



*Prometric/Iso-Quality Testing, Inc. Candidate Registration,
Scheduling And Examination Administration Overview*

Alabama State Board of Cosmetology and Barbering Written Examination Handbook

**ALABAMA STATE BOARD OF COSMETOLOGY AND
BARBERING
THEORY CANDIDATE REGISTRATION, SCHEDULING
AND EXAMINATION ADMINISTRATION OVERVIEW**

Prometric/Iso-Quality Testing (IQT) is owned and operated by Prometric, LLC. Iso-Quality Testing services the Alabama State Board of Cosmetology and Barbering candidates, and is located in Clearwater, Florida. If you have any questions or need assistance, please be certain to see the “Contact Us” information located at the end of this manual.

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Alabama State Board of Cosmetology and Barbering Exam Registration Process

The Alabama Board must authorize and preregister candidates to schedule to sit for the NIC Alabama examinations. The preregistration includes the below candidate and examination information:

1. **Candidate Name** - The name which a candidate is registered and appears on the Candidate Admission Letter/Document, (first and last name), must match exactly to the first and last name on the government issued photo identification. Name differences **MUST** be resolved no later than five business days before the scheduled exam administration date, or the candidate will not be permitted to take their exam, will be considered a no-show and all fees will be forfeited. Under no circumstances will any name differences be resolved at the testing center on the day of the examination.
2. **Candidate email address** – The IQT secure exam delivery system requires that each candidate have a unique email address. This unique email address is used at various points and processes; from the point of the candidate is preregistered, exam scheduling, candidate login at the point of administration, score reporting, etc. Therefore, it is a critical requirement that all candidates at the point of preregistration are associated with a “unique” email address.
3. **Mailing address** – The candidate’s mailing address is referenced at various points throughout the exam delivery process, and assists in the identification of candidates.
4. **Phone Number** – The candidate’s current telephone number is very important to contact the candidate in the case of rescheduling, site closure due to inclement weather, etc.
5. **Candidate Date of Birth (DOB)** – The candidate’s date of birth may be used at various points throughout the process, including exam security and identity verification at the time of admission to the exam.
6. **Candidate Potential License Number** – This number is assigned to the candidate by ABOCB and will be used during the exam and post exam process.
7. **Last Four Digits of Social Security Number** – This number will be used during the exam and post exam process.

Candidate Registration and Exam Scheduling Experience

The information outlined in the following sections relates to the process written candidates will experience when registering to sit for their examination.

Candidate Authorization to Test Notification

Once the candidate is authorized to test and is preregistered, an “Authorization to Test” email notification will be emailed to the email on file. A sample of the email is as follows:

From: registrations@isoqualitytesting.com

Sent: Tuesday, November 20, 2021 5:33 PM

To: Sample Candidate

Subject: Iso-Quality Testing: NIC Alabama Cosmetology Exam

AUTHORIZATION TO TEST

Tuesday, November 20, 2021

Dear Sample Candidate,

You have been approved by the Alabama Board to make an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: www.IQTTesting.com

2 -- Using the option "Examination Registration"

Enter your Username and Password to login. These are:

UserID: Samplecandidate@yahoo.com

Password: NZWwUWBKA

3 -- Select the Organization: National-Interstate Council Alabama

Select the Exam: NIC Cosmetology Theory AL

After logging in, please follow the on-screen instructions for making an appointment.

Please note that you must test within this date range: 01/23/2020 to 01/23/2021. Your 6-month temporary work permit will be mailed to you by ABOBC.

Should you require assistance, you can click on the "Contact Us" tab on the home page and then send a message to customer service, or you may call (toll free in USA and Canada) 877-977-3113.

