



**PSI NATIONAL COSMETOLOGY  
TESTING PROGRAM**

# **MICHIGAN INSTRUCTOR TEST TAKER GUIDE**

*Please refer to our website to check for the most updated information  
<https://test-takers.psiexams.com/micos>*



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## PSI NATIONAL TESTING - GENERAL INFORMATION

This Test Taker Guide (GTT) provides test takers with information about the PSI National Tests and application process for taking a cosmetology test with the Michigan Board of Cosmetology.

The Michigan Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Michigan.

### TEST ELIGIBILITY

Before applying to PSI to take your licensing examination(s) you must first access the State of Michigan's MyLicense website located at [www.michigan.gov/miplus](http://www.michigan.gov/miplus), and apply for licensure. Only the State of Michigan may determine your eligibility for a license.

### APPLICATION TO TEST

Test takers are required to complete the Examination Registration Form on page 13 of this test taker guide. The form must be completed with ALL information requested. Illegible or incomplete applications will be returned to the test taker for correction and will cause a delay in scheduling. Once completed please email the application to: [MI.ApplicationProcessor@psionline.com](mailto:MI.ApplicationProcessor@psionline.com)

**Please note: For test takers submitting their initial registration, test takers are required include all documents with the Test Registration Form. Allow up to two (2) weeks processing time for the initial application. Please understand any missing documents will cause delays in the approval process.**

### NAME CHANGE INSTRUCTIONS

If a test taker name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

### TEST PAYMENT AND SCHEDULING

Upon eligibility approval by the Department, test takers may register with PSI, pay the testing fees, and schedule their test. Test takers must pay all testing fees at the time of scheduling. The testing fee will be forfeited if the test taker does not test within 1 year from the date the fee is received by PSI.

#### MICHIGAN TEST FEES

Instructor Theory Test	\$93
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**NOTE: TEST FEES ARE NOT REFUNDABLE OR TRANSFERABLE.**

### SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

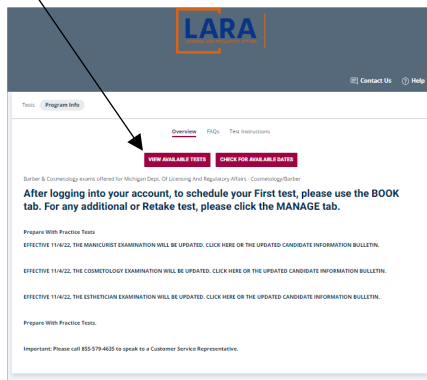
Once a test taker has received an eligibility notice, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

### ONLINE REGISTRATION

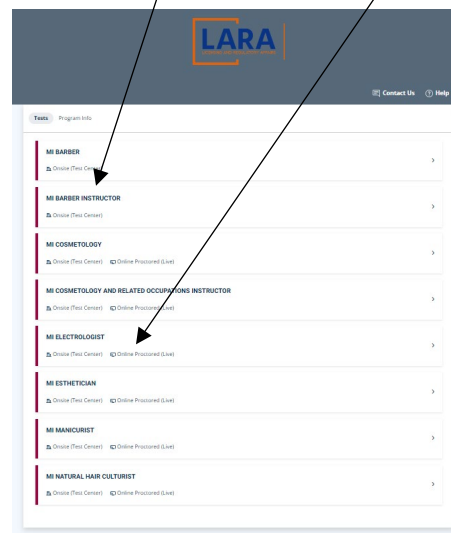
PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient way to schedule and pay for a test. Test takers may use this service by going to the PSI web page <https://test-takers.psiexams.com/micos>



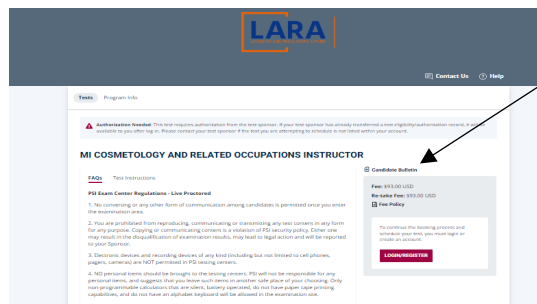
Select **“VIEW AVAILABLE TESTS”**



Test takers scroll to find their **“test, and administration”** (onsite OR online)



