

## 011 – Cosmetology Examination – First Time Applicants

The Cosmetology Examination is a computerized examination and available in English and Spanish. The Chinese Cosmetology Examination is only available in paper/pencil format.

### APPLY FOR EXAMINATION

Complete the online application, pay the current examination fee, and submit the **Original Cosmetology School Transcript**, showing proof of completing the required training hours (must be at least 1200 to take exam) at an approved school to teach Cosmetology. (Out-of-state school hours may differ). If you have transfer hours from another school, your transfer hours must be indicated on the final transcript.

Your application must include the completed application, current examination fee, and an **Original Cosmetology School Transcript** with an original signature of a school official and the school's seal (either embossed or raised) affixed along with the license number of the school. **CTS will not accept copies.**

All approved applicants will be contacted by email when your application has been screened and approved.

**You will have sixty (60) days ONLY from the date of the email to schedule and take your exam. IF YOU DO NOT COMPLETE YOUR EXAMINATION WITHIN THE 60 DAY TESTING WINDOW YOUR FEE IS FORFEITED.**

If you must change or cancel your scheduled examination date, you must notify PSI directly within two (2) business days.

To make sure you receive your approval to test, please put this email address in your email address book: [support@psionline.com](mailto:support@psionline.com)

### **IDENTIFICATION REQUIREMENTS TO OBTAIN ADMISSION INTO THE EXAM:**

If you do not have one of these valid forms of ID, you **will not be allowed** to sit for the exam.

- A **valid** US Driver's License or State ID issued by one of the 50 States or US Territories
- A **valid** US Passport or Military Active Duty ID
- A **valid** Consular ID

### **PRE-GRADUATION LICENSED COSMETOLOGY EXAMINATION:**

To take the **Pre-Graduation Licensed Cosmetology Examination** you are required to provide a **Preliminary Official Cosmetology School Transcript** issued by your school showing proof of completing a minimum of **1200 hours of training**. If you have transfer hours from another school, your transfer hours must be indicated on the transcript.

Your application must include the completed application, current examination fee, and an **Original Preliminary Cosmetology School Transcript** with an original signature of a school official and the school's seal (either embossed or raised) affixed along with the license number of the school. **CTS will not accept copies.**

### PLEASE NOTE:

If your examination is taken prior to the completion of your **1500 hours of training program**, you **MUST** submit a **Certification of Program Completion to the Illinois Department of Professional**

**Regulation (IDFPR).** Submit an updated **Original Cosmetology School Transcript** showing proof of completing the required **1500 hours of training** at an approved school to teach Cosmetology with an original signature of a school official and the school's seal (either embossed or raised) affixed along with the license number of the school. **IDFPR will not accept copies.** Submit to: IDFPR, Attn: Testing, 320 West Washington Street 3rd Floor, Springfield IL 62786.

**RETAKES:**

If you need to retake the examination, you must apply directly to Continental Testing Services (CTS) with an examination fee. You do not need to submit any supporting documents again. You will receive another email from PSI within ten business days in order to schedule another examination appointment. All retake applicants must wait 30 DAYS before reapplying to our office. Any retake request received prior to the 30 day waiting period will be treated as correspondence only.

Please note per the Illinois Cosmetology Act, (225 ILCS 410/3-6), if an applicant does not take and pass the examination after three (3) attempts, the applicant is required to take a refresher course prior to being scheduled for another examination.

**RESTORATION:**

A Restoration applicant must first apply to the Illinois Department of Financial and Professional Regulation at [www.idfpr.com](http://www.idfpr.com) or call 800-560-6420 for information. Upon approval by IDFPR, restoration applicants will be mailed an approval letter indicating how to proceed in registering with CTS.

**\*NOTES\***

- All applications are valid for a period of three (3) years. If your application has expired, you will be required to submit a complete application with all new supporting documents prior to approval of examination.
- If you applied online and paid with a credit card, it is not necessary for you to submit a copy of your application to this office. However, if you completed your application online and chose to submit your payment by mail, then it is **mandatory** that you print the application, sign and date it, and then mail to CTS with your payment and supporting document(s).
- ***Application fees paid to this office are non-refundable.***