



MONTANA BOARD OF BARBERS AND COSMETOLOGISTS COSMETOLOGY WRITTEN EXAMINATION INFORMATION

COVID-19-CANDIDATES ARE REQUIRED TO BRING AND WEAR A FACEMASK TO THEIR APPOINTMENT. CANDIDATES WITHOUT THEM WILL BE TURNED AWAY. EXAMINEES WILL BE REQUIRED TO USE HAND SANITIZER WHEN REQUESTED BY CENTER STAFF.

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

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. 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 (855) 746-8173 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 or call PSI at (855) 746-8173.

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.

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 (855) 746-8173. 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

4045 Corporate Way
Missoula, MT 59808
The test center is located at the east end of the Missoula Airport at 4045 Corporate Way on the Neptune Aviation/Northstar Jet campus.

From Missoula:

Go west on Broadway. Take a left onto Aviation Way (at mile marker 4, look for Missoula Bible Church sign). Aviation Way

WWW.PSIXAMS.COM

will bend to the right. Take the first left onto Corporate Way. Follow Corporate Way until Homestead Helicopter is on your right and turn right into the parking lot in front of Hangar 8 (indicated with red and white signage).

From I-90:

Take Airway Boulevard Exit 99. Go south onto Airway Boulevard. Proceed through the roundabout to the stoplight. At the stoplight, turn left onto Broadway. Take first available right turn onto Aviation Way. Aviation Way will bend to the right. Take the first left onto Corporate Way. Follow Corporate Way until Homestead Helicopter is on your left and turn right into the parking lot in front of Hangar 8 (indicated with red and white signage).

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 (855) 746-8173. 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.

TAKING THE EXAMINATION BY COMPUTER

- 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.
 - 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.

- 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 computer interface for a test question. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(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, there are two 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.

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.nictesting.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.

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.
- 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.