



MISSOURI STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS

HAIRDRESSER

CANDIDATE INFORMATION BULLETIN (“CIB”)

This Candidate Information Bulletin (“CIB”) is intended for your use in preparing for and understanding the processes and procedures for applying for examination and scheduling to test. The Missouri Board of Cosmetology and Barber Examiners (“Board”) is responsible for licensing and regulating barber and cosmetology related professions in the State of Missouri. The Board has contracted with PSI Services, LLC (“PSI”) to provide administrative examination services. The Board will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. The Board first requires the submission of an *Application For Examination / Temporary Permit*. This is required to determine your eligibility for testing. Any questions regarding your application should be directed to the Missouri State Board of Cosmetology and Barber Examiners.

STEP 1	STEP 2
<ul style="list-style-type: none"> ▪ Download application at http://pr.mo.gov/cosbar.asp. ▪ Complete Application For Examination / Temporary Permit. ▪ Mail to: State Board office in Jefferson City, Missouri. 	<ul style="list-style-type: none"> ▪ Upon approval, contact PSI to pay and schedule an appointment to take the examination.
<p style="text-align: center;">Missouri State Board of Cosmetology and Barber Examiners</p> <p style="text-align: center;">Web site: http://pr.mo.gov/cosbar.asp E-mail: cosbar@pr.mo.gov</p> <p style="text-align: center;">Phone: (573) 751-1052 Toll Free (866) 762-9432 Fax: (573) 751-8167</p> <p style="text-align: center;">Address: 3605 Missouri Boulevard P.O. Box 1062 Jefferson City, Missouri 65102-1062</p>	<p style="text-align: center;">PSI Services LLC</p> <p style="text-align: center;">Web site: www.psiexams.com E-mail: examschedule@psionline.com</p> <p style="text-align: center;">Phone: (833) 310-6426 Fax: (702) 932-2666</p> <p style="text-align: center;">Address: 3210 E Tropicana Las Vegas, Nevada 89121</p> <p style="color: red; text-align: center;">For Questions and concerns regarding Cosmetology and related exams, please email cosmetology@psionline.com.</p>

ELIGIBILITY REQUIREMENTS

A candidate who wishes to obtain a license must pass both a theory and a practical examination. To qualify to take these examinations, a candidate must:

1. Be at least 17 years old;
2. Have successfully completed a 10th grade education or equivalent (not required for Barber or Barber Instructor)
3. Have successfully completed the applicable training requirements:
 - **Barber** - 1,000-hours in a board-approved school of barber; or 2,000-hours in a board-approved apprenticeship program
 - **Class CA - Hairdressing and Manicuring** - 1,500-hours in a board-approved school of cosmetology; or 3,000-hours in a board-approved apprenticeship program
 - **Class E - Esthetics** - 750-hours in a board-approved school of esthetics; or 1,500-hours in a board-approved apprenticeship program
 - **Class CH - Hairdresser** - 1,500-hours in a board-approved school of cosmetology; or 3,000-hours in a board-approved apprenticeship program
 - **Class MO - Manicure** - 400-hours in a board-approved school of manicuring; or 800-hours in a board-approved apprenticeship program
 - **Instructor** - Hold a current cosmetology, esthetics, hairdresser or manicure license for at least 3 years; or hold a current license for less than three years, and 600-hours in a board-approved instructor training course

- **Barber Instructor** - Hold a current barber license
- **Crossover to Barber** - Hold a current Missouri Cosmetology or Hairdresser license and complete at least 45 hours of training.
 - If you have held a Missouri Cosmetology or Hairdresser license for less than 1 year you must take the entire Barber Theory and Practical Examinations.
 - If you have held a Missouri Cosmetology or Hairdresser license for more than 1 year you must take only the Shaving portion of the Barber Practical Examination.
- **Crossover to Cosmetology** - Hold a current Missouri Barber license and complete 500 hours of training. You must take the Basic Manicure section of the Manicuring Practical and the entire Manicuring Theory Examination.
 - 2 years of experience substitutes for 250 hours
 - 3 years of experience substitutes for 500 hours

RECIPROCITY/REINSTATEMENT:

If you hold a license in another state, or an expired Missouri license, then contact the Board at (573)751-1052.

SCHEDULING PROCEDURES

Once approved by the Board, you are responsible for contacting PSI to pay and schedule an appointment to take the examination.

Written Examination Fee	\$84.00
Practical Examination Fee	\$54.00

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE (WWW.PSIEXAMS.COM)

In order to pay and schedule via the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover).

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 the Board 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 your social security#. 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) 310-6426 for help.

