



# MAINE

## Rescheduling 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](http://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:

\_\_\_\_\_

**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](mailto:support@dlroope.com)

### PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

- Practical & Written Fee (Includes State Law if applicable.) ~ \$99.00**
- Practical Examination Fee (Passed Written and State Law previously.) ~ \$99.00**
- Written Examination Fee (Includes State Law if applicable – passed Practical previously.) – \$75.00**
- Maine State Law Examination Fee (Passed Written and Practical previously.) ~ \$50.00**
  - Cosmetologist
  - Barber Styling
  - Barber 1 (no chemicals)
  - Esthetician
  - Nail Technician
- Retake Instructor Practical (Includes Written if applicable.) – Application fee \$75.00 & Examination fee \$100.00**
- Retake Instructor Written Examination (Passed Practical previously.) – fee \$75.00**
  - Cosmetologist Instructor
  - Barber Styling Instructor
- Webscores – fee \$25.00 (OPTIONAL SERVICE) Result letters will be available to view and print from our website at [www.dlroope.com](http://www.dlroope.com). A message will be posted on the website when they are available.**

MO # \_\_\_\_\_ Pd \_\_\_\_\_ App. \_\_\_\_\_ Init. \_\_\_\_\_ SC# \_\_\_\_\_ TC \_\_\_\_\_ Rec'd Date \_\_\_\_\_ **ME**

**EXAMINATION DATES AND DEADLINE DATES**

**PLEASE INDICATE ON THE FRONT OF THIS APPLICATION THE EXAMINATION WEEK THAT YOU ARE REQUESTING.**

| <b>EXAMINATION WEEKS</b> | <b>~</b> | <b>DEADLINE DATES</b> | <b>EXAMINATION WEEKS</b> | <b>~</b> | <b>DEADLINE DATES</b> |
|--------------------------|----------|-----------------------|--------------------------|----------|-----------------------|
| Wk of 6/27/11            | ~        | 6/9/11                | Wk of 1/9/12             | ~        | 12/21/11              |
| Wk of 8/8/11             | ~        | 7/20/11               | Wk of 2/27/12            | ~        | 2/15/12               |
| Wk of 9/19/11            | ~        | 8/31/11               | Wk of 4/9/12             | ~        | 3/21/12               |
| Wk of 10/24/11           | ~        | 10/5/11               | Wk of 5/21/12            | ~        | 5/2/12                |
| Wk of 11/28/11           | ~        | 11/9/11               | Wk of 6/25/12            | ~        | 6/6/12                |

**APPLICANT SIGNATURE (REQUIRED).....**

**PHOTO IDENTIFICATION NUMBER (REQUIRED).....DATE OF BIRTH.....**

**Candidate Information  
is already on file with  
DL Roope Administrations Inc.**

**FOR REGULAR MAIL DELIVERY (ALLOW 2- 5 DAYS):**

DL Roope Administrations Inc.  
P.O. Box 631  
Hampden, ME 04444-0631

**Toll free: 888-375-2020  
Website: [www.DLRoope.com](http://www.DLRoope.com)**

**FOR OVERNIGHT DELIVERY:**

DL Roope Administrations Inc.  
50 Dave's Way  
Hermon, ME 04401