Sincerely,

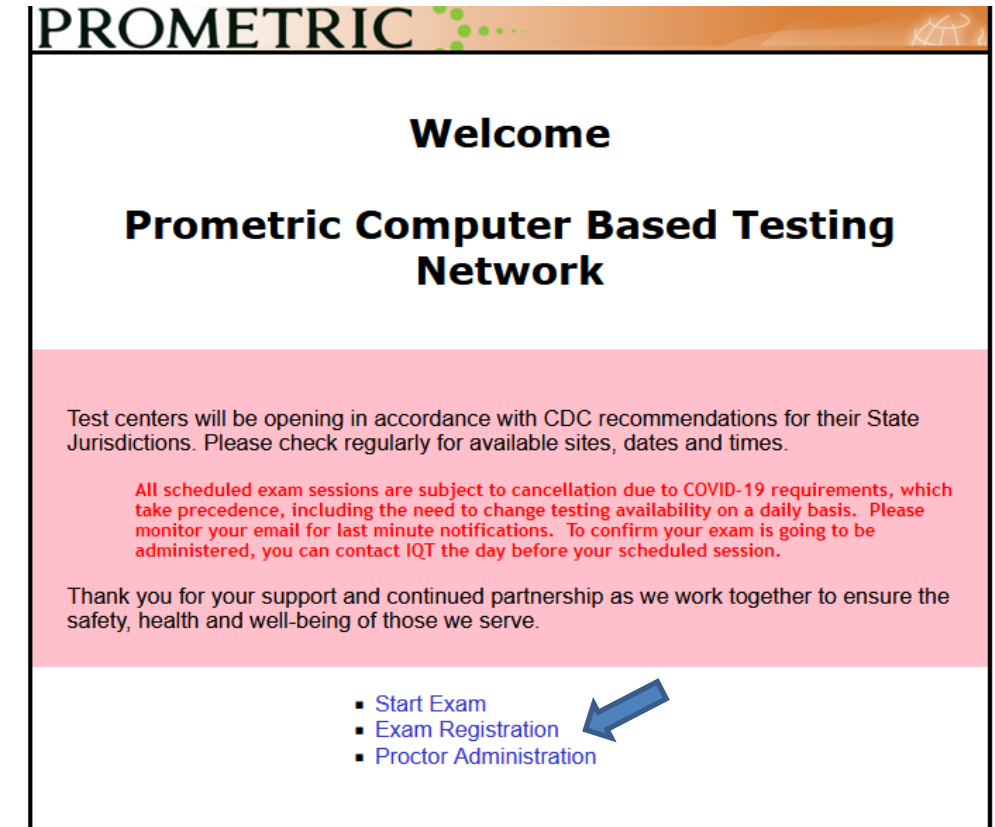
Registrations@isoqualitytesting.com

Iso Quality Testing, Inc.

Candidate Exam Scheduling Process

Once the candidate receives their email authorization to test, the candidate will go online to schedule their NIC written examination, select the date and time for when they want to sit using the following processes:

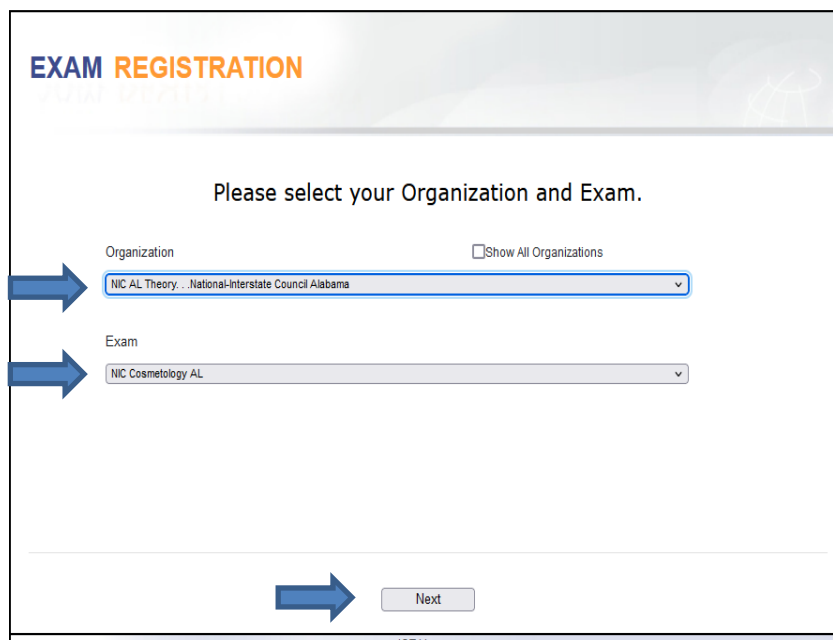
1. Go to www.IQTTesting.com and select the option “Exam Registration”



