

Memo

To: School Owners, Administrators and Instructors
From: Professional Credential Services
Date: June 8, 2010
Re: New Examination Admission Requirements/Address Change

NEW THEORY AND PRACTICAL EXAMINATION ADMISSION REQUIREMENTS
Effective September 1st 2010

Candidates must register for examination with a **LEGAL** first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which you registered. Candidates are required to bring a recent 2"x2" passport type photo and two (2) forms of valid (non-expired) signature bearing identification to the test site. One of the identifications presented must be a Government issued identification with photograph and signature. Photocopies of identification will NOT be accepted. Candidates must present two forms of ID: One Primary and One Secondary.

PRIMARY IDENTIFICATION – Choose One

State issued driver's license
State issued ID card
US Government Issued Passport
US Government Issued Military ID Card
US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION – Choose One

Credit Card (must be signed)
Social Security Card
US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with their full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

NEW P.O. BOX - The Cosmetology Division of Professional Credential Services has a new post office box. In order to ensure that all information is processed in a timely manner, please mail all future applications, fees, etc. to the address listed below.

Professional Credential Services
State Coordinator
P.O. Box 198768
Nashville, TN 37219-8768

*Overnight deliveries can still be sent to 150 Fourth Avenue North, Suite 800.

All Candidate Information Bulletins and the PCS website will be updated with this new information within the coming months. If you have any questions or concerns, please contact our customer service department at **888-822-3272**.