

# **Packet of Information** for ***Trainee Qualified Supervisor***

## Training Responsibilities as described in: **Maine Barbering and Cosmetology Laws and Related Rules**

*Maine Department of Professional and Financial Regulation,  
Office of Professional and Occupational Regulation*

- ✓ Sample Affidavit of Completion Form
- ✓ Sample Temporary License Application
- ✓ Sample Information Related to Prov, Inc. and the NIC national practical and written/theory examination
- ✓ Attestation Statement on Understanding Duties and Responsibilities of a Qualified Supervisor

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345  
Office Direct Line (207) 624-8579 TTY users call Maine Relay 711  
Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [barbercosm.lic@maine.gov](mailto:barbercosm.lic@maine.gov)

As a Qualified Supervisor of a licensed trainee, you have a responsibility provide the necessary educate, train, and prepare the trainee in their chosen practice area of aesthetics, barbering, cosmetology, or nail technology.

As a Qualified Supervisor you must become knowledgeable with all Barbering and Cosmetology laws and rules. Of particular importance read and become familiar with *Barber and Cosmetology Program Rules Chapter 23 on Trainee Aesthetician, Barber, Cosmetologist, Limited Barber and Nail Technologist*. Copies of the Program rules and laws, Program forms, and other valuable information are available on the Program website at: [Barbering and Cosmetology Licensing | Office of Professional and Occupational Regulation](#)

All trainees must have a valid Training license issued by the Program prior to beginning the training program under a Qualified Supervisor. Trainee licenses must be active at all times during the training period. Trainee hours obtained prior to licensure is considered unlicensed practice and hours are not eligible to be counted as part of the training program. In addition, permitting a trainee to begin training prior to holding a valid trainee license may be subject to discipline of your license and/or Establishment owner for aiding and abetting unlicensed practice.

As a Qualified Supervisor it is your responsibility to ensure that your training curriculum will adequately prepare your trainee to pass both the written and practical national practice exams and gain full licensure. Please see the recommended curriculum topics, minimum allowed duration, and sample breakdown hours available for each specific licensure type that are provided in Program Rule Chapter 23.

The supervisor or secondary supervisor must always be present whenever a trainee is on premises and performing training hours. Present is considered to be within direct supervision and line of sight of the trainee at all times.

It is your responsibility to ensure that accurate and up-to-date records are maintained for each training hour and topics covered/practiced. These records are to be maintained by you in the licensed Level I establishment serving as the training location. Records must be up-to-date and readily available to be presentable on demand to Program staff for review and inspection.

Upon satisfactorily completing the trainee study you must complete and sign the training affidavit of completion and provide a copy to the Program and to the trainee. Affidavits must be submitted to the Program within 10 days of completion of training. Should a training program end prior to full completion a training affidavit must be completed and submitted for the hours obtained during training. It is important to note that pursuant to Rule Chapter 23, section 4, you must retain trainee records for a period of no less than five (5) years from the end of the trainee's training or trainee's termination and shall promptly produce such records to the Director upon request.

The affidavit of completion form is available on the Program website. A copy of the form is included in this packet for your convenience as well.

Upon completion the trainee must take and pass both the National Interstate Council of State Boards of Cosmetology (NIC) national practical and written/theory examinations. Examinations are administered by Prov, Inc. and as part of the examination registration process and as the trainee's Qualified Supervisor you will be required to verify that your trainee is qualified for examination for purposes of registering for examination. Your cooperation in ensuring that approval is given in a timely manner is greatly appreciated and helps your trainee avoid unnecessary delays in the confirmation of their exam dates.

The portal for examination registration is: [Provexam.com](http://Provexam.com)

Further information regarding the exam registration process and what to expect (Candidate Information Bulletin "CIB") during the exams is included in this packet of information. Please ensure that both you and your trainee have read and are familiar with it.

**LAWS AND RULES:**

***Maine Barbering and Cosmetology Laws and Rules***

<http://www.maine.gov/pfr/professionallicensing/professions/barbers/laws.html>

**All relevant laws and rules are accessible from this web page.**

***Title 5 Administrative Procedures and Services Chapter 341***

<http://www.mainelegislature.org/legis/statutes/5/title5ch341seco.html>

***Title 10 Department of Business Regulation Law §§8001-8011***

<http://legislature.maine.gov/statutes/10/title10ch901seco.html>

***Office of Professional and Occupational Regulation Rules 02 041***

<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

Chapter 10, Establishment of License Fees

Chapter 11, Late Renewals

This Office cannot provide you with a hard copy of laws and rules. However, all of these documents are available online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing).

Please visit the websites listed above to access these documents electronically. These documents may be subject to change without notice and it is strongly advised that you periodically revisit these sites for any updates.

**Attestation:** Please sign below to affirm that you have received this Trainee informational packet, have read the Maine Barbering and Cosmetology Laws and Rules and applicable related Department laws (Title 10), forms, and related information.


This signed attestation must be returned to:

*The Maine Barber & Cosmetology Program  
35 State House Station  
Augusta, ME 04333*

Copies may be sent by email to: [barbercosm.lic@maine.gov](mailto:barbercosm.lic@maine.gov)

**Read the statement below and sign where indicated as your certification of receipt of the information provided on this packet.**

By signing in this attestation, I agree to abide by the Maine Barbering and Cosmetology Licensing Program Laws and Rules, and all of the State Laws and Rules related to the practice of Barbering and Cosmetology. I certify that I have obtained, read, and reviewed the Trainee Qualified Supervisor information packet and the laws and rules listed in the Trainee application, Program website, and Qualified Supervisor information packet and that I will periodically or as necessary revisit these documents to ensure that I am current with Maine laws and rules.

Printed Name of Qualifying Supervisor	
Signature of Qualifying Supervisor	Date
	



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
**BARBERING AND COSMETOLOGY LICENSING**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## COSMETOLOGY TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (2500 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (If applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_                      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or training transfer\**

Transfer School/Establishment Name: \_\_\_\_\_                      Total Hours Credited: \_\_\_\_\_

Transfer School/Establishment Address: \_\_\_\_\_

STREET                                      CITY                                      STATE                                      ZIP

SUBJECT	HOURS	SUBJECT	HOURS
Bacteriology, hygiene, principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, sanitation, universal precautions, basic first aid and benefits and differences of cleaning, sanitation and sterilizing.		General sciences including, but is not limited to, the following: hygiene; anatomy and physiology; skin structure; growth; nutrition; disorders and diseases; nail structure; growth; disorders and diseases; properties of the hair and scalp and basics of chemistry and electricity.	
Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules and unassigned; the study of theory and subjects in which an individual student may be deficient and elective subjects related to the practice of cosmetology and testing and evaluation.		Cosmetology practice equipment, tools, implements, and devices including, but is not limited to: styling; manicuring; skin care and scalp treatment equipment; scissors; razors; clippers; trimmers; devices; dryers; thermal and other irons and their use and safety; sanitation; sterilization and precautions.	
Chemical texture services including, but is not limited to: soft curl permanents; permanent waving and chemical hair relaxing/straightening.		Hairstyling including, but is not limited to: thermal hair styling and straightening; finger waving; pin and roller curls; wrapping; blow dry styling and comb out techniques.	
Hair replacement systems using human and synthetic hair, wigs and hair pieces including, but is not limited to: measuring; fitting; cleansing; coloring and styling.		Nail technology including, but is not limited to: manicuring; pedicuring; nail enhancements and their various applications; sanitation; safety and precautions.	
Hair coloring, tinting and bleaching.		Shampooing, conditioning and scalp care.	
Skin care including, but is not limited to: facials and facial massage; hair removal; scalp treatments; cosmetics and make-up applications.		Haircutting principles and techniques, and use of all implements.	
		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

\_\_\_\_\_  
 Authorized Qualified Supervisor                      Date

\_\_\_\_\_  
 Trainee's Signature                                      Date

*This document will not be accepted if it is in any way defaced, altered, copy, redacted, including use of white out*



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
**BARBERING AND COSMETOLOGY LICENSING**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## BARBERING TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (2500 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (If applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_                      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or training transfer\**

Transfer School/Establishment Name: \_\_\_\_\_                      Total Hours Credited: \_\_\_\_\_

