PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

TEXAS DEPARTMENT OF LICENSING AND REGULATION

MANICURIST/ESTHETICIAN LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

The practical revision live date effective September 1, 2019. Please note the Practical Examinations will be performed on mannequins. Models will no longer be required/allowed.

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Please refer to our website to check for the most updated information at www.psiexams.com.

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EXAMINATIONS BY PSI Services LLC

The Texas Department of Licensing and Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

Once you have been approved by TDLR, you are responsible for contacting PSI to schedule an appointment to take your examination.

CONTACT INFORMATION

You must be approved to take the examination by the TDLR. Your license application and documentation must be sent to:

Texas Department of Licensing and Regulation
PO Box 12157
Austin, TX 78711
Telephone: (512) 463-6599
Toll-Free (in Texas): (800) 803-9202
Relay Texas-TDD: (800) 735-2989
Website: www.tdlr.texas.gov
Email: examinations@tdlr.texas.gov

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(833) 333-4741 Fax (702) 932-2666
www.psiexams.com

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

You must pass the written examination before you can sit for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times during this period. However, you are encouraged to study between examination attempts and to sit for your examination as soon as possible after attending cosmetology school. A separate fee is required for each examination attempt.

EXAMINATION FEE

Written Examination only	**$50**
Practical Examination only	**$72**

FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule for their examinations using the Internet. To schedule over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates schedule online by accessing PSI's website at www.psiexams.com. Internet scheduling is available 24 hours a day. To schedule over the Internet, complete the steps below. See the following page for detailed instructions.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information TDLR has on file. Be sure to check the box next to "*Check here to attempt to locate existing records for you in the system*"

2. You will be asked to select the examination and enter the ID# that TDLR provided to you. Your record will be found, and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (833) 333-4741 for help.

TELEPHONE SCHEDULING

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (833) 333-4741, 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 receive your payment and schedule your appointment for the examination.

FAX REGISTRATION

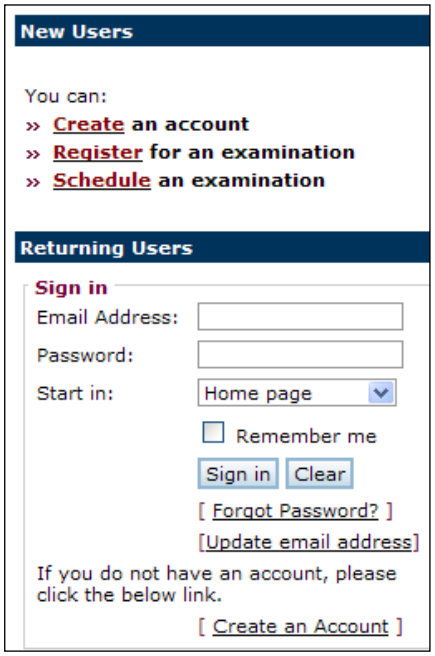
If you prefer, you may fax the Examination Registration Form (found at the end of this Candidate Information Bulletin). Complete the Examination Registration Form, including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Registration by fax is accepted 24 hours a day. Please allow 4 business days to process before contacting PSI to schedule.

STANDARD MAIL REGISTRATION

If you prefer, you may mail the Examination Registration Form (found at the end of this Candidate Information Bulletin). Mail the completed Examination Registration Form to PSI with the appropriate examination fee. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money order or check must be made payable to PSI, with your student permit number noted on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow 7 business days to process before contacting PSI to schedule.

