

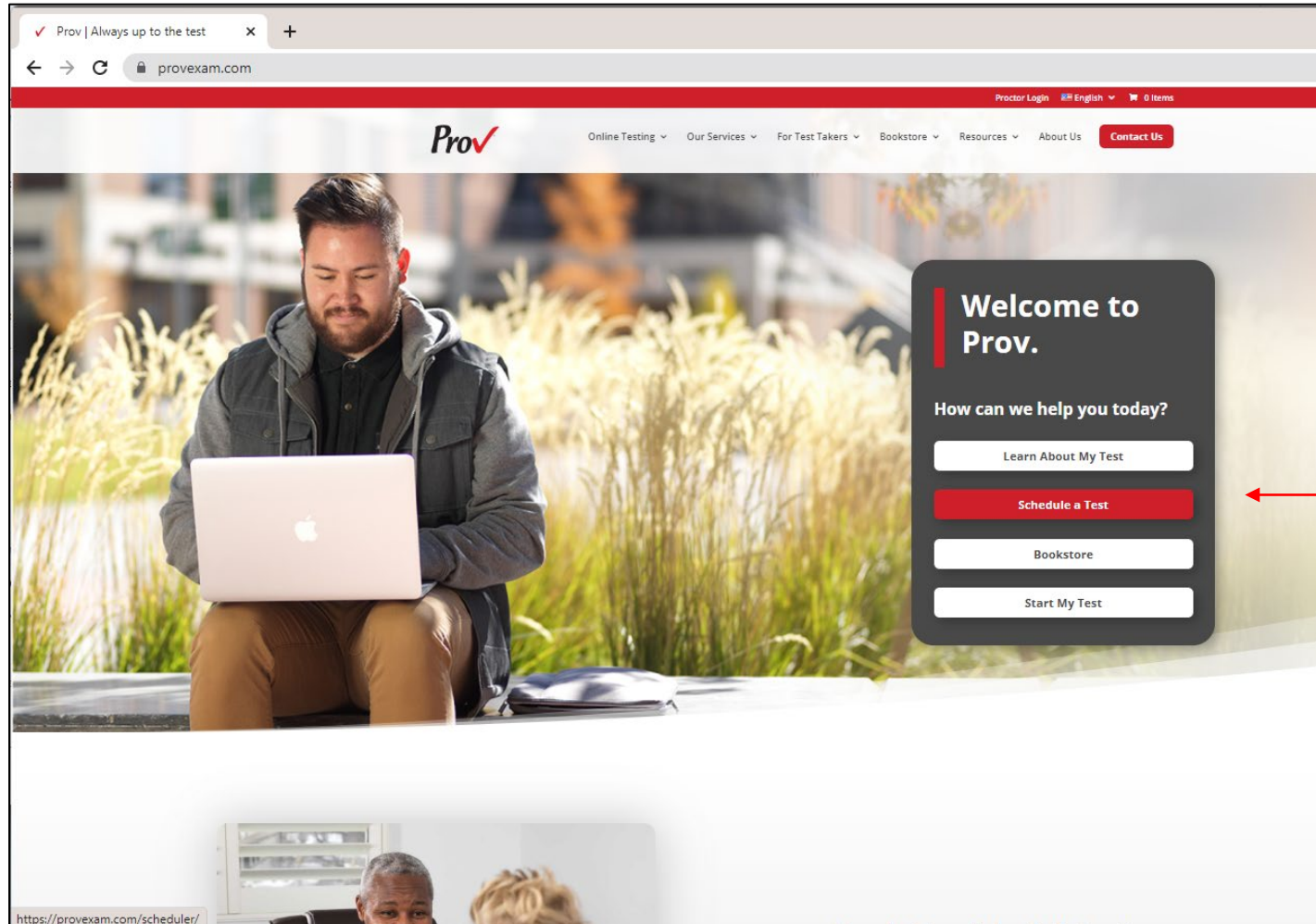


REGISTERING FOR EXAMS AND EXAM SCHEDULING INFORMATION

The following information is intended to assist you with registering for your examination and also to assist you with scheduling your examinations.