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. **Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak 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 ACCOMMODATION

All examination centers 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. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by filling out and emailing (or fax) the Exam Accommodations Request Form at the end of this bulletin. You may also request your accommodations online by following the link on the Exam Accommodations Request Form.

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 (833) 310-6426. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

COMPUTER CENTER LOCATIONS FOR THE WRITTEN EXAMINATION

The licensing examinations are administered at the following PSI examination centers.

Cape Girardeau, MO

Cape Girardeau Career and Technology Center
1080 S. Silver Springs Rd
Cape Girardeau, MO 63703

From the North: I-55 - Exit 95 onto Hwy 74. Follow Hwy 74 and veer right onto Mount Auburn Rd at the first set of stop lights. follow Mount Auburn Rd to the 4 way stop and veer right onto South Silver Springs Rd. This will take you to the front door of the Career and Technology Center (on your left - flagpole in front with school marquee). Park in the front parking lot. From S on I-55 - take exit 93 onto hwy 61. Follow Hwy 61 to the first set of stoplights at South Silver Springs Rd. Turn Left onto South Silver Springs Rd. This will take you to the front of the Career and Technology Center (On your right - flagpole in front with schools marquee). Park in the front parking lot.

Jefferson City, MO

2410 Hyde Park Rd
Jefferson City, MO 65109

Exit Highway 50 West at the Dix Road exit. Go South through two traffic lights. Go West on Missouri Blvd. At the first traffic light, turn South onto Stadium. Go 3/10 of a mile south of Missouri Blvd. on Stadium Blvd. to Hyde Park Road. Turn left into office complex. In business park just south of the Target Shopping Center.

Kirksville, MO

Kirksville Area Technical Center
1103 S Cottage Grove
Kirksville, MO 63501

From US-63/N Missouri St go toward E Union St. Turn right onto E Randolph St., continuing to S Cottage Grove Ave.

Olathe, KS

18000 West 105th St
Olathe, KS 66061

From East - Take I-435 W to K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From North - Take I-35 S to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From West of I-35, take I-435 S, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From South - Take I-35 N to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From West - Take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn right. Take first left into office park. The PSI office is on left. Please park in the spots designated for visitors/testers at the front of the building.

Overland Park, KS

8001 College Blvd, Suite 285
Overland Park, KS 66210

From Kansas City:

Continue on I-70 W. Take I-635 S, I-35 S and US-69 S/Overland Pkwy to Antioch Rd in Overland Park. Take the Interstate 435 E/West 103rd Street exit from US-69 S/Overland Pkwy. Continue on Antioch Rd. Drive to College Blvd.

Use the right 2 lanes to turn right onto Antioch Rd. Use the left 2 lanes to turn left onto College Blvd

From Lawrence:

Follow Connecticut St, Barker Ave and E 23rd St to KS-10 E/N 1400 Rd. Continue on KS-10 E to Overland Park. Take exit 81 from I-435 E. Use any lane to turn left onto College Blvd.

Springfield, MO

3003 East Chestnut Expressway
Springfield, MO 65802

From I-44, take US-65 South to Chestnut Expressway. Turn right at the bottom of the exit ramp. Go to the 1st stoplight at Belcrest Ave. and turn right.

St. Louis, MO

11100 Mueller Road
Suite 7 & 8
St. Louis, MO 63123

If coming from St. Ann, go I-270 South and exit onto MO-21 (Tesson Ferry Rd) and go east for about one and a half miles.

From Tesson Ferry Rd turn right onto US-50 (Lindbergh Blvd) for approximately a quarter mile. From Lindbergh Blvd turn left onto Mueller Rd. The building is located behind McDonalds and a Mobile gas station.

Webb City, MO

Webb City - Alpha Air Center
5509 N Dennis Weaver Dr.
Webb City, MO 64870

Go North on Dennis Weaver Drive off of Highway 171 and follow the road around to the brick building that says General Aviation Terminal.

West Plains, MO

West Plains - Missouri State University
304 W Trish Knight St. - Garnett Library
West Plains, MO 65775

The MSU-WP Testing Center is located at 304 W. Trish Knight St. in Garnett Library. When you get into West Plains, head for West Broadway. Turn south onto Garfield Ave., and take the second left (east) onto Trish Knight. The library is on the south side of the street with a big grizzly bear in front. There is plenty of parking on the street.

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 filling out and emailing (or fax) the Out-of-State Request Form at the end of this bulletin.

