



Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATIONS

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Director

BOARD OF COSMETOLOGY AND BARBER EXAMINERS
3605 Missouri Boulevard
PO Box 1062
Jefferson City, MO. 65102
(573)751-1052
(573)751-8167 (Fax)
800-735-2966 TTY Relay Missouri
800-735-246 Voice Relay Missouri
<http://pr.mo.gov/cosbar.asp>

Emily R. Carroll
Executive Director

MEMORANDUM

TO: Cosmetology/Barber Schools

FROM: Board of Cosmetology and Barber Examiners

RE: Application for Examination/Temporary Permit

DATE: November 18, 2011

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The Missouri State Board of Cosmetology and Barber Examiners Board office will resume processing the Application for Examination/Temporary Permit for all candidates wishing to apply for the Missouri **practical** and **written** examinations.

Please note: Any candidate requesting an examination that is scheduled to take place after January 16, 2012 shall make application to the Board office. The following documents are required by the Board with your Application for Examination/Temporary Permit:

- ✓ Application for Examination/Temporary Permit (updated application will be available)
- ✓ Application for Termination/Contractual Fees
- ✓ Missouri Student License

PCS Examination Scheduling

Candidates can register before or after they are deemed eligible by the board office for the theory and/or practical examination through the PCS website at www.pcshq.com.

- Candidates must register with their full legal name as it appears on their government issued identification.
- Candidate must provide a valid e-mail address. A school e-mail address is acceptable and may be used more than once if registering multiple candidates.
- Examination Fees will be collected at time of registration. Any candidate that does not have a credit card may purchase a pre-paid credit card available at Walgreens, Wal-mart, etc.

- Candidates who request special accommodations will select this during the online registration process and must submit the ADA Request Form with supporting documentation directly to PCS.

Once PCS receives notification from the state board office, PCS will approve a candidate's registration for testing. In order for a candidate to receive their requested practical examination date, PCS must receive approval from the board office by the PCS deadline date. Examination notifications will be sent via e-mail.

- Theory Examination – a Theory Notification, which will include an Authorization to Test Letter, will be sent via e-mail to the e-mail provided during registration within 2 business days of approval.
- Practical Examination – a Practical Notification will be sent via e-mail to the e-mail provided during registration 10 business days prior to the selected practical examination. *Candidates will receive their admission card at the practical examination.*
- If a candidate does not receive an e-mail notification in the time frame as outlined above, it is their responsibility to contact PCS at 888-822-3272 to receive examination information.

School Reports

Monthly School Reports will be provided by PCS, but you can access a School Report through the PCS website at www.pcshq.com.

- If you are a School Administrator or Instructor without a username or password e-mail cosandbar@pcshq.com.
- If you have a username and password and are having trouble logging in, please call 615-574-6507 between the hours of 8:00 am-4:30 pm CST Monday-Friday.

Please do not hesitate to contact the Board office with any questions.