

How to Enroll Students

The below steps will be completed by the prospective student: (Begin by having the student register)

1. Visit the website <https://mopro.mo.gov/license/s/login/>
2. Click **Register**.

Usage Guidelines

- **Have a licensing question?** Contact your licensing board or check their website.
- If you're experiencing technical issues with the MOPRO website, make sure you are using Google Chrome or Mozilla Firefox as your browser on a desktop or laptop device.
- Your MOPRO Portal session will end after 15 minutes of inactivity.
- The MOPRO portal can only be open and active in one browser session at a time.
- For best results, access the MOPRO portal from a desktop or laptop device using the latest version of Google Chrome or Mozilla Firefox browser.

Need help with logging in or registering your account? [Click here](#) for assistance.

Log in
Hello there, log in to the screen below
Required fields are marked with an asterisk (*)

* Username

* Password

Remember Me [Forgot Username ?](#) [Forgot Password ?](#)

Login

Don't have an account? [Register](#)

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3. The student will be redirected to the **Registration Form**.
 - Select the License Type:
 - Choose “**Individual License**” from the available options.
 - For the question, “Do you have an existing Missouri License?”, select “No, I want to sign up for a license for the first time”.
 - To proceed with the Individual Account Registration process, click the hyperlink labelled “Click Here”.

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION

Considering your application has never been opened, you can upload the required documents, photos, and even pay for your application through MyMOPRO.

MOPRO

Register!

- New Users to the MOPRO Portal.
- Before you apply for a new license or renew a license, you must first create a new login credential in MOPRO Portal. Please carefully review the options and provide the details to create your login credential in MOPRO. For further details, please contact your board.
- If you already have a login credential, please navigate to the LOGIN section to access your account.
- If you own both Individual and Business licenses, please use Individual license process to create your individual licenses. You will have the option to claim your business licenses after you login.

Already Registered? [Login](#)

Asterisk (*) indicates required fields

*Select the type of license

Individual License Business License

*Do you have an existing Missouri license?

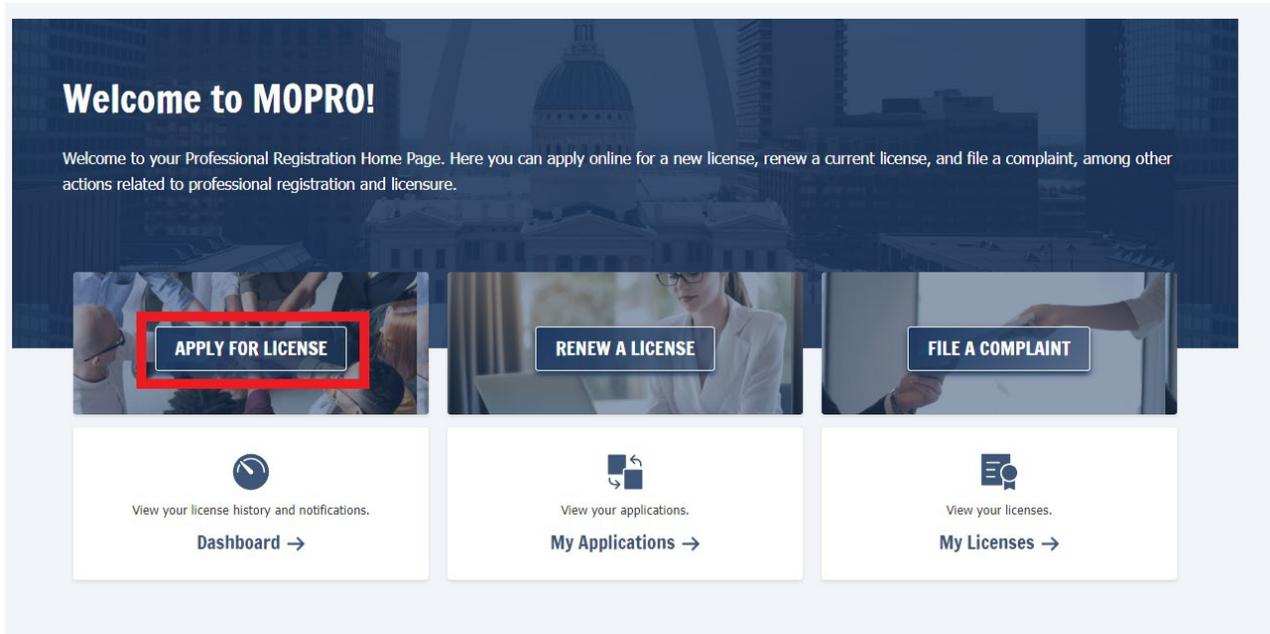
Yes, I want to see/renew my existing Missouri license(s) No, I want to sign up for a license for the first time

