



Candidate Information Bulletin

State of New Jersey

Cosmetology Examinations

The New Jersey State Board of Cosmetology and Hairstyling (the Board), licenses and regulates barbers, beauticians, cosmetology-hairstylists, manicurists, skin care specialists, teachers, shops and schools in the state of New Jersey.

The Board examination program is designed to test the candidate's knowledge, skills and abilities to practice in the cosmetology field and to determine whether the candidate is prepared to assume the responsibility for the safety and welfare of the public.

The Board has contracted with Prometric Inc. to conduct the theory (written) portion of its cosmetology examination program.

At a glance

This bulletin is your guide to the process of registering, scheduling and taking a New Jersey cosmetology program theory (written) exam. The steps below summarize the process. For information about a step, go to the page listed.



To take a theory (written) cosmetology exam

- 1 Complete and submit an exam registration form (see page 11), either by fax or via U.S. Mail.
- 2 Schedule and pay for your examination. (See page 3.)
The easiest way to schedule and pay for your exam is online at www.prometric.com/newjersey. You may also schedule and pay for your exam by phone. (See page 3.)
- 3 Prepare for your exam, using this bulletin and other materials. (See page 7.)
- 4 Once you take and pass the theory (written) exam, you must apply for and register for the practical portion of the exam with the Board. (See page 6.)
- 5 After you have successfully met the requirements for licensure as determined by the Board, a license will be issued to you by the Board. (See Page 6.)



To get answers not provided in this bulletin

For questions about theory (written) exams:

Prometric
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.805.9124
Fax: 800.347.9242
www.prometric.com/newjersey

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For questions about licensing:

New Jersey State Board of Cosmetology and Hairstyling
 124 Halsey Street, Sixth Floor
 Newark, NJ 07102
 Phone: 973.504.6400
www.njconsumeraffairs.gov/cosmetology

Curriculum requirements

The New Jersey Legislature and the New Jersey State Board of Cosmetology and Hairstyling are responsible for determining the eligibility requirements needed to take an exam.

The chart below lists the curriculum hourly requirements and the minimum “**early testing**” curriculum hourly requirements that must be completed prior to taking a theory (written) exam.

Exam	Curriculum Hours	Minimum Early Testing Hours
Cosmetologist-Hairstylist	1,200	960
Skin Care Specialist	600	480
Manicurist	300	240
Teacher	500	Not available

For Vocational Schools only

Exam	Curriculum Hours	Minimum Early Testing Hours
Cosmetologist-Hairstylist	1,000	800
Skin Care Specialist	600	480
Manicurist	300	240
Teacher	500	Not applicable

Early testing is only available if you are currently registered and attending a school in New Jersey. You are not required to utilize the early testing accommodation. If you choose not to, you must complete the required hourly curriculum noted by subject area and graduate in order to schedule for the theory examination.

Registering and scheduling exams

After you have completed the curriculum requirements needed to take an exam, you must:

- 1 Complete and submit an exam registration form (see page 11) to Prometric.
- 2 Schedule an appointment to take your exam.
- 3 Pay the exam fee.

Accommodations: If you require ADA accommodation or ESL consideration, see “Special test considerations” on page 3 **before** registering for your exam.

Submitting the exam registration form

By fax. You may fax your completed exam registration form (page 11) to Prometric at 800.347.9242. Please allow 3-5 days for processing.

By mail. You may mail your completed exam registration form (page 11) to Prometric. Please allow three days for mail delivery and then 48 hours for processing.



Note Once your exam registration form has been processed, you **must** contact Prometric online or by phone to pay for and schedule an appointment to take your exam.

Scheduling an exam appointment

Online scheduling. Schedule and pay for your exam online by accessing Prometric's Internet Web site at www.prometric.com/newjersey/cosmetology. Click on the "**Continue**" button and follow the prompts.

