



## Maine 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.
- Check the examination areas that you are applying for. (ex: Practical, Written and State Law)
- Check the exams that you are applying for. (ex: Cosmetologist, Nail Technology, etc.)
- Check only one box for the delivery of your result letter.
- You must sign your application and include your photo identification number.  
(Driver's License, State ID, current passport, or military ID card.)
- 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](http://www.dlroope.com)

### Program Requirements

- Visit the Programs's website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) or contact the Program office at 1-207-624-8603 for information regarding requirements for licensure.
- Send Verification of Eligibility (VOE) letter to our office along with your exam application.

### Procedure once DL Roope Administrations receives a complete application:

#### Practical, written and state law examinations:

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 on your application. The Admission letter will have the date and time of your examinations. Once you have taken the examinations your results will be either posted on our website [www.dlroope.com](http://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.

Exam results are sent electronically to the Program and to your school.



# MAINE



## Reinstate, Out of State & Apprentice Application

10/2011 through 6/2012

If you did not graduate from a licensed Maine School of Cosmetology or related fields you may visit the Program's website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) or contact the Program office at 1-207-624-8603 for information regarding requirements for licensure.

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:

-----

<b>PRACTICAL EXAM WEEK REQUESTED</b> _____ <b>Practical exam weeks are on back of this application.</b>  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 <a href="mailto:support@dlroope.com">support@dlroope.com</a>
--

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

- Candidate Examination (Written, State Law & Practical) – fee \$99.00**
  - Cosmetologist
  - Barber Styling
  - Barber 1 (no chemicals)
  - Esthetician
  - Nail Technician
- \*Instructor Candidate Examination (Written & Practical) – Application fee \$75.00 & Examination fee \$100.00**
  - Cosmetologist Instructor
  - Barber Styling Instructor

**\* INSTRUCTOR CANDIDATES MUST ATTACH A VERIFICATION OF ELIGIBILITY FORM FOR WORK EXPERIENCE FROM THE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION, OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION, BARBERING & COSMETOLOGY PROGRAM.**

- 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'vd Date _____	<b>ME</b>
---	-----------

**EXAMINATION DATES AND DEADLINE DATES**

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

EXAMINATION WEEKS	~	DEADLINE DATES	EXAMINATION WEEKS	~	DEADLINE DATES
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

**TRAINING WAS COMPLETED BY:**

- \*DEPARTMENT APPROVED APPRENTICE TRAINING IN A LICENSED ESTABLISHMENT BY A QUALIFIED SUPERVISOR. (SC # 1111)
- \*DEPARTMENT APPROVED OUT OF STATE APPLICANT. (SC # 0000)
- \*DEPARTMENT APPROVED REINSTATE BY EXAMINATION APPLICANT. (LAPSED LICENSE) (SC # 2222)

**\*CANDIDATES MUST ATTACH A VERIFICATION OF ELIGIBILITY FORM FROM THE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION, OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION, BARBERING & COSMETOLOGY PROGRAM.**

**APPLICATION AUTHORIZATION**

I affirm that the applicant named herein has successfully completed the requirements established by the Department of Professional & Financial Regulation, Office of Professional and Occupational Regulation, Barbering & Cosmetology Program for examination eligibility, and all information provided in connection with this application is true to the best of my knowledge and belief. I affirm this with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to suspend or revoke a license issued by the Department.

I hereby understand that receiving a passing score does not guarantee licensure and that all requirements for licensure must be met as set forth by the Department.

I also understand that it is recommended that I completely read all of the information contained in the Candidate Information Bulletin (CIB). A CIB may be obtained at [www.DLRoope.com](http://www.DLRoope.com).

I further understand that I will be required to present current government issued Photo Identification (Drivers License or State ID) to be admitted to my scheduled examination. If I cannot be admitted, my examination fee will be forfeited.

APPLICANT SIGNATURE (REQUIRED).....

APPLICANT PRINTED NAME (REQUIRED).....

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

**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