



## NH Procedures for Applying for Examination (Reinstate, Out of State, Apprentice & Instructor Work Experience)

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](http://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.
- 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.
- 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](http://www.dlroope.com).

### BOARD REQUIREMENTS

- Visit the Board's website at [www.nh.gov/cosmet/](http://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.

### 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](http://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](http://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 |



## 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](http://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 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!**



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