



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*



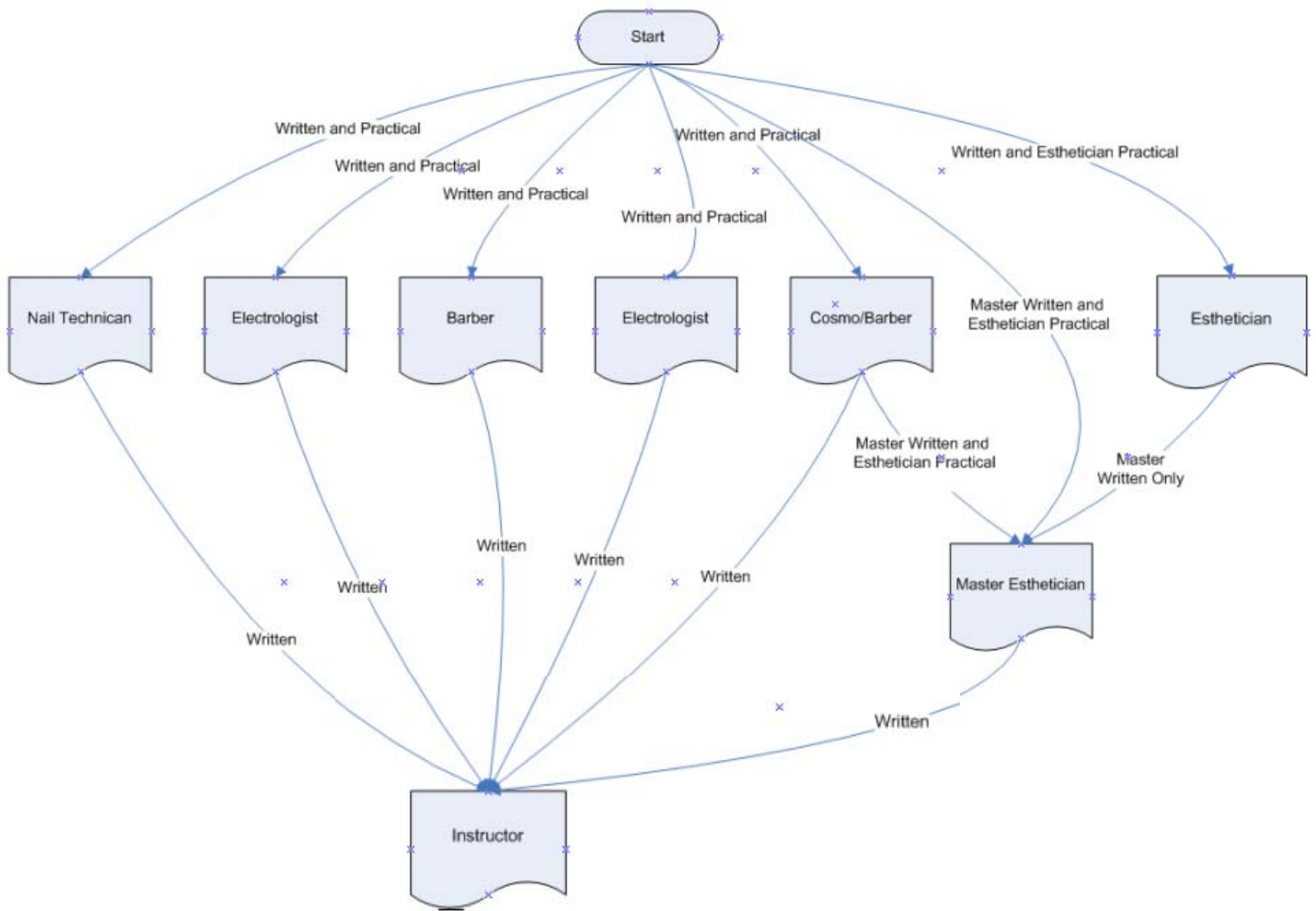
STATE OF UTAH

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING INSTRUCTOR EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

PATHWAY TO LICENSURE



EXAMINATIONS BY PSI

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Instructor Licensure in the State of Utah.

The written examination must be passed in order to become licensed. If you fail an examination, you must wait 30 days before retesting.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

The fee is for each examination, regardless if are taking the examination for the first time or repeating.

