



# MONTANA BOARD OF BARBERS AND COSMETOLOGISTS COSMETOLOGY WRITTEN EXAMINATION INFORMATION

## SCHEDULING PROCEDURES

The Montana Board of Cosmetologists has contracted with PSI to provide examination services. The Department, through PSI, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations.

Questions regarding licensure requirements should be directed to the Board at:

Montana Board of Cosmetologists  
301 S PARK, 4TH FLOOR (Delivery)  
Helena, Montana 59602  
(406) 841-2377 FAX (406) 841-2309  
[www.cosmetology.mt.gov](http://www.cosmetology.mt.gov)

You may schedule your appointment without prior approval from the Board.

**Examination Fee                      \$55**

- The fee is for each examination, whether you are taking the examination for the first time or repeating.
- Exam fees are paid directly to PSI; do not send exam fees to the Board.
- Exam fees are non-refundable, non-transferrable.

## 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](http://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 Montana 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

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination, as follows:

	Monday-Friday	Saturday-Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

## 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 reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

**Note: A voicemail or email 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 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.

## EXAM ACCOMMODATIONS

All PSI examination sites 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Booklet and must fax it to PSI (702) 932-2666 or email it to PSI at [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).

## 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:

### **Billings**

Rocky Mountain College Aviation  
2821 Augusta Lane-Rocky Hall, Room 102  
Billings, MT 59102

*From Grand Avenue, turn onto 17th Street going North. At the Rimrock Road stop light, turn left and the building is about 1/2 block from 17th Street on the left side. The building sits on Rimrock Road and Augusta. There is a large sign in front of the building called "Rocky Hall".*

### **Great Falls**

Holman Aviation Co  
1940 Airport Ct  
Great Falls, MT 59404

*From I-15 to exit 277, taking ramp towards International Airport. Turn left onto 31st St. SW. The road name changes to Airport Way, then Airport Court. Building has a big sign saying "Holman Aviation".*

### **Helena**

Sylvan Learning Center  
1075 N Rodney St., Ste. 111  
Helena, MT 59601

*From Cedar St/I-15 Bus S, turn left onto N Montana Ave. Turn right onto US-12 W/N Montana Ave. Turn left onto N Rodney St.*

### **Kalispell**

Red Eagle Aviation Inc.  
1880 Hwy 93 S.  
Kalispell, MT 59901

*From the North, follow Hwy 93 South through Kalispell. The site is located at the south end of town on the right side of the Hwy, directly North of Rosaurers Grocery Store  
From the South follow Hwy 93 North. The site is located at the south end of Kalispell on the left side, directly North of Rosaurers Grocery Store*

### **Missoula**

Northstar Jet Inc.  
1 Corporate Way  
Missoula, MT 59808

*Take exit 99 off of I-90. Follow signs for Airway Blvd. Turn left onto Airway Blvd. Turn left on W Broadway St/US Highway 10W. Turn right onto E Frontage Rd and then left onto Corporate Way. The testing center is located in the terminal bldg.*

### **Missoula**

The University of Montana  
Lommasson Center 154  
Career Services/Testing Services  
Missoula, MT 59812

*From US Hwy 93 N-Follow U.S. 93 N into Missoula and cont onto Brooks St. Turn right at South Ave. Cont straight until you reach Arthur Ave. From US93 S Take the I-90 E ramp to Missoula. Merge onto I-90 E and Cont to follow I-90 E into Missoula.*

*From I-90 East Take exit 105 turn right at Van Buren St. From I-90 West, take exit 105 Turn Left onto Van Buren St. Then Take the 1st right onto E Broadway St. at the next signal turn left onto Madison St (signs for University.) Continue over the bridge and get in the left lane and merge onto Arthur Ave. Follow Arthur Ave. for 0.4 until you see the Lommasson Center Parking Lot on the left.*

*<http://www.umt.edu/homepage/map/> (Hourly parking avail.)*

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

- 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.
- You must have the ATT letter from the Board or an Approved School.

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type** (except those that are a medical necessity), including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### 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 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 answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based examination 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, Time Left(Min): 359. The main content area shows question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field. Underneath, it says "(Choose from the following options)" and lists four options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are navigation buttons: "<< Back" and "Next >>".

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:** 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.

- **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination 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, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## **EXAMINATION REVIEW**

The Montana Board of Barbers and Cosmetologists 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.nicesting.org](http://www.nicesting.org).





# MONTANA COSMETOLOGY EXAM ACCOMMODATIONS REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates 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 or Email to PSI at [examschedule@psionline.com](mailto:examschedule@psionline.com).

### 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

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

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

### Check any exam accommodations 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 \_\_\_\_\_

- After you have registered for the exam, complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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