Phone scheduling. You may schedule and pay for your exam by calling 800.805.9124 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

Exam fees

The fee for each exam is \$45. The exam fee must be paid at the time you schedule your exam appointment. You may pay the exam fee by Visa or MasterCard. **Exam fees are nonrefundable and nontransferable.**

Test centers

You may take your exam at any Prometric test center in the United States. Current test centers in New Jersey include Clark, Deptford, Fairlawn, Hamilton, Toms River and West Orange. A complete list of test center locations may be found by going to www.prometric.com/newjersey/cosmetology and clicking on the "**Start**" button. Alternatively, you may call 800.805.9124. Test center locations are subject to change. Be sure to verify the address of and directions to your destination before you leave for your exam.

Holidays. Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

Special test considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. A language barrier **is not** considered a disability. However, several of the exams are available in a Spanish version. Please refer to the registration form on page 11.

Rescheduling your appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** before the day of your originally scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

You may pay the rescheduling fee with a Visa or MasterCard by calling Prometric at 800.805.9124. You may also pay the rescheduling fee by mailing a cashier’s check, company check, money order or Visa or MasterCard information to Prometric.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you will need to reschedule your exam and pay a \$40 rescheduling fee.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, contact Prometric and your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reschedule your exam and pay a \$40 rescheduling fee.

What to bring with you on exam day

Exams are administered using Prometric’s user-friendly, Microsoft Windows®-based, computerized testing system. You do not need computer experience to use this system. In fact, you only use five keys on the entire keyboard to take the test. The other keys are disabled.

Arrival. You should arrive at least 30 minutes before your scheduled examination appointment in order to verify your identification and allow time for you to sign in.

Identification. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver’s license, state-issued identification card, military identification card or current passport).
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as “Jr.” and “III”).



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment and a rescheduling fee will be charged.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, notebooks, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.
- Any items that are issued to you by the test center administrator will be collected at the end of the test session.

Personal items

We recommend that you avoid bringing personal items to the test center. Note the following:

- Electronic equipment is not permitted in the testing room and must be powered off while stored in a locker. This includes cell phones, cameras, recording devices, PDAs, pagers, etc.
- Other personal items—watches, hats, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.
- Pocket items (keys, wallet), jewelry, and clothing that are allowed into the test room must remain on your person at all times. Removed clothing or jewelry must be stored in a locker during testing.
- You are allowed to bring soft ear plugs or center-supplied tissues in the test room.

Food and Beverages

- You may not eat, drink, or use tobacco products during the test administration.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- Repeated or lengthy departures from the test room for unscheduled breaks will be reported.
- If you need to access an item stored in a locker during a break, such as food or medicine, you must inform the test center administrator **before** you retrieve the item.

Visitors

- Persons not scheduled to take a test are not permitted to wait in the test center.

Misconduct or disruptive behavior

- You must conduct yourself in a civil manner at all times when on the premises of the test center. You are not allowed to talk to other candidates or refer to their computer screens. Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.
- Any abusive behavior exhibited toward any test center staff member may result in criminal prosecution.

YOUR EXAM RESULTS

Confidentiality • To protect the privacy of all candidates, test center staff can neither confirm nor deny if any particular individual is present or scheduled at the test center.

Weapons • Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

At the end of your theory (written) exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed. A score of 75 percent or above is required to pass each of the exams.

Prometric will notify the Board of your exam results. Exam results are confidential and will be revealed only to you and the Board.

Passing score report

Once you have successfully completed the theory (written) exam at a Prometric Test Center, **it is your responsibility** to schedule an appointment for the practical examination with the Board.



Important Be sure to keep your passing score report in a safe place as you must submit it to the Board with your application. There is a \$15 processing fee for duplicate reports.

Beautician exam. If you have allowed your license to expire or lapse for five or more years, and wish to restore your license by examination, you must take the Beautician Exam. If you are unsure as to the requirements surrounding a lapsed or expired license, please contact the Board for more information.

Senior Permits are available through the application process to the Board. Prometric does not issue permits.

Retaking a theory (written) exam

If you do not pass the theory (written) exam, you may re-register to take another exam. You will need to pay another exam registration fee.



Important If you are retaking the exam for the first time, you must wait 30 days before rescheduling and retaking the exam. If you are retaking the exam for the second or subsequent times, there is no waiting period. It is recommended that you spend some time studying before retaking the exam.