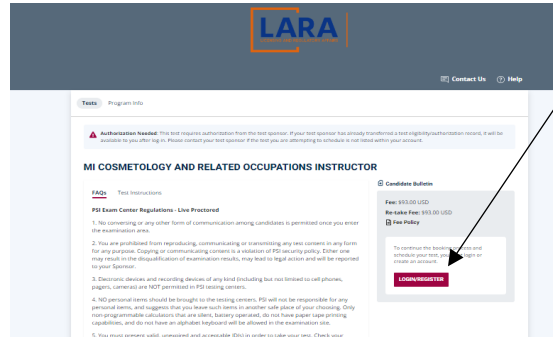
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (CIB) or “Test Taker Guide (TTG)” is also found and downloaded from this page.



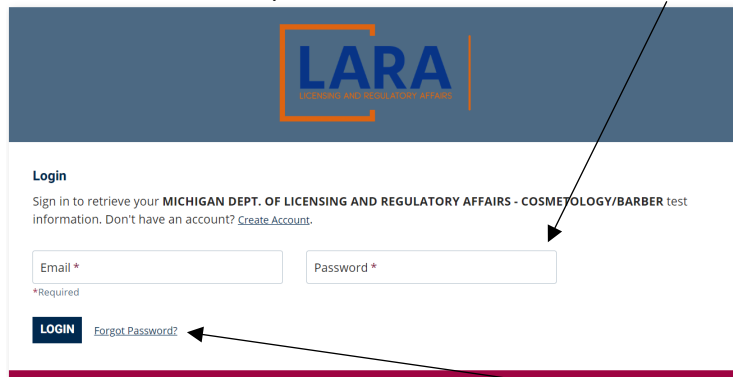
Follow the easy on-screen directions to pay and schedule for a test.

## LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to LOGON/REGISTER



If the test taker has *ever* created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.



If the password is lost, test takers may click on the “Forgot Password” to reset their account password. If test takers have difficulty entering their PSI account, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com) and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.

**IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT!  
SEE THE INFORMATION BELOW**

## RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please do not create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system the does not know which file to choose and will not allow their information to become available.

Test takers use the login information they currently have with PSI, if that does not work, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com) OR [barber@psionline.com](mailto:barber@psionline.com) for assistance.

## DELETING A DUPLICATE ACCOUNT

If a test taker is certain another account exists, follow the instructions below to delete the duplicate account.

Please go to <https://test-takers.psiexams.com>

1. Click on “FIND YOUR TEST”
2. Click on “Barber & Cosmetology”
3. Locate your State and Industry - use the dropdown menus



4. At the top right, click “Sign In / Create Account”
  - a. If there is an existing account at [www.candidate.psiexams.com](http://www.candidate.psiexams.com), please use the existing username and password.
  - b. If #1 does not work, test takers will need to send an email to [OADelete@psionline.com](mailto:OADelete@psionline.com) with their Name and email address and request that they delete the old online account.
  - c. After confirmation has been received, it is completed, test takers can create a new account.
5. After logging in, click on “MANAGE” at the top and continue.

**Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please *do not* call the Michigan Board Office as they do not have any information to aid test takers in their registration process. Please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com) or contact PSI customer services at (855) 579-4635.**

### REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover). Call (855) 579-4635, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

### CANCELING OR RE-SCHEDULING

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least 48 hours prior the scheduled test.**

- To cancel a test, use the PSI web page <http://test-takers.psiexams.com/micos> or call PSI at (855) 579-4635, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

**Leaving a voice mail message will *NOT* cancel a test, test takers need to speak to a live Customer Service Representative.**

### LATE CANCELTION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.

### TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and testing accommodations will be made in meeting a test taker’s needs. Test takers with disabilities requesting test accommodations must fill out the test accommodation request form [CLICK HERE](#) . Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

### ALTERNATIVE TEST DELIVERY ARRANGEMENTS

**FOR THEORY EXAMINATIONS ONLY** The following options are available to candidates seeking assistance taking the Cosmetology and related occupations theory examinations (excluding Instructors.) First time test takers may take the examination without assistance; however, the following options are also available.

#### **Additional Time While Taking the Examination**

Candidates may request to take the examination with extra time. The candidate will be given time & one-half and there will be an additional fee of \$50 per examination.

