



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

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

RESCHEDULING EXAMINATION

Failed Examination	Failed either the written or the practical examination.
No Show	Did not attend your scheduled examination due to a non-emergency situation. NOTE: The DSPS fee paid is refunded to all No Show candidates and the exam fee is applied to the scheduled exam. Candidates MUST re-apply as an ORIGINAL candidate and pay the original DSPS licensing fee along with the examination fee.

APPLICATION PORTION FILLED OUT BY CANDIDATE

- You must complete and submit this 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.
- 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 or cash 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 LLC Candidate Handbook, NIC Candidate Information Bulletin and Frequently Asked Questions at www.dlroope.com.

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

PRACTICAL EXAMINATION ON DEMAND SCHEDULING INFORMATION

Candidates schedule their own practical examinations in Iso Quality Testing's (IQT's) scheduling portal. D.L. Roope sets up practical examination spaces in the online system to enable candidates to log in and schedule their examinations. The online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations. 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 **clearly print 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 Department of Safety and Professional Services (DSPS).



WISCONSIN

Rescheduling Application (Retake or No Show)



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	MI	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 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: _____@_____

PLEASE CHECK THE EXAMINATIONS THAT YOU ARE APPLYING FOR:

- Practical Examination
- Computerized Written Examination Written language preference: *English Vietnamese Korean Spanish
- * If no language preference is selected for the written examination, you will be given an English examination.**

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

- Cosmetologist (CA) Electrologist (EL) Aesthetician/Esthetician (ES) Manicurist/Nail Technician (NT) Barber/Barber Stylist (BS)
- ** CA Instructor ** EL Instructor ** ES Instructor ** NT Instructor ** BS Instructor

****ATTENTION INSTRUCTOR CANDIDATES:
INSTRUCTOR PRACTICAL EXAMINATION ARE ONLY OFFERED AT THE MILWAUKEE LOCATION.**

RESULT LETTER DELIVERY OPTIONS

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 _____	WI
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**WISCONSIN EXAMINATION FEES, DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES (DSPS)
FEES AND TEMPORARY PERMIT FEES**

Online exam applications are available on our website at www.DLRoope.com. Exam fees and licensing fees may be paid through our secure credit card processing service using a credit card or debit card (Visa, MasterCard, and American Express). There is a credit card processing fee of \$10.00 per examination that is utilized to pay the credit card processing fees and is not a fee that is charged by the DSPS. Candidates may also choose to mail a bank check or money order along with a completed paper exam application to D.L. Roope’s Corporate Office.

COSMETOLOGIST, AESTHETICIAN (NIC ESTHETICIAN), ELECTROLOGIST, MANICURIST (NIC NAIL TECHNICIAN) & INSTRUCTORS (ALL DISCIPLINES EXCEPT BARBER INSTRUCTOR)

Original (First Time or Previous No Show) fees are as follows:

- Total Practical Fee ~ \$177.00 (Includes DSPS Fees and D.L. Roope Exam Fees)
- Total Written Fee ~ \$137.50 (Includes DSPS Fees and D.L. Roope Exam Fees)
- **DSPS Temporary Work Permit Fee ~ \$10.00 if you choose to apply for a Temporary Work Permit.

Retake (Failed Previously) fees are as follows:

- Total Practical Fee ~ \$155.00 (Includes DSPS Fees and D.L. Roope Exam Fees)
- Total Written Fee ~ \$95.50 (Includes DSPS Fees and D.L. Roope Exam Fees)

BARBER (NIC BARBER STYLIST) & BARBER INSTRUCTOR

Original (First Time or Previous No Show) fees are as follows:

- Total Practical Fee ~ \$226.00 (Includes DSPS Fees and D.L. Roope Exam Fees)
- Total Written Fee ~ \$137.50 (Includes DSPS Fees and D.L. Roope Exam Fees)
- **DSPS Temporary Work Permit Fee ~ \$10.00 if you choose to apply for a Temporary Work Permit.

Retake (Failed Previously) fees are as follows:

- Total Practical Fee ~ \$155.00 (Includes DSPS Fees and D.L. Roope Exam Fees)
- Total Written Fee ~ \$95.50 (Includes DSPS Fees and D.L. Roope Exam Fees)

****ATTENTION INSTRUCTOR CANDIDATES:
INSTRUCTORS ONLY TAKE THE PRACTICAL EXAMINATION (WRITTEN IS NOT REQUIRED) AND TEMPORARY WORK PERMITS ARE NOT ISSUED TO INSTRUCTOR CANDIDATES.**

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 Department of Safety and Professional Services (DSPS) 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 DSPS.

I hereby authorize and direct any person, agency, firm, or other entity to release to the DSPS 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 Wisconsin Laws and Rules governing the practice of Cosmetology and related fields in Wisconsin.

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 DSPS. Please refer to the Wisconsin 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. I also understand the test facility rooms and the lobby may be video recorded and that I cannot request or receive access to the recordings due to security and confidentiality reasons.

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

CONTACT US: Toll free: 888-375-2020 Website: www.dlroope.com