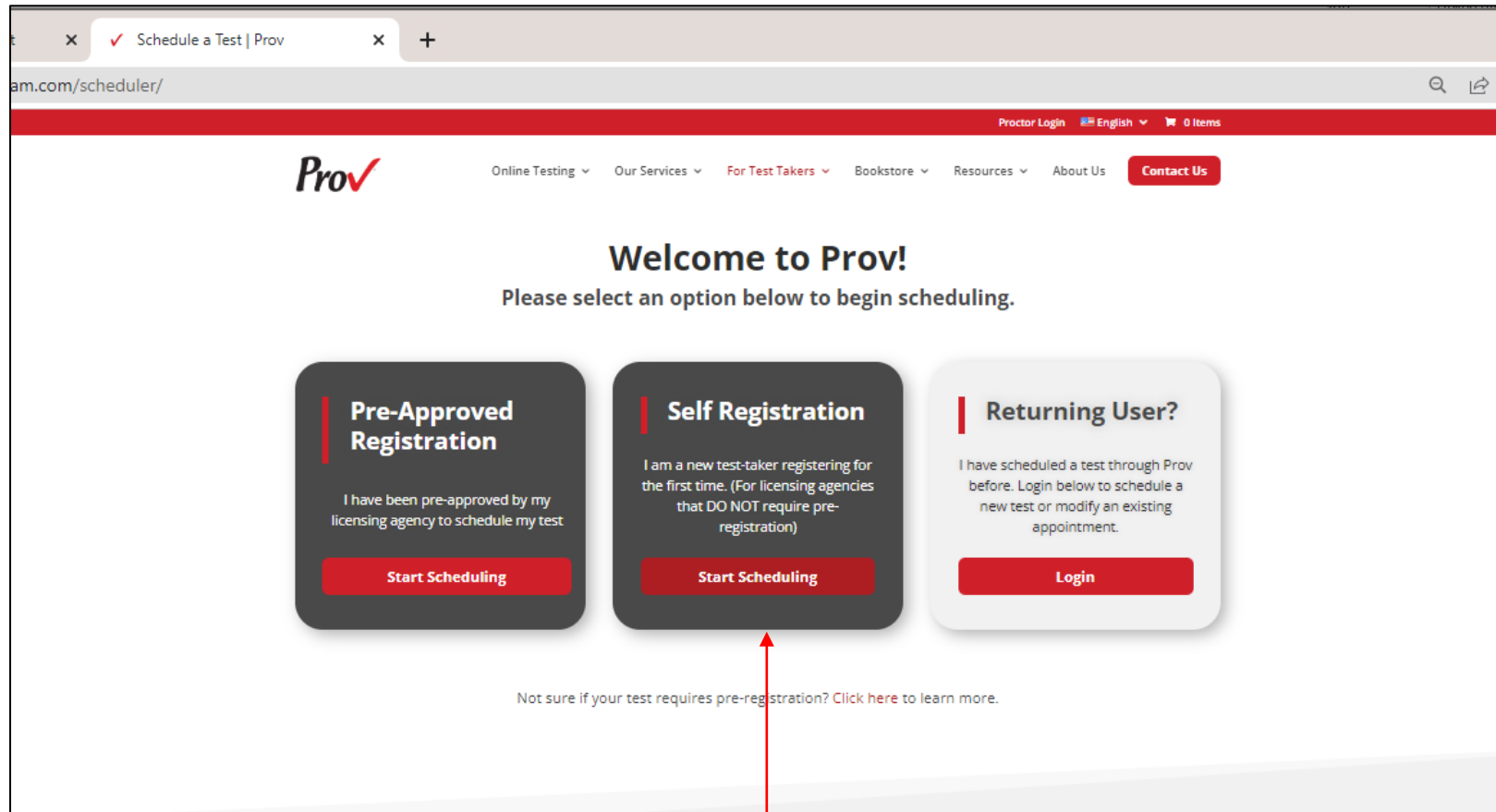
How to Register for Exams?



Go to Provexam.com

Click on "Schedule a Test"

How to Register for Exams?



Click on “Start Scheduling” under
Self-Registration

How to Register for Exams?

