



# WEST VIRGINIA



## Rescheduling Application

5/2012 through 12/2012

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:

\_\_\_\_\_

**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](mailto: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](http://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 _____	<b>WV</b>
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# EXAMINATION WEEKS AND DEADLINE DATES

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

<b>EXAMINATION WEEKS</b> Exams are scheduled over multiple days.		<b>DEADLINE DATES</b> 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

<b>EXAMINATION WEEKS</b> Exams are scheduled over multiple days.		<b>DEADLINE DATES</b> 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

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