Transfer School/Establishment Address: \_\_\_\_\_

STREET                                      CITY                                      STATE                                      ZIP

SUBJECT	HOURS	SUBJECT	HOURS
Bacteriology, hygiene, principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, sanitation, universal precautions, basic first aid and benefits and differences of cleaning, sanitation and sterilizing.		Hairstyling including, but is not limited to: thermal hair styling and straightening; finger waving, pin and roller curls; wrapping; blow dry styling and comb out techniques.	
Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules; unassigned; the study of theory and subjects in which an individual student may be deficient and elective subjects related to the practice of barbering and testing and evaluation.		General sciences including, but is not limited to the following: hygiene; anatomy and physiology; skin structure; hair structure and growth, nutrition, disorders and diseases; nail structure, growth, disorders and diseases; properties of the hair and scalp and basics of chemistry and electricity.	
Chemical texture services including, but is not limited to: permanent waving; chemical hair relaxers and hair coloring, tinting and bleaching.		Shampooing, conditioning and scalp care.	
Barbering practice equipment, tools, implements, and devices including, but is not limited to: styling; manicuring; facial and scalp treatment equipment; scissors; razors; clippers; trimmers; devices; dryers; thermal and other irons and their use; safety; sanitation; sterilization and precautions.		Hair replacement systems using human and synthetic hair, wigs and hair pieces including, but is not limited to: measuring; fitting; cleansing; coloring and styling.	
Haircutting, including principles and techniques.		Manicuring, limited to fingernails.	
Trimming beards and mustaches, shaving and facials.		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

\_\_\_\_\_  
 Authorized Qualified Supervisor                      Date

\_\_\_\_\_  
 Trainee's Signature                      Date

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**BARBERING AND COSMETOLOGY LICENSING**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## LIMITED BARBERING TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (1600 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (If applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_                      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or training transfer\**

Transfer School/Establishment Name: \_\_\_\_\_                      Total Hours Credited: \_\_\_\_\_

Transfer School/Establishment Address: \_\_\_\_\_

STREET

CITY

STATE

ZIP

SUBJECT	HOURS	SUBJECT	HOURS
Bacteriology, hygiene, principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, sanitation, universal precautions, basic first aid and benefits and differences of cleaning, sanitation and sterilizing.		General sciences including, but is not limited to the following: hygiene; anatomy and physiology; skin structure; hair structure and growth; nutrition; disorders and diseases; properties of the hair and scalp and basics of chemistry and electricity.	
Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules and unassigned; the study of theory and subjects in which an individual student may be deficient; elective subjects related to the practice of limited barbering and testing and evaluation.		Hair replacement systems using human and synthetic hair, wigs and hair pieces including, but is not limited to: measuring; fitting; cleansing and styling.	
Barbering practice equipment, tools, implements, and devices including, but is not limited to: styling; manicuring; facial and scalp treatment equipment; scissors; razors; clippers; trimmers; devices; dryers; thermal and other irons their use; safety; sanitation; sterilization and precautions.		Hairstyling, cutting, arranging and styling, blow dry styling, and comb out techniques.	
Haircutting, including principles and techniques.		Shampooing, conditioning and scalp care.	
Trimming, shaving beards and mustaches, shaving and barbering facial and scalp massage.		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

\_\_\_\_\_  
 Authorized Qualified Supervisor                      Date

\_\_\_\_\_  
 Trainee's Signature                      Date

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**BARBERING AND COSMETOLOGY LICENSING**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## NAIL TECHNOLOGY TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (400 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (If applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_                      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or training transfer\**

Transfer School/Establishment Name: _____	Total Hours Credited: _____
Transfer School/Establishment Address: _____	
STREET	CITY
STATE	ZIP

SUBJECT	HOURS	SUBJECT	HOURS
Bacteriology, hygiene, physiology, anatomy principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, disinfection, sanitation, universal precautions, basic first aid and benefits and differences of cleaning, sanitation, disinfecting and sterilizing.		Nail technology practice equipment, tools, implements, devices, nail enhancements and their various applications.	
Science and theory of nail technology and pedicuring; nail structure and growth, nutrition, disorders and diseases; and artificial nails and their applications.		Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules; unassigned; the study of theory and subjects in which an individual student may be deficient and elective subjects related to the practice of nail technology, and testing and evaluation.	
		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

\_\_\_\_\_  
 Authorized Qualified Supervisor                      Date

\_\_\_\_\_  
 Trainee's Signature    Date

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**BARBERING AND COSMETOLOGY LICENSING**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## AESTHETICIAN TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (1000 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (If applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_                      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or training transfer\**

Transfer School/Establishment Name: \_\_\_\_\_                      Total Hours Credited: \_\_\_\_\_

Transfer School/Establishment Address: \_\_\_\_\_

STREET                                      CITY                                      STATE                                      ZIP

SUBJECT	HOURS	SUBJECT	HOURS
Anatomy, histology, physiology of the skin, and chemistry including, but is not limited to: bone; muscles; nerves; arteries; and glands as applied to the practice of aesthetics.		Bacteriology, hygiene, principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, sanitation, universal precautions, basic first aid and benefits and differences of cleaning and sanitation and sterilizing.	
Skin structure, analysis and growth, health and nutrition, diseases and disorders, and recognizing treatable cases and those requiring referral for medical treatment.		Facials and skin treatment with and without use of machines including, but is not limited to: hair removal; eyebrow tweezing; body waxing; cleansing; extractions; make up application and removal; artificial lash applications and lash and brow tinting.	
Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules; unassigned; the study of theory and subjects in which an individual student may be deficient and elective subjects related to the practice of aesthetics, and testing and evaluation.		Facial and skin therapy equipment, machines, devices, equipment, tools, and implements, as these apply to the practice of aesthetics, including, but is not limited to: basics of electricity as applied to the practice of aesthetics; service tables and equipment; foot baths and spas; re-usable and disposable implements and tools; ultraviolet light units and lamps; electrical and non-electrical devices and venting systems their safety.	
Massage techniques, basic facials, and spa body treatments.		Client consultation, client intake and records and client preparation, human relations and professional ethics.	
		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

\_\_\_\_\_  
 Authorized Qualified Supervisor                                      Date                                      Trainee's Signature                                      Date

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STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
**BARBERING AND COSMETOLOGY LICENSING PROGRAM**  
 35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

## HAIR DESIGNER TRAINEE AFFIDAVIT/TRANSCRIPT

*To be completed by Qualified Supervisor (Please print legibly)*

Trainee Name: _____	Date of Birth: _____
Trainee Address: _____	
STREET	CITY
STATE	ZIP
Supervisor Name: _____	Practice Lic#: _____
Establishment Lic#: _____	
Establishment Address: _____	
STREET	CITY
STATE	ZIP

**Check One:**     Course Complete (2000 Hours)     Trainee Discontinued Training     Training Terminated by the Supervisor

Discontinued/Termination Date (if applicable): \_\_\_\_\_

**Enrollment Date:** \_\_\_\_\_      **Completion Date:** \_\_\_\_\_

*\*Complete this section only if trainee was granted credit from a school or establishment training transfer\**

Transfer School/Establishment Name: \_\_\_\_\_      Total Hours Credited: \_\_\_\_\_

Transfer School/Establishment Address: \_\_\_\_\_

SUBJECT	HOURS	SUBJECT	HOURS
Bacteriology, hygiene, principles and practices of infection prevention and control, exposure to blood and bodily fluids, sterilization, disinfecting, sanitation, universal precautions; basic first aid and benefits and differences of cleaning, sanitation, disinfecting and sterilizing.		General sciences including, but is not limited to, the following: hygiene; anatomy and physiology; skin structure; growth; nutrition; disorders and diseases; properties of the hair and scalp and basics of chemistry and electricity.	
Business and salon/establishment management including, but is not limited to: the Program laws and applicable rules and unassigned; the study of theory and subjects in which an individual student may be deficient and elective subjects related to the practice of hair design and testing and evaluation.		Hair design practice equipment, tools, use of all implements, and devices including, but is not limited to: styling; facial and scalp treatment equipment; scissors; razors; clippers; trimmers; shaving implements; hair removal devices; dryers; thermal and other irons and their use and safety; sanitation; sterilization and precautions.	
Chemical texture services including, but is not limited to: soft curl permanents; permanent waving and chemical hair relaxing/straightening.		Hairstyling including but is not limited to: thermal hair styling and straightening; waving; pin and roller curls; wrapping; blow dry styling and comb out techniques.	
Hair replacement systems using human and synthetic hair, wigs and hair pieces including, but is not limited to: measuring; fitting; cleansing; coloring and styling.		Haircutting and hair removal principles and techniques, including but not limited to: cutting, trimming, removal, singeing, and shaving, trimming, or cutting the beard or mustache or removing superfluous hair.	
Hair coloring, tinting, and bleaching.		Shampooing, conditioning, and scalp care.	
Massaging of the scalp, face and neck and giving facials, and scalp treatments, including hand or mechanical appliances.			
		<b>Total Hours Credited:</b>	

I, as the authorized Qualified Supervisor, hereby certify that all instruction and training including theory, practice and clinical training in the subject areas described in this affidavit was provided to the trainee named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the trainee concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

Authorized Qualified Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Trainee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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WWW.PROVEXAM.COM

A large red L-shaped graphic on the left side of the page, consisting of a vertical line and a horizontal line that meet at a corner, forming an open square shape.

