



STATE OF VERMONT
BARBER, COSMETOLOGY,
ESTHETICIAN, INSTRUCTOR, and
NAIL TECHNICIAN EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing and understanding the procedures for applying for a license and scheduling to test. The Vermont Board of Barbers and Cosmetologists (the "Board") is responsible for licensing and regulating the barber and cosmetology related professions in the State of Vermont. The Board contracted with Professional Credential Services ("PCS") to provide examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

(U.S. Postal Service)

Professional Credential Services
Vermont Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8689
Toll-free: (888) 822-3272
Fax: (615) 846-0153

(Courier Delivery)

Professional Credential Services
Vermont Coordinator
150 Fourth Avenue North Suite 800
Nashville, Tennessee 37219
Email: vtcos@pcshq.com
Web site: <http://www.pcshq.com>

Office of Professional Regulation

Vermont Board of Barbers and Cosmetologists
National Life Building, North FL2
Montpelier, VT 05620-3402
Phone: (802) 828-1134
Website: http://vtprofessionals.org/opr1/cosmetologists_barbers/
Email: kshangraw@sec.state.vt.us

Eligibility Requirements: A candidate who wishes to obtain a **Barber, Cosmetology, Esthetician or Nail Tech** license must pass a theory, practical and state law examination within one year of the first examination that is passed. To qualify to take these examinations, a candidate must fulfill the following eligibility requirements:

1. Complete the online application (apply online at <http://www.pcshq.com>)
2. Be at least 18 years of age
3. Have a high school diploma or G.E.D.
4. School Training Verification Affidavit
 - **Barber** –1000 classroom hours or 24 months apprenticeship for licensure as a Barber
 - **Cosmetology** –1500 classroom hours or 24 months apprenticeship for licensure as a Cosmetologist
 - **Esthetician** – 600 classroom hours or 12 months apprenticeship for licensure as an Esthetician
 - **Nail Technician** – 400 classroom hours or 8 months apprenticeship for licensure as a Manicurist (Nail Tech)

Required Documentation:

1. **Proof of High School Education:** A **copy** of your high school diploma or G.E.D must be mailed to PCS. (If submitting a high school transcript, this information must be mailed directly from the school; or if mailed by the candidate, the transcript must be in a separately sealed envelope from the school. If the school cannot locate the transcript, a letter from the school will be acceptable. The letter must be directly from the school (on school letterhead) with a signature from the principal or counselor and must include the time period the student attended the school and the date of graduation).
2. **Proof of Training:** A school **Verification Affidavit** documenting your completion of the required number of schooling hours or an approval letter from the state for your apprenticeship hours must be mailed to PCS.
3. **2x2 Passport Type Photo:** A current color 2x2 head and shoulders photo must be sent directly to PCS.

Instructor Eligibility Requirements: A candidate who wishes to obtain an **Instructor** license must pass both the theory and state law examination within one year of the first examination passed. To qualify to take these examinations, a candidate must fulfill the following eligibility requirements:

1. Complete an online application (apply online at <http://www.pcshq.com>)
2. Have three years of full time experience in the profession to which you are seeking to become a licensed instructor.

! A candidate who wishes to obtain an INSTRUCTOR license must complete the *Experience Verification* section of the online application

Instructor Required Documentation:

1. **Proof of Work Experience** – either complete the Experience Verification section of the on-line application or submit proof of three years fulltime work experience to PCS.
2. **Proof of High School Education** - A **copy** of your high school diploma or G.E.D must be mailed to PCS. (If submitting a high school transcript, this information must be mailed directly from the school; or if mailed by the candidate, the transcript must be in a separately sealed envelope from the school. If the school cannot locate the transcript, a letter from the school will be acceptable. The letter must be directly from the school (on school letterhead) with a signature from the principal or counselor and must include the time period the student attended the school and the date of graduation).
3. **2x2 Passport Type Photo:** A current color 2x2 head and shoulders photo must be sent directly to PCS.

Instructor Endorsement: To ensure competency, each instructor shall obtain an instructor's endorsement from the state. Applications for endorsement are available on the states website at http://vtprofessionals.org/opr1/cosmetologists_barbers/default.asp .

Foreign Credentials: Any foreign credentials must be translated into English and contain a notary seal confirming it is a true document.

Endorsement: If you hold a license in another state and wish to obtain a license in the state of Vermont.

1. First contact the Vermont State Board Office at (802) 828-1134 to inquire about eligibility.
2. Register with PCS as an Endorsement candidate online at <http://www.pcshq.com> (state law exam only).