ProV

New Exam Registration

Enter the information below to register for a new exam:

*Select Certifying Body

IA - Iowa Board of Barbering

*Select a License/Certificate

Barber Instructor - Korean

Next

Select North Carolina and then your certifying body (NC – Board of Cosmetic Art Examiners) from the dropdown options

Select a License/certificate, choose the license and written exam language from the dropdown options (Note: practical exams are English only)

How to Register for Exams?

Prov Valhalla Scheduler

Education Requirement

Cosmetologist - English

Where did you receive your education?

- ☐ American Hair Academy
- ☐ Aveda Institute Des Moines
- ☐ Capri College (Cedar Rapids)
- ☐ Capri College (Davenport)
- ☐ Capri College (Dubuque)
- ☐ Capri College (Waterloo)
- ☐ Clippernomics Academy of Hairstyling
- ☐ CTC Barber Academy
- ☐ EQ School of Hair Design
- ☐ Faust Institute of Cosmetology
- ☐ Iowa Lakes Community College

Select the school where you trained from the list of schools provided. Make sure you select the correct school to avoid delays in your approval. Please note: If you are testing to become a licensed Instructor based on your experience as a licensee you **MUST** select “NC State Board – Instructor Based on Experience - #3333” and **NOT** the school you attended for your initial license.

You will enter your information into the corresponding fields. Make sure that all information matches exactly what is on your government issued photo ID including your middle initial or middle name as it appears on your ID and then click “Save Changes” and log out. Your application will transfer to your school or the Board (if applicable) for approval.

Prov Valhalla Scheduler

Edit Personal Information

Please complete the registration form below and then select the Save Changes button.

Known Candidate ID

*Candidate Details

Please enter your name exactly as it appears on your ID (e.g. driver's license)

Sample Middle Name Sample 123-45-6789

*Address

101 Sample Avenue

City Postal Code

Samplaton 12345

Country State

United States Iowa

*Contact

*Email Address *Phone Date Of Birth (MM/DD/YYYY)

sample@sample.com 1234567890 01/01/2000

☒ would like to receive schedule reminders through SMS/Text messaging. (You may opt-out at any time.)

BACK Save Changes



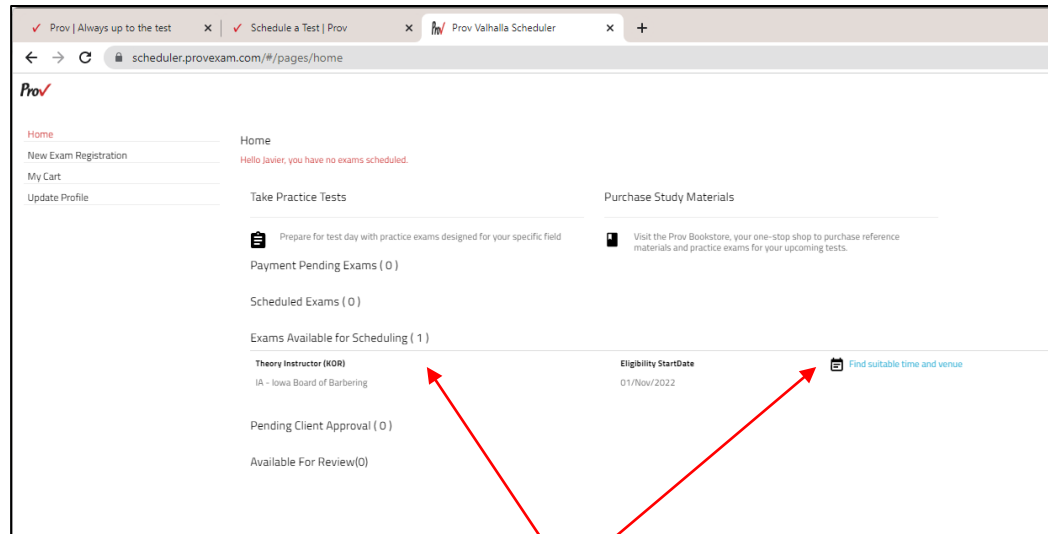
AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

The following information will guide you if you need ADA accommodations when testing:

- ✓ The ADA accommodations forms are located on the bottom of the Prov homepage
- ✓ Completed forms are emailed to support@provexam.com
- ✓ Accommodations **MUST** be approved **PRIOR** to scheduling exams
- ✓ ADA Questions: LourdesS@ProvExam.com



How to Schedule Exams?