2. Enter the “User ID” and “Password” ,located on the “Authorization to Test” email.



3. Click “Login”. This will redirect to the “Organization” and “Exam” screen. The candidate specific “Organization” and “Exam” will automatically populate in the drop-down fields.



4. Click on “Next”, which will complete the log in process. The system will automatically redirect to the candidate profile information screen.

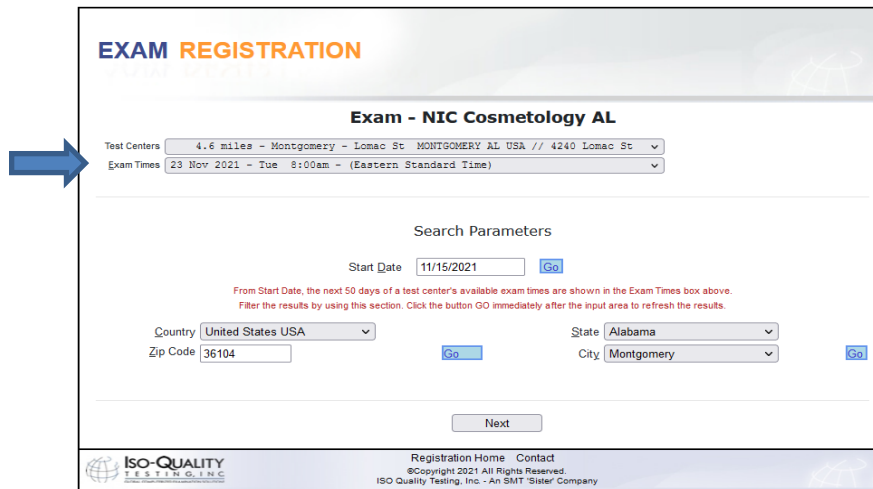
5. Candidate Profile Information: The “Candidate Profile Information Screen” will automatically populate with the candidate specific information uploaded by the Alabama board. All candidate information must be verified correct before proceeding:

The screenshot shows the 'EXAM REGISTRATION' page with the 'Candidate Profile Information' section. The page includes a header with the logo and a sub-header with the title. Below the title is a disclaimer: 'This information is provided to your organization and may be used for official correspondence and certificates. This information must also exactly match the identification you will be required to show the test center administrator prior to testing.' The form contains several fields: First Name (Sample), Middle Name (empty), Last Name (Sample), Address1 (123 Sample), Address2 (empty), City (Sample), State/Province (Alabama), Country (United States), and Postal Code (27526). There are also fields for Home Phone (555-555-1212), Work Phone (empty), and Email Address (Sample1234@smtest.com). A blue arrow points to the Address1 field. At the bottom, there is a 'Next' button and a message: 'Please make sure the above information is correct before clicking Next.'

- a. Candidate Name and Email address: These fields are locked and cannot be changed by the candidate. If the candidate needs to make changes to this information they will need to contact the Alabama Board to be changed **a minimum of 5 days** prior to the scheduled exam, as this information must match when presented during the check-in process on the day of their exam.
- b. Candidate Address and Telephone Number(s): These fields are not locked and can be changed by the candidate. It is recommended that the candidate provide their phone number in the event they need to be contacted the day of their exam.
- c. Once the candidate profile information is confirmed, click “Next”.