EXAMINATION FEE	\$ 87
NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.	



INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your Registration before scheduling for your examination.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 3:30 am and 6:00 pm and Saturday, between 7:00 am and 1:00 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 3:00pm MT. Please be prepared to offer alternate examination appointment choices.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be



rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you must provide it to the state.

EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

Hurricane (St. George) (Written and Practical)
473 N. Old Highway 91, Suite 6
Hurricane, UT 84737

From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center on the left hand side behind Quality Wood Products.

North Orem (Provo) (Written Only)
581 West 1600 North, Suite C
North Orem, UT 84057

From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the 1600 North exit 273. Turn east onto West 1600 North. Go one mile east. PSI is located in the World Financial Group building on the right hand side.

North Salt Lake City (Written and Practical)
25 North 400 West, Suite 7
North Salt Lake City, UT 84054

(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)

From Salt Lake City and the South (Temporary for I-15 Construction due to complete in Fall of 2010). Merge on to I-15N. Take the 600 N (309) exit. Turn right and go to 300 W (US89). Turn left on 300 W (US89). Go North about 4.5 miles and turn left onto E Center St. Turn right on to 400 W.

*From the North
Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.*

From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.

PSI is on the Northwest corner of 400 West and Center Street.

Sunset (Ogden) (Written and Practical)
2465 N Main Street #11C
Sunset, UT 84015

From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/ Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule a written test outside of Utah. The practical examination is only offered at the Utah testing centers. Practical examinations must be taken in Utah.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.



- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You should then press “ENTER” to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

The Utah Division of Occupational and Professional Licensing is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTS

You will receive the score report immediately following the completion of the examination. Official score results of the practical examination will be released to your state board within 3 business days after the examination. Please note that passing scores are valid for a period of one year toward Utah licensure.

You can write to PSI to request a duplicate of your score report.

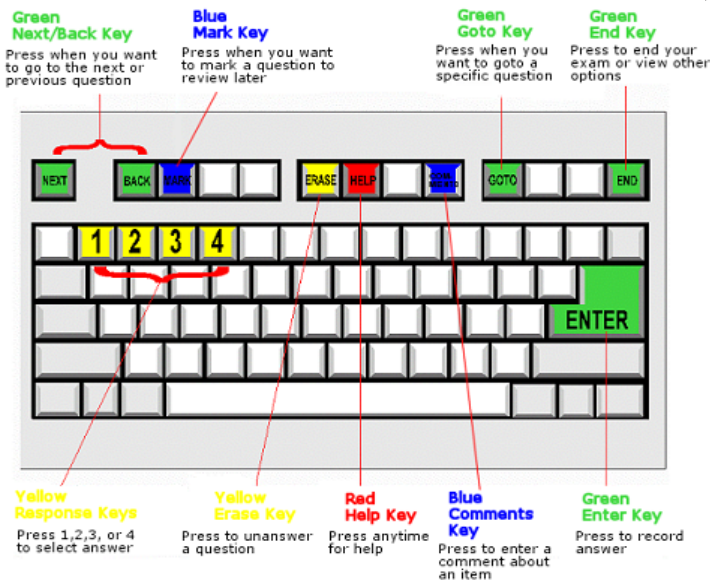
Passing scores will be accepted by Utah Division of Occupational and Professional Licensing for a period of 1 year after the completion of the examination. Testing scores older than 1 year will not be accepted and the candidate must retest.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have



prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: Starting April 1, 2008, Mannequins will be required. Live models will not be accepted.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

STATE OF UTAH INSTRUCTOR WRITTEN EXAMINATION CONTENT OUTLINE

This document contains important information regarding the State of Utah Instructor Written Examination content and administration. You must score at least 75 to pass the examination. Please review all information carefully.

INSTRUCTOR WRITTEN EXAMINATION CONTENT SECTIONS

The time allowed for the Instructor written examination is 90 minutes.

