



Idaho Procedures for Applying for Examination

The following information will assist you with the necessary procedures for applying for examination:

Application portion filled out by Candidate (student):

- You must complete and submit application.
- Select an examination week on front of exam application. (This is for the practical exam.)
- Check the examination areas that you are applying for. (ex: Practical and Written)
- Check the exams that you are applying for. (ex: Cosmetologist, Nail Technology, etc.)
- Check only one box for the delivery of your **practical result** letter.
- You must sign your application in the presence of a Notary Public.
- Submit a cashier's check or money order made out to DL Roope. (**NO** personal checks are accepted.)
- Print a Candidate Information Bulletin and Frequently Asked Questions from our website at www.dlroope.com

Board Requirements

- Visit the Board's website at www.ibol.idaho.gov/ or contact the board office at 1-208-334-3233 for information regarding requirements for licensure.
- Send a copy of your apprentice permit to our office along with your exam application.

Procedure once DL Roope Administrations receives a complete application:

Practical examination:

After the deadline date of the week requested, the examinations are scheduled for one of the days during the requested examination week. An admission letter is **mailed** to the mailing address that you provided your application. The Admission letter will have the date and time of your **practical examination**. Once you have taken the practical examination your results will be either posted on our website www.dlroope.com or mailed based on what you indicated on your application. A message is posted on our website by examination date once the results are available. If the date that you tested is not indicated on the message board then the results are not available yet.

Computerized Written examination:

Once DL Roope Administrations receives a **complete** application, the candidate's information will be sent to Iso Quality Testing (IQT), the company that administers the computerized written exams, on the day we receive the application. The candidate will receive an email from IQT explaining instructions on how to apply for the written exam if an email address was provided. (Please make sure to **print clearly your personal email address** on the application.) If no email address was provided, IQT will mail instructions on how to apply for the written exam. Please **do not schedule** your written exam during the same week that you requested your practical exam. Written result letters are provided to the candidate on site after completing the computerized written examination. Official results are sent electronically to the Board and to your school.



IDAHO



Apprentice Application

10/2011 through 6/2012

You are required to complete both sides of this application. Please **PRINT** clearly using a ballpoint pen or typewriter. Submit along with a cashier's check or money order made payable to DL Roope Administrations Inc. **PERSONAL CHECKS WILL NOT BE ACCEPTED AND MAY DELAY SCHEDULING.** Fees are **NOT** refundable or transferable and will be applied to the requested and approved examination week. It is recommended that you read all of the information contained in the Candidate Information Bulletin (CIB). A CIB may be obtained by visiting our web site at www.DLRoope.com

If you have a disability and require accommodations in accordance with the Americans with Disabilities Act of 1991, please contact DL Roope Administrations Inc. at 1-888-375-2020 to request the required forms. The required forms and medical documentation must be submitted with this application and is subject to approval.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

LAST NAME		FIRST NAME		MI	DATE OF BIRTH
MAILING ADDRESS		APT #	CITY/TOWN	STATE	ZIP CODE
SOCIAL SECURITY #		HOME PHONE #		WORK PHONE #	
CELL PHONE #		PHOTO IDENTIFICATION # (i.e. Drivers License, Photo ID etc.)			

Please **PRINT** your e-mail address **CLEARLY** and legibly as it will be used to transmit your computerized written authorization. The e-mail address that you provide **CANNOT** be used by another testing candidate.

If you do not have an e-mail address your authorization will be mailed to you.

PRACTICAL EXAM WEEK REQUESTED _____ **Practical exam weeks are on back of this application.**

Applications must be received by 5:00 pm on or before the deadline date. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested exam week is full, you will be scheduled for the next available exam week. Candidates will receive an admission letter by mail after the deadline date. Your admission letter will indicate the date and time of your scheduled exam. If you have not received your admission letter in the mail prior to the requested exam week, it is your responsibility to contact our office at 1-888-375-2020 or support@dlroope.com

PLEASE CHECK THE FOLLOWING AS APPLICABLE:

- Practical Examination Fee - \$99.00
- Computer Based Written Examination Fee - \$59.00

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

- Cosmetologist (CA) Esthetician (ES) Electrologist (EL) Haircutter (HC) Nail Technician (NT)
- CA Instructor ES Instructor EL Instructor HC Instructor NT Instructor

ATTENTION: PLEASE CHECK ONLY ONE BOX FOR DELIVERY OF YOUR RESULT LETTER:

- Result letter available on DL Roope website.** Result letters will be available to view and print from our website at www.dlroope.com. A message will be posted on the website when they are available.
- Result letter mailed.** If your result letter is mailed to you it will **NOT** be available on our website to view or print.

MO # _____ Pd _____ App. _____ Init. _____ SC# _____ TC _____ Rec'vd Date _____	ID
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