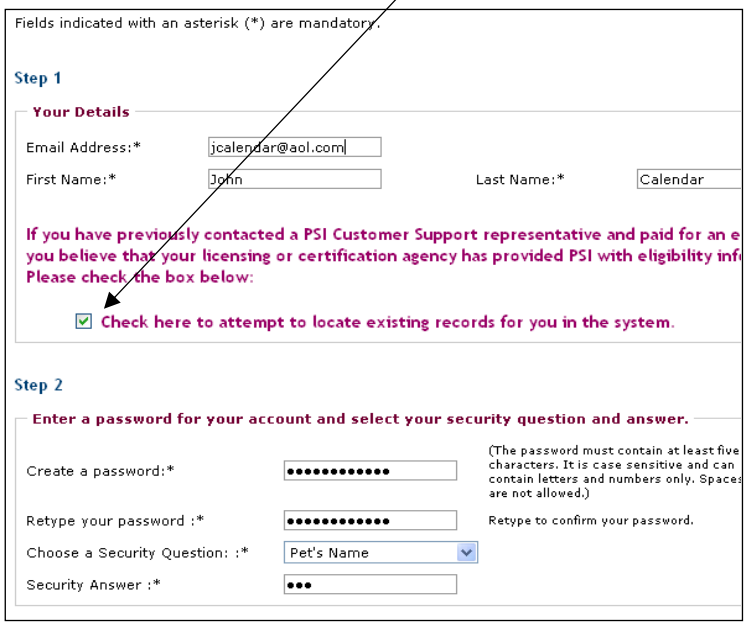
1. Go to www.psiexams.com and select "*Create an Account*".

   If you have already created an account, type in your email address and password.

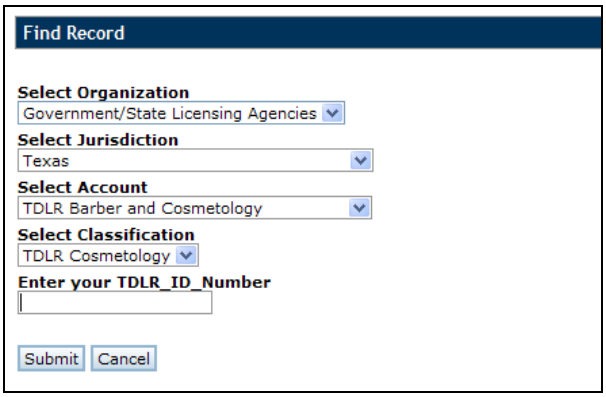


2. **VERY IMPORTANT STEP**. The spelling of your name must match **EXACTLY** with how it was submitted to TDLR.

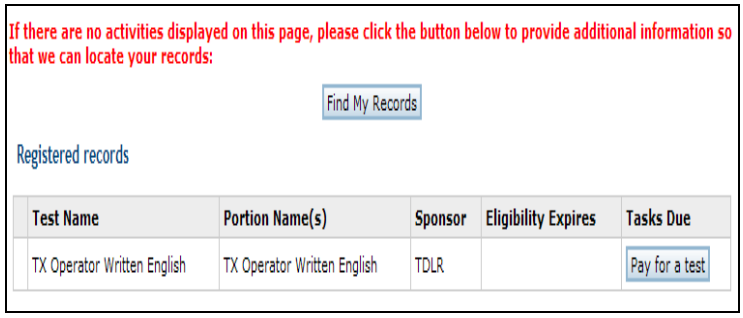
3. Be sure to **check the box** "*Check here to attempt to locate existing records for you in the system*" and select *Submit*.



4. Select the organization, state, account, and classification (as seen below). Enter your Student Permit # (in the TDLR_ID_Number field).



5. The system will find your imported record. You are now ready to pay and schedule for the examination. Select "*Pay for a test*."



6. Type in your credit card information and select *Submit*.

Registration Fee	Cost ($)
Examination Fee	47.00
Total	47.00

Payment

You will be charged **47.00**.

Credit Card

Card Type: * Select

Card Number: *

Expiration Date: * January

Name on Card: *

ZIP Code: * Card ID Number: * What is Card ID no?

I accept PSI's Payment terms & conditions.

Clickhere to read terms & conditions.

Back Submit Clear

Fields indicated with an asterisk (*) are mandatory.

7. Enter your zip code or the city where you live and select *Search*. You will get a list of the testing sites closest to you. Select the desired *Test center* and select *Continue*.

