psi national barber and cosmetology program

MICHIGAN INSTRUCTOR TEST TAKER GUIDE

Please refer to our website to check for the most updated information ***https://test-takers.psiexams.com/micos***

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PSI NATIONAL TESTING – GENERAL INFORMATION

This Test Taker Guide (TTG) provides test takers with information about the PSI National Tests and application process for taking a cosmetology test with the Michigan Board of Cosmetology.

The Michigan Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Michigan.

TEST ELIGIBILITY

Please note: The passing of Michigan Senate Bill 702 increases the training hours needed for Cosmetology Instructors. Test takers who began training prior to July 1, 2024, must meet the prior training requirements and curriculum requirements found in the current administrative rules. Test takers that start training on or after July 1, 2024, must satisfy the new 600-hour requirement in the updated law statute while completing the curriculum requirements outlined in the current administrative rules for cosmetology.

APPLICATION TO TEST

Effective 1/30/2026 Test takers will apply through the new online application located here https://test-takers.psiexams.com/micos. Please go to "View Available Tests", sign in and select an exam. There is an application tied to the exam that you will need to complete.

CLICK HERE to view the step-by-step Online Application Tutorial.

AUTOMATED APPLICATION PROCESSING

A test taker account is necessary to register for testing with PSI. If you have tested with PSI in the past, you have an existing account that needs to be used. Enter the email address of that account and recover the password if needed. Only one account per test taker can be created in our system. Email addresses upon registration must be spelled correctly and an address belonging to the test taker.

1- Test takers will go to the PSI webpage here - https://test-takers.psiexams.com/
2- Test takers will choose their test and whether it be the Theory or Practical portion
3- Test takers will then create a new account if never testing with PSI before. If they have tested with PSI and have a previous account, please login with that information and DO NOT create an additional account.
4- When the PSI account Sign In or Creation is completed. The application information will then be displayed.
5- The application will begin and move through the pages as the test taker fills in or reviews the information provided. Please submit when finished.
6- If there are deficiencies in the application, the test taker will receive an email outlining the missing information and how to submit the needed document. The process is put on HOLD status and awaits the test taker to submit the needed information.
7- Once the application is submitted, test taker's should check their email account listed on the application for information pertaining to the application or the approval email.

Test takers must have their school complete the Affidavit form and upload it directly through the online application portal.

***Foreign language tests: The PSI tests are available to apply and schedule in English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese in the test selection section on the application and to schedule a test.**

Please note: For test takers submitting their initial registration, test takers are required include all documents with the Test Registration Form. Allow up to 10 business days processing time for the initial application. Please understand any missing documents will cause delays in the approval process.

NAME CHANGE INSTRUCTIONS

If a test taker name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

TEST PAYMENT AND SCHEDULING

Upon eligibility approval by the Department, test takers may register with PSI, pay the testing fees, and schedule. their test. Test takers must pay all testing fees at the time of scheduling. The testing fee will be forfeited if the test taker does not test within 1 year from the date the fee is received by PSI.

MICHIGAN TEST FEES

Instructor Theory Test	$93

NOTE: TEST FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

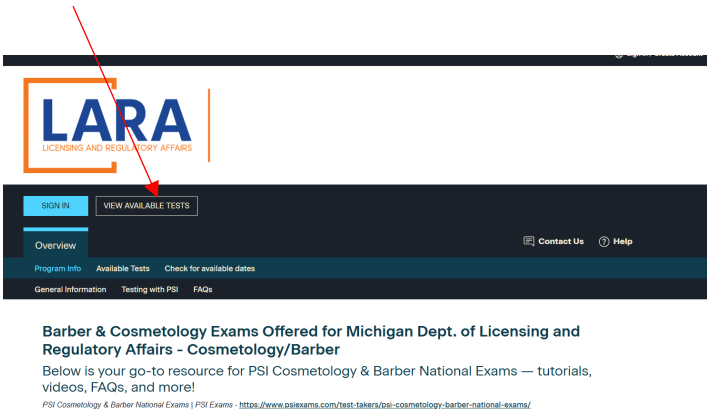
SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

Once a test taker has received an eligibility notice, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