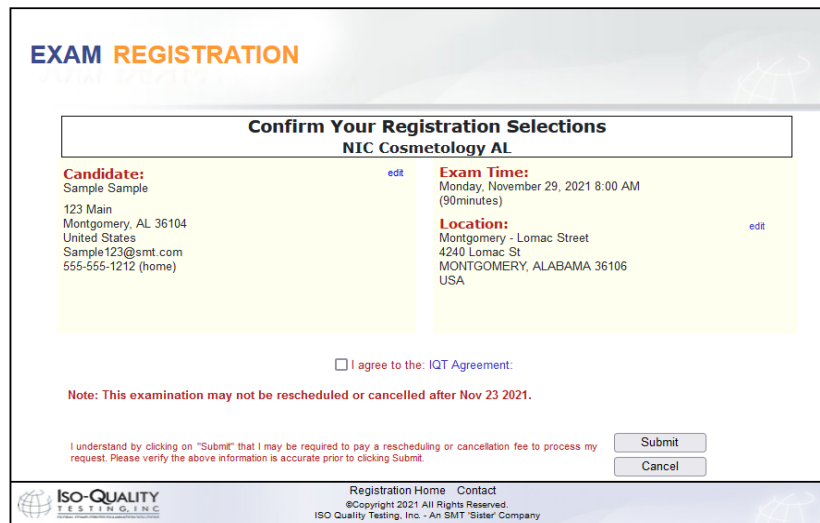
This screenshot is identical to the one above, showing the 'EXAM REGISTRATION' page with the 'Candidate Profile Information' section. In this version, a blue arrow points to the 'Next' button at the bottom right of the form.

6. Exam Location, Date and Time Selection screen: The exam site will default to the closest testing center with availability based on the candidate's Zip Code. The start date, zip code or city can be changed by typing the information into the applicable field and clicking on "go". It is a requirement to choose the desired exam date and time, based on the dates and times available. Once the desired date and time is selected, the candidate will click "Next"



The screenshot shows the "EXAM REGISTRATION" page for "NIC Cosmetology AL". A blue arrow points to the "Test Centers" dropdown menu, which displays "4.6 miles - Montgomery - Lomac St MONTGOMERY AL USA // 4240 Lomac St". Below this, the "Exam Times" dropdown shows "23 Nov 2021 - Tue 8:00am - (Eastern Standard Time)". The "Search Parameters" section includes a "Start Date" of "11/15/2021" with a "Go" button. A red note states: "From Start Date, the next 50 days of a test center's available exam times are shown in the Exam Times box above. Filter the results by using this section. Click the button GO immediately after the input area to refresh the results." Below this are fields for "Country" (United States USA), "Zip Code" (36104), "State" (Alabama), and "City" (Montgomery), each with a "Go" button. A "Next" button is at the bottom. The footer includes the ISO-QUALITY TESTING, INC. logo and contact information.

7. The terms must be agreed and click "submit"



The screenshot shows the "Confirm Your Registration Selections" page for "NIC Cosmetology AL". It displays the candidate's information: "Candidate: Sample Sample", "123 Main", "Montgomery, AL 36104", "United States", "Sample123@smt.com", and "555-555-1212 (home)". The exam details are: "Exam Time: Monday, November 29, 2021 8:00 AM (90minutes)" and "Location: Montgomery - Lomac Street, 4240 Lomac St, MONTGOMERY, ALABAMA 36106 USA". There is a checkbox for "I agree to the: IQT Agreement." and a red note: "Note: This examination may not be rescheduled or cancelled after Nov 23 2021." At the bottom, there is a disclaimer: "I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit." and two buttons: "Submit" and "Cancel". The footer includes the ISO-QUALITY TESTING, INC. logo and contact information.

8. Candidate Exam Registration Receipt and Admission Document: Once the exam is scheduled, an "Admission Letter" will be simultaneously generated and automatically pops up onto the screen to be printed. **The admission letter must be printed and submitted along with the proper credentials at the time of the examination.**

SAMPLE EXAM REGISTRATION RECEIPT

EXAM REGISTRATION RECEIPT

[Redacted]

!!! IMPORTANT !!!
You must bring your Candidate Admission Letter with you on the day of your exam.
If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

Candidate: [Redacted]

Exam Time: [Redacted]
Location: [Redacted]

You have consented to the IQT Examination Agreement.