#### **Word-to-Word Translation Dictionary**



Candidates may request to use a Word-to-Word dictionary at no cost. PSI provides Arabic, Hebrew, Russian, Spanish, and Vietnamese at the test sites. The dictionary cannot contain pictures or definitions. If approved, the State will forward the dictionary directly to the testing site. If time and ½ is requested there will be an additional fee of \$50 per examination.

**Request for a Reader**

Test takers may request to have the test read to them in English for an additional fee of \$50 per examination. PSI will provide the reader.

**Reader along with Additional Time**

Test takers may request to have the test read to them in English with extra time & one-half for an additional fee of \$50 per examination.

Test takers applying for alternative test delivery arrangements must fill in and submit a Test Accommodations Request Form [CLICK HERE](#).

### PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

<https://psi.wistia.com/medias/3321yp1ic8>

### PSI MICHIGAN THEORY TESTING LOCATIONS

The PSI National Cosmetology Theory test is administered at the testing centers listed below:

**Dearborn Examination Center**

3200 Greenfield Road, Suite 253  
Dearborn, MI 48120

**From Detroit:** Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

**Holt-Lansing Examination Center**

4202 Charlar Drive, Suite 1  
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

**Southfield-Crossroads Examination Center**

Crossroads Building  
16250 Northland Drive, Suite 361  
Southfield, MI 48075

**From I-75 North and South,** exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

**From Southfield Fwy North and South,** exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

**Southfield-Lahser Road Examination Center**

26400 Lahser Road, Suite 150  
Southfield, Michigan 48033

**From I-96 East,** merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road. You may access the building from the back using the NW door.

**Grand Rapids Examination Center**

4595 Broadmoor Ave SE, Suite 145  
Grand Rapids, MI 49512

**From I-96,** exit East Beltline Avenue and proceed South approximately four miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional two miles. 4595 Broadmoor is just South of 44th Street on the right. The office is in the Davenport University Building. Use the North Entrance. Room 201 is at the top of the stairs.

**From US-131,** take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden Street, South of 44th Street on the left. The office is in the Davenport University Building. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.



**Gaylord Examination Center**

440 W. Main St., Suite D  
Gaylord, MI 49735

**From I-75** take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

**Marquette Examination Center**

RockCliff Professional Building  
710 Chippewa Square, Ste 110  
Marquette, MI 49855

From Highway 41W, turn left onto Grove St. Then turn left onto Anderson St and turn right onto Chippewa Square about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

**Marquette Examination Center**

Mid Towne Office Complex  
1229 W. Washington  
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

Additionally, PSI has testing centers in many other regions across the United States. You may take a test at any of these locations. Once you have paid for the test, enter the test takers zip code and a list of the testing centers closest to the zip code will appear. Choose the one most convenient to travel to.

**TEST SITE EMERGENCY CLOSURE**

On occasion severe weather or an emergency may force the closure of a testing center. PSI will attempt to contact all test takers on that day to inform them of the situation. Every effort will be made to reschedule test takers for the next available date, time, and testing center possible. Test takers will not be penalized for emergency closures and will be rescheduled at no charge. Testing center status may also be confirmed by calling (855) 579-4635.

**REPORTING TO A TESTING SITE**

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide the testing staff with identification verification and to be seated. Test takers need to provide two forms of I.D. upon check in as outlined below.

Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

**REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST**

Test takers are required to provide two forms of identification.

- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

**Again, all identification must display the test takers name *exactly* as it appears in the test registration form and as registered with the Michigan Board of Cosmetology.**

Test takers who are not able to provide the required identification must call (855) 579-4635 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

**Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.**





## GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats:** For security purposes outerwear such as, but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. **In the event test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
  - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the test site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- No smoking, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.
- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

## PSI THEORY TESTING EQUIPMENT

The PSI National theory tests will be administered using a computer, a mouse and computer keyboard.

## TEST TAKER ONLINE TESTING EQUIPMENT

Test takers will be contacted to check the technical specifications of their personal device they will be using for an online test prior to the scheduled test date.



## IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

## TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

## TEST QUESTION SCREEN

The “function bar” at the top of the test question, provides mouse-click access to any features available while taking the test. During the test, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a test taker has remaining to complete the test.

### Note:

Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. Once a test taker signs out of a test or timing expires; this feature will no longer be available.

