

INSTRUCTIONS FOR SETTING UP TEST DATE THROUGH EXAMINATION

1. COMPLETE THE FOLLOWING AND MAIL TO THE BOARD:

ARIZONA STATE BOARD OF COSMETOLOGY
1721 E BROADWAY
TEMPE, AZ 85282

- a. APPLICATION FOR EXAMINATION WITH PASSPORT PICTURES, CURRENT STUDENT ID NUMBER AND SIGNATURE;
 - b. CERTIFICATION OF GRADUATION ON SCHOOLS LETTERHEAD;
 - c. LAWFUL PRESENCE TO INCLUDE DOCUMENT THAT SHOWS PROOF THAT THEIR PRESENCE IN THE UNITED STATES IS AUTHORIZED UNDER FEDERAL LAW;
 - d. EDUCATIONAL REQUIREMENT;
 - e. SUBMIT A \$40.00 MONEY ORDER.
2. REGISTER ON-LINE WITH PCS (PROFESSIONAL CREDENTIALS SERVICES) TO TAKE THE EXAMINATION. REGISTRATION WEBSITE: www.pcshq.com AND PAY \$177.00 TO PCS, BY CREDIT CARD FOR THE EXAMINATIONS.
 3. ONCE THE BOARD RECEIVES A COMPLETED EXAMINATION PACKET. WE WILL NOTIFY PCS THAT YOU QUALIFY TO TAKE THE EXAM. PCS WILL NOTIFY YOU BY EMAIL OF YOUR PRACTICAL EXAMINATION DATE AND GIVE INSTRUCTIONS ON SCHEDULING THE WRITTEN EXAM. (YOU WILL NOT BE NOTIFIED BY THE BOARD OF COSMETOLOGY OF ANY EXAMINATION DATE)
 4. IF YOU DO NOT QUALIFY FOR THE EXAMINATION OR MORE INFORMATION IS REQUIRED, THE BOARD OF COSMETOLOGY WILL NOTIFY YOU BY MAIL ONLY.
 5. IF YOU HAVE QUESTIONS, PLEASE CONTACT CHERYL: 480-784-4539 EXT 240

ARIZONA STATE BOARD OF COSMETOLOGY

1721 E. BROADWAY TEMPE AZ 85282

(480) 784-4539 FAX: (480) 784-4962

www.azboc.gov

PLACE
PASSPORT
PHOTO
HERE

APPLICATION FOR EXAMINATION

INCOMPLETE APPLICATION WILL BE RETURNED CAUSING A DELAY IN EXAMS

Aesthetics Cosmetology Nail Technology Instructor C N A

INCLUDE FEE OF \$40.00 for first license - See Instructions for Exam Date

PERSONAL DATA (Full Legal Name)		Social Security # _____ \ _____ \ _____
_____	_____	_____ Female _____ Male _____ \ _____ \ _____
Last Name	First Name	M BIRTHDATE
_____		(_____) _____
Address		Area Code - PHONE #
_____	_____	_____
City	State	Zip Code
TYPE OF EDUCATION: <input type="checkbox"/> HS Diploma <input type="checkbox"/> HS Transcript <input type="checkbox"/> GED <input type="checkbox"/> Proof of Age		STUDENT ID # _____

ARIZONA INFORMATION

Have you ever been licensed in Arizona? Yes No Have you ever failed an AZ exam? Yes No

_____/_____
License # Expiration date Area failed: Written Practical

COSMETOLOGY SCHOOL TRAINING:

Name of school attended

Address City State Zip Code

Number of hours attended From: _____ to _____ (MMDDYY)

HAVE YOU GRADUATED: Yes No (more than one school must be listed on a separate Exam application)

ANTICIPATED GRADUATION DATE _____ ** FOR PRE-SCREENING: YOUR EXAM WILL BE SCHEDULED AFTER THE ANTICIPATED GRADUATION DATE. IF GRADUATION IS NOT COMPLETED IN TIME TO TAKE THE SCHEDULED EXAM; EXAM FEE WILL BE FORFITED.

*****ALL TRAINING ABOVE MUST MATCH WITH PROOF OF HOURS FORM THAT IS TO BE SUBMITTED**

Yes No Have you taken a National Exam within the past year? If so, what state: _____
Date last taken: _____

INSTRUCTORS USE ONLY

Provide proof of 5 years of licensed industry experience within the ten years preceding this application.

APPLICANTS SIGNATURE:

If you have a disability and require reasonable accommodations to participate in our services, contact the ADA Coordinator at (480) 784-4539 at the Board office. The FAX # is (480) 784-6962
word/shared/common/exams/examinationapplication2013withCitizenship

EXAMINATION – PERSONAL AND INSTRUCTOR

Only complete applications will be processed; a complete application includes all applicable supporting documents and fees. Please read application and fill out completely before submitting. Incomplete applications will be sent back and will delay your examination or will be withdrawn.

You will need the following:

1. A complete application including:
 - Passport photo (taken at Walgreens, CVS etc.) that will appear on your license,
 - Social Security Number,
 - Name, Address and Phone number,
 - Date of Birth,
 - Student ID number,
 - Name of school attended with address and phone number,
 - Hours attended with beginning and ending dates,
 - Notate type of education; high school diploma, GED, HS Transcript or Proof of age (23 or older),
 - Any previous Arizona licensing information,
 - Your signature
2. Proof of Citizenship or Alien Status form with a legible copy of a document from list provided;
3. The fee of \$40.00 for first license fee, paid with a cashier's check or money order;
4. Certification of Graduation, on school letterhead signed by a school official;
5. Copy of High School Diploma, GED, HS Transcript for Proof of Age.

If applying for an Instructor examination you will need to provide the following:

1. The application listed above;
2. HS school diploma or GED;
3. "Proof of Licensed Work Experience Form" filled out by individuals listed on form, showing 1 year licensed work experience if attending school for the required hours, or 5 years licensed work experience to challenge the Board;
4. Copy of current license

You will apply for your exams by going on the following website: www.pcshq.com

If you have a disability and need special accommodations to participate in Board programs including receiving this information in an alternative format, please contact the ADA Coordinator at 480-784-4539 extension 240.

- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

SECTION IV - DECLARATION

All applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

 APPLICANT'S SIGNATURE

 TODAY'S DATE

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.