Practical Examination Updates (Effective April 1, 2022)

Pending Practical Examinations

Professional Credential Services (PCS) is currently transitioning applicants who have paid for the Practical Examination but have not received an exam date to the new Written Practical Examination. Please note that you are **not** required to submit an additional payment for the Written Practical although the link for this exam will be visible under View Application Form on their account. Submitting a fee for this exam can cause delays in transitioning your account. Once your account has been updated with the new Written Practical, the link for this exam will no longer be visible under View Application Form. An Authorization to Test (ATT) Letter will be emailed to all applicants once the full transition to the Written Practical Exam is completed. Once you receive the ATT, you will need to schedule your exam at a location nearest to you on a date and time that you're prepared to take the exam.

How to prepare for the exam:

Please download and review the National Interstate of Cosmetology (NIC) Candidate Information Bulletins located on the PCS website. Applicants **are not** required to bring supplies or follow a specific dress code for the written practical examination. Applicants **are** required to bring a current, non-expired Government-issued photo ID with a signature to the exam site. Please refer to the Candidate Handbooks available on the PCS website for a list of acceptable forms of identification.

First Time Applicants for Cosmetology, Aesthetics, and Nail Technology

First-Time Applicants should submit an online Exam Registration, including fees for the Theory and Written Practical Examinations, to PCS. Once reviewed by PCS and the Arizona Barbering and Cosmetology Board approval is received, applicants will receive Authorization to Test Letters via email with instructions to schedule examinations.

Re-scheduling for Cosmetology, Aesthetics, and Nail Technology Applicants

Applicants needing to reschedule the Written Practical and/or Theory examination should submit payment through your PCS account by clicking the Theory or Written Practical links located under View Application Form. These links will become visible after PCS has received the score from Prometric. Applicants must allow up to 10 business days for PCS to receive scores and not attempt to make a payment before receiving the official score notice from PCS. If a scheduled examination was missed, applicants must wait at least 24 hours to contact PCS to have the exam status reset. The re-examination fee for the Theory Exam is $100 and $77 for the Written Practical Exam.

Instructors & Hairstylist

PCS (Professional Credential Services) will continue to schedule and administer the "Hands-on" Practical Examinations for Hairstylist and Instructors until further notice. Applicants should refer to the NIC (National Interstate of Cosmetology) Candidate Information Bulletin located in the Candidate

Handbooks on the PCS website for examination guidelines and a supply list. Currently, no changes have been made to these exams. Applicants needing to reschedule should select Practical under View Application on their PCS account to pay for this exam.

Applicants applying for the **Hairstylist or Instructor Examinations** will only have the option to select Theory and Practical when completing the online registration. Upon approval, you will receive an Authorization to Test Letter for the Theory Exam only and a confirmation email for the Practical Exam will be sent once that date has been assigned.

For Additional Information:

Please visit www.pcshq.com. Select APPLICANTS & CANDIDATES, Cosmetology & Barbering then Arizona. Here you will find step-by-step instructions for the Application and Testing Process; select Candidate Handbook at Step 1 for the latest information regarding the individual professions.

If you have additional questions after visiting our website, please email them to cosandbar@pcshq.com, allowing up to two business days to receive a response.