Reinstatement:

If less than three (3) years has passed between the license expiration and a request for reinstatement, contact the board office at (802) 828-1134.

If more than three (3) years has passed between the license expiration and a request for reinstatement, you must apply as a first time candidate and successfully pass a theory, practical and state law examination.

How to APPLY with Professional Credential Services:

1. Go online to <http://www.pcshq.com>.
2. Click **Candidates**.
3. Click **Cosmetology & Barbering**.
4. Click **Missouri**.
5. Click **Application Process**.
6. To begin application, **Click Here** under step one.
7. Candidate will be prompted to create an account if first time user. Or, log into PCS if account has already been created.

! Candidates are required to set up a Username and Password during Online Registration. The Username will be the candidate's e-mail address, therefore, a valid e-mail address must be provided.

! Candidates are required to register using their full legal name as it appears on their government issued identification (i.e. Driver's License)

Fees: All fees should be paid to PCS. **Do not send examination fees to the Board.**

! All fees are due at time of registration. Mastercard, Visa, and Discover accepted.

FIRST TIME FEE:	\$275 (fee includes all required examinations)	Endorsement	(State	Law	exam	ONLY)	-	\$90
RE-EXAM FEE:	Practical - \$140	Theory - \$155	State Law - \$90					

Eligibility Approval Process:

All required documentation must be sent to PCS for review and approval. **If approved, PCS will notify you via e-mail.**

Application Status

1. You can check the status of your application approval or score information but logging into <http://www.pcshq.com>.
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. At top of page, click **Log into your PCS Account**

Practical Examination:

Once your application has been approved by PCS, you will be scheduled for the practical examination date selected during registration (**must adhere to practical examination deadline dates**). You will be notified via e-mail of your practical examination date, time, and location approximately 10 days prior to your actual practical exam date. If you do not receive an Admission Notice via e-mail on the Monday prior to the examination date, please call PCS at (888) 822-3272 for further instructions. An official Admission Notice for the practical examination will be provided to eligible candidates during the time of registration at the examination site.

Theory Examination:

You will receive an **Authorization to Test (ATT)** for the theory examination via email once you have been approved to test. If you do not receive your ATT email within 2 days, please call PCS at (888) 822-3272. (Note – Open the attachment within the email for additional directions on how to schedule your theory examination)

How to Schedule and Take the Theory Examination: Upon receipt of your ATT, you may request to take the theory examination by logging onto the IQT website, <http://www.isoqualitytesting.com>, entering your unique Username and Password, and following the instructions detailed on your letter. You can also contact Iso-Quality Testing (IQT) at (866)773-1114. It is important to note that your ATT **cannot be faxed** to you or to the IQT site.

Seats for Theory examinations are offered daily, on a first come first serve basis, using a computer-based testing platform. Since IQT administers exams for many different professions, a "seat" may not be available at the time you wish to test if you have not provided sufficient lead-time in scheduling your exam. There are several IQT Testing Centers throughout Vermont; however, you can sit for your exam at any IQT test center located throughout the United States. You may access test center information at <http://www.isoqualitytesting.com>. Maps and test center hours are also available.

Your examination will be administered on a personal computer, and you will select your answers either by using a mouse or the keyboard. Please visit <http://www.isoqualitytesting.com> for any questions or additional information relating to computer-based testing. If you encounter any problems during the administration of your exam, you should notify the test administrator immediately. You will be given 90 minutes to complete the theory section and 60 minutes to complete the state law section of the examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. IQT personnel have no knowledge of, are not responsible for, and cannot answer questions about the content of the examinations, references, passing scores, etc.

Theory and Practical Examination Admission Requirements: You must register for your examination with your **LEGAL first and last name as it appears on your government issued identification**. All required identification below must match the first and last name under which you registered. Candidates are required to bring **two (2) forms of valid (non-expired) identification** to the test site. One of the identifications presented must be 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. The name on the identification must be the same as the name used to register for the examination.

PRIMARY IDENTIFICATION – Choose One

- State issued driver's license
- State issued identification card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

SECONDARY IDENTIFICATION – Choose One

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

- ! Student ID and employment ID are **NOT** acceptable forms of identification.
- ! 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.
- ! 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 Exam 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, jackets, coats, 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 a report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS or IQT are not responsible for **any** personal items brought into the examination site.

Environmental Distracters: Although every effort is made to provide a quiet and comfortable test environment, unforeseen or unavoidable situations may occur where noise or room temperature can be a distraction to some candidates. While each individual is different, the temperature in the Testing Centers may not be suitable for all candidates. You will need to wear a type of clothing that would allow you to adapt to a cooler or warmer climate as you deem necessary.