THE PROFESSIONAL INSTRUCTOR - 53%

Effective Teaching Methods

- ◇ Classroom preparation
 - Preliminary analysis of measurable student learning objectives
 - Preparing time frame for lesson plan
 - Preparing course outline
- ◇ Teaching methods
 - Lecture (incl. presentations by outside sources)
 - Demonstration (incl. presentations by outside sources)
 - Discussion (e.g., question and answer, reflective, summarization)
 - Project (e.g., portfolios, reports, resumes)
 - Visual aids
 - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
 - Homework/Independent study
 - Internship programs (e.g., pre-planning, follow-up, supervision/assessment)
- ◇ Communication Skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice (modulation, projection, tone)
 - Non-verbal (e.g., body mechanics, facial expression)

Methods of Assessment for Student Learning

- ◇ Type of Assessment
 - Written
 - Performance/Practical
 - Oral
 - Project/Portfolio
- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

CLASSROOM MANAGEMENT - 47%

Learning Environment

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)

- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

Instructor Qualities

- ◇ Professional conduct
 - Professional image
 - Professional ethics
- ◇ Classroom supervision
 - Manage situations
 - Discipline
 - Professional leadership

SAMPLE QUESTIONS

The sample questions are similar to those on the State of Utah Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
 - a. student practice.
 - b. a change of subject.
 - c. a student rest period.
 - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
 - a. organizations.
 - b. course of study.
 - c. extracurricular programs.
 - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
 - a. flexible.
 - b. impersonal.
 - c. strictly enforced.
 - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
 - a. availability.
 - b. running time.
 - c. subject matter.
 - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
 - a. curriculum.
 - b. lesson plan.
 - c. text material.
 - d. course of study.
6. The discussion method is useful because it develops
 - a. spirited review lessons.
 - b. student interpersonal relations.



- c. ideas and expressions from students.
 - d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
- a. clinic patrons.
 - b. tools and materials.
 - c. rules and regulations.
 - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
- a. objectives of the lesson.
 - b. student to instructor relations.
 - c. extracurricular activities.
 - d. various student organizations.

Answers

1- A 2- D 3- A 4- C 5- A 6- C 7- B 8- A

INSTRUCTOR REFERENCES

Milady's Master Educator Student, Course Book, 2001, Milady
5 Maxwell Drive, Clifton Park, NY 12065, (800) 347-7707
www.Milady.com

Pivot Point's Mindful Teaching, Program, 2002-2005, Salon
Fundamentals, Evanston, IL 60201, (800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards, NIC, Inc., October 2002

