

NORTH CAROLINA

Procedures for Applying for Examination (Out of State, Reinstate or Work Experience Instructor)

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

BOARD REQUIREMENTS

Out of State	Candidates must contact the North Carolina Board of Cosmetic Art Examiners (Board) at 1-919-733-4117 to inquire if you are eligible for licensure by reciprocity or if you may take the examination to be eligible for licensure BEFORE submitting this application to D.L. Roope Administrations LLC.
Reinstate by Examination	Candidates must contact the North Carolina Board of Cosmetic Art Examiners (Board) to determine if you are eligible to take the examination to reinstate a lapsed license at 1-919-733-4117.
Work Experience Instructor	Candidates must submit proof of work experience and a copy of High School Diploma to the North Carolina Board of Cosmetic Art Examiners (Board) BEFORE submitting this application to D.L. Roope Administrations LLC.

Once D.L. Roope Administrations LLC receives this application, the Board will be contacted for review and approval. If you have questions regarding the requirements for licensure, you may visit the Board's website at www.nccosmeticarts.com or contact the Board office at 1-919-733-4117 for information regarding requirements for licensure.

APPLICATION PORTION FILLED OUT BY CANDIDATE

- You must complete and submit this application or you may apply online at www.dlroope.com.
- Check the examination 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 examination**. (If no language is selected it defaults to English)
- 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 3.
- 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 3.
- 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.

PROCEDURES ONCE DL ROOPE ADMINISTRATIONS RECEIVES A COMPLETE APPLICATION

Please note when scheduling your examinations that your work permit will expire sixty days after the issue date.

Candidates schedule their own practical and computerized written 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 or they may call and speak with a telephone support specialist to be scheduled. The online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations at a test location on a date and time that is convenient for them.

Complete scheduling information is published on page 4 and 5 of our Candidate Handbook that is available on our website at www.DLRoope.com.

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.

Written result letters are provided to the candidate on site after completing the computerized written exam. Official results are sent electronically to the Board.

DL ROOPE

A Prometric Company



NORTH CAROLINA Out of State, Reinstate & Work Experience 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 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 Handbook and in the NIC Candidate Information Bulletin (CIB) that is included with the Handbook. A Handbook and 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		
_____	_____	_____		
_____	PHOTO IDENTIFICATION NUMBER (e.g. Drivers License, Photo ID etc.)			
CELL PHONE NUMBER	_____			

*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 EXAMINATION AREAS THAT YOU ARE APPLYING FOR:

- Practical Examination Fee (Cosmetologist, Apprentice Cosmetologist, Esthetician, Nail Technician & Natural Hair Care Specialist) ~ \$94.00
- Practical Examination Fee (Instructor - all disciplines) ~ \$94.00
- Computer Based Written Examination Fee ~ \$79.00

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 North Carolina Natural Hair Care Specialist written examination is only available in English.

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

<input type="checkbox"/> Cosmetologist (CA)	<input type="checkbox"/> Apprentice Cosmetologist	<input type="checkbox"/> Esthetician (ES)	<input type="checkbox"/> Nail Technician (NT)	<input type="checkbox"/> Natural Hair Care Specialist (NH)
<input type="checkbox"/> CA Instructor		<input type="checkbox"/> ES Instructor	<input type="checkbox"/> NT Instructor	<input type="checkbox"/> NH 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.

ON DEMAND SCHEDULING INFORMATION

Candidates schedule their own practical and computerized written 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 or they may call and speak with a telephone support specialist to be scheduled. The online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations at a test location on a date and time that is convenient for them.

Complete scheduling information is published on page 4 and 5 of our Candidate Handbook that is available on our website at www.DLRoope.com.

MO # _____ Pd _____ App. _____ Init. _____ SC# _____ TC _____ Rec'vd Date _____ **NC**

APPLICATION AUTHORIZATION

Please check the appropriate box:

- Reinstate License Candidate (MUST contact the Board to determine if you are eligible to take the examination to reinstate a lapsed license at 1-919-733-4117.)**
- Out of State Candidate (Must contact the North Carolina Board of Cosmetic Art Examiners (Board) at 1-919-733-4117 to inquire if you are eligible for licensure by reciprocity or if you may take the examination to be eligible for licensure BEFORE submitting this application to D.L. Roope Administrations LLC)**
- Work Experience Instructor (Must submit proof of work experience and a copy of High School Diploma to the North Carolina Board of Cosmetic Art Examiners (Board) BEFORE submitting this application to D.L. Roope Administrations LLC)**

Once D.L. Roope Administrations LLC receives this application, the Board will be contacted to determine if you are eligible to take 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 North Carolina Board of Cosmetic Art Examiners (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 North Carolina Laws and Rules governing the practice of Cosmetology and related fields in North Carolina.

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 North Carolina 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 (Drivers 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
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 4400 140th Ave N Suite 230 Clearwater, FL 33762

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