



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

**BOARD OF BARBER AND COSMETOLOGY**  
**Instructions for Examination**

These instructions are provided to assist you with completing the Examination Scheduling Form, on the reverse side, and sitting for the exam. Please type or print neatly in black ink, all the information requested.

1. You may obtain a licensing application packet from the internet at [www.pearsonvue.com/dc/barbers\\_cosmo](http://www.pearsonvue.com/dc/barbers_cosmo).
2. Submit the application and examination scheduling form for a DC Cosmetology License, with all the required supporting documentation and payment (The total fee for licensure by examination is \$230 and for re-examination the fee is \$120) via check or money order to:

**PEARSON VUE**  
Department DC-BC  
Metro-Plex I, Suite 250  
8401 Corporate Drive  
Landover, MD 20785

The Board of Barber and Cosmetology will review your application and determine your eligibility to sit for the examination.

3. If you are approved by the Board to sit for the examination, you will receive your **Authorization To Test** notice directly from the Examination Unit. This notice will provide instructions on how to schedule your examination. You must schedule and sit for your examination within thirty (30) days of receipt of your **Authorization To Test**.

### **Special Accommodations**

If a visual, physical, learning, or other disability prevents you from taking the examination under normal conditions you may request a special accommodation. Please submit request in writing along with your application and provide supporting documentation from your doctor.

### **Rescheduling**

If you cannot appear on your scheduled examination date, you may reschedule, provided it is within the thirty (30) day examination window. You must reschedule via the website, [www.psiexams.com](http://www.psiexams.com), or by calling 1-800-733-9267.

### **References**

The references for this examination may be found by visiting the National-Interstate Council of State Boards of Cosmetology (NIC) website at <http://www.nictesting.org/>



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BOARD OF BARBER AND COSMETOLOGY
EXAM SCHEDULING FORM

Please complete this exam scheduling form and mail it to Pearson VUE with your check or money order, made payable to Pearson VUE, in the amount indicated below to the address noted below. Please contact the DC test administration unit, (202) 442-4363, if you do not receive an admission letter to take the exam. For further information, read the instructions on the reverse side of this form. Send this form, and exam fee to:

Pearson VUE, Department DC-BC, Metro-Plex I, 8401 Corporate Drive, Suite 250, Landover, MD 20785

Please Type or Print Legibly

Grids for FIRST NAME, MI, LAST NAME, and SUFFIX.

DATE OF BIRTH (MM-DD-YYYY)

SSN NUMBER

APARTMENT, SUITE, FLOOR, PO BOX NUMBER, and a 5-digit grid.

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE and ZIP CODE + 4

HOME PHONE NUMBER

BUSINESS PHONE NUMBER

Please check the examination that you will take, whether this is your first exam attempt or a re-exam and indicate the total fee paid.

- Grid of checkboxes for examination types (Cosmetology Operator, Esthetician, Manicure, Electrology, Braider, Instructor, Manager) and languages (English, Spanish, Vietnamese, Korean). Includes Exam - \$230.00 and Re-Exam - \$120.00.

TOTAL FEE PAID¹ \$ \_\_\_\_\_

¹ The Total Fee for application by examination is \$230.00. The Total Fee for application by re-examination is \$120.00. Checks or money orders should be made payable to PEARSON VUE. Do not send cash.

The examination will be scheduled on a first come, first served basis. You will be scheduled for an exam date based entirely on availability for the next examination seat. The Board will attempt to honor your scheduling preferences, but there is no guarantee your request can be honored.

Please sign and date below:

Signature

Date

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.