# Prov Registration Approval User Manual

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Created for Prov's Exam Sponsors

**PRESENTED BY:**

Prov, Inc.  
150 W. Civic Center Dr.  
Suite 601  
Sandy, UT 84070

## Introduction

Thank you for partnering with Prov!

The following outlines the steps to approve candidate registrations in Prov's systems. This document will walk you through how to approve a candidate that has self-registered with Prov.

## Contents

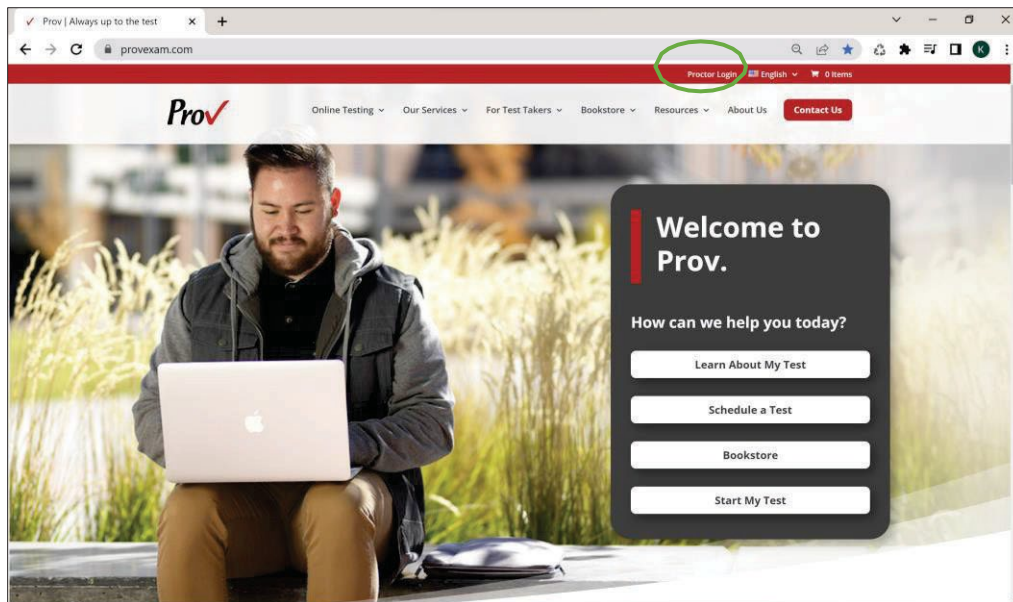
How to Sign In.....	3
Prov Dashboard.....	5
Approve Students.....	5



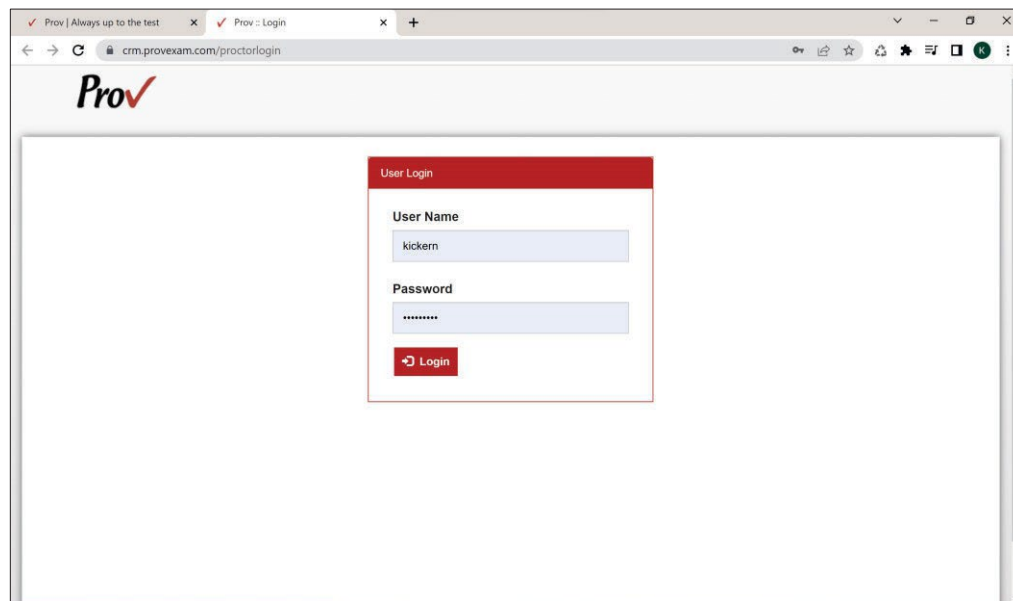
## How to Sign In

The user logs into the Prov website at: [www.provexam.com](http://www.provexam.com)

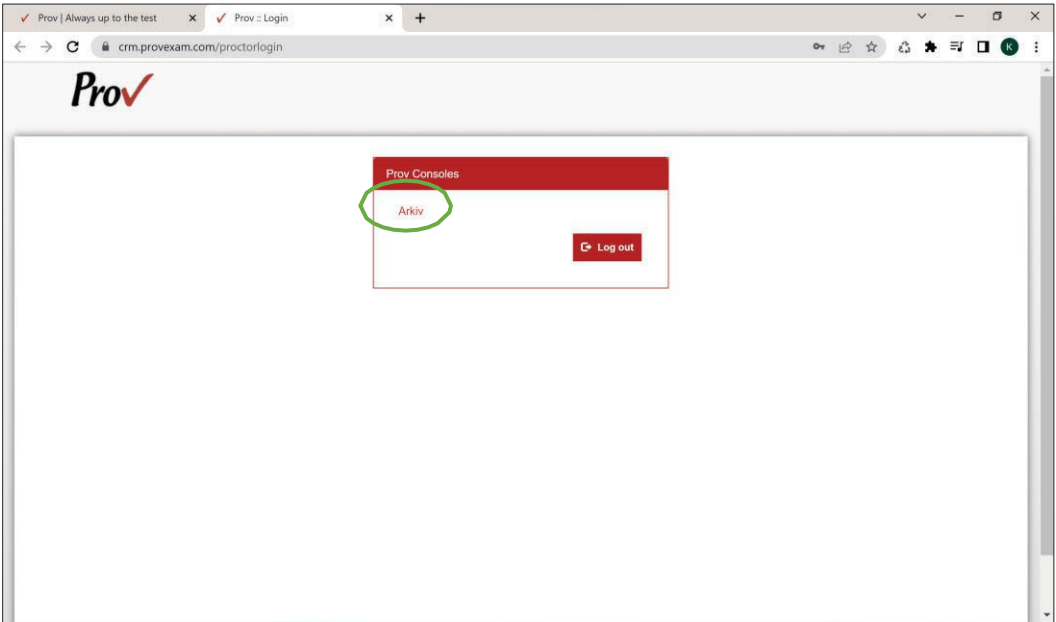
In the upper right-hand corner, select 'Proctor Login' (circled below).



A new tab will open. The user enters their username and password and selects the "Login" button.



After clicking log in, the user is presented with their Prov Consoles. Click on "Arkiv" Then "Schools - Training."



