



WEST VIRGINIA SCHOOL APPLICATION 2010



It is recommended that you read all of the information contained in the Candidate Information Bulletin (CIB). A CIB may be obtained from your school or visit our web site at www.DLRoope.com

You are required to complete both sides of this application. Please **PRINT** clearly using a ballpoint pen or typewriter. Submit a cashier's check or money order made payable to DL Roope Administrations Inc. **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. Examination dates and deadline dates are provided on the back of this application. Applications must be received by 5:00 pm eastern time 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 examination week is full, you will be scheduled for the next available examination week. Candidates will receive an admission letter after the deadline date. Your admission letter will indicate the date and time of your scheduled examination. *****Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.**

If you have a disability and require accommodations in accordance with the American Disabilities Act of 1991, please request the required forms from your school or contact DL Roope Administrations Inc. at 1-888-375-2020. 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 #	HOME PHONE #	WORK PHONE #	
CELL PHONE #	PHOTO IDENTIFICATION # <small>(i.e. Drivers License, Photo ID etc.)</small>	E-MAIL ADDRESS	

PLEASE CHECK THE EXAMINATIONS THAT YOU ARE APPLYING FOR:

- Practical, Written & State Law Examinations ~ Examination fee \$75.00
- Practical & Written Examinations Only (Passed State Law examination previously) – Examination fee \$75.00
- Practical & State Law Examinations Only (Passed Written examination previously) – Examination fee \$75.00
- Practical Examination Only (Passed Written & State Law examination previously) – Examination fee \$75.00
- Written & State Law Examinations (Passed Practical examination previously) – Examination fee \$75.00
- Written Examination Only (Passed Practical & State Law examination previously) – Examination fee \$75.00
- State Law Examination Only (Passed Practical & Written examination previously) – Examination fee \$50.00

PLEASE CHECK THE EXAMINATION THAT YOU ARE APPLYING FOR:

- | | |
|---|---|
| <input type="checkbox"/> Cosmetology | <input type="checkbox"/> Cosmetology Instructor |
| <input type="checkbox"/> Esthetics | <input type="checkbox"/> Esthetics Instructor |
| <input type="checkbox"/> Nail Technology | <input type="checkbox"/> Nail Technology Instructor |
| <input type="checkbox"/> Barber Styling | <input type="checkbox"/> Barber Styling Instructor |
| <input type="checkbox"/> Barber 1 (no chemical) | <input type="checkbox"/> Barber 1 Instructor |

ATTENTION: PLEASE CHECK ONLY ONE BOX FOR DELIVERY OF YOUR RESULT LETTER:

- Result letter available on DL 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.

For office use only: Money order # _____ Total Amt. Pd _____ Initials _____ App. _____
O/R _____ Ex Class _____ SC# ##### Wk Req _____ City _____ TC _____ App Received Date _____



EXAMINATION DATES AND DEADLINE DATES

PLEASE INDICATE ON THE FRONT OF THIS APPLICATION THE EXAMINATION WEEK THAT YOU ARE REQUESTING.

EXAMINATION WEEKS	~	DEADLINE DATES
August 9, 2010	~	July 22, 2010
November 8, 2010	~	October 21, 2010

APPLICATION AUTHORIZATION

I affirm that the applicant named herein is eligible to be scheduled for the written, state law and practical examination in accordance with the requirements established by the West Virginia Board of Barbers & Cosmetologists 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 West Virginia Board of Barbers & Cosmetologists.

SCHOOL NAME, CITY ~ School #####

NAME OF LICENSED WEST VIRGINIA STATE SCHOOL ~ SCHOOL NUMBER

DATE SIGNED

SIGNATURE OF SCHOOL OFFICIAL

PRINTED NAME OF SCHOOL OFFICIAL

SCHOOL OFFICIAL TITLE

COURSE OF STUDY – PLEASE CHECK THE APPROPRIATE BOX AND ALSO INDICATE ON THE FRONT OF THIS APPLICATION.

- Cosmetologist
- Nail Technician
- Esthetician
- Instructor
- Barber Stylist
- Barber 1 (no chemical)

COURSE START DATE

NUMBER OF HOURS COMPLETED

TODAY'S DATE

MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

I certify that I have reviewed and will comply with the West Virginia Laws and Rules governing the practice of Cosmetology and related fields in West Virginia.

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 West Virginia State Laws and Rules for detailed requirements for licensure.

APPLICANT SIGNATURE (REQUIRED).....

PHOTO IDENTIFICATION NUMBER (REQUIRED).....DATE OF BIRTH.....

NOTARY PUBLIC EMBOSSER

NOTARY PUBLIC EMBOSSER OR RUBBER STAMP SEAL

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN BEFORE ME, MONTH _____ DAY _____ YEAR _____

NOTARY PUBLIC SIGNATURE _____

MY COMMISSION EXPIRES _____

NOTARY PUBLIC NAME (TYPED OR PRINTED) _____

THE FOLLOWING INFORMATION IS REQUIRED, YOU WILL NOT BE SCHEDULED UNTIL ALL REQUIRED INFORMATION IS RECEIVED:

- ALL APPLICANTS MUST ATTACH A CLEAR PHOTOCOPY OF THEIR CURRENT GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT WILL BE PRESENTED AT THE EXAM SITE. (Drivers License or State ID)
- ALL APPLICANTS MUST ATTACH TWO – 2X2 INSTANT PASSPORT PHOTOS TO THIS APPLICATION. PHOTOS MUST BE A FRONT VIEW OF HEAD AND SHOULDERS WITH A SOLID BACKGROUND. ALL OTHER PHOTOS WILL BE REJECTED AND WILL DELAY SCHEDULING.

FOR REGULAR MAIL DELIVERY (ALLOW 2- 5 DAYS):

DL Roope Administrations Inc.
P.O. Box 631
Hampden, ME 04444-0631

FOR OVERNIGHT DELIVERY:

DL Roope Administrations Inc.
50 Dave's Way
Hermon, ME 04401

Toll free: 888-375-2020
Website: www.DLRoope.com