[Click here to proceed with the registration](#)

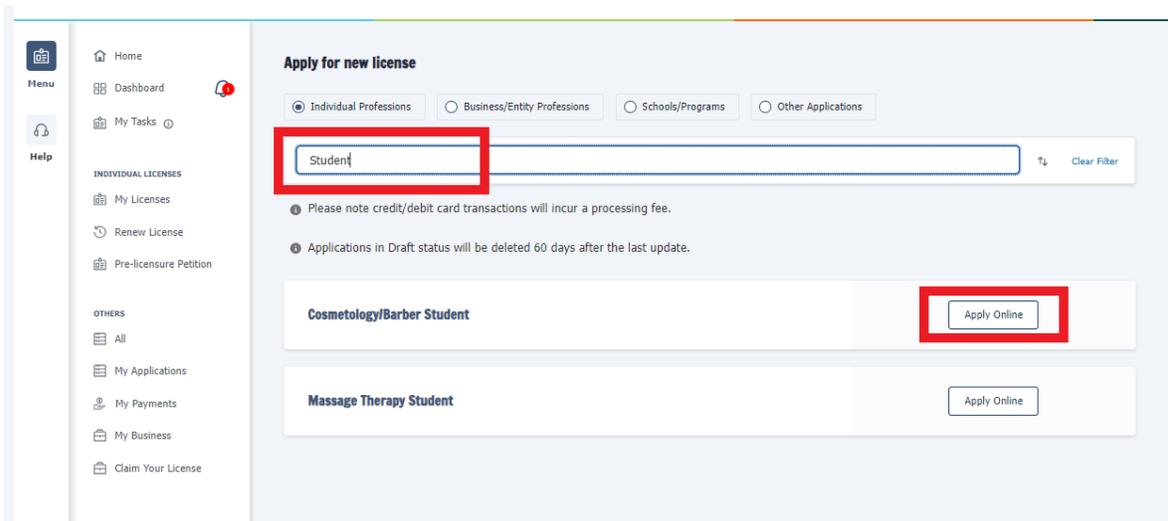
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- You will be redirected to enter the basic information required for Account registration.

4. Once the student has successfully logged into their account, from the **HOME** page select “Apply For New License”.



5. In the search field begin typing “Student” for barber or cosmetology students. For Instructor Trainee begin typing “Instructor”.
- Click “**Apply Online**”.



6. The student will complete this portion of the application and submit the “**Approval Request**” for the school indicated within the application.

Providing responses to the following questions will assist you in choosing the most suitable license or registration application for your needs.

Required fields are marked with an asterisk (*)

* Are you enrolling in a MO Board-approved school?
 Yes No

* Select applicable license type:
Select an Option

Error: Select applicable license type is required

Previous Next

Steps

- Instructions
- Personal Information
- Education History
- School Information
- License Questions
- Military Questions
- Documents
- Tax Compliance
- Application Review
- Attestation**

Attestation

Required fields are marked with an asterisk (*)

I hereby affirm that I have accurately completed the form and consent to the disclosure of my application information to the school for the purpose of considering me as a student.

Note: Click on the **Request Approval** button to Submit your Request to selected School.

Previous

Request Approval

Save & Exit

Instructions for School once steps 1-6 have been completed.

- Log into the MoPRO School account.
 - (Option 1. Click Dashboard > “Need you Attention” section should show students awaiting approval. Click Review.
 - (Option 2. Go to the email address associated with the school account. You will receive and email notification requesting approval along with a link to follow.)
- Review Applicant information (student application).
 - Click **Save & Next**.

Important Reminder: You can navigate to the previous page by clicking the Previous button or selecting completed steps on the left-hand bar. However, if you move back without clicking Save & Next, changes on this page won't be saved and will need to be re-entered. Additionally, unsaved changes will be lost unless you click save and exit. Be sure to save before leaving to avoid losing data.

Steps

- Applicant Information**
- Approval Information

Applicant Information

Applicant Section

License

License Type
Cosmetology Student

Instructions

Personal Information

Education History

School Information

License Questions

Military Questions

Documents

Tax Compliance

Save & Next

- Complete all required steps and submit.