Instructions follow on the next page.

## Prov Dashboard

The following is the Prov dashboard. Select “Approve Students”

This screenshot shows the 'EXAM SCHOOL REPORTS' dashboard. The top navigation bar is visible, with 'EXAM SCHOOL REPORTS' highlighted. Below the navigation bar, there are buttons for 'Multiple', 'Prior', and 'Next', and a '1 of 1' indicator on the right. The main content area contains a box titled 'Step 1: Report Selection' with the instruction 'Select the type of report you wish to create.' and a 'Report Type' dropdown menu.

## Approve Students (Candidates)

Select “Approve Students” Select the Board or School from the drop-down.

This screenshot shows the 'APPROVE STUDENTS' dashboard. The top navigation bar is visible, with 'APPROVE STUDENTS' highlighted. Below the navigation bar, there are buttons for 'Multiple', 'Prior', and 'Next', and a '1 of 1' indicator on the right. The main content area contains a box titled 'School' with the instruction 'Please select your school from the dropdown list.' and a 'School' dropdown menu showing 'Out of State Applicant'.



Candidates pending approval will populate indicating their “Approval Status” as “Pending School Approval”. Scroll to the right to see the candidate’s exam type, address, date of birth and email address. Please note nothing will populate in “Vendor Exam Date” or “Vendor Site Name” for your state. If you have a lot of pending registrations, you may need to scroll on the far-right side to find a particular student/candidate. You may also resort by clicking on the column title (e.g. click on Full Name to alphabetize the candidate’s names) This is helpful if both the theory and practical registrations are not displayed together on your screen.

Once you’ve reviewed the registration you would then click the drop-down and if they are approved you would select “Valid”, if they are not approved you would select “Cancelled” and then type a note of why they were not approved and the Prov system will email the candidate with the description you provided in the “Notes” field.

Once you’ve updated the “Approval Status” for all registrations click “Update Changes” and then “Close” to transfer the information to the candidate’s records. You may select the Board or school from the dropdown menu again to confirm all registrations have updated and are no longer in your portal.

**Prov** School Reports Approve Students Coupons School Domain Summary Options Sign off

EXAM SCHOOL REPORTS APPROVE STUDENTS

Multiple Prior Next 1 of 1

School  
Please select your school from the dropdown list.  
School: State - Name of School

**Eligibilities**  
Please change the Approval Status from "Pending School Approval" to "Valid" for any student which has completed their training. Please approve each eligible exam. Then press the

Approval Status	Notes	Date Entered	Begin Date	Full Name	Exam
Pending School Approv			02/13/2025	Candidate's Name	Practical_Cosmetology
Pending School Approval			02/13/2025	Candidate's Name	Theory - Cosmetology (EN)
Pending School Approval			02/10/2025	Candidate's Name	Practical_Barber 1
Pending School Approval			02/10/2025	Candidate's Name	Theory_Barber 1 (No Chemical) (NIC) (EN)

Update Changes

The following illustrates the remaining fields to the far right when reviewing student/candidate registrations:

ProV School Reports Approve Students Coupons School Domain Summary Options Sign off

EXAM SCHOOL REPORTS APPROVE STUDENTS

Multiple Prior Next 1 of 1

able exam. Then press the Update Changes button.

Exam	Full Address	DOB	Email	Vendor Exam Date	Vendor Site Name
ology	150 Mount Hope Rd, Sanford, ME 04073	02/27/1982	tylerdavid08@gmail.com	<input type="text" value=""/>	<input type="text" value=""/>
ology (EN)	150 Mount Hope Rd, Sanford, ME 04073	02/27/1982	tylerdavid08@gmail.com		
	52 Teri circle apt138, Westbrook, ME 04092	02/19/1978	alsaher29a@yahoo.com		
No Chemical) (NIC) (EN) 2023	52 Teri circle apt138, Westbrook, ME 04092	02/19/1978	alsaher29a@yahoo.com		

Click “Close” and exit if you have completed approving and/or cancelling registrations.

**Please Note:** If you see an obvious error in the registration (e.g. They selected Instructor – Cosmetology but their schooling was for Cosmetology you may contact the ProV Cosmetology Team to request the correction rather than cancelling the registration which would then require the student/candidate to create a new registration.



# State of Maine

## Barbering & Cosmetology Program

### Candidate Information Bulletin

#### FREQUENTLY ASKED QUESTIONS

- 1. HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:  
<https://www.provexam.com/register>.

You may also call/text us at (801) 733-4455.

- 2. HOW DO I SCHEDULE MY TEST?** Once you receive an email confirming you are approved, you may schedule at: [www.provexam.com](http://www.provexam.com)

More information about exam scheduling is provided on page 3 of this bulletin.

Please note that BOTH the written and practical examination MUST be passed within 1 year or BOTH examinations MUST be retaken.

- 3. WHERE CAN I TEST?** All practical exams are taken remotely. Written exams may be taken remotely or at any one of Prov’s testing centers. Written test site locations may be found on page 10 of this bulletin. More information about remote testing is provided on pages 3, 7 and the attached remote practical exam instructions. The remote system works on a MAC, PC, or Chromebook (Please verify your Chromebook will work with our system in advance of test day.) **THE SYSTEM WILL NOT PERMIT YOU TO USE AN I-PAD OR TABLET.** If you are **not** prepared to test with proper equipment using the remote proctoring system you will be required to reschedule and repay the exam fee.
- 4. HOW MUCH DOES IT COST?** The written examinations fee is **\$99** each and the practical examinations fee is **\$149** each.
- 5. WHEN DO I GET MY TEST RESULTS?** Official exam results for the practical and written exam will be emailed to you within 3 business days after your test.
- 6. WHAT IS ON THE TEST?** Exam information can be found on page 5 of this bulletin.

#### MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions:  
**Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation – Barbering & Cosmetology Program (Department)**  
 Ph (207) 624-8579  
<http://www.maine.gov/professionallicensing>  
 8:00 am to 5:00 pm ET  
 Monday-Friday

For Testing Questions -  
**Prov, Inc.**  
 150 W Civic Center Blvd,  
 Suite 601  
 Sandy, Utah 84070  
 Call or Text: (801) 733-4455  
 (Messaging rates may apply)  
 Toll Free: (877) 228-3926  
[www.provexam.com](http://www.provexam.com)  
 support@provexam.com  
 8:00 am to midnight ET  
 Monday-Friday

#### GENERAL TESTING INFORMATION

The Maine Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation – Barbering & Cosmetology Program (Department) has contracted with Prov, Inc. to administer the following NIC Barbering, Cosmetology and related fields examinations:

- Aesthetician
- Barber 1
- Cosmetologist
- Hair Design
- Instructor (all disciplines)
- Nail Technologist

The purpose of this bulletin is to provide you with information about taking your Maine licensing examinations. For all license categories you will be required to pass BOTH a written and practical exam in order to become licensed.

If candidates have questions regarding which exam(s) to take, please check with your school, or contact the Department at (207) 624-8579.

**MAINE SCHOOL GRADUATE CANDIDATES**

Candidates register online at [www.provexam.com](http://www.provexam.com) and your school will be notified electronically that you have applied. Student’s final record of instruction is submitted from Candidate’s school to the Department.

**OUT OF STATE & REINSTATEMENT CANDIDATES**

Out of State Candidates (licensed in another state) or candidates reinstating a lapsed license that are eligible for licensure by examination must register online at [www.provexam.com](http://www.provexam.com) and the Department will be notified electronically that you have applied. The Department determines eligibility for examination.

**TRAINEE/APPRENTICE, OUT OF STATE & REINSTATEMENT CANDIDATES**

Trainee/Apprentice candidates register online at [www.provexam.com](http://www.provexam.com) and once registered, please provide your Trainee/Apprentice Qualifying Supervisor with your assigned Prov Candidate ID number.

Trainee/Apprentice Qualifying Supervisor must complete the following form and submit to [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com). Please include in the “subject” of your email your Trainee/Apprentice’s full name, date of birth and assigned Prov Candidate ID number.

**[Maine Trainee Apprentice Authorization Form](#)**

**EXAMINATION CATEGORIES & COST**

Candidates seeking to be licensed in the State of Maine must successfully complete the written examination and a practical examination.

