

# IDAHO

## (Out of State, Instructor Work Experience & Apprentice Candidate)

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](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, Barber Stylist, Nail Technology, etc.)
- Check only one box for the delivery of your **practical result** letter. (Webscores or Mail)
- You must sign your application.
- You must include **1 – 2x2 instant passport style photo** with your exam application. **Photo 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 (Includes NIC Candidate Information Bulletin) and Frequently Asked Questions from our website at [www.dlroope.com](http://www.dlroope.com).

### BOARD REQUIREMENTS

- Visit the Board's website at [www.ibol.idaho.gov](http://www.ibol.idaho.gov) or contact the board office at 1-208-334-3233 for information regarding requirements for licensure.
- Out of State & Instructor Work Experience Candidates** must send Verification of Eligibility (VOE) letter to our office along with the exam application.
- Apprentice Candidates** must send a copy of their work permit to our office along with the exam application.

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

Once D.L. Roope Administrations receives a **complete** application, the candidate's information will be sent to Iso Quality Testing (IQT) on the day we receive the application. The candidate will receive an email from IQT with instructions explaining how to log into the scheduling portal to schedule the practical and written examinations 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 schedule the practical and written examinations.

### EXAMINATION SCHEDULING PROCEDURES

Practical and written examination spaces are set up in the online system to enable candidates to log in and schedule their examinations or they may call and speak with a telephone support specialist to be scheduled. Our online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations when using our online scheduling portal. Please refer to the Candidate Handbook that is available on our website at [www.DLRoope.com](http://www.DLRoope.com) for additional information on scheduling your examinations.

**You may take the written exam before or after you take the practical exam.**

Please refer to the Candidate Handbook for complete information on scheduling your examinations.

# DL ROOPE

A Prometric Company



## IDAHO

### Out of State, Instructor Work Experience & Apprentice Application

You are required to complete both sides of this application or you may apply online at [www.dlroope.com](http://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.

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 scheduling 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 EXAMINATION AREAS THAT YOU ARE APPLYING FOR:

- Practical Examination Fee ~ \$124.00
- Computer Based Written Examination Fee ~ \$65.00

#### RECIPROCITY CANDIDATES TAKING ONLY WRITTEN EXAM (Passed practical examination previously.)

- Written examination via computer based testing – application fee \$25.00 and examination fee \$65.00 – Total fee \$90.00

#### PLEASE CHECK THE EXAMS THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Barber I	<input type="checkbox"/> Barber Stylist	<input type="checkbox"/> Cosmetologist	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Electrologist	<input type="checkbox"/> Haircutter	<input type="checkbox"/> Nail Technician
<input type="checkbox"/> BA Instructor	<input type="checkbox"/> BS Instructor	<input type="checkbox"/> CA Instructor	<input type="checkbox"/> ES Instructor	<input type="checkbox"/> EL Instructor	<input type="checkbox"/> HC Instructor	<input type="checkbox"/> NT Instructor

#### 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](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 \_\_\_\_\_ **ID**

## APPLICATION AUTHORIZATION

Candidates may apply for an examination when they have completed 90% of the required training hours as indicated below. All training hours must be completed and all requirements met before a license will be issued by the Board.

PLEASE CHECK THE APPLICABLE BOX:  \*OUT OF STATE – SC # 0000  \*INSTRUCTOR EXPERIENCE – SC # 3333  APPRENTICE TRAINING – SC # 1111

INSTRUCTOR CANDIDATES MUST CHECK THE APPROPRIATE BOX AND ALSO INDICATE ON THE FRONT OF THIS FORM.

<b>Instructor:</b>	Please check the type of Instructor: <input type="checkbox"/> Barber 1 <input type="checkbox"/> Barber Styling <input type="checkbox"/> Cosmetology <input type="checkbox"/> Nail Technician <input type="checkbox"/> Esthetician <input type="checkbox"/> Electrologist
	Please check the appropriate box for your work experience and hours of student teaching as follows:

### OUT OF STATE AND INSTRUCTOR EXPERIENCE CANDIDATES MUST ATTACH A VERIFICATION OF ELIGIBILITY LETTER (VOE) FROM THE IDAHO BOARD TO BE SCHEDULED FOR THE EXAMINATION.

HOURS REQUIRED FOR LICENSURE – APPRENTICE CANDIDATES MUST CHECK THE APPROPRIATE BOX AND ALSO INDICATE ON THE FRONT OF THIS FORM.

<b>Cosmetologist:</b>	Applicant completed 3,200 apprentice training hours, is a minimum of 16 ½ years of age and has completed a minimum of 2 years of high school.
<b>Haircutter:</b>	Applicant completed 1,800 apprentice training hours, is a minimum of 16 ½ years of age and has completed a minimum of 2 years of high school.
<b>Nail Technician:</b>	Applicant completed 800 apprentice training hours, is a minimum of 16 ½ years of age and has completed a minimum of 2 years of high school.
<b>Esthetician:</b>	Applicant completed 1,200 apprentice training hours, is a minimum of 16 ½ years of age and has completed a minimum of 2 years of high school.
<b>Electrology:</b>	Applicant completed 1,200 apprentice training hours, is a minimum of 16 ½ years of age and has completed a minimum of 2 years of high school.

### APPRENTICE CANDIDATES MUST ATTACH A COPY OF THEIR APPRENTICE PERMIT FROM THE IDAHO BOARD OF COSMETOLOGY TO BE SCHEDULED FOR THE EXAMINATION.

I affirm that I am eligible to be scheduled for the examination indicated on this application in accordance with the requirements established by the Idaho Barber and Cosmetology Services Licensing Board (Board) and/or the Idaho Bureau of Occupational Licenses (IBOL) 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 deny, suspend or revoke a license issued by the Board and/or the IBOL.

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

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 Idaho 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!



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