Test Center Selection

Country: USA **Zip or City:** 77522, Baytown, TX Search

Choose one or more test centers to view available dates for scheduling:

Distance	Testcenter Name	Address
17.5 miles	HOUSTON EAST	11811 I-10 East Fwy, Suite 260, Houston, Texas, 77029
28.7 miles	HOUSTON NORTH (GREENBRIAR PLACE)	650 North Sam Houston Pkwy, East, Suite 535, Houston, Texas, 77060
30.7 miles	HOUSTON - NORTHWEST FREEWAY	9800 Northwest Freeway, Suite 200, Houston, Texas, 77092
36.8 miles	HOUSTON SW	9555 W. Sam Houston Pkwy South, Suite 140, Houston, Texas, 77099
170.4 miles	AUSTIN - ANDERSON SQUARE	8000 Anderson Square, Suite 301B, Austin, Texas, 78757

1 2 3 4 5 Next **1 - 5 of 25** 1 Go

Continue Cancel

8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

Please choose the date and month (or date range) to check the available sessions.

From: 05/14/2012 To: 05/19/2012 Find

Test Center	Available Date	Available Session
HOUSTON EAST, Texas	05/15/2012	9:00 AM - 2:00 PM
HOUSTON EAST, Texas	05/17/2012	9:00 AM - 2:00 PM
HOUSTON EAST, Texas	05/18/2012	9:00 AM - 2:00 PM
HOUSTON EAST, Texas	05/19/2012	9:00 AM - 2:00 PM

Schedule Back

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

Your Schedule Details

Exam:	TX Cosmetology Instructor Written English
Sponsor:	TDLR
Confirmation Number:	C4803175
Test Center:	HOUSTON EAST
Address:	11811 I-10 East FwySuite 260,Houston, Texas
Test Schedule Date:	05/15/2012
Test Schedule Time:	9:00 AM

You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.

Directions to Test Center:	From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

Print Details

RESCHEDULING AN EXAMINATION APPOINTMENT

You may reschedule an examination appointment without forfeiting your fee if your *notice is received 2 days before the scheduled examination date*. You may reschedule at www.psiexams.com or call PSI at (833) 333-4741.

A voicemail or email message is not an acceptable form of rescheduling. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

LOSING YOUR EXAMINATION FEE

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 reschedule your appointment at least 2 days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Are not dressed appropriately for the Practical Examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodation 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 it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

FOREIGN LANGUAGES

Examinations are administered in English. However, some examinations are available in Spanish or Vietnamese for no additional cost. To take one of these examinations you must indicate your language preference when you schedule your examination.

For languages other than English, Spanish or Vietnamese, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate. Please fill out the form at the end of this Candidate Information Bulletin.

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

If severe weather or an 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 (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 833-333-4741.

EXAMINATION REVIEW

PSI, in cooperation with TDLR, will be regularly evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the written examination available to candidates. There is NO review of the Practical examination.**

EXAMINATION SITE LOCATIONS

It is your responsibility to verify that you are going to the correct site.

Abilene (WRITTEN EXAMINATION ONLY)
Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605
From Highway 277, exit on South 14th Street going East. Turn left on S. Willis.

Amarillo (WRITTEN AND PRACTICAL EXAMINATIONS)
4312 Teckla, Suite 500
Amarillo, TX 79109
Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.
From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington (WRITTEN EXAMINATION ONLY)
Centerpoint IV
2401 E. Randol Mill Road, Suite 160
Arlington, TX 76011
From TX-360 S – Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.

From I-30 E - Take exit *28 toward Baird farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.*

Austin (WRITTEN EXAMINATION ONLY)
LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723
If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.
If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.
PSI is located in NORTH Austin at the North-West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin (WRITTEN AND PRACTICAL EXAMINATIONS)
8000 Anderson Square, Ste 301B
Austin, Texas 78757
If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi (WRITTEN EXAMINATION ONLY)
2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415
From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas (WRITTEN EXAMINATION ONLY)
One Empire
1140 Empire Central Dr, Suite 610
Dallas, TX 75247
From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr.
From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.