Each written exam costs \$99.00 and each practical exam costs \$149.00. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

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REMOTE TESTING

Practical examinations are administered remotely. You may also take your theory exam remotely or at a Computer Based Testing (CBT) location.

Remote testing means exams can be at home (or any other quiet site with adequate internet speed and free from distractions) This space must be private and is not available to anyone other than the testing candidate during testing. You will use the [Examroom.ai](https://examroom.ai) remote proctoring tool.

More information about remote testing is provided throughout this bulletin and in the Remote Practical Exam Instructions included with this bulletin.

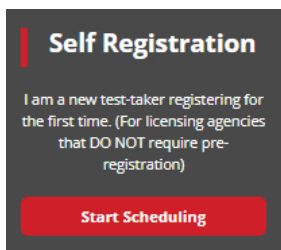
TESTING WITH PROV

You may take your theory exam by computer at one of Prov’s testing centers or you may take your theory exam remotely. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:  
<https://youtu.be/h3T9svnidLY>

HOW TO REGISTER ONLINE

1. To register for your exam, go to:  
<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Schedule a Test”
3. Click “Start Scheduling” under ‘Self Registration’



4. Use the Dropdown menu under “Select Certifying Body”, and select:

**ME – Barber & Cosmetology**

Then press

Next

5. Under “Select a License/certificate”, choose the license (and language) you are seeking: **(choose one of the following):**

- Barber 1
- Cosmetologist
- Esthetician
- Hair Design
- Instructor
- Nail Technician

Then press

Next

6. Select the school you attended, or “Trainee/Apprentice” if you trained under a Trainee/Apprentice Qualifying Supervisor, “Out of State” if you trained in another state or “Reinstate” if you are reinstating a lapsed license and are required to take the examination. Once selected, scroll to the bottom of the page & click “Submit”.

7. Enter your information **exactly** as it appears on your government issued ID.

- Name (First, Middle and Last)
- Street address
- City, State, Postal Code

Additionally, please provide the following:


- Social Security number
- Email Address
- Telephone Number

Then select the button labeled:

SAVE CHANGES

8. Log out, you will be notified once you are approved via an emailed “voucher” letter. Log back into your registration as a returning user to schedule your exam(s).

## HOW TO SCHEDULE YOUR EXAM ONLINE

1. To schedule your exam, go to:  
<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Returning User” and enter your known Candidate ID and your last name. Click “Retrieve Details”
3. Select a Date & Time for your exam by selecting the link labeled.
4. Select a convenient test site by scrolling down to see all available test sites.  
 [Find suitable time and venue](#)
5. Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**
6. If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 7.

## SCHEDULE ANOTHER TEST

7. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school.

The invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may call Prov at (866) 720-7768.

## SCHEDULING BY PHONE

To schedule an examination by phone, you may call or text Prov at (801) 733-4455 or send an email to [support@provexam.com](mailto:support@provexam.com).

Prov scheduling staff is available 8:00 a.m. through midnight ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

## CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **seven (7) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

## EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency, you must provide written documentation to Prov for review.

You may call or text Prov at (801) 733-4455 or send an email to [support@provexam.com](mailto:support@provexam.com).

If approved, you will be notified and provided with authorization to reschedule your examination.

### PREPARING FOR YOUR EXAMS

The exams utilized in Maine are designed to test what you should know (and be able to do) as you begin your career in the Barbering, Cosmetology & related fields industries. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC).

### KIT AND SUPPLY INFORMATION

Candidates must bring all needed supplies and cannot borrow anything during the examination. Suggested supplies are included in the NIC Candidate Information Bulletin (CIB).

Barbers & Cosmetologists: Mannequin heads MUST be a full-size head, “minikin” or “junior” mannequin heads are NOT permitted. Additionally, the NIC requirements for mannequins are indicated on page 3 of the NIC CIB.

Cosmetologists: Thermal curling is demonstrated with a cold thermal curling iron. It is suggested that the mannequin’s hair be curled prior to the exam for the purpose of simulating thermal curling with a cold thermal curling iron.

Kits must be no larger than 30” x 30”. Kits, bags etc. must fit completely under the candidate’s work area.

Tripods may be used but must be within the candidate’s immediate work area (close to or up against workstation).

Disinfectants must be disinfecting wipes; sanitizers and all other products must be non-aerosol.

### EXAM DESCRIPTIONS

The National Examinations are provided by the National Interstate Council of State Boards of Cosmetology (NIC). To learn more about your specific exam, please select the following hyperlinks to access the NIC Candidate Information Bulletins (CIBs).

**IMPORTANT:** For important information on how to prepare and set up your workspace for your practical exam **BEFORE** testing please refer to the Remote Practical Exam Instructions included with this bulletin.

## Barber 1 (no chemical)

### WRITTEN EXAM:

- ✓ [Barber 1 Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Barber 1 Practical CIB](#)

## Cosmetologist

### WRITTEN EXAM:

- ✓ [Cosmetology Written CIB](#)

Cosmetologists are examined on the Core Practical Sections, Hair Removal of the Eyebrows and Sculptured Nail. The NIC CIBs for these exam areas are available at the following links:

### PRACTICAL EXAM:

- ✓ [Cosmetology Practical CIB](#)
- ✓ [Cosmetology Hair Removal Eyebrows CIB](#)
- ✓ [Cosmetology Sculptured Nail CIB](#)

## Estheticians

### WRITTEN EXAM:

- ✓ [Esthetics Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Esthetics Practical CIB](#)

## Hair Design

### WRITTEN EXAM:

- ✓ [Hair Design Written CIB](#)

Hair Design candidates are examined on the Cosmetology Core Practical Sections. The NIC CIB for this exam is available at the following link:

### PRACTICAL EXAM:

- ✓ [Cosmetology Practical CIB](#)

## Instructor

### WRITTEN EXAM:

- ✓ [Instructor Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Instructor Practical CIB](#)

**Note:** You will select the type of instructor (i.e. Cosmetologist, Esthetician, etc.) at the time of registration.

To receive your Instructor lesson assignment topic, please send an email to the following: [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com). Please email your request a minimum of 3 business days prior to your scheduled exam date.

**IMPORTANT:** Remote practical Instructors **MUST** email their lesson plans to [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com) **no later than 1 day PRIOR** to their testing date. If lesson plans are not provided in advance, it will affect their score.

## Nail Technician

### WRITTEN EXAM:

- ✓ [Nail Technology Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Nail Technology Practical CIB](#)

## Foreign Language CIBs

If you wish to access an NIC Written Candidate Information Bulletin (CIB) in one of the available foreign languages, please click the link for the exam and foreign language desired:

### BARBER 1:

Korean: [NIC Korean Barber 1 Written CIB](#)

Persian: [NIC Persian Barber 1 Written CIB](#)

Spanish: [NIC Spanish Barber 1 Written CIB](#)

Vietnamese: [NIC Viet Barber 1 Written CIB](#)

### COSMETOLOGY:

Korean: [NIC Korean Cosmetology Written CIB](#)

Spanish: [NIC Spanish Cosmetology Written CIB](#)

Vietnamese: [NIC Viet Cosmetology Written CIB](#)

### ESTHETICIAN:

Korean: [NIC Korean Esthetics Written CIB](#)

Spanish: [NIC Spanish Esthetics Written CIB](#)

Vietnamese: [NIC Viet Esthetics Written CIB](#)

### HAIR DESIGN:

Korean: [NIC Korean Hair Design Written CIB](#)

Spanish: [NIC Hair Design Spanish Written CIB](#)

Vietnamese: [NIC Viet Hair Design Written CIB](#)

### INSTRUCTOR:

Korean: [NIC Korean Instructor Written CIB](#)

Spanish: [NIC Spanish Instructor Written CIB](#)

Vietnamese: [NIC Viet Instructor Written CIB](#)

### NAIL TECHNICIAN:

Korean: [NIC Korean Nail Technology Written CIB](#)

Russian: [NIC Russian Nail Technology Written CIB](#)

Spanish: [NIC Spanish Nail Techn Written CIB](#)

Vietnamese: [NIC Viet Nail Technology Written CIB](#)



## NIC References

For information about exam references, please click the following hyperlink:

- ✓ [NIC References](#)

### TEST DAY RULES AND PROCEDURES

#### Theory Test Site Testing - Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Test site testing candidates proceed to “Proof of Identity” section of this bulletin.

