



West Virginia Procedures for Applying for Examination

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

Application portion filled out by Candidate (student):

- You must complete and submit application.
- Select an examination week on front of exam application.
- Check the examination areas that you are applying for. (ex: Practical, Written and State Law)
- Check the exams that you are applying for. (ex: Cosmetologist, Nail Technology, etc.)
- Check only one box for the delivery of your result letter.
- You must sign your application in the presence of a Notary Public.
- You must include 2 – 2x2 instant passport style photos with your exam application. Photos must be a front view of your head and shoulders with a solid background.
- 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, or military ID card.)
- Submit a cashier's check or money order made out to DL Roope. (**NO** personal checks are accepted.)
- Print a Candidate Information Bulletin and Frequently Asked Questions from our website at www.dlroope.com

School Application portion filled out by School Official:

- Check the appropriate box of the examination candidate is applying for.
(Must match box marked on front of application)
- Fill out the Course Start Date and the Number of hours completed.
- Include your signature and print your name with your school official title.

Procedure once DL Roope Administrations receives a complete application:

Practical, written and state law examinations:

After the deadline date of the week requested, the examinations are scheduled for one of the days during the requested examination week. An admission letter is **mailed** to the mailing address that you provided your application. The Admission letter will have the date and time of your examinations. Once you have taken the examinations 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 examination 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.

Exam results are sent electronically to the Board and to your school.

EXAMINATION DATES AND DEADLINE DATES

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

EXAMINATION WEEKS	~	DEADLINE DATES
11/14/11	~	10/27/11
1/30/12	~	1/4/12

EXAMINATION WEEKS	~	DEADLINE DATES
3/19/12	~	2/22/12
5/21/12	~	4/25/12

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, STATE ZIP ~ SC# CODE>

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.
- Instructor candidates must submit a VOE from the Board with this application unless previously submitted to DL Roope Administrations.
- Submit Work Permit Application to the Board. Maximum of 2 permits will be issued.

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

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

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

FOR OVERNIGHT DELIVERY:

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