The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar displaying: 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area contains question 3: 'What do the stars on the United States of America's flag represent?'. Below the question is a text input field and the instruction '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area are two buttons: '<< Back' and 'Next >>'.

## EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

**Test takers will utilize the PSI National Instructor test in Michigan for Cosmetology Instructor licensure.**

## INSTRUCTOR THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in teaching or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.

The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

## INSTRUCTOR THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Instructor test consists of 60 scored questions and 5 non-scored experimental questions. Test takers will have 120 minutes (2 hours) to complete the test

### **I. Learning and communication - 8%**

- A) Learning styles and types of students
- B) Communication techniques
- C) Learning conditions

### **II. Curriculum and Lesson Plans – 17%**

- A) Performance goals and objectives
- B) Lesson plan development
- C) Components of an effective lesson plan

### **III. Teaching Methods - 30%**

- A) Presentations and demonstrations
- B) Implements and equipment used for instruction
- C) Student motivation and maintaining student interest
- D) Instructor characteristics and teaching styles

### **IV. Student evaluation and testing methods - 8%**

- A) Developing tests
- B) Grading methods

### **V. Classroom management - 20%**

- A) Conflict management
- B) Professionalism
- C) Learning behavior
- D) Educational environment

### **VII. Licensing – 17%**

- A) Meeting licensure requirements
- B) License renewal
- C) Displaying the license
- D) Change of address and name
- E) Board responsibilities and disciplinary actions/fines
- F) Shop owner and manager responsibilities

## INSTRUCTOR TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

The reference materials listed below were used to develop the questions for this test.

**Mindful Teaching** Pro eBook (101.1 - 701.6) ©2013 Pivot Point International, Inc.

<https://www.pivot-point.com/shop/> Contact: info@pivot-point.com 847-886-0500, Ext. 7399

**Milady Professional Educator** 2022, 4<sup>th</sup> Edition ISBN: 9781337786836

Contact: [Info@milady.com](mailto:Info@milady.com) [www.Milady.com](http://www.Milady.com)



## THEORY SCORE REPORTING INFORMATION

Test takers must score at least 75% to pass the national instructor theory test.

- Test Scores will be emailed to the test taker within 5 days of completion of their test.
- Test scores WILL NOT be provided at the testing facility and WILL NOT be verified or released over the phone.

To better prepare for the PSI National Instructor Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on an instructor test. Though questions are based on cosmetology, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for each time the test is utilized for review.

Go to <https://www.psionlinestore.com> for more information and to register!

## OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report test takers may email [cosmetology@psionline.com](mailto:cosmetology@psionline.com).

## WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.
- Keeping the supply areas from becoming contaminated, such as: returning items to disinfected containers, leaving a containers and drawers open or otherwise contaminating a workstation.
- Knowledge of single-use and multi-use items and where to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the licensee.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

## WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- Instructors must know and teach, an understanding of workplace safety regulations issued by federal and state regulatory entities.
- Cross-contamination of chemicals and products on the workstation.
- Chemical mixing procedures, storage of chemicals and SDS sheets.
- Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- Tools and equipment are used in a safe manner.



## MICHIGAN INSTRUCTOR TEST ACCOMODATION REQUEST FORM

All testing 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 test request for alternative arrangements by [CLICKING HERE](#).

Requirements for testing accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery 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

**MAKE SURE YOU ARE REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS**

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
Fax (702) 932-2666  
Phone (855) 579-4635  
TTY (800) 735-2929

<https://test-takers.psiexams.com>

MICHIGAN INSTRUCTOR EXAM APPLICATION FORM

## Michigan Instructor Exam Application Form

Read and understand the PSI Instructor Test Taker Guide prior to filling out this application. Test takers are responsible to provide all information requested on the form. Forms that are incomplete OR not legible will be returned unprocessed.

Legal Name (as it appears on the government issued ID you will provide at the test).

\_\_\_\_\_  
 Last Name First Name Middle Name

Mailing Address \_\_\_\_\_  
 Street Number (PO Box not accepted) Box/Apt/Ste  
 \_\_\_\_\_  
 City State ZIP

Phone Cell \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Test: (Please choose one)

- Instructor Theory Test  Instructor Practical Test  
 Instructor Theory and Practical

I am requesting test accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA)  YES  NO

If yes, the test taker must complete an **Exam Accommodations Request Form** [CLICK HERE](https://psi-cdex.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872%20) or going to [https://psi-cdex.zendesk.com/hc/en-us/requests/new?ticket\\_form\\_id=360000150872%20](https://psi-cdex.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872%20) Fill in all applicable information and download the documentation requested and submit the file.