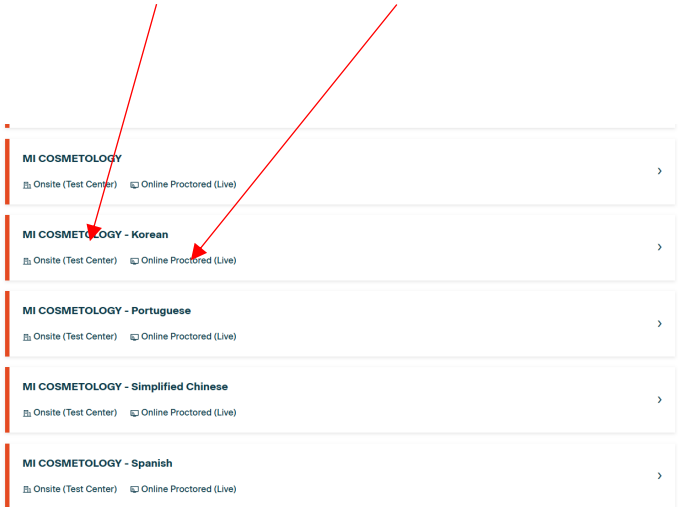
TEST REGISTRATION AND SCHEDULING (ONSITE OR ONLINE)

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient to way schedule and pay for a test. Test takers may use this service by going to the PSI web page https://test-takers.psiexams.com/micos

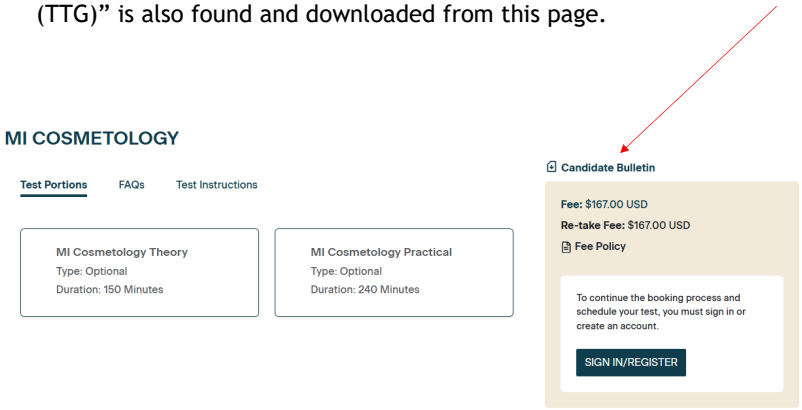
Select "***VIEW AVAILABLE TESTS***"



Test takers scroll to find their "test, language, and administration" (onsite OR online)



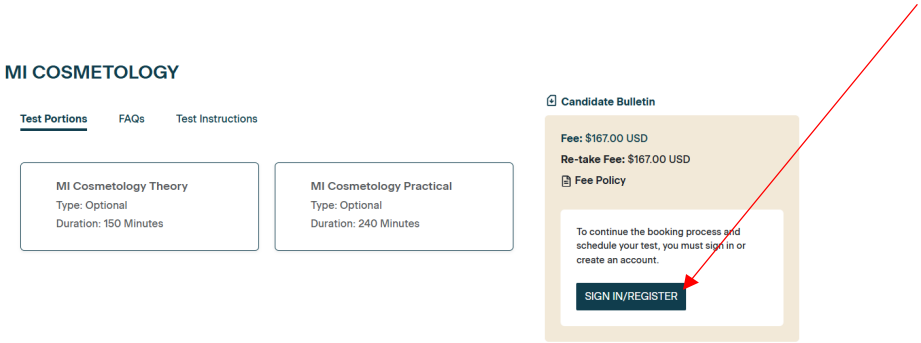
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (CIB) or "Test Taker Guide (TTG)" is also found and downloaded from this page.



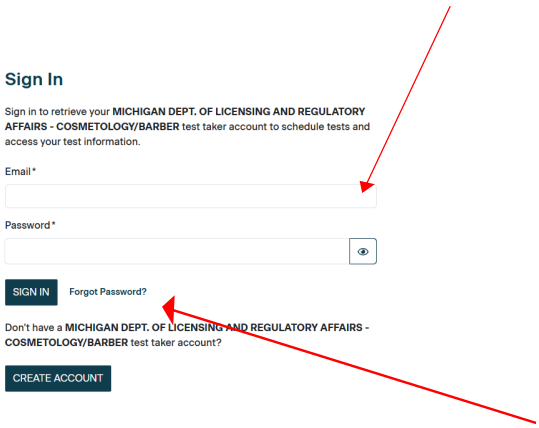
Follow the easy on-screen directions to pay and schedule for a test.

LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to SIGNIN/REGISTER



If the test taker has *ever* created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.



If the password is lost, test takers may click on the "Forgot Password" to reset their account password.
If test takers have difficulty entering their PSI account, please contact PSI Customer Service at (855) 579-4635 and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.

IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT! SEE THE INFORMATION BELOW

RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please *do not* create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system the does not know which file to choose and will not allow their information to become available.
Test takers use the login information they currently have with PSI, if that does not work, please please contact PSI Customer Service at (855) 579-4635.