Note: This examination may not be rescheduled or cancelled after Fri 8:30am on Aug 7, 2020.
Note that this receipt has been automatically emailed to you.

[Home](#) [Print Receipt](#)

9. In addition to the admission letter popping up on the screen, an email is simultaneously sent and includes a link to the admission letter, receipt and instructions.

From: registrations@isoqualitytesting.com [registrations@isoqualitytesting.com]
Sent: Sunday, November 20, 2021 5:10 PM
To: [Sample](#) Candidate
Subject: IQT Examination Registration Receipt: NIC Cosmetology

Sunday, November 20, 2021

Dear Sample Candidate,

You have successfully registered for the NIC Cosmetology AL examination. Please use the hyperlink below to display and print your receipt and Candidate Admission Letter.

!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!
You must bring your Candidate Admission Letter with you on the day of your exam. If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

In order to begin the examination, you will need the UserID and Passcode provided on the receipt below.

https://www.iqtesting.com/Default.aspx?Function=Receipt&ID=SampleCandidate_814170_R8ZJCyp9FjU

Note that if your email program has broken the hyperlink, clicking it will no longer work to take you to your receipt. To fix this:

- 1) Copy and paste the full hyperlink into Window's Notepad program.

- 2) Edit the link so that it is one line again.
- 3) Paste the repaired hyperlink into the browser's address box and press Enter on your keyboard.

Should you require assistance, you may call (toll-free in USA and Canada) 1-877-977-3113

Sincerely,

Iso-Quality Testing, Inc.

Reschedule/Cancellation and No-Show Policies

Reschedule/Cancellation Policy

You may cancel and reschedule an examination appointment if we receive your cancellation notice five (5) calendar days before your scheduled date. The deadline date is provided to you when scheduling your exam and is also listed on your admission letter.

If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless the following four situations have occurred:

- Jury Duty
- Death in the immediate family
- Military Deployment
- Sickness

The immediate family is defined as a person's grandparents, parents, spouses, siblings and children. If you experience any of the above, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. Documentation must be submitted to IQT within 10 calendar days of your missed examination or it will not be considered for a reschedule.

If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your scheduled exam date, then you will not be allowed to reschedule or cancel your exam and if you do not show up, you will be considered a "No Show", your examination fees will be forfeited, and you will be required submit new application and fees to ABOCB" prior to sitting for the exam.

If it is necessary to cancel or reschedule your exam, it is recommended that you log into your account.

- Go to www.IQTTTesting.com
- Click "EXAM REGISTRATION"
- Enter your "UserID" and "Password" which is located on the "Authorization to Test" email
- Confirm the correct Organization and Exams are correct and click "next"
- Candidate Profile – Confirm all information is still correct and click "next"
- On the right hand side of the Registration page, click edit or cancel.

EXAM REGISTRATION

Your Examination is Already Registered: NIC Cosmetology AL

Candidate:

Sample Sample

123 Main
Montgomery, AL 36104
United States
Sample123@smt.com
555-555-1212 (home)

[edit](#)**Exam Time:**

Monday, November 29, 2021 8:00 AM
(90minutes)

Location:

Montgomery - Lomac Street
4240 Lomac St
MONTGOMERY, AL 36106
United States

[edit](#)
[cancel](#)

[View IQT Examination Agreement](#)

Note: This examination may not be rescheduled or cancelled after Nov 23 2021.

[View Receipt](#)

[Home](#)

If you are unable to reschedule online, please email us at SMT-OperationsTeam@prometric.com or call 877-977-3113. Please note, emails and voicemails are not acceptable methods of cancellation.

