



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

Iowa Board of Barbering Theory Examinations

The Iowa Board of Barbering is responsible for licensing and regulating the profession of barbers in the State of Iowa. The Board has contracted with The National Interstate Council of State Board of Cosmetology (NIC). PSI will provide administrative examination services. The Board will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations: www.nictesting.org. You will need to contact PSI to pay and schedule for your Barber Instructor Written Examination or the Barber Written Examination.

EXAMINATION FEE

The examination fee is \$55.

Payment of fees can be made by credit card (VISA, Mastercard, American Express or Discover) or money order. Money orders should be made payable to PSI. Print your name on your money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

Log onto PSI's website. Complete the associated registration form online and submit your information to PSI via the Internet.

Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE SCHEDULING

PSI registrars are available at (800) 733-9267, 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 schedule your appointment for the examination.

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*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI website or call PSI and speak directly 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 scheduled 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.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

- You must present one form of valid non-expired government issued identification with a photograph and your signature (i.e. driver's license, state identification card or passport) in order to be admitted to the examination room at PSI.

If your name is not correct in the PSI system, you must contact PSI's registration department no later than 48 hours prior to your exam date to correct. You will not be able to pay and schedule until your name has been corrected.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations 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.

TESTING SITES

The Licensing examinations are administered at the examination centers listed below:

Council Bluffs:

1705 McPherson, Suite 300
Council Bluffs, IA 51503

From I-80, exit Madison Avenue/Mall of the Bluffs and proceed north toward the Mall. Turn right on Bennett Avenue and proceed approximately 1 mile until it ends at McPherson. Turn right into the driveway.

West Des Moines:

1001 Office Park Road, Suite 315
West Des Moines, IA 50265

From I-235, exit 8th St/73rd Street and proceed south. Turn right on Office Park Road. Turn right into the driveway.

Cedar Rapids/Iowa City Area:

Erbs Business Center
4935 Bowling Street SW, #203
Cedar Rapids, IA 52404

From I-380, take US 30 east and exit the first exit Bowling Street/Kirkwood Boulevard. Proceed north on Bowling Street approximately ¼ mile. Turn right into the Erbs business center driveway. The examination center is in the southern annex, to the right.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

BARBER AND COSMETOLOGY EXAMINATIONS

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nictesting.org.





EXAM ACCOMMODATIONS REQUEST FORM

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 exam accommodations.

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

Requirements for exam accommodation 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 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

Date: _____

Social Security or ID#: _____

Legal Name: _____

Last Name	First Name
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Address: _____

Street	City, State, Zip Code
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Telephone: (_____) _____ - _____ (_____) _____ - _____

Home	Work
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Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- | | |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____
_____ |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of your approval with instructions for the next steps.

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



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