You must take and pass both the theory (written) and practical exams within three years from the date you completed your schooling. If you do not complete the examination process within three years of graduation, or if your schooling was completed over three years ago, you will be required to take a refresher course approved by the Board prior to being re-examined. **Please contact the Board for additional information regarding this requirement.**

Duplicate score report

You may request a duplicate of your score report from Prometric. To obtain a duplicate score report, complete the duplicate score report request on page 12 and fax or mail to Prometric. You will be charged a \$15 processing fee per report.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outlines

Following are the content outlines for the New Jersey State Board of Cosmetology and Hairstyling theory (written) exams. These outlines are the basis of the exams and list all subjects covered by each exam. All exams are closed book. They consist of multiple-choice questions with all questions weighted equally.

Each outline indicates the total number of questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the number of items asked about each topic. A list of all references used to develop the exam appears at the end of each exam outline.

**Cosmetologist-Hairstylist
Exam Content Outline
Closed Book, 110 questions, 2 hours**

- I. General Concepts - 20 Items**
 - A. Infection Control
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Management
- II. Applied Anatomy - 10 Items**
 - A. Hair and Scalp
 - B. Skin
 - C. Nails

For all of the above:

 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Disease
 - 4. Blood, Nerve, Muscle Supply and Function
 - 5. Analysis
 - 6. Irregularities
- III. Physical Services- 20 Items**
 - A. Shampoos and Rinses
 - B. Scalp and Hair Care
 - C. Skin, Facials, and Hair Removal
 - D. Manicuring

For all of the above:

 - 1. Materials, Implements, and Supplies
 - 2. Procedures
 - 3. Purpose and Effect
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- IV. Chemical Services - 30 Items**
 - A. Chemical Relaxing
 - B. Chemical Waving
 - C. Hair Coloring
 - D. Hair Lightening

For all of the above:

 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 4. Procedures
 - 5. Purpose and Affects
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- V. Hair Styling and Shaping - 20 Items**
 - A. Hair Shaping
 - 1. Curl Formation
 - 2. Designing
 - 3. Cutting Hair with Clippers
 - 4. Materials, Implements and Supplies
 - 5. Purpose and Results
 - 6. Safety Precautions
 - 7. Techniques
 - B. Hair Styling (including Curl Formation)
 - 1. Curl Formation
 - 2. Designing
 - 3. Materials, Implements and Supplies
 - 4. Purpose and Results
 - 5. Safety Precautions
 - 6. Techniques
 - C. Wigs and Extensions

- VI. New Jersey Laws and Regulations - 5 Items**
- VII. Barber - 5 Items**
 - A. Shaving

References

1. *Milady's Standard Cosmetology*, First Edition, 2004, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Milady's Standard Textbook of Professional Barber-Styling*, Third Edition, 1999, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
3. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
4. *New Jersey State Board of Cosmetology and Hairstyling Statutes (N.J.S.A. 45:5B-1 et seq.)*, December 2000, New Jersey State Board of Cosmetology and Hairstyling, P.O. Box 45003 Newark, NJ 07101, www.state.nj.us/lps/ca/nonmed.htm.

**Beautician Exam Content Outline
Closed Book, 105 questions, 2 hours**

Please refer to page 6 for additional information about this examination.

- I. General Concepts - 20 Items**
 - A. Infection Control
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Management
- II. Applied Anatomy - 10 Items**
 - A. Hair and Scalp
 - B. Skin
 - C. Nails

For all of the above:

 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Disease
 - 4. Blood, Nerve, Muscle Supply and Function
 - 5. Analysis
 - 6. Irregularities
- III. Physical Services - 20 Items**
 - A. Shampoos and Rinses
 - B. Scalp and Hair Care
 - C. Skin, Facials, and Hair Removal
 - D. Manicuring

For all of the above:

 - 1. Materials, Implements, and Supplies
 - 2. Procedures
 - 3. Purpose and Effect
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types

IV. Chemical Services - 30 Items

- A. Chemical Relaxing
 - B. Chemical Waving
 - C. Hair Coloring
 - D. Hair Lightening
- For all of the above:*
- 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 4. Procedures
 - 5. Purpose and Affects
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems

