

CHECKLIST FOR ARIZONA EXAMINATIONS

Please check off each item below to avoid processing delays

(If missing any below items will result in delay of your examination date)

AN APPLICATION WITH WHITEOUT OR CROSSED OFF INFORMATION WILL NOT BE PROCESSED. PLEASE PRINT AND SUBMIT.

- ALL names must match when applying to Virtual Incorporated (PCS) and the AZ State Board. Make sure your I.D.'s match your paperwork.**
- 1. **Register online** with **Virtual (PCS)** to take the examinations.
 - Registration website: www.pcshq.com ;
 - Click on “Applicants & Candidates” ;
 - “Cosmetology & Barbering”;
 - “Arizona”;
 - Select the **“correct”** type of licensing exam you will be sitting for;
 - Must upload a 2x2 passport photo to your account
 - **Pay \$177.00 by credit card to Virtual Inc. (PCS) for both the written & practical exam.**
- 2. **COMPLETE, SIGN and MAIL**, the attached application to the board.
 - **Mailing address:**
 - Arizona State Board of Cosmetology
1740 W Adams St. Suite 4400
Phoenix, AZ 85007
- 3. Attach a current 2x2 **Passport Photo** to your application;
- 4. Certification of Beauty Institute Graduation form (must be on School’s Letterhead);
- 5. Lawful presence form to include the required documentation that shows proof of residency in the United States, and is authorized under the Federal law;
- Proof of High School Education & 16 years of age (government issued ID) or Proof of 18 years of age (government issued ID);
- \$70.00 MONEY ORDER (Initial License: non-refundable)**
 - **Money order must be paid to the “AZ Board of Cosmetology”**
- For Instructor Applicants ONLY:** Submit proof of current license & 1-year proof of work experience form.

Note:

Once the board receives a **COMPLETED** examination packet. The board will notify Virtual Inc. (PCS) that you qualify to take the exam. Virtual Inc. (PCS) will notify you by EMAIL of your practical examination date and give instructions on scheduling the written exam. (The Arizona State Board does not notify candidates of any examination date)

If you do not qualify for the examination or more information is required, the Board of Cosmetology will notify you.

If you have questions, please contact the Examinations department: 480-784-4539 (examinations).

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. Please also refer to your school or our website for the ADA form.

Select Exam type:

- Aesthetics
- Cosmetology
- Hairstyling
- Nail Technology
- Instructor

**ARIZONA STATE BOARD
OF COSMETOLOGY**

1740 W. ADAMS ST. SUITE 4400, PHOENIX AZ 85007
(480) 784-4539 FAX: (480) 784-4962
www.azboc.gov

**PLACE
CURRENT
PASSPORT PHOTO**

**HERE
USE PAPERCLIP**

APPLICATION FOR EXAMINATION

Attached \$70.00 MONEY ORDER for first license (fees are non-refundable)

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

<u>ARIZONA INFORMATION</u>	
Have you ever been licensed in Arizona? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever failed an AZ exam? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ / _____ License # Expiration date	Area failed: <input type="checkbox"/> Written <input type="checkbox"/> Practical AZ License Reactivation?: <input type="checkbox"/> Yes - \$70.00 processing fee does not apply

SCHOOL TRAINING:	
_____	<input type="checkbox"/> I have applied/paid with Virtual Inc. for my exams
Name of school attended	
_____	_____
Address	City State Zip Code
_____ Number of hours attended From: _____ To _____ (MMDD\YY)	
Did you Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> 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	
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you taken a NIC National Exam within the past year? If so, what state: _____	
Date last taken: _____	

By signing below, I have agreed that my information is correct and complete to apply for examinations:

APPLICANTS SIGNATURE: _____

**ARIZONA STATEMENT OF CITIZENSHIP
OR ALIEN STATUS FOR STATE PUBLIC BENEFITS**
Professional License and Commercial License
Arizona State Board of Cosmetology

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. 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.

SECTION I – APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____

TYPE OF APPLICATION (Check one) INITIAL APPLICATION RENEWAL

TYPE OF LICENSE/CERTIFICATION (Check one) Cosmetology Instructor
 Nail Technology Salon
 Aesthetician Schools
 Hairstyling

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? Yes No

If **Yes**, indicate place of birth:

City _____ State (or equivalent) _____ Country or Territory _____

- If you answered **Yes**,
- 1) Attach a legible copy of a document from List A (attached)
Name of document _____
 - 2) Go to Section IV.

SECTION III – ALIEN STATUS DECLARATION

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from List B (Attached) or other document as evidence of your status. Name of document provided _____

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 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:

- A. 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, dated 2000 and beyond. States for which licenses are not acceptable are: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington, as these States do not verify 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.
- B. This section does not apply to an individual, if all of the following apply:
1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
- C. If, pursuant to subsection A, an individual has affirmatively established citizenship of the United States or a form of non-expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.
- D. If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.
- E. If a document listed in subsection A, paragraphs 1 through 13 does not contain a photograph of the individual, the individual shall also present a Government issued document that contains a photograph of the individual.
- F. For the purposes of this section:
1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state.
 2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state.