



STATE OF MISSOURI  
ESTHETICIAN EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for examination and scheduling to test. The Missouri Board of Cosmetology and Barber Examiners (the "Board") is responsible for licensing and regulating the profession of esthetics in the State of Missouri. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. PCS first requires the submission of an Examination Application. This is required to determine your eligibility for testing. Any questions regarding your examination application should be directed to PCS.

**(U.S. Postal Service)**

Professional Credential Services  
Missouri Cosmetology Coordinator  
P.O. Box 198768  
Nashville, Tennessee 37219-8689  
Toll-free: (888) 822-3272  
E-mail: [mocos@pcshq.com](mailto:mocos@pcshq.com)

**(Courier Delivery)**

Professional Credential Services  
Missouri Cosmetology Coordinator  
150 Fourth Avenue North, Suite 800  
Nashville, Tennessee 37219  
Fax: (615) 846-0153  
Web site: [www.pcshq.com](http://www.pcshq.com)

Missouri State Board of Cosmetology and Barber Examiners  
3605 Missouri Boulevard  
P.O. Box 1062  
Jefferson City, Missouri 65102-1062  
Phone: (573) 751-1052  
Fax: (573) 751-8167  
Web site: <http://pr.mo.gov/cosbar.asp>  
E-mail: [cosbar@pr.mo.gov](mailto:cosbar@pr.mo.gov)

**Eligibility Requirements:** A candidate who wishes to obtain an esthetician license must pass both a **theory** and a **practical** examination. To qualify to take these examinations, a candidate **must**:

1. Be at least 17 years old;
2. Have successfully completed a **750-hour** course of instruction in a board-approved school of cosmetology; or
3. Have successfully completed a **1,500-hour** course of instruction in a board-approved apprenticeship program.

**Required Documentation:** Must submit with the examination application:

1. **Missouri Esthetician Training Affidavit:** School or apprentice supervisor must complete the training affidavit. The training affidavit must include a curriculum breakdown of hours and the official school seal or notary. **If a candidate has attended more than one school, a training affidavit must be submitted from all schools and/or apprentice supervisor.**

**Reciprocity:** If you hold a license in a state other than Missouri, then contact the board at (573) 751-1052.

**Reinstatement:** If you hold a license within the state of Missouri, then contact the board at (573) 751-1052.

**How to Apply:** Complete all areas of the examination application and attach requested documentation.

Specifically:

1. Fees should be submitted with the examination application and made payable to PCS in the form of a cashier's check, money order, or credit card. **Personal checks are not accepted.**
2. If the name on the first page of the examination application differs from any supporting eligibility documentation that is submitted to PCS, you **must** provide legal documentation connecting the former name to the current name (marriage certificate, divorce decree, or court order).
3. **Special Accommodations:** If you need special accommodations under the **Americans with Disabilities Act**, you must make the request at the time you submit your examination application to PCS, along with supporting medical documentation. The request and documentation will be reviewed and approved by PCS. You may obtain an ADA Accommodations Form online at [www.pcshq.com](http://www.pcshq.com) or from your school.
4. Examination application and all required documentation must be received no later than 15 business days prior to the date you wish to take a practical examination.

**Foreign Credentials:**

The State of Missouri requires that all foreign credentials must be evaluated through the following service before submitting documentation to PCS.

1. **Educational Credential Evaluators (ECE):** The applicant will be required to complete an application and pay a fee directly to ECE for this service. Web site: [www.ece.org](http://www.ece.org) E-mail: [eval@ece.org](mailto:eval@ece.org) Phone: (414) 289-3400

**Out of State Applicants:** Complete all areas of the examination application and attach requested documentation.

1. Proof of Age – All candidates must be at least 17 years of age (provide a copy of birth certificate or driver's license).
2. Proof of Passing 10<sup>th</sup> Grade – All candidates must provide a copy of a high school transcript, diploma, or GED – English only.
3. 2 (2'X2') photos taken within the last two years
4. Complete and submit a Missouri Esthetician Training Affidavit (by the schools/shop attended only for training hours).
5. If you are currently licensed in the State in which you are applying from, the other State Board must submit a Certification of Licensure (this must be sent directly to PCS).
6. If the name on the first page of the examination application differs from any supporting eligibility documentation that is submitted to PCS, you **must** provide legal documentation connecting the former name to the current name (marriage certificate, divorce decree, or court order).
7. Examination application and all required documentation must be received no later than 15 business days prior to the date you wish to take a practical examination.

**Temporary Permit:** Once approved, PCS will electronically notify the board for approval and permit issuance. The temporary permit will expire on the date printed on the permit. **Please note that if you fail to appear for the examination or you fail any portion of the examination, your temporary permit becomes void and you may NOT continue to work.**



It is your responsibility to arrive at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination in order to become familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

**General Policies and Procedures for Theory and Practical Examinations:**

**Security Policies:** Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

**Copyrighted Examination Questions:** All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

**Prohibited Items:** No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, walkmans, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for **any** personal items brought into the examination site.

**Environmental Distracters:** Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

**Emergency Policy:** In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

**Refunds and Rescheduling Policies:** You may reschedule for the theory examination without losing your fee **if** you contact PSI within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time. Refunds are **not** issued nor are fees transferable for either the theory or practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** When you complete the theory examination, the computer will print out an unofficial "Pass" or "Fail" Score Report. For failing candidates, this will include a strength and weakness report by major content areas. For the theory examination, a score of 75 is required in order to pass. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test.

The official pass or fail results of the theory and practical examination will be mailed to you by first-class mail 10 business days after you take the examination. Failing candidates will receive a strength and weakness report, as well as information on how to retest. For the practical examination, an overall score of 75 must be achieved.

**Confidentiality:** Test results are confidential and are not provided over the telephone.

**Passing Candidates:** It is not necessary to notify the Board that you have passed an examination; the Board is provided candidate scores on a daily basis. The Board will automatically send you your license. Please be sure to notify the Board and PCS of any mailing address changes. Please allow the Board 7-10 business days to process and mail your license. **\*\* The State Board will have the final authority to approve the issuance of a license.**

**Failing Candidates:** Candidates who fail the theory and/or practical examination must reapply with PCS by calling 1-888-822-3272. Pursuant to Missouri law, if you fail an examination three times, you will not be permitted to reapply until you have met the Board's specific additional requirements.

**IT IS THE CANDIDATES RESPONSIBILITY TO FAX, MAIL, OR E-MAIL ANY CHANGE OF ADDRESS TO THE MISSOURI COSMETOLOGY COORDINATOR AT PCS AND THE MISSOURI STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS.**

\*\*\*\*\***STATE GUIDELINES**\*\*\*\*\*

**National-Interstate Council of State Boards of Cosmetology (NIC):**

Please visit [www.nictesting.org/cand\\_info.htm](http://www.nictesting.org/cand_info.htm) for the most current theory and practical content outline of the Esthetics examination.

**Practical Examination:**

The Missouri State Board of Cosmetology and Barber Examiners require candidates to be examined in the following services:

**Core Domain Services**

- Setup and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

**Models:**

A live model is required for all services. Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

**Hair Removal of the Eyebrows:**

Simulated soft wax products such as honey or thick lotion are acceptable.

**Aerosol Products:**

Candidates are not permitted to use aerosol products at anytime during the examination.

**Kit Size:**

Recommended kit size is no larger than 30"x30". For safety reason all kits must be able to fit completely under the table area.