The form will default to "Test Accommodations Request" or select it from the drop-down menu. Fill in ALL the requested information and upload your disability documentation prior to submitting the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

**YOU MUST FILL OUT THE NEXT PAGE**





## Michigan Instructor Exam Application Form

### Check one of the following

- First Time Test Taker** - Test taker has never taken the test. All first-time test takers must have their school complete the **Affidavit Section** of this application.
- Retake Test Taker** – Test taker has previously taken the test and did not pass. If no information has changed from the original application, test takers may schedule their test online at <https://test-takers.psiexams.com/micos> or call PSI customer service at (855) 579-4635 to schedule.
- Re-licensure Test Taker** – A former licensee who has let their license lapse for a period of 3 years or more. All re-licensure test takers must have the state complete the re-licensure Section on the bottom of this page.
- Out -of State Test Taker** – All out-of-state test takers must have the state complete the out-of-state section at the bottom of this page.
- Apprenticeship Test taker** – All apprenticeship test takers must have the state complete the apprenticeship section at the bottom of this page.

### Affidavit Section

#### **FIRST TIME TEST TAKER SECTION**

THIS SECTION MUST BE COMPLETED BY AND APPROVED SCHOOL OFFICIAL

I hereby certify this applicant has successfully completed the required course of training following the curriculum guidelines required by Administrative Rule, promulgated by the department.

#### **Applicant Name**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

\_\_\_\_\_

Date of Enrollment

\_\_\_\_\_

Date of Completion

\_\_\_\_\_

Name of School

\_\_\_\_\_

Number of Hours Completed

\_\_\_\_\_

Address of School

\_\_\_\_\_

School License Number

\_\_\_\_\_

Language that classes and school exams were given in

\_\_\_\_\_

Textbook(s) Language

\_\_\_\_\_

Signature of School Owner (School Official)

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name





## Michigan Instructor Exam Application Form

### Affidavit Section (cont.)

#### **RE LICENSURE, OUT-OF-STATE and APPRENTICESHIP SECTION**

THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at (517) 241-9288 for detailed instructions.

#### Applicant Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

The applicant must complete the following tests:

Practical and Theory     Theory ONLY     Practical ONLY    Code \_\_\_\_\_

\_\_\_\_\_

Signature of State Official

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

PSI Services LLC  
 \* ATTN: Examination Registration MI COSMO  
 3210 E Tropicana \*  
 Las Vegas, NV \* 89121  
 Fax (702) 932-2666  
 \* (855) 579-4635  
 \* TTY (800) 735-2929  
[MI.ApplicationProcessor@psionline.com](mailto:MI.ApplicationProcessor@psionline.com)  
<https://test-takers.psiexams.com>





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Last Name First Name Middle Name

MI issued COS ID number \_\_\_\_\_ (issued by the State of Michigan)

### Mailing Address

\_\_\_\_\_  
Street Number (PO Box not accepted) Box/Apt/Ste

\_\_\_\_\_  
City State ZIP

Phone Cell \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Test: (Please choose one)

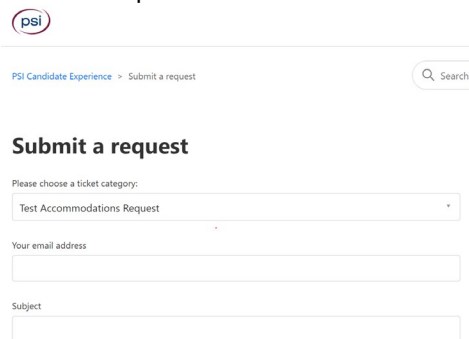
Instructor Theory Test

Instructor Practical Test

Instructor Theory and Practical

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Signature of School Owner (School Official)

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Date

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Print Name



# Michigan Instructor Exam Application Form

## Affidavit Section (cont.)

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\_\_\_\_\_  
Signature of State Official

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Print Name

PSI Services LLC  
\* ATTN: Examination Registration MI COSMO  
3210 E Tropicana \*  
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