



West Virginia 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 in the presence of a Notary Public.
- You must include 2 – 2x2 instant passport style photos with your exam application. Photos must be a front view of your head and shoulders with a solid background.
- You must include a current photocopy of your photo identification with your signature that you will present at the exam site. (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

Board Requirements

- Out of State candidates must submit proof of training in another state to the West Virginia Board of Barbers and Cosmetologists in addition to submitting this application to our office. If you have questions regarding the requirements for licensure you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure.

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 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 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 Board and to your school.



WEST VIRGINIA



Out of State Application

5/2012 through 12/2012

If you did not graduate from a licensed West Virginia School of Cosmetology or related fields you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 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

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:

EXAM WEEK REQUESTED _____ 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 EXAMINATION AREAS THAT YOU ARE APPLYING FOR:

- Practical, Written & State Law ~ Exam fee - \$99.00
- Practical & Written Only ~ Exam fee - \$99.00
- Practical & State Law Only ~ Exam fee - \$99.00
- Practical Only ~ Exam fee - \$99.00
- Written & State Law Only ~ Examination fee \$75.00
- Written Only ~ Examination fee \$75.00
- State Law Only ~ Examination fee \$50.00

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetology (CA)	<input type="checkbox"/> Esthetics(ES)	<input type="checkbox"/> Nail Technology (NT)	<input type="checkbox"/> Barber Styling (BS)	<input type="checkbox"/> Barber 1 (no chemical) (BA)
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Effective January 1, 2012: Instructor candidates must submit an application to the Board for their examination.

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 _____



EXAMINATION WEEKS AND DEADLINE DATES

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

EXAMINATION WEEKS		DEADLINE DATES	
Exams are scheduled over multiple days.		Application, fee and all information must be received in our office by the following date:	
Week of 5/21/12	~	4/25/12	
Week of 7/23/12	~	6/27/12	

EXAMINATION WEEKS		DEADLINE DATES	
Exams are scheduled over multiple days.		Application, fee and all information must be received in our office by the following date:	
Week of 9/17/12	~	8/22/12	
Week of 11/12/12	~	10/17/12	

PLEASE CHECK THE APPLICABLE BOX:

OUT OF STATE TRAINING – SC # 0000

OUT OF COUNTRY TRAINING – SC # 4444

APPLICATION AUTHORIZATION

I affirm that the applicant named herein is eligible to be scheduled for the written, state law and practical examination in accordance with the requirements established by the West Virginia Board of Barbers & Cosmetologists 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 West Virginia Board of Barbers & Cosmetologists.

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

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 West Virginia State Laws and Rules for detailed requirements for licensure.

MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

APPLICANT SIGNATURE (REQUIRED).....

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

NOTARY PUBLIC EMBOSSER

NOTARY PUBLIC EMBOSSER
OR RUBBER STAMP SEAL STATE OF _____ COUNTY OF _____

SUBSCRIBED AND SWORN BEFORE ME, MONTH _____ DAY _____ YEAR _____

NOTARY PUBLIC SIGNATURE _____ MY COMMISSION EXPIRES _____

NOTARY PUBLIC NAME (TYPED OR PRINTED) _____

THE FOLLOWING INFORMATION IS REQUIRED, YOU WILL NOT BE SCHEDULED UNTIL ALL REQUIRED INFORMATION IS RECEIVED:

- ALL APPLICANTS MUST ATTACH A CLEAR PHOTOCOPY OF THEIR CURRENT GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT WILL BE PRESENTED AT THE EXAM SITE. (Drivers License or State ID)**
- ALL APPLICANTS MUST ATTACH TWO – 2X2 INSTANT PASSPORT PHOTOS TO THIS APPLICATION. PHOTOS MUST BE A FRONT VIEW OF HEAD AND SHOULDERS WITH A SOLID BACKGROUND. ALL OTHER PHOTOS WILL BE REJECTED AND WILL DELAY SCHEDULING.**
- Submit Work Permit Application to the Board. Maximum of 2 permits will be issued.**

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