Schedule Test

Search and select testing sites located near you.

Search by address or zip code:

29 Smith Street, Raleigh, 27513

Distance in Miles:

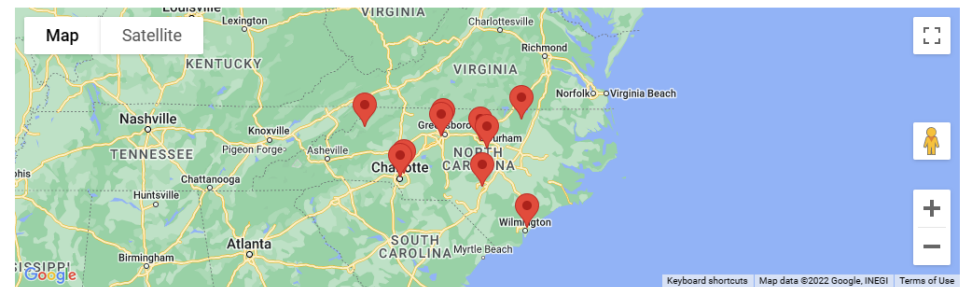
250

Delivery Method:

Computer

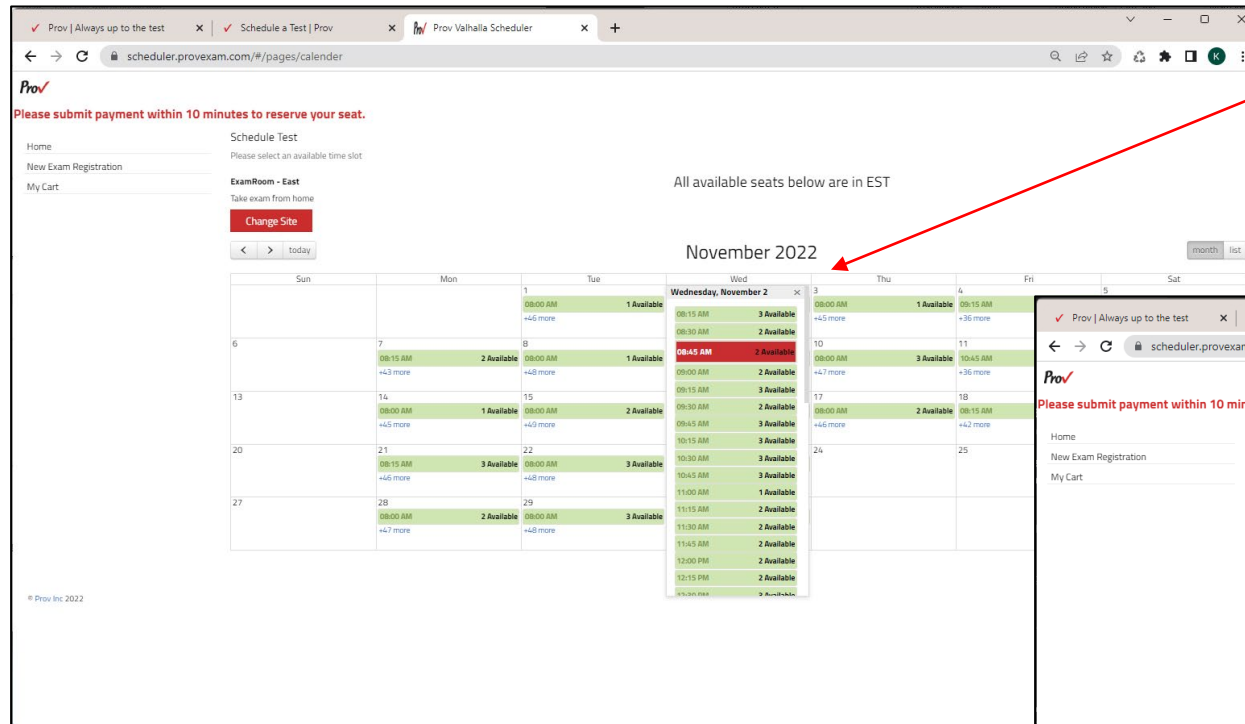
[Locate sites](#)

Select your location from the sites on the right and click Schedule.