Emergency Policy: In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed without notice. However, this decision is made only in rare instances and at the discretion of PCS and/or IQT. 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 IQT for inquiries regarding the theory or law examination.

Refunds and Rescheduling Policies: You may reschedule your theory or law examination without losing your fee **if** you contact IQT within five business days **prior** to your scheduled examination date. If you attempt to reschedule or cancel your exam **after** the five business day window, you will forfeit your exam 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. Documentation of the above-noted exceptions is required.

Refunds are **not issued** nor are fees transferable for either the **theory, law or practical** examinations

Score Information: When you complete the **theory** examination, the Proctor will print a "Pass" or "Fail" Score Report. For failing candidates, this will include a strength and weakness report by major content areas. If your score report does not print out because of technical problems, contact IQT immediately and a score report will be provided to you within 24 hours.

The pass or fail results of the **practical** examination will be sent to you 10 business days after you take the examination. Failing candidates will receive a strength and weakness report, as well as information on how to reapply for your examination. For the theory, law and practical examination, an overall score of 75 must be achieved.

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

Passing Candidates: When you have passed all required examinations, your scores will be electronically sent to the state of Vermont. It is not necessary to notify the Board that you have passed the examination; the Board is provided candidate scores on a daily basis. The Board will automatically issue a license shortly after.

Failing Candidates: Candidates who fail the theory, law and/or practical examination must reapply with PCS online at www.PCSHQ.com.

One Year Limit: Per the Vermont board, scores will remain valid for one year only. Candidates who do not successfully complete all portions of the examination within one year must retake the entire examination (Practical, Theory and State Law). The one year begins with the date of the first examination taken. (Rule 4.4 – Validity of Scores)

Information Updates

- Telephone and Address – a candidate may update this information by logging into their PCS account at www.PCSHQ.com.
- Name – a candidate must forward legal documentation in the form of a marriage certificate or divorce decree to the Delaware State Coordinator.
- Social Security Number – a candidate must submit this change in writing to the Delaware State Coordinator.

*******STATE GUIDELINES*******

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

Please visit <http://www.nictesting.org/> for the most current practical and theory examination content outlines.

Vermont Law and Rules: (25 Questions)

The following reference was used to create the exam; Vermont Barber and Cosmetology Rules, Effective November 7, 2005. To obtain a copy, please visit http://www.vtprofessionals.org/opr1/cosmetologists_barbers/rules.asp.

Practical Examination:

The Vermont Board of Barbers and Cosmetologists requires candidates to be examined in the following services:

<p><u>Barber Styling</u> <u>Core Domain Services</u> Set Up and Client Protection Shaving with a Straight Razor Haircutting Chemical Waving Hair Lightening/Coloring Chemical Relaxing</p> <p><u>Mannequin(s):</u> A mannequin is required for all services. You are permitted to bring up to two (2) mannequin heads. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.</p>	<p><u>Cosmetology</u> <u>Core Domain Services</u> Set Up and Client Protection Thermal Curling Haircutting Chemical Waving Virgin Hair Lightening Application and Hair Color Retouch Virgin Relaxer Application and Relaxer Retouch Basic Facial Manicure Sculptured Nail</p> <p><u>Mannequin(s):</u> A mannequin head/hand is required for all services. You are permitted to bring up to two (2) mannequin heads. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination. <u>Mannequin Hand</u> - A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.</p> <p><u>Thermal Curling Irons:</u> Candidates will use a <u>COLD</u> curling iron for the Thermal Curling section of the practical examination.</p>
<p><u>Esthetician</u> <u>Core Domain Services</u> Set Up and Client Protection Cleansing and Steaming the Face Massaging the Face Manual Extraction of the Forehead Hair Removal of the Eyebrows Facial Mask Facial Makeup</p> <p><u>Mannequins:</u> A mannequin is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.</p> <p><u>Hair Removal of the Eyebrows</u> Simulated soft wax products such as honey or thick lotion are acceptable.</p>	<p><u>Nail Technician (NIC Manicuring)</u> <u>Core Domain Services</u> Set Up and Client Protection Manicure Nail Tip Nail Wrap Sculptured Nail Polish</p> <p><u>Mannequin Hand:</u> A Mannequin hand is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin hand to a table during the examination.</p>

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.

Dress Code:

Candidates are required to wear a lab coat (no insignia or reference to training facilities allowed) and closed-toe shoes to the practical examination. Candidates not dressed appropriately will not be admitted to the examination and will be required to reschedule the examination appointment and pay additional testing fees.