No Show Policy

You will be considered a "No-Show", you will not be allowed to sit for your exam, examination fees will be forfeited, and you will be required to submit new application and fees to ABOCB prior to sitting for the exam under the following circumstances:

- Failure to arrive and check in for your examination at the scheduled time
- Do not cancel your appointment 5 days prior to the exam date (as listed on your admission letter)
- You do not provide proper valid non-expired identification as listed on your admission letter
- Do not have your admission document

Candidate Exam Preparation

Candidate Information Bulletins (CIBs)

Candidate Information Bulletins (CIBs) have been specifically developed to encompass the content outlines of the NIC Alabama written examinations. To access the Alabama Candidate Information Bulletins (CIBs), please click onto the following website:

<https://www.prometric.com/test-takers/search/nical>

National Interstate Council of State Boards of Cosmetology (NIC) Online Practice Exam

The National Interstate Council of State Boards of Cosmetology offers the following practice exams online for purchase:

- Cosmetology
- Esthetics
- Nail Technology

The practice exams provide candidates with questions related to the examination blueprint, to provide diagnostics of their performance (strong or weak) in the content areas. The practice exam is NOT designed to provide candidates with specific questions that will be on the NIC AL written exams.

Once purchased, you will access to this test for two complete weeks as of your purchase date. Once you have purchased the exam you will be provided a 5-minute introduction tutorial on how the system works. Note: Selecting the 'End This Exam' button prematurely will result in the end of your practice examination, and no refunds will be given. At the completion of your examination you will receive a diagnostic breakdown of your strong and weak areas.

To take the NIC Cosmetology, Esthetics or Nail Technology Online Practice Exams (English Only)

[CLICK HERE](#) or go to:

<https://www.iqttesting.com/registrationv2008/quickregister.aspx> (\$39.00 fee applies)

For assistance, please call IQT at 1-866-773-1114.

Written Candidate Testing Experience

The information outlined in the following sections relates to the process the candidates will experience when taking their written examination.

What to Expect

The following links provide information containing a detailed overview of what to expect during your upcoming visit to a Prometric test center, so that you will feel more prepared and more confident in your testing experience.

<https://www.prometric.com/test-takers/what-expect>

<https://www.prometric.com/test-center-security>

Secure Candidate Check-in Process

At the point of check-in, the candidates' appearance and identity is documented and validated to include:

- Candidate must bring printed admission letter
- Candidate must bring two forms of valid ID as outlined in the admission letter
- Candidate's picture will be taken at the testing center
- Candidate will need to follow the individual test center policies and procedures, which may include a security wand check.

Identification Requirements

All candidates must present a valid, government-issued photo ID with a signature to be admitted to the exam. To be valid, the ID may not be expired, and the photo must match the candidate as well as the name in the Roster/Admission Letter.

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) proofs of identity to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

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 Issues Alien Registration Card**

SECONDARY IDENTIFICATION – Choose One

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

Unacceptable ID's:

- Digital Picture of ID
- Library Card or Gym Membership
- School ID
- ID with only photo OR signature
- Social Media

Candidate Admission Letter

Every candidate must have a printed copy of their Admission Letter as previously noted.

Electronic copies that they may pull up on their phone or tablet not acceptable. It is the candidate's responsibility to be aware of the testing requirements found in the admission letter, prior to his/her arrival to the scheduled examination. The admission letter includes:

- Candidate's name, address and contact information
- Exam facilities location
- Scheduled date and time
- Prometric/IQT's policies on:
 - Changing candidates information
 - No shows and rescheduling
 - Valid form of identification
 - Inclement weather
 - Examination security
- User ID and Passcode necessary to participate in the exam
- Authorized materials list (There are no authorized materials for the NIC written exams)
- Exam Registration receipt

Due to security issues, Prometric/IQT will not send the admission letter to any email other than the address listed on the candidate's account. It is the candidates' responsibility to provide their admission letter on the day of testing. The Admission letter provides clear instructions on the candidate's responsibilities. If a candidate forgets the letter and does not have login information or an accessible email address on file with Prometric/IQT, he/she will not be permitted to test.