#### Theory & Practical Remote Testing Information

##### What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. On test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

**Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- The operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please use the following links to do a system check before you schedule your exam to make sure your computer system will allow you to take a test using this system. <https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow.”

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use during your exam. To request access to a Prov laptop you may call (866) 720-7768 and ask a call center representative for assistance. You will be responsible for the cost of shipping and handling. Please call for more information.

#### Exam Day Procedures

On the day of your exam:

1. Head to <https://provexam.com>
2. Click “Start My Test” from the home page menu
3. Review the instructions on the page and click “Start My Test” to be directed <https://examroom.ai/login/>
4. Enter the email address you used to register for your test
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your test

For technical support, or if you have difficulty logging into your exam, please use the chat box on the bottom right corner of <https://examroom.ai>.

The following link will take you to a short video that demonstrates Prov's testing system (click skip ads to proceed to Prov's video):

<https://youtu.be/h3T9svnldLY>.

### **Proof of Identity**

You will be required to show government-issued, photo-bearing identification that includes your signature. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Please contact Prov in advance of your test date if you have any questions regarding your photo ID. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, if you refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the test and forfeit all testing fees for that testing session.

### **Prohibited Items**

No cameras, recorders, cell phones, computers, (other than those in use for administration of your examination remotely, if applicable), pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items are not permitted in the testing room.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam.

### **Visitor Policy**

No one other than the candidate will be allowed in the testing room.

### **Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Division of Professional Regulation. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

### **Candidate Civility Expectations**

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing Department. If any physical harm occurs, civil action may also be taken against the candidate.

## SCORE INFORMATION

Candidates must achieve an overall passing scaled score of 75.00 on the practical and written exams.

**Chapter 21, section 1 (3)**

An applicant who fails an examination may retake the examination at a subsequent sitting. However, an applicant who fails to pass all examinations within one (1) year from the first sitting shall retake the written and the practical examinations.

## RESULTS REPORTING

Upon completion of the written examination, your test will be scored, and you will be provided with an unofficial score result while at the testing center. Official score results for the written and practical examinations will be sent to your email address within three (3) business days following completion of the test.

## RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There's is no waiting period and candidates can schedule a new testing session for the first available testing date.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Maine.

## PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

## AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing accommodations. To request accommodations during testing, candidates should complete and submit these ADA forms:

Prov will require written documentation from a licensed physician or psychologist documenting the disability and the recommended accommodations to be provided. Prov will then work directly with the candidates to arrange the approved accommodations.

**Note:** Accommodations will not be provided based solely on a candidate's inability to read and comprehend English. This is due to the possible impact on the security and integrity of the examinations, any accommodation provided shall be made in accordance with test administration guidelines and applicable law.

**WRITTEN SITE AVAILABILITY**

The following are the testing sites where you may schedule to take your **written** examination.

Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Test sites in bordering states are not included in this list but will populate when scheduling exams.

**TEST SITE LOCATIONS – THEORY EXAMINATIONS****1. Central Maine Community College (CMCC)**

Jalbert Hall  
1250 Turner Street  
Auburn, ME 04210

**Directions:** The testing center is in Jalbert Hall on the Central Maine Community College campus. When driving in to the campus, take the first road to the right. Park in the first available parking area. Enter through the door that is marked “College Store”. From this entrance you will need to go up one level and follow the signs to the library. The testing center is across from the library entrance.

**2. United Technologies Center (UTC)**

Testing Services  
200 Hogan Rd  
Bangor, ME 04401

**Directions:** UTC is located at the intersection of Hogan Road and Mount Hope Avenue in Bangor, Maine – directly across from the Maine Department of Transportation office and maintenance lot. Park in one of the large parking areas and look for the UTC flagpole as that is the entrance to the building.

**3. Northern Maine Community College (NMCC)**

33 Edgemont Drive  
Presque Isle, ME 04769

**Directions:** For directions and a campus map please visit <http://www.nmcc.edu/about-nmcc/campus/directions/campus-map/>.

Parking is next to the building

**4. Remote Testing - [Examroom.ai](#)****THEORY TEST SITE INSTRUCTIONS**

Theory exams may be taken at a computer-based testing center or remotely. Test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

**REMOTE PRACTICAL EXAM INSTRUCTIONS**

Remote practical instructions are attached to this document to assist candidates when preparing to take the practical exam remotely.

# Prov Remote Written Instructions Handout

Please take a moment to read the following information. Failure to follow these testing rules can have serious consequences.

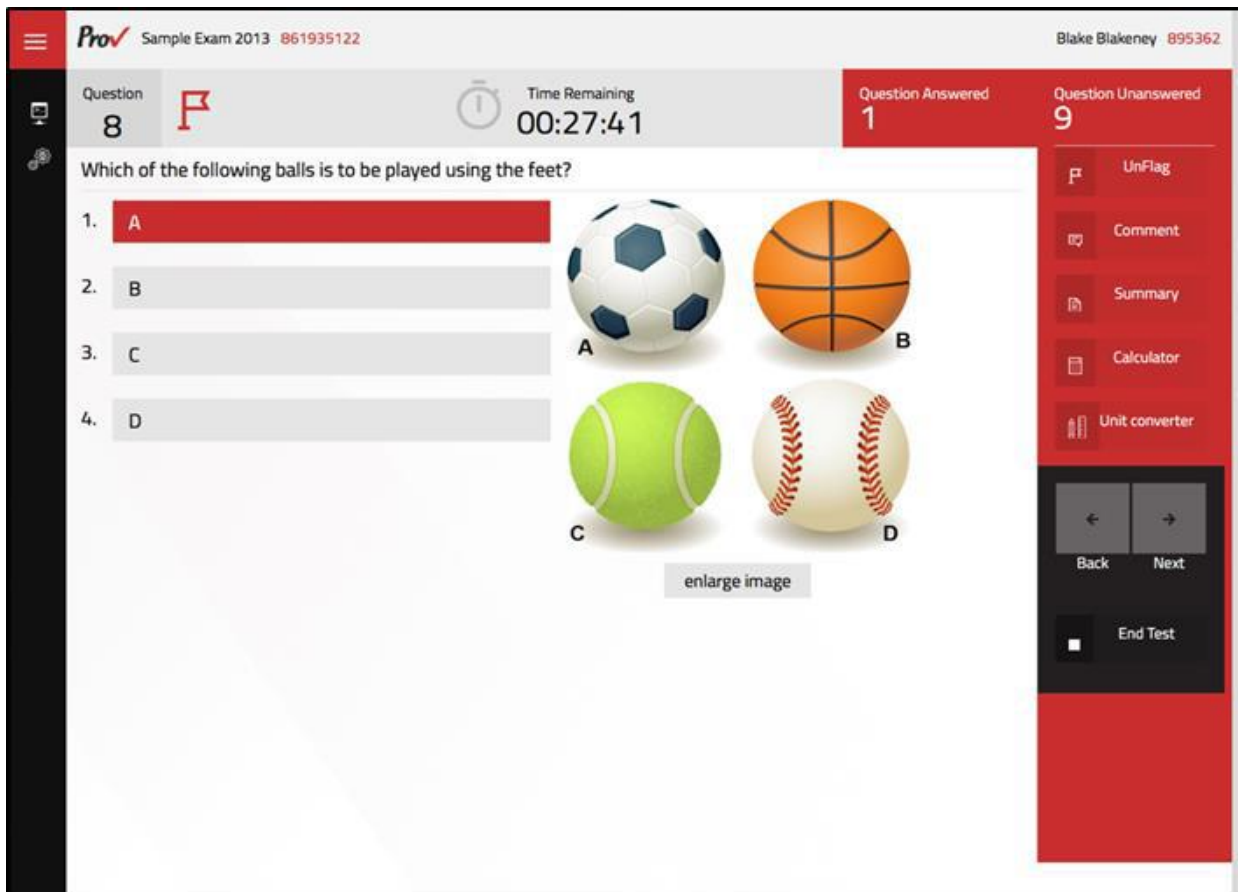
## Testing Rules

- Be courteous at all times while testing.
- Follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, etc.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered. You will NOT be permitted to view or change any questions that you viewed or answered prior to your restroom break. Your identity will need to be re-confirmed and a room scan will be conducted when you return.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, notify the proctor.