V. Hair Styling and Shaping - 20 Items

- A. Hair Shaping
- B. Hair Styling (including Curl Formation)
 - 1. Curl Formation
 - 2. Designing
 - 3. Materials, Implements and Supplies
 - 4. Purpose and Results
 - 5. Safety Precautions
 - 6. Techniques
- C. Wigs and Extensions

VI. New Jersey Laws and Regulations – 5 Items

References

1. *Milady's Standard Cosmetology*, First Edition, 2004, Milady Publishing, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
3. *New Jersey State Board of Cosmetology and Hairstyling Statutes (N.J.S.A. 45:5B-1 et seq.)*, December 2000, New Jersey State Board of Cosmetology and Hairstyling, P.O. Box 45003 Newark, NJ 07101, www.state.nj.us/lps/ca/nonmed.htm.

Skin Care Specialist Content Outline

Closed Book, 105 questions, 2 hours

I. General Concepts - 20 Items

- A. Infection Control
- B. Client Protection
- C. Salon Ethics
- D. Salon Management

II. Applied Anatomy - 30 Items

- A. Histology of Skin
 - 1. Cell
 - 2. Tissue
- B. Dermatology
 - 1. Structure of Skin and Glands
 - 2. Functions of Skin and Glands
 - 3. Conditions of Skin and Glands
 - 4. Characteristics of Skin
 - 5. Nutrition

III. Skin Treatments- 25 Items

- A. Facial Massage
 - 1. Benefits
 - 2. Analysis
 - 3. Preparation
 - 4. Manipulations
 - 5. Safety Measures

IV. Hair Removal- 5 Items

- A. Waxing
- B. Tweezing
- C. Depilatories

V. Makeup - 20 Items

- A. Purpose and Effects
- B. Supplies and Implements
- C. Preparation
- D. Procedures
- E. Safety Measures

VI. New Jersey Laws and Regulations – 5 Items

References

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals Esthetics: A Resource for Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
4. *New Jersey State Board of Cosmetology and Hairstyling Statutes (N.J.S.A. 45:5B-1 et seq.)*, December 2000, New Jersey State Board of Cosmetology and Hairstyling, P.O. Box 45003 Newark, NJ 07101, www.state.nj.us/lps/ca/nonmed.htm.

Manicurist Exam Content Outline

Closed Book, 105 questions, 2 hours

I. General Concepts - 20 Items

- A. Infection Control
- B. Client Protection
- C. Salon Ethics
- D. Salon Safety

II. Applied Anatomy - 20 Items

- A. Bacteriology
- B. Anatomy and Physiology
 - 1. Nails (Hands and Feet)
 - 2. Skin

III. Chemical Concepts - 20 Items

- A. Product Knowledge
- B. Ingredients and Usage Materials
- C. EPA and OSHA Requirements
- D. Manicuring and Pedicuring

IV. Physical Concepts Services - 50 Items

- A. Massage
- B. Manicure
- C. Pedicure
- D. Gel Nails
- E. Nail Artistry
- F. Nail Wraps
- G. Nail Tips
- H. Sculptured Nails
- I. Repair Techniques

EXAM CONTENT OUTLINES

For all of the above:

1. Purpose and Results
2. Preparation
3. Supplies and Equipment
4. Procedures
5. Care, Safety and Sanitation

V. New Jersey Laws and Regulations - 5 Items

References

1. *Milady's Standard Nail Technology*, Fourth Edition, 2004, Milady Publishing, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.
2. *New Jersey State Board of Cosmetology and Hairstyling Statutes (N.J.S.A. 45:5B-1 et seq.)*, December 2000, New Jersey State Board of Cosmetology and Hairstyling, P.O. Box 45003 Newark, NJ 07101, www.state.nj.us/lps/ca/nonmed.htm.

