



PSI licensure:certification  
 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.*



North Carolina State Board of Cosmetic Art Examiners  
 1201 Front Street, Suite 110  
 Raleigh, NC 27609  
 1-919-733-4117  
 nccosmo@ncccosmeticarts.com  
 www.ncccosmeticarts.com

**STATE OF NORTH CAROLINA**

**NORTH CAROLINA STATE BOARD OF COSMETIC ART EXAMINERS  
 CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## EXAMINATIONS BY PSI

### INTRODUCTION

This CIB is designed for candidates who desire to take a cosmetology related examination for licensure in the state of North Carolina. It is imperative that you read this CIB in its entirety.

### NORTH CAROLINA STATE BOARD OF COSMETIC ART EXAMINERS

The North Carolina State Board of Cosmetic Art Examiners (Board) has contracted with PSI to provide examination services. The Board, through PSI, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations.

The Board no longer requires the submission of an Application and approval prior to sitting for your examination with the exception of Instructor candidates. **Candidates wishing to be licensed as an Instructor must submit their application to the state board prior to taking their examination.** All other candidates may contact PSI to schedule testing appointments without prior approval from the Board. However, no license will be granted until the Board requirements have been met. **Please refer to the North Carolina State Board of Cosmetic Art Examiners' website for the most up-to-date information.** Any questions regarding licensure should be directed to the Board at:

North Carolina State Board of Cosmetic Art Examiners  
1201 Front Street, Suite 110  
Raleigh, NC 27609  
Phone: (919) 733-4117  
Email: [nccosmo@nccosmeticarts.com](mailto:nccosmo@nccosmeticarts.com)  
Website: [www.nccosmeticarts.com](http://www.nccosmeticarts.com)

## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

### THEORY EXAM FEES

Cosmetology	\$50.00
Manicurist	\$50.00
Esthetician	\$50.00
Instructor Cosmetology	\$50.00
Instructor Manicurist	\$50.00
Instructor Esthetician	\$50.00

### PRACTICAL EXAM FEES

Cosmetology	\$69.00
Manicurist	\$69.00
Esthetician	\$69.00
Instructor Cosmetology	\$69.00
Instructor Manicurist	\$69.00
Instructor Esthetician	\$69.00

- Any canceling or rescheduling of your Practical Exam will require a \$30.00 fee.
- Exam fees are paid directly to PSI; do not send exam fees to the Board.
- Exam fees are valid for one year from the date of payment. If you do not take your theory or practical examination within one year from the date of payment, your examination fee will be forfeited and you will be required to repay to schedule an examination appointment.
- Exam fees are non-refundable, non-transferrable.

Note: the Registration Form can be found at the end of this Candidate Information Bulletin.

You must pass both the theory and practical examinations in order to become licensed.

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com). Or, using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

### CANCELING/ RESCHEDULING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date.* For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

### RESCHEDULING A PRACTICAL EXAM

Should you need to reschedule your practical examination testing appointment, you will be required to pay a reschedule fee of \$30.00.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### PRACTICAL TESTING APPOINTMENT CONFIRMATIONS

Candidates taking the Practical Exam are provided an Appointment Confirmation upon scheduling their practical testing appointment. You must present this letter along with two forms of government issued ID for admission to the practical exam. Failure to present both the appointment confirmation and the required identification will result in cancellation of your testing appointment and forfeiture of

your exam fee. PSI cannot fax the appointment confirmation to the exam facility or authorize your admittance without the appropriate documentation presented. There will be no exceptions to this policy. You MUST provide an email address to schedule your appointment.

#### 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.

#### SCHEDULING A RE-TAKE THEORY OR PRACTICAL EXAMINATION

If you fail the Theory or Practical examination, you may retake the examination. If you fail the theory examination **three times**, you must complete additional schooling prior to rescheduling. Should you take the examination prior to completing additional schooling, excepting the 1000 hour theory examination for cosmetology, the examination results will be invalidated and your test fee will not be refunded.

Due to processing procedures and reporting of your scores, it is not possible to schedule a retake examination on the same day in which you tested unsuccessfully. For example: if a candidate tests unsuccessfully on Tuesday they may contact PSI on Wednesday, and depending on seating availability, may retest as soon as Thursday.

To schedule a retake:

- ON-LINE REGISTRATION ([www.psiexams.com](http://www.psiexams.com))

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid VISA or MasterCard.

- MAIL (PSI licensure:certification, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the examination date. Examination fee must be paid by a Mastercard, VISA, money order or cashier's check (made payable to PSI and must contain the applicant's social security number). CASH, COMPANY CHECKS, AND PERSONAL CHECKS, ARE NOT ACCEPTED FOR MAIL-IN REGISTRATIONS.

- FAX (702-932-2666)

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid VISA or MasterCard.

- PHONE (800-733-9267)

Contact PSI by telephone. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid VISA or MasterCard.

