



New Hampshire 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.
- 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.
- 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.nh.gov/cosmet/ or contact the board office at 1-603-271-3608 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 examination:

After the deadline date of the next available practical examination week, the examinations are scheduled for one of the days during the 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 of 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.



NEW HAMPSHIRE



Reinstate, Out of State and Apprentice Application

10/2011 through 6/2012

If you did not graduate from a licensed New Hampshire School of Cosmetology or related fields you may visit the Board's website at www.nh.gov/cosmet/ or contact the board office at 1-603-271-3608 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 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	----- M I	----- DATE OF BIRTH
----- MAILING ADDRESS	----- APT #	----- CITY/TOWN	----- STATE
----- SOCIAL SECURITY #	----- HOME PHONE #	----- WORK PHONE #	----- ZIP CODE
----- 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.

NH State Law requires individuals to test on the first available exam week. 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 next 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 next exam week, it is your responsibility to contact our office at 1-888-375-2020 or support@dlroope.com

PLEASE CHECK THE EXAM THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetologist (CA)	<input type="checkbox"/> Barber Stylist (BS)	<input type="checkbox"/> Barber 1 (BA)	<input type="checkbox"/> Esthetician (ES)	<input type="checkbox"/> Nail Technician (NT)
<input type="checkbox"/> CA Instructor	<input type="checkbox"/> BS Instructor	<input type="checkbox"/> BA Instructor	<input type="checkbox"/> ES Instructor	<input type="checkbox"/> NT Instructor

PLEASE CHECK ONE BOX FOR YOUR PRACTICAL EXAMINATION:

- Practical Examination Fee (Cosmetologist, Barber Stylist, Barber, Esthetician & Nail Technician) ~ \$99.00
- Practical Examination Fee (Instructor - all disciplines) ~ \$175.00

PLEASE CHECK ONE BOX FOR YOUR WRITTEN AND/OR STATE LAW EXAMINATION(S):

- Computer Based Written & NH State Law Examination Fee (All disciplines) ~ \$85.00
- Computer Based Written Only Examination Fee (All disciplines) ~ \$75.00
- Computer Based State Law Only Examination Fee (All disciplines) ~ \$50.00

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

- Practical 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.
- Practical 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 _____	NH
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EXAMINATION DATES AND DEADLINE DATES

EXAMINATION DATES	~	DEADLINE DATES
October 31, 2011	~	10/11/11
December 5, 2011	~	11/15/11
January 30, 2012	~	1/3/12

EXAMINATION DATES	~	DEADLINE DATES
March 12, 2012	~	2/14/12
April 30, 2012	~	4/3/12
June 4, 2012	~	5/8/12

TRAINING WAS COMPLETED BY:

- *BOARD APPROVED INSTRUCTOR – WORK EXPERIENCE QUALIFICATIONS (SC # 3333)
- *BOARD APPROVED APPRENTICE TRAINING IN A LICENSED ESTABLISHMENT BY A QUALIFIED SUPERVISOR. (SC # 1111)
- *BOARD APPROVED OUT OF STATE APPLICANT. (SC # 0000)
- *BOARD APPROVED REINSTATE BY EXAMINATION APPLICANT. (LAPSED LICENSE) (SC # 2222)

***CANDIDATES MUST ATTACH A VERIFICATION OF ELIGIBILITY FORM FROM THE NEW HAMPSHIRE STATE BOARD OF BARBERING, COSMETOLOGY & ESTHETICS.**

APPLICATION AUTHORIZATION

I affirm that I am eligible to be scheduled for the written and practical examination in accordance with the requirements established by the New Hampshire State Board of Barbering, Cosmetology & Esthetics for examination eligibility. I affirm that 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, deny or revoke a license issued by the New Hampshire State Board of Barbering, Cosmetology & Esthetics.

I certify that I have reviewed and will comply with the New Hampshire Laws and Rules governing the practice of Cosmetology and related fields in New Hampshire.

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 Board. Please refer to the New Hampshire State Laws and Rules for detailed requirements for licensure.

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.

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

FOR OVERNIGHT DELIVERY:
 DL Roope Administrations Inc.
 50 Dave's Way
 Hermon, ME 04401