Teacher Exam Content Outline Closed Book, 105 questions, 2 hours

I. Motivation and Learning - 20 Items

- A. Learning Process
- B. Curriculum
- C. Course Study
- D. Individual Differences

II. Teacher Preparation - 20 Items

- A. Methodology
- B. Presentation
- C. Objectives

III. Teaching Methods- 30 Items

- A. Communication Techniques
- B. Course Development
- C. Instructional Aids
- D. Discussion
- E. Lecture
- F. Demonstration
- G. Performance

IV. Classroom Management - 10 Items

- A. Safety
- B. Discipline
- C. Supervision

V. Testing - 10 Items

- A. Purpose
- B. Methods
- C. Test Construction
- D. Administration

VI. Instructor Evaluation - 10 Items

- A. Effects on Students
- B. Teaching Plans
- C. Performance
- D. Student Evaluation

VII. New Jersey Laws and Regulations - 5 Items

References

1. *Milady's Master Educator Exam Review*, First Edition, 2001, Milady Publishing, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.
4. *New Jersey State Board of Cosmetology and Hairstyling Statutes (N.J.S.A. 45:5B-1 et seq.)*, December 2000, New Jersey State Board of Cosmetology and Hairstyling, P.O. Box 45003 Newark, NJ 07101, www.state.nj.us/lps/ca/nonmed.htm.



Exam Registration Form for New Jersey Cosmetology Exams

Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth (MM/DD/YYYY)
City	State	ZIP Code	Email Address
Daytime Phone Number (including area code) ()		Business Phone Number (including area code) ()	

School Information

ALL TESTERS MUST COMPLETE THE NEXT TWO LINES	
Name of School:	School Identification Number: *
Date of Graduation: (MM/DD/YYYY) IMPORTANT: IF THIS DATE IS 3 YRS OR OLDER, YOU ARE NOT ELIGIBLE TO REGISTER. SEE PAGE 7 IMPORTANT NOTE ____-____-____	Number of Course Hours Completed:
EARLY TESTERS ONLY MUST COMPLETE THE NEXT LINE (see qualifying requirements on Page 2)	
Anticipated Date of Graduation: (MM/DD/YYYY) ____-____-____	Number of Course Hours Completed TO DATE:

*may be obtained from your school

Exam Selection

<input checked="" type="checkbox"/>	Exam Title
	Cosmetologist-Hairstylist Theory
	Retake – Cosmetologist-Hairstylist Theory
	Spanish Cosmetologist-Hairstylist Theory
	Retake – Spanish Cosmetologist-Hairstylist Theory
	Beautician Theory (see page 6)
	Retake – Beautician Theory (see page 6)
	Spanish Beautician Theory (see page 6)
	Retake – Spanish Beautician Theory (see page 6)
	Skin Care Specialist Theory
	Retake – Skin Care Specialist Theory
	Spanish Skin Care Specialist Theory
	Retake – Spanish Skin Care Specialist Theory
	Manicurist Theory
	Retake – Manicurist Theory
	Spanish Manicurist Theory
	Retake – Spanish Manicurist Theory
	Teacher Theory
	Retake – Teacher

Registration

NOTE: Incomplete forms will be returned to you and will delay the scheduling of your exam.

To register by mail, send this completed form to: Prometric, ATTN: NJ Cosmetologist/Barber Program, 1260 Energy Lane, St. Paul, MN 55108. **To register by fax, send this completed form to:** 800.347.9242.

Scheduling: Once your registration form has been processed, you must contact Prometric to schedule an exam appointment and pay for your exam. See page 3 for more information.

(Keep a copy of this form for your records.)



Duplicate Score Report Request

1. The duplicate score report fee is **\$15** and must be paid with a credit card.
2. Enter all information requested. You should also keep a copy of this form for your own records.

Candidate Information

Last Name (at the time you took the exam)	First Name	Middle Initial	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			
City	State	ZIP Code	Email Address
Daytime Phone Number (including area code) ()		Business Phone Number (including area code) ()	
Title of Exam for which you want a duplicate score report		Date Exam was Taken	

Complete the credit card information below. Fax this completed form to 800.347.9242. Or, mail this completed form to: Prometric, ATTN: NJ COS Duplicate Score Report, 1260 Energy Lane, St. Paul, MN 55108.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	