosmetology

Chapter 11-Sanitation Rules- Barber & Cosmetology

Chapter 12-Schools and Student Rules- Barber & Cosmetology

Chapter 13- Crossover Licenses

Chapter 14-Violations and Hearings

• **STUDENT/APPRENTICE TRAINING [RULE 20 CSR 2085-5.010(6)]:** As with cosmetology students, the Board will only recognize barber student hours or barber apprenticeship hours for five (5) years from the date the board issued the student/apprentice license. Hours that are older than five (5) years old will be forfeited and will not be counted for licensure. If you have a question about student or apprentice hours, please contact the Board.

• **TERMINATION OF STUDENTS [RULE 20 CSR 2085-12.010(9)(C)]:** Barber schools are now required to file a termination form with the Board if the student's training is terminated. Generally, a termination form must be filed if the student affirmatively indicates their intent to terminate training or if a student fails to attend a single class during any two week period. Termination forms may be requested from the Board and must be filed within two (2) weeks of the student's termination. However, a school may wait up to six (6) weeks before terminating a student if the student has filed a written request for a leave of absence and indicated an anticipated date of return. Approval of a leave of absence should be determined by the school based on the school's policy.

• **RECORD KEEPING [Rule 20 CSR 2085-10.030]:** Barber and cosmetology establishments (shops) licensees are now required to maintain an Establishment Reporting Form that lists the names of all employees practicing or authorized to practice as a barber or a cosmetologist at the licensee's establishment. Licensees are also required to maintain records which verify that each person identified on the Establishment Reporting Form is, in fact, an employee. Records may include, but are not limited to, payroll records, signed employment contracts/agreements or records verifying federal or state tax withholdings. The Missouri Employee's Withholding Allowance Certificate (MO W-4) promulgated by the Missouri Department of Revenue or the Quarterly Contribution and Wage Report (MODES 4-7) promulgated by the Missouri Department of Labor and Industrial Relations, will also be acceptable.

- **TIME CLOCKS:** To accommodate updated technology and software, barber and cosmetology schools may now document student time with a time clock or any other “reliable record keeping system for tracking and recording student hours.” Schools may choose either system. However, any alternative record keeping system used by the school should be able to promptly and accurately track, store and retrieve student information.
- **CROSSOVER LICENSES:** See the enclosed brochure on the new crossover license provisions.

**TENTATIVE STATE BOARD MEETINGS AND EXAMINATION DATES**

All tentative board meetings, examinations, and exam cutoff dates can be obtained on the board’s Website: <http://www.pr.mo.gov/cosbar.asp>

**DISCIPLINARY ACTION CURRENTLY IMPOSED**

All current disciplinary actions taken against licensees may be obtained on the board’s Website: <http://www.pr.mo.gov/cosbar.asp>

*\*The Board welcomes comments and recommendations on how we can improve customer services, as well as, suggested topics you feel the Board should consider. Please mail your comments and suggestions to the address located at the top of the reverse side of this page to Darla Fox, Executive Director.*

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