DELETING A DUPLICATE ACCOUNT

If a test taker is certain another account exists, follow the instructions below to delete the duplicate account. Please go to https://test-takers.psiexams.com

1. Click on "FIND YOUR TEST"
2. Click on "Barber & Cosmetology"
3. Locate your State and Industry – use the dropdown menus

4. At the top right, click "Sign In / Create Account"
    a. If there is an existing account at https://test-takers.psiexams.com, please use the existing username and password.
    b. If #1 does not work, test takers will need to send an email to OADelete@psionline.com with their Name and email address and request that they delete the old online account.
    c. After confirmation has been received, it is completed, test takers can create a new account.
5. After logging in, click on "MANAGE" at the top and continue.

Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please *do not* call the Michigan Board Office as they do not have any information to aid test takers in their registration process.
Please contact PSI customer services at (855) 579-4635.

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover). Call (855) 579-4635, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

CANCELING OR RE-SCHEDULING

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least *48 hours prior* the scheduled test**.

- To cancel a test, use the PSI web page http://test-takers.psiexams.com/micos or call PSI at (855) 579-4635, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

Leaving a voice mail message will *NOT* cancel a test, test takers need to speak to a live Customer Service Representative.

LATE CANCELLATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.

TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and testing accommodations will be made in meeting a test taker's needs. Test takers with disabilities requesting test accommodations must fill out the test accommodation request form CLICK HERE .
Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

https://psi.wistia.com/medias/3321yp1ic8

PSI MICHIGAN TESTING CENTER LOCATIONS

The PSI National Instructor Theory tests are administered at the following testing center locations:

Dearborn Examination Center
3200 Greenfield Road, Suite 253
Dearborn, MI 48120

Holt-Lansing Examination Center
4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Southfield-Crossroads Examination Center Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

Southfield-Lahser Road Examination Center
26400 Lahser Road, Suite 150
Southfield, Michigan 48033

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 145
Grand Rapids, MI 49512

Gaylord Examination Center
440 W. Main St., Suite D
Gaylord, MI 49735

Marquette Examination Center
RockCliff Professional Building 710
Chippewa Square, Ste 110
Marquette, MI 49855

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

The PSI National Instructor Practical tests are administered at the following testing center locations:

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 145
Grand Rapids, MI 49512

Southfield-Crossroads Examination Center
Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

TEST SITE EMERGENCY CLOSURE

On occasion severe weather or an emergency may force the closure of a testing center. PSI will attempt to contact all test takers on that day to inform them of the situation. Every effort will be made to reschedule test takers for the next available date, time, and testing center possible. Test takers will not be penalized for emergency closures and will be rescheduled at no charge. Testing center status may also be confirmed by calling (855) 579-4635.

REPORTING TO A TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide the testing staff with identification verification and to be seated. Test takers need to provide two forms of I.D. upon check in as outlined below.
Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers are required to provide two forms of identification.

- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

Again, all identification must display the test takers name *exactly* as it appears in the exam egistration form and as registered with the Michigan Board of Cosmetology.

Test takers who are not able to provide the required identification must call (855) 579-4635 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.

***Military ID cannot be used for admission in an online test. If a test taker only has a military ID to utilize for admission, the test taker must test at an official PSI Testing Center location where the ID will be accepted.**

***Government issued temporary paper IDs are acceptable form of ID when presented with the expired ID.**

GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats:** For security purposes outerwear such as, but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. **In the event test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
  - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the test site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing 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, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.
- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

PSI THEORY TESTING EQUIPMENT

The PSI National theory tests will be administered using a computer, a mouse and computer keyboard.

TEST TAKER ONLINE TESTING EQUIPMENT

Test takers will be contacted to check the technical specifications of their personal device they will be using for an online test prior to the scheduled test date.

INDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

TEST QUESTION SCREEN

*The "*function bar*" at the top of the test question, provides mouse-click access to any features available while taking the test*. During the test, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a test taker has remaining to complete the test.

Note:
Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. One a test taker signs out of a test or timing expires; this feature will no longer be available.

EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

Test takers will utilize the PSI National Instructor test in Michigan for Cosmetology Insstructor licensure.

INSTRUCTOR THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in teaching or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.