COMPUTER CENTER LOCATIONS FOR THE PRACTICAL EXAMINATION**Independence/Kansas City**

Hilton Garden
19677 E Jackson Dr
Independence, MO 64057

Jefferson City

DoubleTree Hotel
422 Monroe Street
Jefferson City, MO 65101

Springfield

Hilton Garden Inn
4155 S. Nature Center Way
Springfield, MO 65804

St. Louis

11100 Mueller Road
Suite 7 & 8
St. Louis, MO 63123

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

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

- ✚ State issued driver's license
- ✚ State issued identification card
- ✚ US Government Issued Passport
- ✚ US Government Issued Military Identification Card
- ✚ US Government Issued Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- ✚ Credit Card (must be signed)
- ✚ Social Security Card
- ✚ US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All examinations are closed book.
- No visitors, guests or children are allowed in the test center.
- 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. Items may not exceed 15" x 15". 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 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, 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 Board and you may be denied licensure.
 - Copying or communicating examination content is a 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. Candidates will not receive extra time to complete the examination.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

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.

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', and 'Time Left(Min): 359'. The main content area contains a question: '3. What do the stars on the United States of America's flag represent?'. Below the question is a text input field. Underneath the input field, 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 interface, there are two buttons: '<< Back' and 'Next >>'.

The "Function Bar" at the top of the sample 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.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" 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 Missouri State Board of Cosmetology and Barber Examiners is utilizing the National-Interstate Council of State Boards of Cosmetology (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

You will receive the score report immediately following the completion of the written examination.

Confidentiality: Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed all required examinations, your scores will be electronically sent to the state of Missouri. It is not necessary to notify the Board that you have passed the examination; the Board is provided candidate scores on a daily basis. The Board will automatically issue a license shortly after.

Failing Candidates: Candidates who fail the theory and/or practical examination must re-register with PSI online at www.psiexams.com. You have three attempts to test per eligibility. If you fail three times you must reapply with the Board.

The score on the written examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

DUPLICATE SCORE REPORT

You may request a duplicate of the written score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC)

Please visit <http://www.nictesting.org/> for the most current theory and practical content outline information.

TAKING THE PRACTICAL EXAMINATION

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.

- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.
- You may **NOT** bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required.
- Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer's label.
- Candidates must use a curling iron with a cord for the Thermal Curling Service.

THE MISSOURI STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS REQUIRE THE USE OF THE FOLLOWING DURING THE PRACTICAL EXAMINATION

MANNEQUINS

- **Barbering:** A mannequin is required for all services for all services as well as the necessary clamp to properly secure the mannequin head to the table during the examination. *A model may be used during the shaving and taper haircut portion only.
- **Cosmetology, Hairdresser, and Instructor:** A mannequin for all services as well as the necessary clamp to properly secure the mannequin head to the table during the examination.
- **Nail Tech and Cosmetology:** A mannequin hand for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.

MODELS:

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering and/or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

- **Barbering:** Models are only permitted during the shaving and haircutting section of the practical examination.
- **Esthetics:** Models are required for all esthetics practical examination services.

THERMAL CURLING IRONS:

Cold thermal curling irons are now required. No heat or electricity necessary. Candidates will be asked to “simulate” testing the temperature of your cold curling iron.

PROHIBITED ITEMS:

The following items are not permitted to be used at any time during the practical examination.

- Aerosol products
- Methyl Methacrylate (MMA)
- Clipper Guards

KIT SIZE:

Recommended kit size is no larger than 30”x30”. For safety reason all kits must be able to fit completely under the table area.

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC)

Please visit <http://www.nictesting.org/> for the most current theory and practical content outline information.

PRACTICAL PORTION CONTENT OUTLINE

CLASS CH - HAIRDRESSER:

1. Work Area and Client Preparation, and Set Up of Supplies (First client (15 minutes)
2. Thermal Curling (10 minutes)
3. Haircutting (30 minutes)
4. Work Area and New Client Preparation, and Set Up of Supplies (Second client 15 minutes)
5. Chemical Waving (20 minutes)
6. Predisposition Test and Strand Test with Simulated Product (10 minutes)
7. Highlighting with Foil, Virgin Application with Colored Simulated Product (15 minutes)
8. Hair Color Retouch with Colored Simulated Product (10 minutes)
9. Virgin Hair Relaxer Application with Colored Simulated Product (Untimed)
10. Blood Exposure Procedure (10 minutes)



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. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request examination 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](#).

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: _____

Check any examination 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: _____
- *Out-of-State testing request for the Written exam only (this request does not require additional documentation).

Site Requested: _____

- ESL Accommodation (If English is not your primary language and you are taking the written English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
 - A personal letter requesting the authorization; and
 - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

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