#### SPECIAL EXAMINATION ARRANGEMENTS

PSI and the North Carolina State Board of Cosmetic Art Examiners comply with the provisions of the Americans with Disabilities Act of 1990 in the administration of the theory and practical examinations. All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must submit the Board's ADA request form. All candidates approved for Special Accommodations must schedule with the Special Accommodations Department at 1-800-733-9267 ext. 6750.

#### 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 (800) 733-9267. 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](http://www.psiexams.com).

#### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

#### THEORY EXAMINATION SITE LOCATION

The North Carolina licensing examinations are administered at the PSI examination centers in NORTH CAROLINA.

##### **ASHEVILLE**

**1306 C Patton Avenue  
Asheville, NC 28806**

*From I-40 take exit 44, Smokey Park Highway (US 19/ 23), turn left. Proceed North/East approximately 3 miles (the test center is in a multi-building complex between Haywood Rd and Druid). Turn right onto Haywood Rd at intersection of Patton (19/23) and Haywood Rd (Swannanoa Cleaners on right.) Proceed approximately .2 miles and turn left onto Parkwood. Follow building #'s to 1306, approximately 5<sup>th</sup> building complex on right, past the BB&T bank.*

*From I-240 exit 3A to 19/23 (Patton Ave) and proceed South approximately 2 miles (the test center is in a multi-building complex between Druid and Haywood Rd). Take a left onto Druid (Cancun Restaurant on right), then first right. Proceed (past post office) through stop sign and take first left into parking lot of building #1306.*



CHARLOTTE  
Tyvola Executive Park 1  
5701 Westpark Dr, #202  
Charlotte, NC 28217

*From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr. From I-77N, exit Tyvola Road (Exit #5). Bear right at Tyvola Road. Turn right at Westpark Dr.*

GREENVILLE  
Charles Center  
2404 South Charles Blvd Suite B  
Greenville, NC 27858

*From the South, proceed North on State Highway 11, and merge to the right onto Greenville Blvd SE (US 264/State 43). Turn right on Charles Blvd. From the East, proceed West on US 264 and turn left onto Greenville Blvd SE. Turn left on Charles Blvd. From the West, proceed East on US 264. Turn right on Memorial Drive. Turn left on Greenville Blvd. Turn right on Charles Blvd.*

RALEIGH  
5711 Six Forks Road Suite 208  
Raleigh, NC 27609

*From I-440, exit 8, Six Forks Road and proceed North. Turn left on Loft Lane, then right into the first driveway.*

FAYETTEVILLE  
3724 Sycamore Dairy Road, Suite 128  
Arbor Alley Building  
Fayetteville, NC 28303

*From the North, take I-95 South. Merge onto US 301/I-95 Business Route South towards Fayetteville/Fort Bragg/Pope AFB. Turn right onto NC-210/NC-24 Grove St. which becomes Rowan St. From Rowan St., turn right onto Bragg Blvd. Turn left onto Sycamore Dairy Road. The test center will be on the right of the Arbor Alley strip mall on the North side (between Pricilia's and the ABC store). From the South, take I-95 North to NC 24 West. NC 24 West becomes Bragg Blvd. (See above for directions to test center from Bragg Blvd.) From the Northwest, take NC-87 South to NC-24 E/Bragg Blvd. Continue on NC-24 E/Bragg Blvd beyond the intersection with Hwy 401 Bypass. Turn right onto Bargain Street and proceed to Sycamore Dairy Road. From the Southwest, take US 401 North and turn left onto 401 Bypass (Skibo Road). Continue on 401 Bypass/Skibo Road. Turn right onto Legend Ave; turn left onto Sycamore Dairy Road. The test center will be on the left of the Arbor Alley strip mall on the North side (between Pricilia's and the ABC store).*

WILMINGTON  
Judges Road Business Park  
311 Judge's Road, Suite 8D  
Wilmington, NC 28405

*When Interstate 40 ends, it merges with State Highway 132 (College Road). Exit Market Street (Highway 17) and proceed northeast toward Jacksonville, approximately 1 mile. Turn left at Judge's Road. As you approach Judge's Road Business Park, you will see a dozen brick buildings housing industrial units. Turn left into the Business Park and proceed to the third aisle. Turn right down the aisle for Building 8. Suite*

*8D is on the left. Overflow parking is available on the street.*

WINSTON-SALEM  
1540 Westbrook Plaza Drive, Suite 103  
Winston-Salem, NC 27103

*From Interstate 40, exit 189, Stratford Road proceed north (left) approximately 100 yards. Turn left on Westbrook Plaza Drive. Turn left at four-way stop, continuing on to Westbrook Plaza Drive. Go through next traffic light. The test center is approximately 1/4 mile past the light and on your left.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the theory examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of North Carolina.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

