SCHEDULING PROCEDURES

The Iowa Department of Public Health has contracted with PSI to provide examination services. The Department, through PSI, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations.

Questions regarding licensure requirements should be directed to the Board at:

Iowa Department of Public Health
Lucas State Office Building - 5th Floor
321 E. 12th Street
Des Moines, IA 50319
1-515-281-0254
www.idph.state.ia.us/licensure

You may schedule your appointment without prior approval from the Iowa Board of Cosmetology Arts and Sciences at the discretion of your school.

Examination Fee $55

- The fee is for each examination, whether you are taking the examination for the first time or repeating.
- Exam fees are paid directly to PSI; do not send exam fees to the Board.
- Exam fees are non-refundable, non-transferrable.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI’s website, select the link associated with the Iowa examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI’s Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Saturday. The times of operation for live operators are as follows:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Monday thru Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Time</td>
<td>8:00am - 8:00pm</td>
<td>9:00am - 5:30pm</td>
</tr>
<tr>
<td>Central Time</td>
<td>7:00am - 7:00pm</td>
<td>8:00am - 4:30pm</td>
</tr>
<tr>
<td>Pacific Time</td>
<td>5:00am - 5:00pm</td>
<td>6:00am - 2:30pm</td>
</tr>
</tbody>
</table>

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination
schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

COMPUTER EXAMINATION CENTER LOCATIONS

The Licensing examinations are administered at the examination centers listed below:

Ankeny
Todd’s Flying Service
2145 NE 36th Street
Ankeny, IA 50021
From I-35 take exit 92 for 1st St. Turn left onto E 1st St. Take the 1st right onto NE Delaware Ave and continue onto NE 22nd St. Turn right onto NE 110th Ave/NE 36th St. Todd’s Flying Service will be on the right.

Cedar Rapids/Iowa City Area
Erbs Business Center
4935 Bowling Street SW, #203
Cedar Rapids, IA 52404
From I-380, take US 30 east and exit the first exit Bowling Street/Kirkwood Boulevard. Proceed north on Bowling Street approximately 1/4 mile. Turn right into the driveway. The examination center is in the southern annex, to the right.

Council Bluffs
1705 McPherson, Suite 300
Council Bluffs, IA 51503
From I-80, exit Madison Avenue/Mall of the Bluffs and proceed north toward the Mall. Turn right on Bennett Avenue and proceed approximately 1 mile until it ends at McPherson. Turn right into the driveway.

Council Bluffs
Advanced Air Inc.
101 McCandless Lane
Council Bluffs, IA 51503
The site is located at the Council Bluffs Airport. Take Interstate 80 (I-80) and get off at Exit 8. At the bottom of the exit turn right onto Hwy 6. Take your second right onto Eastern Hills Drive. Go up the hill and turn left on McCandless Dr. Follow this all the way up to a parking lot. Site is in a red brick building attached to the hangar.

Dubuque
Univ Of Dubuque Flight Center
2000 University Ave
Dubuque, IA 52003
US-151 S becomes US-61 S. Turn right onto Airport Rd at Dubuque Regional Airport.

Ottumwa
Indian Hills Community College
603 Indian Hills Dr-Trustee Hall Bldg 15
Ottumwa, IA 52501
Located at the Council Bluffs Airport. Take I-80 and get off at Exit 8. At the bottom of the exit turn right onto Hwy 6. Take your second right onto Eastern Hills Drive. Go up the hill and turn left on McCandless Dr. Follow this all the way up to a parking lot. Site is in a red brick building attached to the hangar.

Sioux City
Western Iowa Tech Comm College
4647 Stone Ave Robert H Kiser Bldg-Rm 258
Sioux City, IA 51106
On I-29 South, take exit #144A Fort Dodge/Highway 20 East. Continue northeast on Highway 20 East for 3 miles. At the end of the highway, you will cloverleaf to your right. Continue west on Gordon Drive/Highway 12 for 2 miles. Western Iowa Tech Community College is located East on Stone Ave. off of Gordon Dr. When you arrive on the WIT campus you can park in parking lot A and enter building A. Please allow additional time to find parking. The testing center is located in room 258. If you are unfamiliar with the WIT campus you can stop at the registration desk to get directions to the room and there will also be signs directing you to the testing center.

West Des Moines
1001 Office Park Road, Suite 315
West Des Moines, IA 50265
From I-235, exit 8th St/73rd Street and proceed south. Turn right on Office Park Road. Turn right into the driveway.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of the state.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

- You must present one form of valid non-expired government issued identification with a photograph and your signature (i.e. driver’s license, state identification card or passport) in order to be admitted to the examination room at PSI.

SECURITY PROCEDURES

The following items are not permitted in the examination
room:
- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the “Examination Content Outlines”, a small number (5 to 10) of “pretest” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Iowa Board of Cosmetology Arts and Sciences is utilizing the NIC examinations. NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.
SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nic-testing.org.
# IOWA COSMETOLOGY
## REGISTRATION FORM

**Before you begin...**

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. **PLEASE TYPE OR PRINT LEGIBLY.** Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. **Legal Name:**
   - Last Name
   - First Name
   - M.I.

2. **Social Security:**
   - (FOR IDENTIFICATION PURPOSES ONLY)

3. **Mailing Address:**
   - Number, Street
   - Apt/Ste
   - City
   - State
   - Zip Code

4. **Telephone:**
   - Home
   - Office

5. **Date of Birth:**
   - / / 

6. **Email Address:**

7. **Examination:**
   - (Please check appropriate box):
     - Written Examination ($55.00)
     - First time
     - Retake

8. **Payment:**
   - (MasterCard, VISA, Company Check, Money Order or Cashier’s Check only. Personal checks are not accepted.)

   Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):
   - MC
   - VISA

   Card No:_________________________ Exp. Date:_________________________

   Card Verification No:__________________

   For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

   Cardholder Name (Print):_________________________ Signature:_________________________

Please make check payable to PSI. Complete and forward this registration form with the applicable examination fee to:

**PSI**
3210 E Tropicana, Attn: Iowa COS
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

A Customer Service Representative will contact you when your payment has been received and processed. Please allow a minimum of 10 days for processing.
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date________________________________________________

Legal Name: _______________________________________

Last Name                                                                    First Name

Address: ____________________________________________

Street                                                                                             City, State, Zip Code

Telephone: (_____)(______) - _______ (_____)(______) - _______

Home                                                                                       Work

Email Address: _______________________________________

Check any special arrangements you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment or learning disability)  ☐ Extended Time
   (Additional time requested:______________)

☐ Large-Print written examination                                                  ☐ Other____________________________________

☐ Other____________________________________

Complete and fax this form, along with supporting documentation, to (702) 932-2666.

After 4 business days, please call 800-733-9267 x6748 and leave a voice message.

PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.