School Code	School	School Licensed for	School Code	School	School Licensed for
0088	A MANE ATTRACTION ACADEMY. LLC	Cosmetology/Barber	0079	MEDSPA ACADEMIES, INC. DBA Elase Academy	Esthetics
0053	ACAYDIA SCHOOL OF AESTHETICS, LLC	Esthetics	0059	MOUNTAINLAND - AMERICAN FORK UT	Cosmetology/Barber
0056	AMERICAN BEAUTY ACADEMY	Cosmetology/Barber	0060	MOUNTAINLAND - SPANISH FORK UT	Cosmetology/Barber
0029	APPRENTICE PROGRAM		0025	NEW HORIZONS BEAUTY COLLEGE	Cosmetology/Barber
0081	BEAUTIFUL YOU SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0024	OGDEN-WEBER APPLIED TECHNICAL CENTER - OGDEN	Cosmetology/Barber
0082	BEAUX CHAVEUX ACADEMY OF COSMETOLOGY, INC	Cosmetology/Barber	0061	OGDEN-WEBER APPLIED TECHNICAL CENTER - ROY CAMPUS	Cosmetology/Barber
0083	BONNIE JOSEPH ACADEMY OF COSMETOLOGY	Cosmetology/Barber	8888	OTHER / OUT OF STATE	
0027	BRIDGERLAND APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0045	PAUL MITCHELL, THE SCHOOL PROVO DbA Von Curtis	Cosmetology/Barber
0005	CAMEO COLLEGE OF BEAUTY	Cosmetology/Barber Esthetics Electrology	0087	PAUL MITCHELL, THE SCHOOL Salt Lake	Cosmetology/Barber Esthetics
0011	CANYONS TECHNICAL EDUCATION CENTER AKA Jordan District Technical	Cosmetology/Barber	0057	POLISHED NAIL ACADEMY	Nail Technology
0052	CAPELLI INSTITUTE OF HAIR	Cosmetology/Barber	0020	PREMIER HAIR ACADEMY	Cosmetology/Barber
0038	COLOR MY NAILS SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0085	PRIME CUT ACADEMY OF HAIR AND NAIL ARTISTRY	Cosmetology/Barber
0084	COSMETOLOGY CAREER ACADEMY	Cosmetology/Barber	0065	RENAISSANCE ACADEMIE, LLC	Cosmetology/Barber
0016	DALLAS ROBERTS ACADEMY, DRSM, INC	Cosmetology/Barber Esthetics	0001	SALT LAKE COMMUNITY COLLEGE	Cosmetology/Barber Esthetics
0048	DAVIS APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber	0073	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF MIDVALE	Cosmetology/Barber Esthetics
0023	DELTA TECHNICAL CENTER	Cosmetology/Barber	0014	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF SALT LAKE CITY	Cosmetology/Barber Esthetics
0021	EASTERN UTAH COLLEGE	Cosmetology/Barber	0063	SKIN INSTITUTE LLC, THE St George	Esthetics
0018	ECHELON EDGE ACADEMY, DBA Design Academy, Francois D	Cosmetology/Barber Esthetics	0086	SKIN SCIENCE INSTITUTE OF LASER AND ESTHETICS	Esthetics
0022	EVANS HAIRSTYLING COLLEGE - CEDAR CITY	Cosmetology/Barber	0040	SKIN SCIENCE INSTITUTE, LLC Salt Lake City	Esthetics
0017	EVANS HAIRSTYLING COLLEGE - LINDON	Cosmetology/Barber	0033	SKIN WORKS SCHOOL OF ADVANCED SKINCARE	Esthetics
0026	EVANS HAIRSTYLING COLLEGE - ST GEORGE	Cosmetology/Barber	0003	SNOW COLLEGE - RICHFIELD	Cosmetology/Barber
0069	FORUM ACCADEMIA, THE	Cosmetology/Barber Esthetics	0058	TAYLOR ANDREWS ACADEMY - ST GEORGE	Cosmetology/Barber Esthetics
0019	GRANITE SCHOOL DISTRICT AKA Granite Technical Institute	Cosmetology/Barber	0043	TAYLOR ANDREWS ACADEMY OF HAIR DESIGN West Jordan	Cosmetology/Barber Esthetics
0004	HAIRITAGE HAIR ACADEMY ST GEORGE	Cosmetology/Barber Nail Technology	0044	TAYLOR ANDREWS - LAYTON	Cosmetology/Barber Esthetics
0072	HIGHLAND HAIR ACADEMY LLC DBA Paul Mitchell the School	Cosmetology/Barber	0074	TAYLOR ANDREWS - OREM INC. DBA Taylor Andrews Academy	Cosmetology/Barber
0047	IMAGEWORKS ACADEMY OF HAIR DESIGN	Cosmetology/Barber	0054	THE BARBER SCHOOL	Barber School
0034	MANDALYN ACADEMY INC	Esthetics	0064	THE NAIL ROOM ARTISTIC ACADEMY	Nail Technology
0076	MARINELLO SCHOOL OF BEAUTY – LAYTON AKA Fran Brown Beauty College	Cosmetology/Barber Esthetics Nail Technology	0055	TOP NAILS AND HAIR BEAUTY SCHOOL	Barber School Cosmetology/Barber Esthetics
0080	MARINELLO SCHOOL OF BEAUTY – OGDEN AKA Stacey's Hands Of Champions Beauty College	Cosmetology/Barber Esthetics Nail Technology	0075	UTAH COLLEGE OF MASSAGE THERAPY, ESTHETICS	Esthetics
0077	MARINELLO SCHOOL OF BEAUTY – PROVO AKA Bon Losee Academy / Hair Artis	Cosmetology/Barber Esthetics	0089	UTAH INSTITUTE, LLC DBA Aveda Institute of Provo	Cosmetology/Barber Esthetics
0030	MAXIMUM STYLE TECH SCHOOL OF COSMETOLOGY	Cosmetology/Barber Esthetics			



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____ @ _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-Print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____
(Only written examinations may be taken out-of-state. Practical examinations must be taken in Utah.)

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



PSI Services, LLC
3210 E Tropicana
Las Vegas, NV 89121

FIRST CLASS MAIL

