



NH Procedures for Applying for Examination Rescheduling Application (Retake or No Show)

The following information will assist you with the necessary procedures for applying for examination:

APPLICATION PORTION FILLED OUT BY CANDIDATE

- You must complete and submit this exam application or you may apply online at www.dlroope.com.
- Check the exam 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. (Webscores or Mail)
- Check the language preference for the **written exam**. (If no language is selected it defaults to English)
- You must sign your application.
- Unless previously submitted, you must **include 1 – 2x2 instant passport style photo** with your exam application. **Photos must be a front view of your head and shoulders with a solid background.** See sample on page 4.
- Unless previously submitted and has not expired, 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, etc.) See sample on page 4.
- Submit a cashier's check or money order made out to D.L. Roope. (**NO** personal checks are accepted.)
- Please do not staple or tape the money order, your photo or the copy of your photo ID to this application.**
- Print a D.L. Roope Administrations Candidate Handbook, NIC Candidate Information Bulletin and Frequently Asked Questions at www.dlroope.com.

PROCEDURES ONCE DL ROOPE ADMINISTRATIONS RECEIVES A COMPLETE APPLICATION

Please do not schedule your written until you have received your practical admission letter to avoid scheduling it on the same date and time as your practical. Please note when scheduling your written exam that your work permit will expire sixty days after the issue date.

TEMPORARY WORK PERMITS

Temporary work permits are issued by the Board and will expire sixty days after they are issued. If you do not attend your practical exam or if you do not schedule and take your written exam **before** your temporary work permit expires, you will **not** be issued a new temporary work permit and you will **not** be able to work until you have passed both exams and been issued a license. If you want to take your written exam on the same day as your practical exam, you must wait to schedule your written exam until you have received your practical exam admission letter to avoid scheduling it at the same time as your practical exam.

Also, please note that the written exam is administered in a different location than the practical exam so make sure when scheduling your exam that you allow time to travel from one location to the other. Exams cannot be rescheduled unless you experience an emergency situation as outlined in the exam fee policy section of this bulletin.

PRACTICAL EXAMINATION

After the deadline date of the week requested, the exams are scheduled for one of the days during the requested exam 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 **practical exam**. Once you have taken the practical exam, 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 exam 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 D.L. 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. If you want to take the written exam on the same day as your practical exam, you must wait to schedule your written exam until after you have received your practical exam admission letter confirming your practical date and time. Written result letters are provided to the candidate on site after completing the computerized written exam. Official results are sent electronically to the Board.

NEW HAMPSHIRE

PRACTICAL EXAMINATION WEEKS AND DEADLINE DATES

Please indicate on the front of the exam application the exam week/location that you are requesting.

Candidates submit this exam application or they may apply online on our website at www.DLRoope.com. Application must be received, **COMPLETE** and approved by the deadline date as indicated below. Applications received or not approved until after the deadline date are scheduled based on space availability. If the requested exam week is full you will be scheduled for the next available exam week. Practical exam admission letters are mailed to the address provided on the application following the examination deadline date of the requested exam week. This letter confirms the scheduled practical examination. It also includes the date, time, location and directions to the practical examination testing location.

EXAMINATION WEEKS	LOCATION	DEADLINE DATES
December 7, 2020	Concord, NH	November 12, 2020
January 4, 2021	Concord, NH	December 10, 2020
March 1, 2021	Concord, NH	February 4, 2021
April 12, 2021	Concord, NH	March 22, 2021
June 21, 2021	Concord, NH	May 27, 2021
August 2, 2021	Concord, NH	July 12, 2021
September 13, 2021	Concord, NH	August 19, 2021
October 25, 2021	Concord, NH	October 4, 2021
December 6, 2021	Concord, NH	November 15, 2021



NEW HAMPSHIRE

Rescheduling Application (Retake or No Show)



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 or you may apply online at www.dlroope.com. Please **PRINT** clearly using a ballpoint pen or typewriter. Submit along with a cashier's check or money order made payable to D.L. Roope Administrations LLC **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 exam 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 D.L. Roope Administrations LLC 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 ZIP CODE
SOCIAL SECURITY NUMBER	HOME PHONE NUMBER	WORK PHONE NUMBER	
CELL PHONE NUMBER	PHOTO IDENTIFICATION NUMBER (e.g. Driver's License, Photo ID etc.)		

*Please **PRINT** your e-mail address CLEARLY and legibly.

*E-MAIL ADDRESS: _____ @ _____

PRACTICAL EXAM WEEK REQUESTED _____ **Practical exam weeks are on page 2 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 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.

Temporary work permits are issued by the Board and will expire sixty days after they are issued.

PLEASE CHECK THE EXAM THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetologist (CA)	<input type="checkbox"/> Barber Stylist (BS)	<input type="checkbox"/> Barber I (BA)	<input type="checkbox"/> Electrologist (EL)	<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"/> EL 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) ~ \$119.00
- Practical Examination Fee (Instructor - all disciplines) ~ \$190.00
- Practical Examination Fee (Electrology) ~ \$190.00

PLEASE CHECK FOR YOUR WRITTEN EXAMINATION

- Computer Based Written Examination Fee (All disciplines) ~ \$74.00

Written language preference: *English Vietnamese Korean Spanish

* If no language preference is selected for the written examination, you will be given an English examination.

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

- Practical result letter available on D.L. 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.

APPLICATION AUTHORIZATION

I affirm that I am eligible to be scheduled for the examination indicated on this application in accordance with the requirements established by the New Hampshire State Board of Barbering, Cosmetology and Esthetics (Board) 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 Board.

I hereby authorize and direct any person, agency, firm, or other entity to release to the Board or its identified agent any and all information, communications, recommendations, reports, records, statements, or disclosures, whether public, privileged or confidential, that may relate to my professional qualifications or credentials or that may have bearing on my eligibility for licensure.

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 New Hampshire State Board of Barbering, Cosmetology and Esthetics. 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 D.L. Roope Administrations Candidate Handbook and the NIC Candidate Information Bulletin (CIB). A Handbook and CIB may be obtained at www.dlroope.com.

I further understand that I will be required to present current government issued Photo Identification (Driver's 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).....

**THE FOLLOWING INFORMATION IS REQUIRED UNLESS PREVIOUSLY SUBMITTED
YOU WILL NOT BE SCHEDULED UNTIL ALL REQUIRED INFORMATION IS RECEIVED**

- ALL APPLICANTS MUST ATTACH A CLEAR PHOTOCOPY OF CURRENT GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT WILL BE PRESENTED AT THE EXAM SITE.
(e.g. Driver's License, State ID, Passport etc.)
- ALL APPLICANTS MUST ALSO ATTACH ONE 2X2 INSTANT PASSPORT STYLE PHOTO. PHOTO MUST BE A FRONT VIEW OF HEAD AND SHOULDERS WITH A SOLID BACKGROUND.
SEE SAMPLES – DO NOT USE STAPLES OR TAPE!



POSTAL SERVICE MAIL DELIVERY (ALLOW 3- 5 DAYS):	D.L. Roope Administrations LLC	P.O. Box 631	Hampden, ME 04444
OVERNIGHT DELIVERY (FED EX OR UPS):	D.L. Roope Administrations LLC	50 Dave's Way	Hermon, ME 04401
CONTACT US:	Toll free: 888-375-2020		Website: www.dlroope.com