



WV Procedures for Applying for Examination (Out of State, Apprentice & Instructor Candidates)

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 application or you may apply online at www.dlroope.com.
- Select an examination week and write it in the space provided on the front of the 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 **practical result** letter. (Webscores or Mail)
- Check the language preference for the **written exam**. (If no language is selected it defaults to English.) (WV State Law is English only.)
- 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 Candidate Handbook, NIC Candidate Information Bulletin and Frequently Asked Questions at www.dlroope.com.

BOARD REQUIREMENTS

- Out of State candidates must submit proof of training in another state and Apprentice Candidates must submit proof of training in a salon 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.
- Instructor candidates take **ONLY** the NIC computerized written & WV state law examination and **DO NOT** take the NIC Instructor practical examination. A licensee interested in obtaining an Instructor license must take a teaching techniques course and submit the transcript to the Board. Please contact the board office at 1-304-558-2924 for information regarding requirements for licensure.

PROCEDURES ONCE D.L. ROOPE ADMINSTRATIONS RECEIVES A COMPLETE APPLICATION

Please do not schedule your written and/or WV State Law exam 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 and/or WV state law exams that your work permit will expire sixty days after the issue date-

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 AND/OR WV STATE LAW 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 and/or WV state law 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 and/or WV state law exams 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 and/or WV state law exams. If you want to take the written and/or WV state law exams on the same day as your practical exam, you must wait to schedule your written and/or WV state law exams until after you have received your practical exam admission letter confirming your practical date and time. Written and/or WV state law result letters are provided to the candidate on site after completing the computerized written and/or WV state law exam. Official results are sent electronically to the Board.

WEST VIRGINIA

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
January 14, 2019	Huntington, WV	December 18, 2018
February 4, 2019	Huntington, WV	January 8, 2019
March 11, 2019	Huntington, WV	February 12, 2019
April 8, 2019	Huntington, WV	March 12, 2019
May 20, 2019	Huntington, WV	April 23, 2019
June 10, 2019	Huntington, WV	May 14, 2019
July 8, 2019	Huntington, WV	June 11, 2019
August 12, 2019	Huntington, WV	July 16, 2019
September 9, 2019	Huntington, WV	August 13, 2019
October 14, 2019	Huntington, WV	September 17, 2019
November 11, 2019	Huntington, WV	October 15, 2019
December 9, 2019	Huntington, WV	November 12, 2019



WEST VIRGINIA



Out of State, Apprentice & Instructor Application

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 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 D.L. 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	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 as it will be used to transmit your computerized written and/or WV state law approval. The e-mail address that you provide **CANNOT** be used by another testing candidate. If you do not have an e-mail address you will receive approval in the mail.

*E-MAIL ADDRESS: _____ @ _____

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 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 Examination Fee (Original or Retake) ~ \$99.00
- Computer Based Written & WV State Law Examination Fee (Original or Retake) ~ \$87.00
- Computer Based Written Examination Fee (Original or Retake) ~ \$87.00
- Computer Based WV State Law Examination Fee (Original or Retake) ~ \$87.00

Written language preference: *English Vietnamese Korean Spanish

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

The West Virginia State Law examination is only available in English.

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Hair Design (Hair Styling)	<input type="checkbox"/> Esthetics	<input type="checkbox"/> Nail Technology	<input type="checkbox"/> Barber 1	<input type="checkbox"/> Barber Styling (With Chemicals)	<input type="checkbox"/> Hair Removal
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Instructor candidates take **ONLY** the NIC computerized Written and WV State Law examinations and **DO NOT** take the NIC Instructor practical examination. A licensee interested in obtaining an Instructor license must take a teaching techniques course and submit the transcript to the Board. Please contact the board office at 1-304-558-2924 for information regarding requirements for licensure.

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

- 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.
- 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 _____	WV
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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 West Virginia Board of Barbers & Cosmetologists (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 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.

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.droope.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).....

PLEASE CHECK THE APPLICABLE BOX:

- OUT OF STATE TRAINING – SC # 0000**
- APPRENTICE TRAINING – SC # 1111**
- INSTRUCTOR TRAINING – SC # 3333 (Please indicate type of Instructor below.)**
 - Barber 1 Instructor Cosmetology Instructor Esthetics Instructor Nail Technology Instructor
 - Barber Styling Instructor Hair Design Instructor Hair Removal Instructor

**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!



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