The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

INSTRUCTOR THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Instructor test consists of 50 scored questions and 5 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

Topic Name	Weight
1. Learning and Communication	**24%**
A. Learning Theories	
1. Learner behavior in an educational setting	
2. Identifying learner ability, personality, and interests	
3. Identifying different types of learning styles (e.g., simulation, repetition, assimilation)	
4. Identifying multiple intelligences (e.g., kinesthetic, visual, audio)	
B. Communication Strategies	
1. Nonverbal communication	
2. Verbal communication	
3. Visual Media	
C. Accommodations	
2. Curriculum and Lesson Plans	**10%**
A. Curriculum Design Principles	
B. Designing Lesson Plans	
3. Teaching Methods	**30%**
A. Learner Instruction	
1. Learning Environments	
2. Engagement and Motivation	
B. Technology-Integrated Teaching	
1. Learning Management Systems (LMS)	
2. Distance Learning	
3. Educational aids and technology tools	

Topic Name	Weight
4. Learner Evaluation and Assessment Methods	**20%**
A. Assessment	
1. Alignment with Learning Objectives	
2. Types of assessments	
a. Formative assessments	
b. Summative assessments	
B. Rubrics and Feedback	
1. Academic advisement and coaching	
2. Grading Principles	
5. Classroom Management	**16%**
A. Classroom Educator Responsibilities	
1. Maintaining educational records	
2. Educator professionalism	
3. Classroom design and management	
4. Managing learner behaviors	
5. Resources for learner mental health	
B. Classroom Safety	
1. Implementing safety procedures	
2. Potential safety hazards in the learning environment	
3. Laws and regulations	

INSTRUCTOR TEST REFERENCE MATERIALS

This test is CLOSED BOOK.
The reference materials listed below were used to develop the questions for this test.

Pivot Point Fundamentals: Mindful Teaching (101T.1 – 107T.6)
2nd Edition, © May 2025 Pivot Point International, Inc.
ISBN: 978-1-962998-46-8 (eBook)
ISBN 978-1-962998-31-4 (Complete Digital Program)
https://www.pivot-point.com/shop/
Contact: info@pivot-point.com
847-866-0500

Milady Professional Instructor. 4th Edition, September 2021. ISBN: 978-1-337786-83-6

https://www.schoolsafety.gov/emergency-planning

https://www.cdc.gov/niosh/docs/2004-101/default.html

THEORY SCORE REPORTING INFORMATION

Test takers must score a minimum of 37 points out of 50 total points possible, to pass the National Instructor theory test.

- Test Scores will be emailed to the test taker within 5 days of completion of their test.
- Test scores WILL NOT be provided at the testing facility and WILL NOT be verified or released over the phone.

To better prepare for the PSI National Instructor Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on an Instructor test. Though questions are based on cosmetology, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for each time the test is utilized for review.
Go to https://www.psionlinestore.com for more information and to register!

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report test takers may contact PSI Customer Service at (855) 579-4635.

WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.
- Keeping the supply areas from becoming contaminated, such as: returning items to disinfected containers, leaving a containers and drawers open or otherwise contaminating a workstation.
- Knowledge of single-use and multi-use items and where to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the licensee.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- Instructors must know and teach, an understanding of workplace safety regulations issued by federal and state regulatory entities.
- Cross-contamination of chemicals and products on the workstation.
- Chemical mixing procedures, storage of chemicals and SDS sheets.
- Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- Tools and equipment are used in a safe manner.

LICENSURE ELIGIBILITY

To be eligible for licensure, you must complete the license application at the MI Plus website www.michigan.gov/miplus, submit the required fee to the State of Michigan, pass the required examination(s), and meet the following requirements:

- be of good moral character;
- has a high school diploma or its equivalent; and
- have successfully completed a course of study of at least 600 hours; OR
- Has not less than 3 years practical experience in natural hair cultivation, hair care services, skin care services, and manicuring service, not less than 1 year of which must be in a cosmetology establishment.
- A false statement or dishonest answer on the license application may be

1) grounds for denial of licensure;
2) grounds for disciplinary action against any future license; or
3) punishable by law. Furthermore, any conviction(s) for which you did or could have gone to jail may delay your application for a license.

If licensure is denied, this action may be appealed to the Board of Cosmetology.

***Foreign language tests: The PSI tests are available to apply and schedule in English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese in the test selection section on the application and to schedule a test.**

MICHIGAN INSTRUCTOR TEST ACCOMMODATION REQUEST FORM

All testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the test request for alternative arrangements by CLICKING HERE.

Requirements for testing accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

MAKE SURE YOU ARE REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS

PSI Services LLC
450 North Stephanie Street
2nd Floor
Henderson, NV 89014
Phone: (855) 579-4635

psi

Test takers may also apply by regular U.S. Mail. Please use application below.

Michigan Exam Application Form

I have read and understand the PSI Cosmetology Test Taker Guide prior to filling out this application. Test takers are responsible to provide all information requested on the form. Forms that are incomplete OR not legible will be returned unprocessed.

