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Emily R. Carroll
Executive Director

MEMORANDUM

To: All Missouri Barber and Cosmetology Examination Candidates
From: Board of Cosmetology and Barber Examiners (“Board”)
Subject: Written (Theory) Examination Services and Examination Fees
Date: October 31, 2016

The Missouri State Board of Cosmetology and Barber Examiners would like to inform all schools that effective January 1, 2017, the Board will begin utilizing the services of Prometric for all Missouri written (theory) computer based examinations. The Board office and Professional Credential Services (“PCS”) will be working closely to ensure this is a smooth transition with the new written (theory) examination partner.

Beginning January 1, 2017, when examination candidates receive their authorization to test letters, it will include instructions on how to schedule their upcoming written examinations at a Prometric facility. The following is a complete list of all Prometric written (theory) examination sites in the State of Missouri:

Location	Days of the Week Available	Schedule
Springfield, MO	Monday, Tuesday, Thurs - Sat.	9:00 AM to 6:00 PM
St. Louis, MO	Monday - Saturday	8:00 AM to 5:00 PM
Lee’s Summit, MO	Sunday - Saturday	9:00 AM to 6:00 PM
Jefferson City, MO	Monday - Saturday	8:30 AM to 5:30 PM
Kansas City, MO	Monday - Saturday	8:00 AM to 5:00 PM

PLEASE NOTE: Iso-Quality Testing Inc. (“IQT”) will stop scheduling new examination candidates on December 9, 2016, and completely cease testing as a vendor for the written (theory) examination on December 30, 2016.

Prometric will start scheduling examination candidates for January testing starting on December 3, 2016. IQT will also send an email to all pending written (theory) examination candidates in their system to notify and request pending examination candidates to schedule to test prior to December 30, 2016, as a new test vendor will start January 2017 and all examination fees will be forfeited if the candidates do not test prior.

In addition, effective November 1, 2016, the examination fees will be as followed:

Theory	\$85.00
Practical	\$55.00
Both	\$140.00

Candidates who scheduled prior to November 1, 2016 will not receive a refund on the examination fees.

Scheduling On-line with Prometric:

1. Go to the Prometric website: www.prometric.com/mocos. Select SCHEDULE MY TEST.

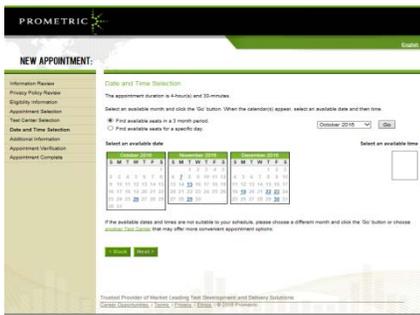


2. Select Country/State.
3. Read all the information on the Information Review screen, and click NEXT.
4. Read the policy information, click I AGREE, and click NEXT to proceed.
5. On the Program Identifier Screen, enter your eligibility number as well as the first four letters of your last name, and click NEXT.



6. Confirm the proper exam is listed and click NEXT.
7. Follow on-screen instructions to select the location, date and time you would like to schedule your section.





8. Select COMPLETE REGISTRATION to complete your scheduling.
9. You will receive an email within 15-minutes containing your appointment confirmation details and directions to the test center. The Prometric website, www.prometric.com is available 24 hours a day, seven days a week for you to reschedule, cancel or confirm your appointment.

***Scheduling by Phone with Prometric, call 1-800-895-3926**

Prometric Candidate Services Call Center is open Monday through Friday from 8:00 a.m. to 8:00 p.m. (Eastern time). Please have your eligibility number ready. Be prepared to identify the dates, times and locations you want to schedule your appointment for. You will receive an email confirmation of your appointment, which includes details and directions to the test center.

Prometric Written (Theory) Sites

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| <ol style="list-style-type: none"> 1. 3201 W. 16th St.
Sedalia, MO 65301-2199 2. 520 Ellis Blvd
Suite O Ground Level
Jefferson City, MO 65101 3. 1001 Craig Road
Suite 181
St. Louis, MO 63146 4. 1830 East Independence St
Springfield, MO 65804 5. 1201 NE Rice Rd
Lee’s Summit, MO 64086 | <ol style="list-style-type: none"> 6. 4825 Troost Ave
Room 206
Kansas City, MO 64110 7. 1701 South Broadway
Pitts St Univ/206 B Whitesitt Hall
Pittsburg, KS 66762-5889 8. 11880 College Blvd.
Suite 110
Overland Park, KS 66210 9. 239 S. Lewis Lane
Suite A
Carbondale, IL 62901 |
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