## THEORY EXAMINATION ADMISSION REQUIREMENTS

### READ THIS INFORMATION CAREFULLY

*You must provide 2 forms of identification.* Every candidate is required to present two forms of valid non-expired government issued ID with at least one bearing their photo and signature for admittance to the test center. Acceptable forms of identification include: Driver's License, State Issued Identification Card, Passport or Military Identification Card along with a Social Security Card or Government Issued Birth Certificate with Raised Seal. School IDs are not a valid form of identification. The testing center reserves the right to ask for additional identification for verification purposes. Should a candidate fail to provide the required documentation at the testing facility, their testing appointment will be cancelled and their exam fee forfeited. There will be no exceptions to this policy.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of 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.*

## PRACTICAL EXAMINATION ADMISSION REQUIREMENTS

### READ THIS INFORMATION CAREFULLY

*You must provide 2 forms of identification.* Every candidate is required to present two forms of valid non-expired government issued ID with at least one bearing their photo and signature for admittance to the test center. Acceptable forms of identification include: Driver's License,



State Issued Identification Card, Passport or Military Identification Card along with a Social Security Card or Government Issued Birth Certificate with Raised Seal. School IDs are not a valid form of identification. The testing center reserves the right to ask for additional identification for verification purposes. Should a candidate fail to provide the required documentation at the testing facility, their testing appointment will be cancelled and their exam fee forfeited. There will be no exceptions to this policy.

Practical exam candidates are required to present their appointment confirmation in addition to the required government issued ID.

*Failure to provide all of 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.*

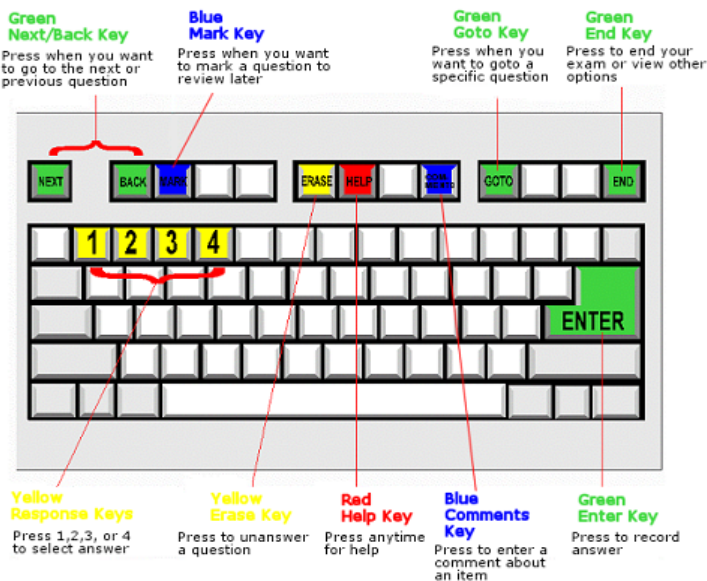
### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and visitors are not allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## TAKING THE THEORY EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.



### 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 to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

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.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



**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.

### EXAMINATION REVIEW

The North Carolina Board of Cosmetic Art Examiners is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.



## SCORE REPORTING

### THEORY EXAMINATION

In order to pass the examinations, you must receive a score of:

Cosmetologist - 75  
Apprentice - 70  
Manicurist - 75  
Esthetician - 75  
Instructor - 85

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

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
- **On paper** - an unofficial score report will be printed at the examination site.

### PRACTICAL EXAMINATION

In order to pass the examinations, you must receive a score of:

Cosmetologist - 75  
Apprentice - 70  
Manicurist - 75  
Esthetician - 75  
Instructor - 85

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

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
- **On paper** - an unofficial score report will be printed at the examination site.

Official score results of the exam will be released to your state board within 3 business days after the examination.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination.

## EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

Please visit the board's website [http://www.nccosmeticarts.com/EXAM/exam\\_department\\_in\\_formation.htm](http://www.nccosmeticarts.com/EXAM/exam_department_in_formation.htm) for content outlines and exam specific information.

Note: You must pass both the theory and practical examinations in order to become licensed.





# NORTH CAROLINA COSMETOLOGY/MANICURIST/ESTHETICIAN/INSTRUCTOR 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:     

Last Name
First Name
M.I.

2. Social Security:  -  -  (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address:    

Number, Street
Apt/Ste

-   

City
State
Zip Code

4. Telephone: Home   -  Office   -

5. Date of Birth:  /  /  6. Email Address: \_\_\_\_\_@\_\_\_\_\_

7. Examination: (Please check appropriate boxes):

Theory Examination (\$50.00)     
  Practical Examination (\$69.00)     
  First time     
  Retake

8. Payment: (MasterCard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):  MC  VISA

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

9. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation.

Yes  No



PSI LICENSURE: CERTIFICATION  
3210 E TROPICANA  
LAS VEGAS, NV 89121

FIRST CLASS MAIL