Dallas/Richardson (WRITTEN EXAMINATION ONLY)
1701 N Collins Blvd, Suite 130
Richardson, TX 75080
From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.

Dallas/Richardson (PRACTICAL EXAMINATION ONLY)
300 N Coit, Suite 172
Richardson, TX 75080
From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right-hand side. If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.

El Paso (WRITTEN EXAMINATION ONLY)
The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925
From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

El Paso (PRACTICAL EXAMINATION ONLY)
4171 N. Mesa
Bldg. A, Suite 104A
El Paso, TX 79902
From I-10E/US-180E toward downtown, take the Executive Center Blvd Exit (Exit 16). Turn left onto Executive Center Blvd. Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.
From I10-W, take the Executive Center Blvd Exit (Exit 16). Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.

Fort Worth (WRITTEN EXAMINATION ONLY)
6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133
From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right, you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen (WRITTEN EXAMINATION ONLY)
Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550
From Expressway 83, exit on Ed Carey Drive. Go North on Ed Carey Drive. At intersection of Ed Carey Drive and 77 Sunshine Strip, turn left onto 77 Sunshine Strip. Stay on 77 until it joins Morgan Blvd (Morgan Blvd is also road #507). Turn right on Morgan Blvd

Houston North (Greenbriar Place) (WRITTEN EXAMINATION ONLY)
Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060
From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 – East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East) (WRITTEN EXAMINATION ONLY)
Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029
From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasitos Cantina.
From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasitos Cantina.

Houston (Southwest) (WRITTEN EXAMINATION ONLY)
One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099
The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.
From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.
From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.
From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.
From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Bellfort exit and travel about two miles on the feeder road to Bissonnet. Turn right on Bissonnet and then left into the parking lot of the first building on the left, OR do not turn on Bissonnet but drive through the intersection and then make an immediate right into the parking lot.

Houston (Northwest) (WRITTEN AND PRACTICAL EXAMINATIONS)
9800 Northwest Freeway
Suite 200
Houston, TX 77092
From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C.Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock (WRITTEN EXAMINATION ONLY)
The Center
4413 82nd St., Suite 210
Lubbock, TX 79424
From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)
7000 N. 10th Street Suite C-4
McAllen, TX 78504
From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

Midland (WRITTEN AND PRACTICAL EXAMINATIONS)
Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703
From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio (WRITTEN EXAMINATION ONLY)
One Park Ten
6800 Park Ten Blvd, Suite 174-W
San Antonio, TX 78213
From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.
From IH 10 West, exit on Vance Jackson. Stay on the access road.
The building is off IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

San Antonio (WRITTEN AND PRACTICAL EXAMINATIONS)
9502 Computer Drive, Ste 105
San Antonio, TX 78229
From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.
From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

Tyler (WRITTEN EXAMINATION ONLY)
3800 Paluxy Dr, Suite 310
Tyler, TX 75703
From 1-20, turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco (WRITTEN EXAMINATION ONLY)
345 Owen Lane, Suite 124
Waco, TX 76710
From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.
If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

You may also test at a PSI site outside of Texas. Please call (833) 333-4741 for more information.

Shreveport, LA	Oklahoma City, OK
Baton Rouge, LA	Tulsa, OK
McAlester, OK	Woodward, OK

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. NO conversing or any other form of communication among candidates is permitted once you enter the examination area. For the practical examination, you must wear closed-toe shoes. If you arrive late or do not appear in the appropriate attire, you will NOT be admitted to the examination site and you will forfeit your examination fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification (ID). The identification must be a VALID form of government-issued ID, such as a driver's license*, state ID, or passport book**. The identification **must contain the following biographical information:**

(1) printed name
(2) photograph
(3) signature
(4) date of birth
(5) expiration date

*Temporary licenses or IDs will be accepted **only if** accompanied by either the expired/invalid license or another form of photo ID.

**Passport cards do not contain all required information and are not acceptable.

Current public high school IDs are also VALID when accompanied by a photocopy of the TDLR student permit. **If you have graduated from high school, your ID is only valid until August 31 of that year.**

Current community college and junior college IDs are also VALID government-issued IDs and require only your printed name, photograph and date of birth.

