



MEMO TO: Virginia School Administrators & Instructors
FROM: Professional Credential Services & DPOR
DATE: February 2013
RE: Applications and Forms

The purpose of this memo is to inform you that DPOR now requires all applications and forms be the most current as provided on our website. (New Examination Site Agreement, PCS Waiver, Training and Experience Verification Form etc...).

CURRENT FORMS ONLY

We recommend that you discard any old documents you may have previously printed and suggest that you only print these as needed to ensure that you have the most current information for your students. Updated and current materials are available on our website for printing. Please see steps below for accessing this information.

Instructions for printing Applications and Forms from PCSHQ.COM

1. Website: www.pcshq.com
2. Click on Candidates
3. Click on Cosmetology and Barbering
4. Click on Virginia
5. Click on Application Process

Print application and all forms listed under the profession you are applying for
(Cosmetology, Nail Tech, etc.)

All old documents that are received by PCS will be returned, resulting in a delayed approval process, and a potential delay of the candidate's exam date. We appreciate your immediate attention to this matter.

EXAMINATION AGREEMENT FORM – EFFECTIVE IMMEDIATELY

Included with this memo is the revised DPOR Examination Agreement form that is in effect now (and currently available for download online at pcshq.com). Please destroy all old Examination Site Agreement forms and replace immediately with this new form. This form is to be completed, signed and included with the candidate's application that is mailed to PCS. For security reasons, this form will also be handed to each candidate (upon arrival) at all written and practical examination sites. Candidate's will not be permitted to enter the examination room without first completing this form.

If you have any questions, don't hesitate to contact Melanie Proctor, Virginia Coordinator at PCS (vacos@pcshq.com).

CC: Virginia Department of Professional and Occupational Regulation