Prohibited Items / Articles

Possession and/or access to the following items are strictly prohibited and will NOT be permitted in the testing room:

1. Wrist watches or any other type of time keeping device;
2. Electronic devices of any kind;
3. Headphones, headsets, ear phones, ear buds, or Blue Tooth capable devices;
4. Notes, papers, books, exam review, or other study materials in any format or media;
5. Electronic media;
6. Handbags, purses, backpacks, briefcases, tote bags, or bags of any kind;
7. Pens, pencils, markers, or highlighters of any kind;
8. Hats, baseball caps, or visors (religious apparel that does not contain a brim or obscure the applicant's facial features is permitted).

Prometric will not be responsible for any personal items. It is recommended that you do not bring personal items or leave them locked in your car out of view.

Visitors

Candidates are not allowed to receive any kind of visitors or receive messages during the examinations, under any circumstances. People who are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated on your admission letter. Your driver should wait in their vehicle until you are done and have exited the building.

Candidates Needing ADA Accommodations

Reasonable accommodations as covered under the Americans with Disabilities Act (ADA) shall be addressed by the Board with guidance from the individual's education plan. The Board shall qualify ADA candidates.

All Alabama Cosmetology candidates requiring ADA accommodations must be processed through the specific Alabama ADA process. All ADA documentation must be approved by the Alabama State Board of Cosmetology and Barbering and submitted to IQT prior to the candidate being preregistered for their exam.

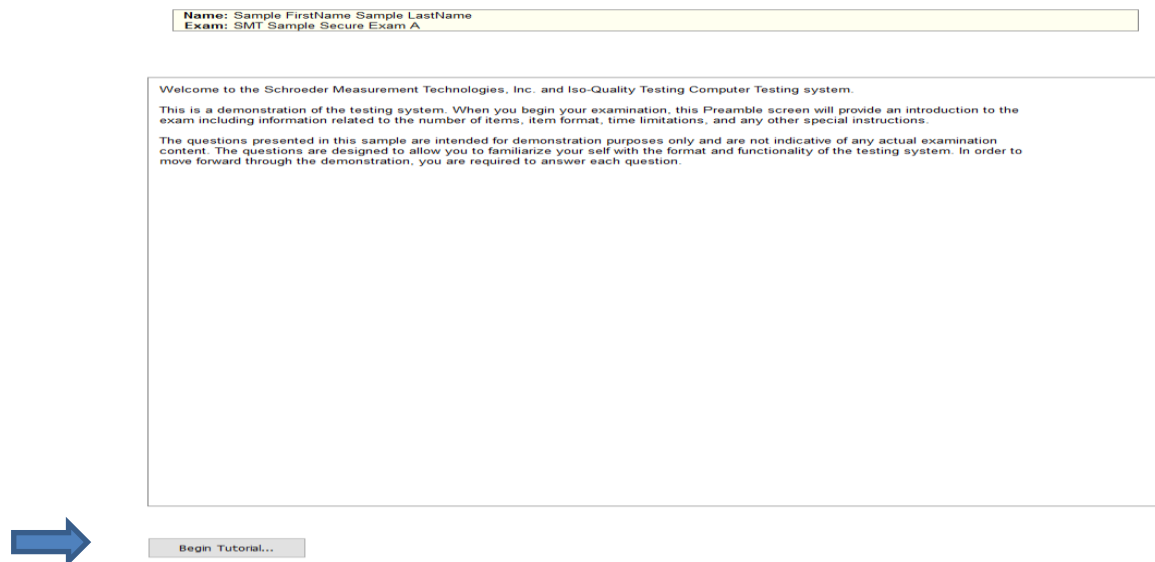
Demonstration (Sample) Exam

This section contains information regarding the candidate experience when taking the NIC written exam with Prometric/IQT. This provides candidates an understanding of all steps related to their experience and what they may encounter.

To take a demonstration test to experience how Prometric’s IQT computer-based test system works, please click here or go to:

<https://www.iqttesting.com/ExamV2008/Default.aspx?Function=SampleExam&Exam=8>.

Once candidates are checked in and logged into their exam, the first screen will be the Pre-ambble screen. This should be read by the candidate in its entirety, as it offers important information needed in preparation of the examination such as the length of the exam and the number of questions. The Pre-ambble will change according to the exam the candidate is registered. Once the candidate understands the content in this section, he/she will click on “Begin Tutorial” on the lower left corner.



