



## ME Procedures for Applying for Examination (Reinstate, Out of State & Trainee 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](http://www.dlroope.com).
- Select an exam week and write it in the space provided on the front of the application. (Practical exam.)
- 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)
- 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, Candidate Information Bulletin and Frequently Asked Questions at [www.dlroope.com](http://www.dlroope.com).

### BARBERING AND COSMETOLOGY LICENSING PROGRAM REQUIREMENTS

- Visit the Barbering and Cosmetology Licensing Program's website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) or call the direct phone line at 1-207-624-8579 or the department reception line at 1-207-624-8603 for information regarding requirements for licensure.
- Reinstate & Out of State:** Send Verification of Eligibility (VOE) letter to our office with your exam application.

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

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

### PRACTICAL EXAMINATION

After the deadline date of the week requested, the exams are scheduled for one of the days during the requested examination week for all complete and approved applicants. 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.

Exam results are sent electronically to the Barbering and Cosmetology Licensing Program.

# MAINE

## PRACTICAL EXAMINATION WEEKS AND DEADLINE DATES

**Please indicate on the front of the exam application the exam week 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
Week of December 8, 2020	D.L. Roope Administrations Testing Center Hermon, Maine	November 25, 2020
Week of January 25, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	January 4, 2021
Week of March 1, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	February 8, 2021
Week of April 12, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	March 22, 2021
Week of May 24, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	May 3, 2021
Week of June 21, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	June 1, 2021
Week of July 19, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	June 24, 2021
Week of August 30, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	August 5, 2021
Week of September 27, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	September 2, 2021
Week of November 8, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	October 18, 2021
Week of December 13, 2021	D.L. Roope Administrations Testing Center Hermon, Maine	November 18, 2021

**The Maine examinations are usually held on Tuesdays and Wednesdays, your date and time will be indicated on your admission letter that will be mailed to you after the deadline date of the requested examination week.**



Reinstate, Out of State & Trainee 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 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 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 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:

Form fields for personal 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.

\*E-MAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_

PRACTICAL EXAM WEEK REQUESTED \_\_\_\_\_ Exam weeks are on back 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 THAT YOU ARE APPLYING FOR:

- Original Candidate Examination (Computerized Written & Practical) – fee \$190.00
- Cosmetologist
- Barber Hair Stylist (NIC Barber 1 – no chemical)
- Esthetician
- Hair Designer (NIC Hair Design)
- Nail Technician

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

- \*Original Instructor Candidate Examination (Written & Practical) – fee \$267.00
- Cosmetologist Instructor
- Barber Hair Stylist Instructor

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

- Webscores – fee \$25.00 (OPTIONAL SERVICE) 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.