Identification provided must match all information provided by TDLR to PSI upon eligibility. A digital copy of your ID documentation will be taken upon check in, and stored with your personal data.

If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination and will forfeit your examination fee.

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, except for 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**, 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 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.

COMPUTER-BASED EXAMINATIONS

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

IDENTIFICATION SCREEN

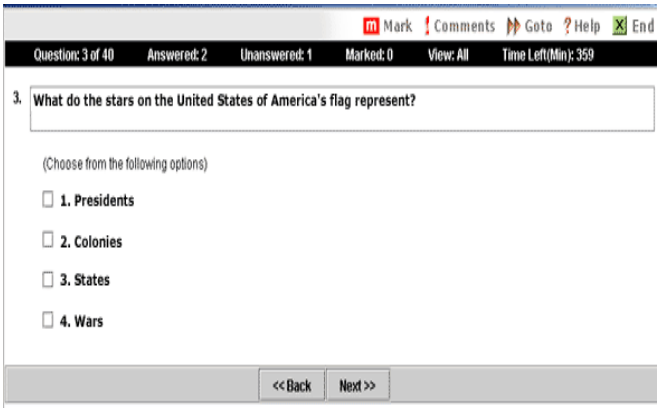
You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

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 provides mouse-click access to the features available while taking the examination.



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 or you have not ended your examination.

WRITTEN EXAMINATION

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

Texas Manicurist/Esthetician Examination

100 Scored Items - 120 Minutes - 70% Correct to Pass

10 Non-Scored Items - 10 Minutes

1.	**Licensing and Regulation - 15%; 15 questions**
	Health and Safety
	Responsibilities of the Licensee
2.	**Infection Control - 20%; 20 questions**
	Cleaning and Disinfecting
	Implements
	Equipment
	Work Environment
	Safety Procedures
	Exposure Incidents
	Skin Analysis
	Diseases
	Disorders
	Nail Analysis
	Diseases
	Disorders
3.	**Nail Structure and Analysis - 6%; 6 questions**
	Anatomy
	Analysis
	Physiology
4.	**Nail Care - 19%; 19 questions**
	Manicuring
	Pedicuring
	Nail Enhancements
	Acrylic
	Gel
	Tips
	Maintenance
	Equipment
	Implements
	Massage and Manipulation
	Products
5.	**Skin Care - 10%; 10 questions**
	Physiology
	Skin Analysis
	Skin Types
	Skin Conditions
6.	**Facial Treatments - 15%; 15 questions**
	Basic Facial Treatments
	Cleansing
	Extractions
	Exfoliation
	Masks
	Moisturizers
	Facial Massage
	Skin Care Products
	Facial Machines
	Brush
	Galvanic
	High Frequency
	Steam
	Vacuum
	Wood's Lamp
7.	**Hair Removal - 10%; 10 questions**
	Contraindications
	Methods of Hair Removal
8.	**Facial Makeup - 5%; 5 questions**
	Artificial Lashes
	Color Theory
	Eyebrow Shaping
	Products, Supplies, and Tools

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

- *Milady Standard Nail Technology*, 7th Edition (2015), www.milady.cengage.com/nailtechnology.asp
- *Milady Standard Esthetics Fundamentals*, 11th Edition, 2013, www.milady.cengage.com/esthetics.asp
- *Salon Fundamentals—Esthetics (2nd Edition), 2007, Pivot Point International, Inc., www.pivot-point.com, Call 800-886-4247.*
- *Salon Fundamental Nails: A Resource for Your Nail Care Career, 2007, Pivot Point International, Inc., www.pivot-point.com, Call 800-886-4247.*
- *Texas Administrative Code*: Chapter 83, www.tdlr.texas.gov
- *Texas Occupations Code, Title 9*: Chapters 1602 and 1603. www.tdlr.texas.gov

WRITTEN SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.
- **On paper** – an official score report will be printed at the examination site.