The tutorial will go over the functions of the examination with the same style and format of the actual exam as shown below. Candidates must demonstrate knowing how the system works by completing the tutorial. Each question must be answered correctly before moving to the next question; otherwise a red box will appear at the bottom left corner, stating the answer was incorrect. The candidates will get a total of 7 questions and 5 minutes to complete the tutorial, which does not affect the time of the actual exam. When candidates answer the last question, a notice will appear that he/she is on the last question. This is only to notify that all questions have been answered, thus not ending the exam. It is important to understand that candidates must be the ones to choose and click on the items. Once all questions are answered, the candidate will click on “End Tutorial”.



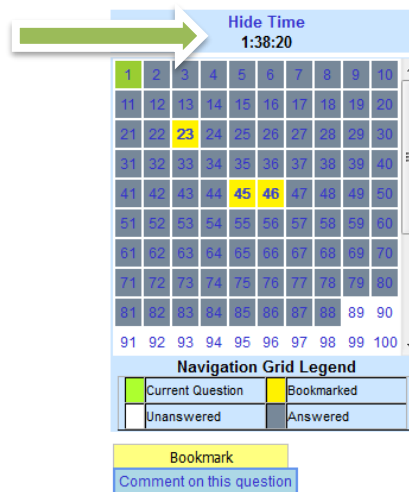
After the tutorial is complete, the candidate will begin their NIC written exam. During the exam the candidates will have the ability of skipping, bookmarking or commenting on any question:

- **Skipping** – A candidate may choose to leave a question unanswered and come back to it at the end of the exam. This can be achieved by clicking on another question on the navigation grid, or by clicking on the next arrow in the bottom left of the screen.
- **Bookmarking** – When a question is answered and the candidate is not completely certain and would like to come back to it, the question can be bookmarked.
 - Only a question that has been answered can be bookmarked, otherwise the question should be skipped.
- **Commenting** – This function provides the ability to comment on any question that presents irregularities identified by the candidate. All comments are reviewed by the credentialing organization in efforts to improve the exam.

The testing system was designed with the idea that internet interruptions may happen at any given time; as so, all responses, time, bookmarks and comments are saved as candidates answered them. If any interruption were to occur, the candidate's exam would be reinstated to where they left off, before the interruption occurred.

The candidate will have a navigation grid on the right side of the screen. This will display the bookmarking and comment question options, as well as the time remaining in the exam. The candidate may navigate through the exam by clicking on the arrows on the lower left corner or by clicking on the question they choose to go to on the grid. If the candidate would like to hide the time, this can also be done on the navigation grid by clicking on “Hide Time” as shown below. The navigation grid will display:

- Current question in green
- Bookmarked questions in yellow
- Answered questions in gray
- Unanswered questions in white



When the candidate is finished with the exam, he/she can review all the questions by selecting them on the grid, if there is time remaining. If not, the candidate will get a notice that the candidate is out of time and it will end the exam. If the candidate is done before the time expires, they will receive a notification where they must assure that they would in fact like to end the exam. Once this is confirmed, the candidate will be prompted to the end of exam survey (optional) that will allow them to grade the experience in regards to the testing center and the actual exam as shown below.

Examination Site Closing For Emergencies

In the event that an emergency forces the closure of an examination site on the day of your examination, your exam will be rescheduled at no cost to you. We will make every effort to contact you, or you may email us at SMT-OperationsTeam@prometric.com or call 877-977-3113.

Contact Us

Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. The office that services the Alabama State Board of Cosmetology and Barbering candidates is Iso-Quality Testing, which is located in Clearwater, Florida. If you need assistance, please be sure to refer to our direct contact information below.

Schedule a Candidate's Exam:

To access the link to schedule a candidate's exam, please click onto the following website:
WWW.IQTTESTING.COM. For candidates needing assistance to schedule an exam, please email us
at SMT-OperationsTeam@prometric.com or call 877-977-3113.