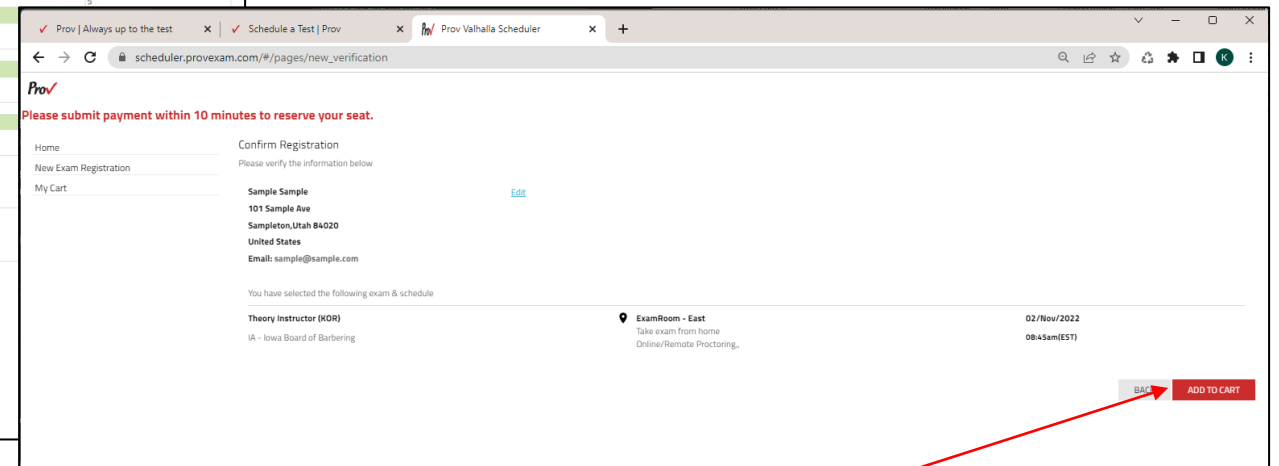


You will receive an email “voucher” letter once you are approved to test. You will need to log back in to Provexam.com and select “Returning User” from the dashboard, enter your email address and your last name to login and then you will see “exams ready for scheduling”. Click on “[Find a Suitable Time and Venue.](#)” A map will show the test locations, click on the test site descriptions to the right of the map. Test sites populate based on the closest location to your address or zip code. Scroll down to see additional test sites.

How to Schedule Exams?



Available times are shown on the calendar with more options found under the initial time.



After clicking and confirming a time, you will be led to the check out process. Click "Add to Cart."



PREPARE FOR YOUR EXAMINATION

Visit [Provexam.com](https://www.provexam.com) for a Candidate Information Bulletin (CIB) when preparing for your examination.

Select “Learn About My Test” and then select the CIB for the exam you are taking. The CIB contains a wealth of information and we encourage you to thoroughly review the CIB when you’re preparing to test.





EXAM RESCHEDULING

Candidates may log back in to cancel or reschedule their examination at least three (3) business days prior to their scheduled test date

Rescheduling is free if prov is notified by the deadline



Pro[✓] CONTACT INFORMATION

- ✓ Prov Website: www.ProvExam.com
- ✓ Toll Free: (866) 720-7768
- ✓ Call or Text: (801) 733-4455
(messaging rates may apply)
- ✓ Support@ProvExam.com
- ✓ Hours: 8:00 am – 12:00 am (Midnight)
Monday - Friday



✓ PRACTICAL: SCORING THE TEST



- ✓ Examiner observe candidate's performance during the exam
- ✓ Examiners rotate so every candidate is evaluated by multiple examiners
- ✓ Proctors read verbal instructions
- ✓ Candidate's performance of tasks marked on a tablet or computer
- ✓ Results submitted for scoring

Pro^v™

www.provexam.com

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