



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

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 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)
- 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.
- Unless previously submitted, 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.
- Unless previously submitted, 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, Candidate Information Bulletin and Frequently Asked Questions at www.dlroope.com.

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 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.

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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
Week of January 16, 2022	Billings	December 15, 2021
Week of February 27, 2022	Great Falls	January 26, 2022
Week of April 3, 2022	Billings	March 2, 2022
Week of May 22, 2022	Kalispell	April 27, 2022
Week of July 10, 2022	Great Falls	June 15, 2022
Week of August 14, 2022	Billings	July 13, 2022
Week of September 18, 2022	Kalispell	August 17, 2022
Week of October 30, 2022	Great Falls	September 29, 2022
Week of December 4, 2022	Billings	November 9, 2022

NOTE: Your exam may be scheduled on a Sunday or a Monday depending on the number of candidates that apply for an exam week. The date, time and location of your scheduled exam will be indicated on your admission letter that you will receive after you have been scheduled.

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.

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	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.

*E-MAIL ADDRESS: _____@_____

PRACTICAL 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 ~ \$149.00

PLEASE CHECK THE EXAMS THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetologist (CA)	<input type="checkbox"/> Esthetician (ES)	<input type="checkbox"/> Nail Technician (NT)	<input type="checkbox"/> Barber 1 (BA)	<input type="checkbox"/> Barber Stylist (BS)	<input type="checkbox"/> Electrologist (EL)
<input type="checkbox"/> **CA Instructor	<input type="checkbox"/> **ES Instructor	<input type="checkbox"/> **NT Instructor	<input type="checkbox"/> **BA Instructor	<input type="checkbox"/> **BS Instructor	<input type="checkbox"/> ** EL 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. 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.

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 Montana 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 Montana Laws and Rules governing the practice of Cosmetology and related fields in Montana.

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 Montana 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.

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
OVERNIGHT DELIVERY (FED EX OR UPS):	D.L. Roope Administrations LLC	50 Dave's Way	Hermon, ME 04401
CONTACT US:	Toll free: 888-375-2020	Website: www.dlroope.com	