MISSOURI BOARD OF COSMETOLOGY AND BARBER EXAMINERS
COSMETOLOGY WRITTEN EXAMINATION INFORMATION

The Missouri Board of Cosmetology and Barber Examiners is responsible for licensing and regulating the profession of cosmetology in the State of Missouri. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. The Board first requires the submission of a Cosmetology Examination & License Application ("Application"). This is required to determine your eligibility for testing. Any questions regarding your Application or eligibility should be directed to PCS:

(**U.S. Postal Service**)
Professional Credential Services
Missouri Cosmetology
P.O. Box 198689
Nashville, TN 37219-8689

(**Courier Delivery**)
Professional Credential Services
Missouri Cosmetology
150 Fourth Avenue North Suite 800
Nashville, Tennessee 37219

Toll-free: 888-822-3272
Fax: (615) 846-0153
Email: mocos@pcshq.com
Web site: www.pcshq.com

How to Schedule For and Take the Theory Examination: Once you have been approved to take the theory examination, PCS will issue you an *Authorization to Test* (*ATT*). Upon receipt of this document, you may request to take the theory examination by contacting PSI. Do not contact PSI until you have received your Authorization to Test letter from Professional Credential Services (PCS).

INTERNET REGISTRATION

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:

1. Log onto PSI's website, select the link associated with the Missouri examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. 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 REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Saturday. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	8:00am – 8:00pm	9:00am - 5:30pm
Central Time	7:00am – 7:00pm	8:00am - 4:30pm
Pacific Time	5:00am – 5:00pm	6:00am - 2:30pm

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. 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.

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.

COMPUTER EXAMINATION CENTER LOCATIONS

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

Aurora
Aurora Aviation LLC
1526 East Highland
Aurora, MO 65605
From US60, turn northwest onto E Church St. Bear left onto Farm Road 2210 /E Highland Street. Aurora Aviation building will be just beyond the intersection of Farm Road 2210 and Airport Road.

Cape Girardeau
Cape Aviation
PO BOX 617
Cape Girardeau, MO 63702
The Cape Girardeau Regional Airport is located approximately five miles from downtown Cape Girardeau. From US Highway 55 take EXIT 91 (MO-AB). Turn Right onto MO AB for .2 miles. Turn Left onto Airport Road.

Fulton
Fulton Flying Service Inc.
4420 County Rd -304
Fulton, MO 65251
From US-40/I-70, take exit 148. Take ramp for US-54 toward Auxvasse/ Fulton/Mexico. Turn right onto US-54 West/CR-201. Turn right onto Mo-F/Martin Luther King Jr. Drive. Turn left onto CR-304.

Kirksville
Kirksville Area Technical Center
1103 S Cottage Grove
Kirksville, MO 63501
From US-63/N Missouri St go toward E Union St. Turn right onto E Randolph St., continuing to S Cottage Grove Ave.

Lees Summit
Lees Summit Municipal
Air Charter
2525 NE Douglas
Lees Summit, MO 64064
I-70 Eastbound for 13 miles. I-470 Southbound for 7 miles. Take Exit #9 Douglas St. Right on Douglas for one mile. Follow Signs to the airport. Air Charter in a large grey hangar with a red stripe.

Olathe
Kansas City Aviation Center
Johnson Co. Executive Airport
151 St, and Pflumm Rd
Olathe, KS 66063
The correct building is the large tan flight school building on the southeast corner of 151st and Pflumm. The parking lot for this building is on the north side off of 151st street. Walk into the building from the west side, or the side facing Pflumm.

I-35 route from the North or South: Take I-35 north or south as appropriate to 151st street (exit 215). Head east approximately 4 miles on 151st to Pflumm Road. Go past Pflumm 500 feet and turn right (south) into the KCAC parking lot.

Overland Park
New Horizons
9611-E Metcalf Ave
Overland Park, KS 66212
In Overland Park, take I-435 to the northbound Metcalf Avenue exit. Stay on Metcalf going North. Turn right on 97th Street into the Metcalf South Shopping Center. Park on the West side of the mall (side closest to Metcalf Avenue) near the Gifts & Accents retail store. Enter the mall door near Gifts & Accents, walk down the hall behind the big water fountain and the escalator. Enter the door for New Horizons and proceed to the front desk.

St. Louis
St. Louis - Brunetti-Pecs-Co. Inc
4874 Baumgartner Rd
St. Louis, Missouri 63129
Highway 55 to Meramec Bottom Rd. Turn east on Meramec Bottom. Go 1.6 miles on Meramec Bottom Rd. Turn right into our parking lot.

Warrensburg
University of Central Missouri
Dept of Aviation
T. R. Gaines Bldg. Room 210
Warrensburg, MO 64093
From Interstate 70 East, take Hwy 13 (Exit 49, Warrensburg-Higginsville). Travelers using Interstate 70 West, will also take Exit 49 to access Hwy 13. Drive south to Warrensburg, about 16 miles. Stay on Hwy 13, which becomes Maguire, the main north-south street through Warrensburg. Continue on Maguire to Broad Street. You will see a sign that says the University of Central Missouri. The campus has two visitor parking lots, both off Maguire. For the north lot, turn west on South Street; it is the second driveway to the south. For the south lot, turn west on Clark Street; the lot is at the intersection of Clark and Holden. Both have red-topped attendants' booths that help visitors locate the lots. Parking is free to visitors.

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 outside of the state.

REPORTING TO THE EXAMINATION CENTER

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

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFCATION – Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION – Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

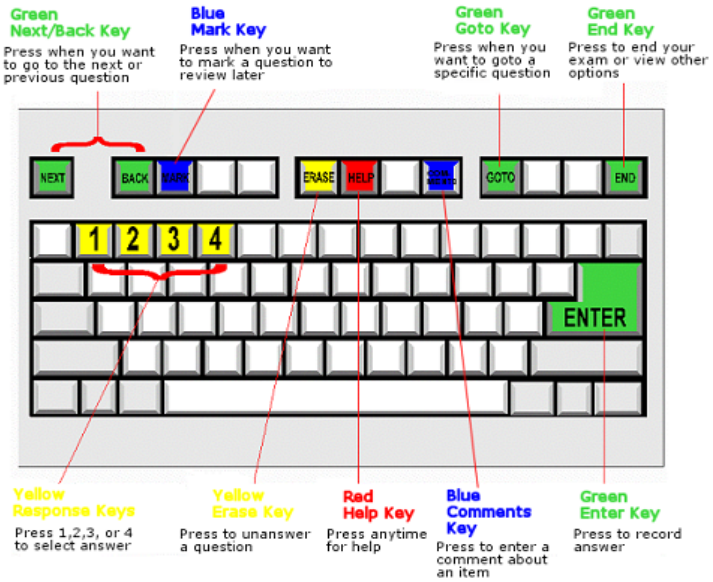
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. 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 as follows. You may also use the 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 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 as part of 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.

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

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.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Board is utilizing the NIC examinations. NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

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.