When you have finished this form in its entirety, please mail the form to the address below.
PSI Services LLC * ATTN: Examination Application MI COSMO
450 N Stephanie St
Suite 200 / 2nd Floor
Henderson NV 89014

No credit card/payment information should be included via mail. Payment will be completed online at time of scheduling.

Legal Name (as it appears on the government issued ID you will provide at the test).

_____ _____ _____
Last Name First Name Middle Name

Mailing Address _____
Street Number (PO Box not accepted) Box/Apt/Ste

_____
City State ZIP

Phone Cell _____ _____ _____ Alternate Number _____ _____ _____

Email Address _____

Date of Birth _____/_____/_____

Test & Portion: (Please choose one)

COSMETOLOGY ◯ ELECTROLOGY ◯ ESTHETICIAN ◯

BARBER ◯ MANI ◯ NATURAL HAIR ◯ INSTRUCTOR ◯

Theory Test ◯ Practical Test ◯

Theory and Practical ◯

Language: (please choose one)

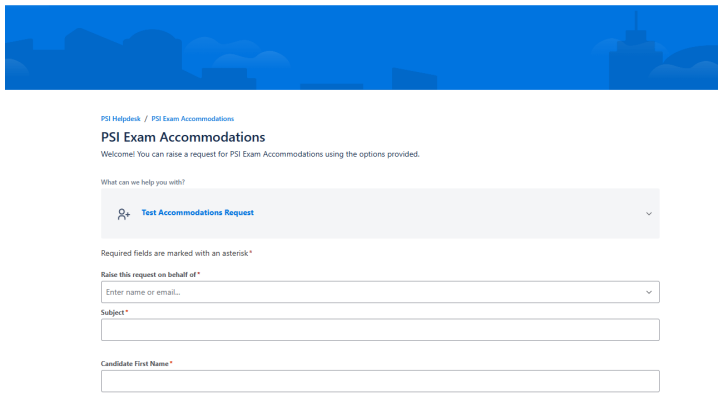
English ◯ Chinese (simplified) ◯

Korean ◯ Portuguese ◯

Spanish ◯ Vietnamese ◯

I am requesting test accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA) ◯ YES ◯ NO

If yes, the test taker must complete an Exam Accommodations Request Form CLICK HERE or going to https://psihelpdesk.atlassian.net/servicedesk/customer/portal/364/group/430/create/465 Fill in all applicable information and download the required documentation to submit a request.



The form will default to "Test Accommodations Request" of select it from the drop-down menu. Fill in ALL requested information and upload your required documentation prior to submitting the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

Check one of the following

- ❑ **First Time Test Taker -** Test taker has never taken the test. All first-time test takers must have their school complete the **Affidavit Section** of this application.
- ❑ **Retake Test Taker –** Test taker has previously taken the test and did not pass. If no information has changed from the original application, test takers may schedule their test online at https://test-takers.psiexams.com/micos or call PSI customer service at (855) 579-4635 to schedule.
- ❑ **Re-licensure Test Taker –** A former licensee who has let their license lapse for a period of 3 years or more. All re-licensure test takers must have the state complete the re-licensure Section on the bottom of this page.
- ❑ **Out -of-State Test Taker –** Al out-of-state test takers must have the state complete the out-of-state section at the bottom of this page.
- ❑ **Apprenticeship Test taker –** All apprenticeship test takers must have the state complete the apprenticeship section at the bottom of this page.

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YOU MUST COMPLETE THE NEXT PAGE

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Affidavit Section

FIRST TIME TEST TAKER SECTION
THIS SECTION MUST BE COMPLETED BY AND APPROVED SCHOOL OFFICIAL

I hereby certify this applicant has successfully completed the required course of training following the curriculum guidelines required by Administrative Rule, promulgated by the department.

Applicant Name

_____ _____ _____
Last Name First Name Middle Name

_____ _____
Date of Enrollment Date of Completion

_____ _____
Name of School Number of Hours Completed

_____ _____
Address of School School License Number

_____ _____
Language that classes and school exams were given in Textbook(s) Language

_____ _____
Signature of School Owner (School Official) Date

_____
Print Name

RE_LICENSURE, OUT-OF-STATE and APPRENTICESHIP SECTION
THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at 517-241-0199 for detailed instructions.

Applicant Name

_____ _____ _____
Last Name First Name Middle Name

The applicant must complete the following tests:

◯ Practical and Theory ◯ Theory ONLY ◯ Practical ONLY Code _____

_____ _____
Signature of State Official Date

_____
Print Name