In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

## Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1, 2, 3, or 4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the <b>Flag</b> Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( <b>←</b> <b>→</b> ) to move forward and backward through the test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.

## FREQUENTLY ASKED QUESTIONS

The information found in this document is to help you be most successful during your practical examination. Please read the information carefully and prepare for your exam in advance of your exam date to avoid unnecessary delays or cancellations in your exam process. Note: if the examiner cannot see your work, you may fail the exam.

## TABLE OF CONTENTS

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What to expect on test day .....	2

## WHAT DO YOU NEED TO BRING

Please make sure you bring all the necessary items for your test to avoid any delays.

- A valid, government-issued photo ID (such as a driver’s license, passport, or military ID). All candidates are required to show their ID during check-in. Please note that paper, temporary, copies, or electronic versions of ID are NOT considered acceptable forms of ID. Those who do not provide a valid form of ID will not be able to test and will forfeit their exam fees.
  - Please check your state specific Candidate Information Bulletin for all information pertaining to ID requirements.
- Materials listed in the NIC suggested supply list.
- Fully charged phone and laptop. It is recommended that these devices be plugged into a power source throughout the duration of your examination.
- A well-lit workspace, please avoid having any bright lights or windows behind you.

## HOW TO SET UP YOUR WORKSPACE?

Properly setting up your workspace before your exam will help to avoid any unnecessary delays to your testing experience. Please follow the instructions outlined below to the best of your ability.

First, ensure you have a large enough space to accommodate all your supplies. Supplies must be visible to examiners, including, but not limited to, trash receptacles. We recommend using a large table and workspace clear of any other non-exam-related items.

Two views of your workspace are required to test: a front view, and a side view.

### Front View

- The front view should allow the examiner to see your workspace, supplies, and mannequin head.
- Avoid any bright lights or windows in the background.
- Set your laptop at an 80-degree angle toward you, not straight up and down and 35 inches away from the workspace.
- Viewing the working area is more important than seeing your face.



## Side View

- The side view will require a smart phone to stream video footage during the length of the exam. Phones should be plugged into power to avoid depleting the battery during the examination.
- Place your cell phone about 45 inches behind and to the left or right of the work area. Enough space away that you can see the bags labeled Items to be Disinfected, Trash, and Soiled Linens. Keep all 3 bags on the same side facing your cell phone.



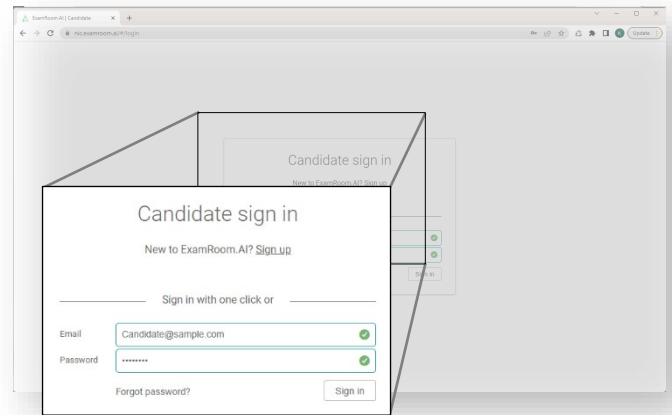
- The phone should look toward the ground and be directed to the bags under your work area.
- The Bags should be labeled on all four sides.
- Please position yourself so that there are no windows situated behind you during testing. Any other windows in the testing area should be covered.
- Make sure there is good lighting so the Examiners can see what you are working on.
- Once your equipment and workstation has been set up appropriately, you are ready to begin your exam.

## WHAT TO EXPECT ON TEST DAY

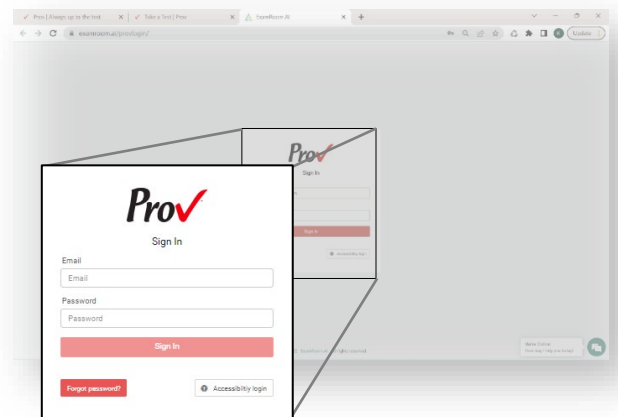
Your practical exam will be proctored remotely via computer using our trusted partner: [Examroom.ai](https://examroom.ai).

On the day of your exam:

- Head to: <https://nic.examroom.ai/>

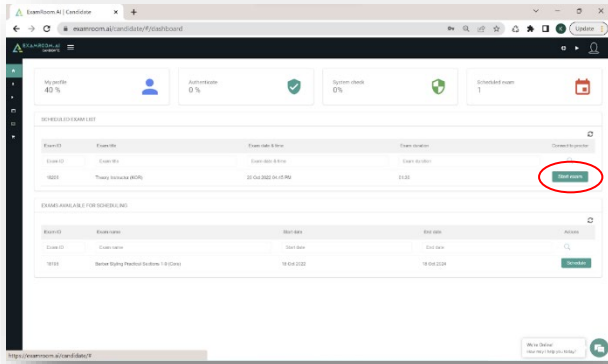


- Enter the email address you used to register for your test. Enter your candidate ID as your password (your candidate ID can be found in your confirmation email received at the time of scheduling).

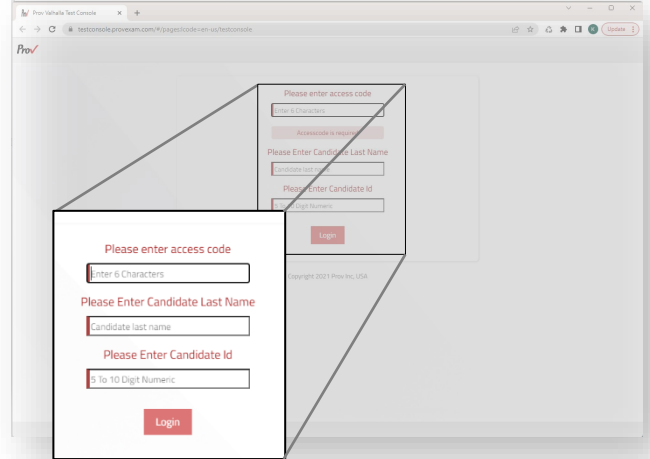


- Once logged in, you will arrive at the Examroom.ai Dashboard. Click on "Start my Exam."

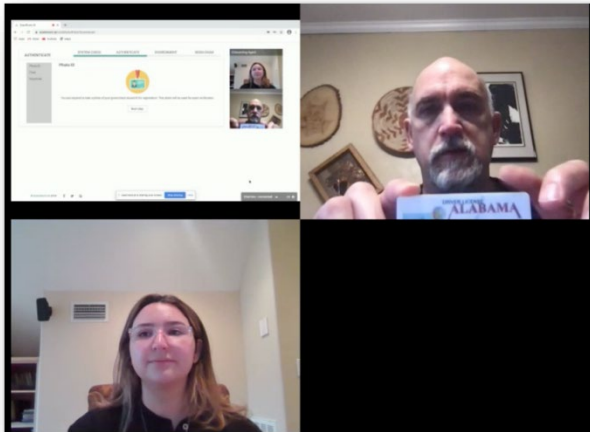




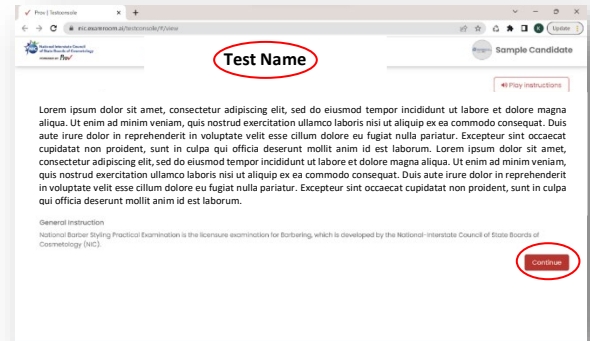
- You will be greeted by an onboarding agent to help you check-in and start your test. This check-in process includes ID verification and a room scan.