NON-SCORED ITEMS

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

PRACTICAL EXAMINATION

For practical examination questions or concerns, please email **cosmetology@psionline.com**

Read the following instructions carefully so that you will be properly prepared for the examination.

- **Trainer hands for nail procedures are NOT permitted.**
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical Examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- Aerosol products are **NOT** permitted for use during the examination.
- Odorless monomer and low odor primer for one nail: **ONLY bottles clearly marked "odorless" by the manufacturer's label will be allowed.**
- All tasks listed in this bulletin must be performed in order listed or candidates will NOT receive points.
- The time allotted for each service includes time for setup and cleanup.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will NOT be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean, sanitary, unstained. Products must be labeled in ENGLISH (manufacturer labels are acceptable).
- Candidates MUST raise their hand at the end of each section indicating completion.
- No markings or colorings around the mannequin's hair, scalp, hairline, hands or fingers are permitted. Candidates bringing in mannequins with such markings will not receive points for the sections requiring use of these mannequins.
- Cheat sheets and written notes (e.g., written task lines on containers, items that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam. Identifying bag for service is allowed.
- Items left behind will be discarded.
- Cell phones are NOT allowed in the practical examination room.
- *****Examiners will check nail liquid prior to each examination. Liquid must be odorless. Otherwise, you will be unable to use the product and will not receive points for completing those tasks.**

IMPORTANT NOTICE

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater's current student, current employee, employer or co-worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate's examination results may be voided.

Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.

SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outline (shown below) to ensure you bring all supplies/equipment you need to perform these services.

ITEMS THAT ARE NOT TO BE LABELED

The items listed below are NOT TO BE LABELED. Doing so may result in loss of points.

- Abrasive/nail files and buffers
- Application brush
- Bowl for water (optional)
- Cotton/cotton pads/sponges/facial tissues
- Cuticle nippers
- Cuticle pusher
- Dappen dish
- Disposable applicators
- Drape(s)
- Eyelash strip
- Fabric strips
- Finger bowl
- Gloves or finger cots
- Head draping
- Mannequin hand (prepped with tips to represent the natural nail)
- Mannequin head (prepped with eyelash strip to represent natural lashes)
- Mannequin stand or tripod
- Mask brush
- Nail forms
- Nail tips
- Orangewood stick
- Paper towels
- Small scissors
- Tip cutter/large nail clipper
- Towels
- Tweezers

ITEMS THAT MUST BE LABELED IN ENGLISH ONLY

The items listed below MUST BE LABELED (numbering of any kind is NOT allowed; manufacturer labels are acceptable). Failure to properly label items may result in loss of points.

- 30x30 kit labeled as “Pre-sanitized, Clean or Disinfected”
- Antiseptic/soothing lotion
- Astringent, freshener, or toner
- Blood exposure kit/first aid kit
- Cleansing product
- Cuticle oil
- Cuticle remover
- EPA-approved disinfectant or simulated product
- Eye makeup remover
- Hand sanitizer
- Lash adhesive
- Mask or pack product
- Massage product
- Moisturizer
- Nail adhesive
- Nail dehydrator/cleanser
- Odorless monomer and low odor primer for one nail. To maintain a safe environment, only odorless nail liquids may be used on practical examinations. ONLY bottles clearly marked "odorless" by the manufacturer's label will be allowed.
- Polymer powder
- Simulated product for soft waxing service (e.g., - petroleum jelly or honey)
- Trash bag(s)

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Brooms and dust pans
- Covered trash cans
- Mounted wall clock
- Work stations/ manicure table with chairs

CONTENT OUTLINE

- **The entire examination will be 2 hours and 44 minutes in length.**
- **Total number of points is 119.**
- **The passing score for the entire Practical examination is 70% (This is 84 points out of 119).**

The following information will be used by examiners to grade your performance during the Practical Examination:

All procedure criteria MUST be performed in the order listed for candidate to receive points for the tasks. DO NOT begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST step back and raise their hand at the end of each section indicating completion.

