



WEST VIRGINIA

OUT OF STATE/COUNTRY APPLICATION

August 2010



If you did not graduate from a licensed West Virginia School of Cosmetology or related fields you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. 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

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. 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 Americans with Disabilities Act of 1991, please contact DL Roope Administrations Inc. 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 # | | HOME PHONE # | | WORK PHONE # | |
| CELL PHONE # | | PHOTO IDENTIFICATION # (i.e. Drivers License, Photo ID etc.) | | E-MAIL ADDRESS | |

***** EXAM WEEK REQUESTED *** Please do not request or expect a specific day of the week.**

PLEASE CHECK THE EXAMINATION AREAS 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 (CA) | <input type="checkbox"/> Esthetics(ES) | <input type="checkbox"/> Nail Technology (NT) | <input type="checkbox"/> Barber Styling (BS) | <input type="checkbox"/> Barber 1 (no chemical) (BA) |
| <input type="checkbox"/> *CA Instructor | <input type="checkbox"/> *ES Instructor | <input type="checkbox"/> *NT Instructor | <input type="checkbox"/> *BS Instructor | <input type="checkbox"/> *BA Instructor |

***Instructor candidates must submit an application for a Board interview to the Board 45 days prior to the NIC examination date along with a portfolio PRIOR to applying for the NIC examination. The Board will issue a Verification of Eligibility (VOE) once approved. The VOE must be submitted with this application. Master Instructors are only required to apply to the Board, submit a portfolio and complete an interview with the Board.**

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 _____ Ex Area _____ SC# _____ Wk Req _____ City _____ TC _____ Appl Received Date _____ | WV |

EXAMINATION WEEKS 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

PLEASE CHECK THE APPLICABLE BOX:

- OUT OF STATE TRAINING - SC # 0000
OUT OF COUNTRY TRAINING - SC # 4444

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 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.

MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

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



WEST VIRGINIA

OUT OF STATE/COUNTRY APPLICATION

November 2010



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- Practical Examination Only (Passed Written & State Law examination previously) ~ Examination fee - \$99.00
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EXAMINATION WEEKS AND DEADLINE DATES

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

EXAMINATION WEEK ~ DEADLINE DATE
November 8, 2010 ~ October 21, 2010

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OUT OF COUNTRY TRAINING - SC # 4444

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