CANDIDATE BEGINNING GENERAL INSTRUCTIONS:
(To be read after all candidates have been checked in and the Rater and candidates are ready to begin).

Welcome to PSI Congratulations on passing your written examination. The proctor for this session will read the instructions, keep time for each section and can only answer general questions that do not direct or instruct you in any way concerning this examination. The raters are responsible for observing and rating your skills performance and are not allowed to converse with candidates except to provide a general salutation. Once the examination begins, you may place all of your supplies in your assigned work station. You may not observe the work of other candidates. Please do not speak to or assist other candidates during the examination. While you may use the restroom during the examination please keep in mind that the time will continue to elapse and any instructions you miss will not be repeated. Only one candidate at a time may leave so please return as quickly as possible.

Does anyone have any questions about the instructions I have just read to you?

*The first section is **Pre-Examination Set Up and Disinfection**. You have 10 minutes to unpack your general supplies and prepare your work area. You will be informed when you have 5 minutes remaining.*

You may begin.

Pre-Examination Set Up and Disinfection - Time Allowed: 10 minutes
Safety Criteria (1 point each):

1. Disinfect work surfaces
2. Properly dispose of waste material
3. Kit remains sanitary
4. Avoid cross contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Manicure Service**. Please perform a manicure. You have 15 minutes to complete this section. You will be informed when you have 8 minutes remaining.*

You may begin.

Manicure –Time Allowed: 15 minutes
Procedure Criteria (1 point each):

1. Set up manicure table
2. Sanitize/clean hands
3. Shape the nails
4. Perform cuticle care
5. Clean under free edges of nails

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Candidates you have 8 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Tip Application Service on One Nail**. Please apply a tip to one finger. You have 12 minutes to complete this section. You will be informed when you have 6 minutes remaining.*

You may begin.

Tip Application on One Nail – Time Allowed: 12 minutes
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare nail for service
3. Select and adhere nail tip
4. Trim nail tip
5. Blend nail tip

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Candidates you have 6 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination

*The next section is **Nail Enhancement with Form Service**. Please apply a nail enhancement with form to one finger. You have 22 minutes to complete this section. You will be informed when you have 11 minutes remaining.*

You may begin.

Nail Enhancement with Form – *Time Allowed: 22 minutes*
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare nail for service
3. Position nail form
4. Apply monomer and polymer product to nail
5. Finish nail surface

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Candidates you have 11 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Eyelash Strip Application Service**. Please apply an eyelash strip. You have 14 minutes to complete this section. You will be informed when you have 7 minutes remaining.*

You may begin.

Eyelash Strip Application –Time Allowed: 14 minutes
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare the mannequin for service
3. Prepare the strip lash
4. Apply the strip lash

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Cleansing Service**. Please perform a cleansing service. You have 14 minutes to complete this section. You will be informed when you have 7 minutes remaining.*

You may begin.

Cleansing – Time Allowed: 14 minutes
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Remove eye makeup and lipstick
3. Cleanse face
4. Remove cleansing cream

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination

*The next section is **Steaming Service**. Please perform a face steaming service. You have 7 minutes to complete this section. You will be informed when you have 4 minutes remaining.*

You may begin.

Steaming – Time Allowed: 7 minutes
Procedure Criteria (1 point each):

1. Prepare towel for service
2. Drape towel to cover face

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Candidates you have 4 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Massage Service**. Please demonstrate massage manipulations. You have 17 minutes to complete this section. You will be informed when you have 9 minutes remaining.*

You may begin.

Massage – Time Allowed: 17 minutes
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Apply massage cream
3. Demonstrate effleurage manipulations
4. Demonstrate petrissage manipulations
5. Demonstrate tapotement manipulations
6. Remove massage product

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Candidates you have 9 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Mask and Moisturizing Service**. Please perform procedures for a mask and moisturizing service. You have 17 minutes to complete this section. You will be informed when you have 9 minutes remaining.*

You may begin.

Mask and Moisturizing – Time Allowed: 17 minutes
Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Apply mask
3. Remove mask
4. Apply astringent, freshener, or toner
5. Apply moisturizer

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Candidates you have 9 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Waxing Service using Soft Wax**. Please apply a simulated wax product to one eyebrow. You have 14 minutes to complete this section. You will be informed when you have 7 minutes remaining.*

You may begin.

Waxing with Soft Wax – Time Allowed: 14 minutes
Procedure Criteria (1 point each):

1. Wear gloves
2. Prepare area of one eyebrow for service
3. Demonstrate proper application of wax
4. Demonstrate proper application of fabric strip
5. Demonstrate proper removal of wax
6. Apply post-wax product

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The next section is **Blood Exposure Incident Service**. Please perform procedures for a Blood Exposure Incident. You have 12 minutes to complete this section. You will be informed when you have 6 minutes remaining*

You may begin.

Blood Exposure Incident – Time Allowed: 12 minutes
Procedure Criteria (1 point each):

1. Wear gloves
2. Apply pressure to simulated cut
3. Clean simulated cut
4. Bandage simulated cut
5. Properly dispose of used materials
6. Sanitize/clean hands

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Candidates you have 6 minutes remaining.

Candidates, please stop working.

All scoring has been completed. We will now proceed to the next section of the examination.

*The last section is **End of Examination Disinfection**. You will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.*

You may begin.

End of Examination Disinfection – Time Allowed: 10 minutes
Safety Criteria (1 point each):

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed.

CANDIDATE FINAL INSTRUCTIONS:
This concludes the practical examination. Please be seated at your assigned station to wait for your score report. Barring any computer related problems, it should only take approximately 5 to 10 minutes to generate the report. Once you have received your score report you are required to leave the testing facility immediately. Please be sure to read and review your score report in its entirety. Raters or proctors are not allowed to discuss your exam or its result. For questions or concerns please wait 24 hours and then contact PSI customer service. Thank you and have a great day.

TEXAS MANICURIST/ESTHETICIAN EXAMINATION REGISTRATION FORM

Before you begin. . .
Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. **Legal Name:** _____ _____ _____
   First Name Last Name Middle Name

2. **Student Permit Number:** ☐☐☐☐☐☐☐

3. **Mailing Address:** _____ _____
   Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

   _____ _____ _____ - _____
   City State Zip Code

4. **Telephone:** Home _____ _____ - _____ Office _____ _____ - _____

5. **Email:** _____@_____

6. **Examination:** (Check one) ☐ Written Examination only ($50) ☐ Practical Examination only ($72)

   Note: You must pass the Written Examination before you can pay for and schedule the Practical Examination.

7. **Total Fees: $_____.**
   You may pay by credit card, money order, company check, or cashier's check. Make check or money order payable to "PSI" and write your student permit number on it. **Cash and personal checks are not accepted.**
   If paying by credit card, check one: ❑ VISA ❑ MasterCard ❑ American Express ❑ Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

8. ***I am submitting the Exam Accommodations Request form and required documentation.*** ☐ Yes ☐ No

9. **Affidavit:** *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.*
   Signature: _____ **Date:** _____

Complete and forward this registration form with the applicable examination fee to:
PSI Services LLC * ATTN: Examination Registration TX CO
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (833) 333-4741 * TTY (800) 735-2929
www.psiexams.com

EXAMINATION ACCOMMODATIONS OR OUT-OF-STATE TESTING 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.

REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here. You will be contacted via email within 48 hours.

Requirements for examination 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

REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may 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.

Date: _____ ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ Email Address: _____
Cell

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

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Large-print written examination
- ☐ *Out-of-State Testing Request (this request does not require additional documentation)
- ☐ Extended time (Additional time requested: _____)
- ☐ Request for a translated examination (this request does not require additional documentation) *You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.*

Site requested: _____

**You may email your out-of-state request to OutofStateRequest@psionline.com.*

YOU MUST BE APPROVED BY TDLR TO TAKE THIS EXAMINATION

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121