- On screen, you should see the name of your exam in the top center of the page and your name in the top right corner.

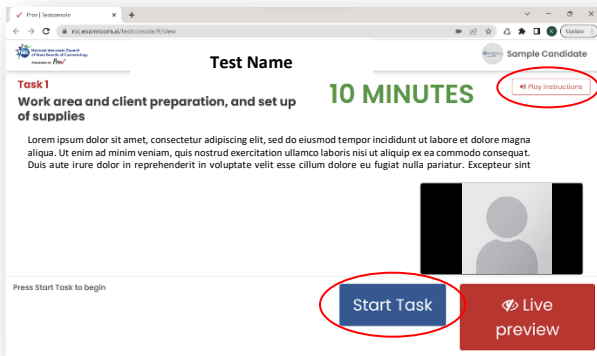


- After completing the onboarding process, you will be sent to a proctor who will provide you with an access code and admit you into the examination.

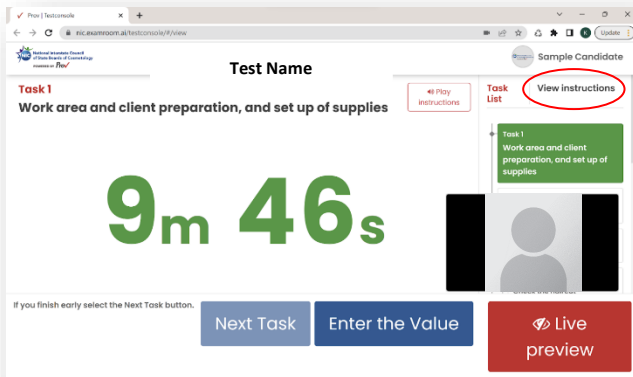


- Read the instructions carefully and navigate forward by clicking "Continue" in the bottom right corner of the page. It will ask you to Agree and Confirm the instructions to proceed.
- The examination will be administered in sections. Before each section begins, you will be provided with instructions, as well as the allotted time for each section. If needed, the instructions can be read aloud using the "Play Instructions" button in the top right corner.
- Use the "Live Preview" button to see a preview of what the camera is seeing before you begin. Make sure the camera is focused on the area you are working on.

- When you're ready to begin, click "Start Task."



- Once you click 'Start Task' the timer will begin. If you need to view the instructions again you may click 'View Instructions' in the top right.
- Make sure the camera can see the tasks at all times.
- Make sure you show the camera all products and supplies as they come out of your kit.
- Once you complete the current section, click "Next Task" to continue.



Upon completion of your examination, the Examiner will help you submit the exam and log out. Please refer to your state candidate bulletin for any other questions.

Best of luck and thanks for testing with us!

# About *Pro*✓

- ✓ Founded in 2004
- ✓ Develops and delivers exams throughout the U.S.
- ✓ Co-founder of ExamRoom.AI (remote proctoring)
- ✓ NIC approved test administration provider
  - ✓ Computer-based theory exams
  - ✓ In-person practical exams)



# Pro<sup>✓</sup> CONTACT INFORMATION

- ✓ Prov Website: <https://provexam.com/>
- ✓ Toll Free: (866) 720-7768
- ✓ Call or Text: (801) 733-4455  
(messaging rates may apply)
- ✓ support@provexam.com
- ✓ Hours: 8:00 am – 12:00 pm (midnight)  
Monday - Friday





# IMPORTANT REGISTRATION REQUIREMENTS!

- ✓ When registering for an exam the name **MUST** be entered **EXACTLY** as it appears on the government issued Photo Identification (ID), including the middle initial or middle name as it appears on the ID. If an adjustment is needed Pro **MUST** be contacted in advance to verify changes.
- ✓ The photo-bearing ID must include a recent picture that accurately resembles the candidate's appearance and includes their date of birth
- ✓ If the registered name does not match the ID or the candidate's appearance does not resemble the picture on the ID they will be dismissed from the testing center and will forfeit all testing fees for that testing session
- ✓ Email address & phone is required. **Email address MUST belong to the registered candidate, CANNOT be used by another candidate.**
- ✓ Click to opt in or out of SMS/Text messages & schedule reminders

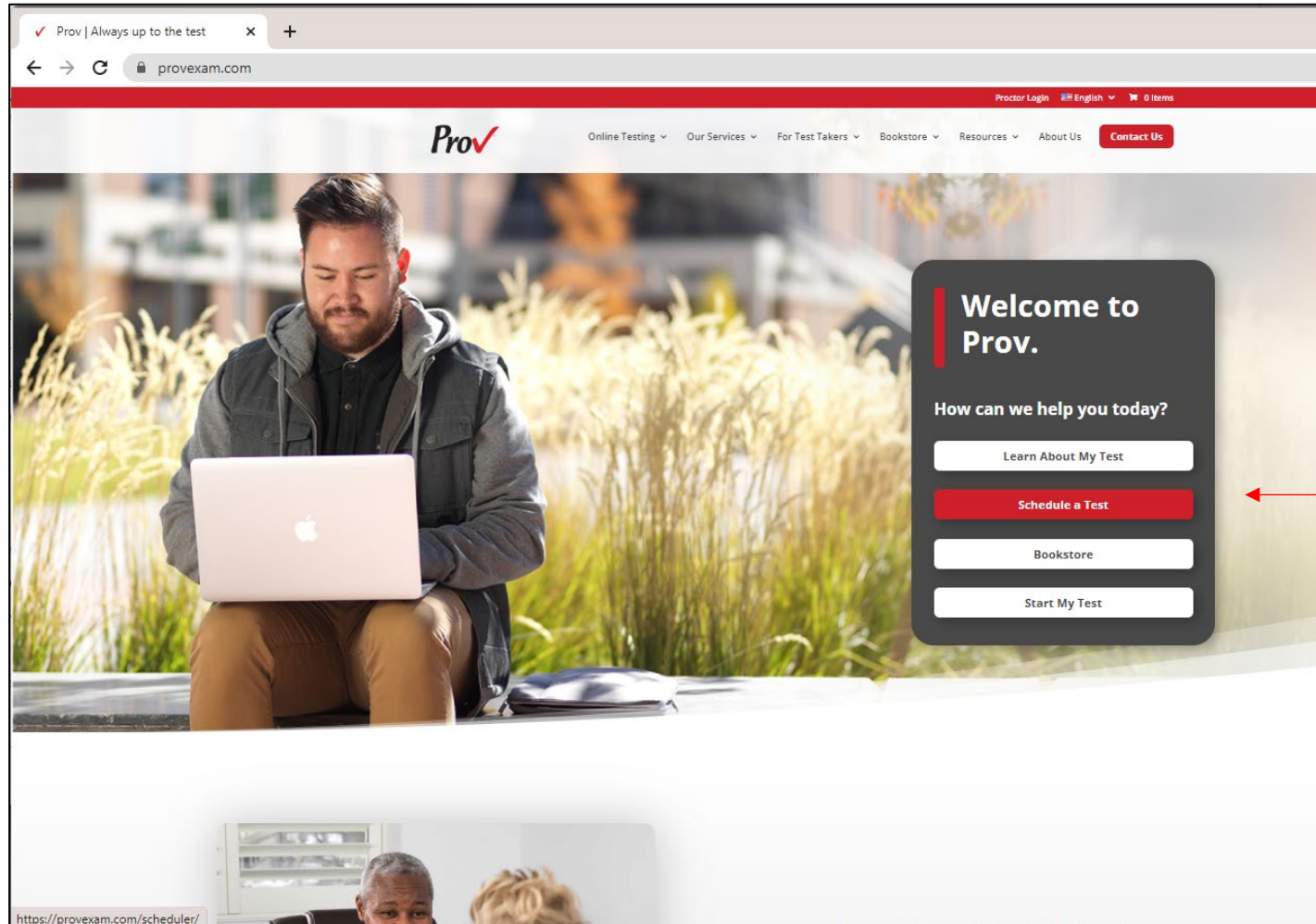


# AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

- ✓ ADA accommodations forms are located on the bottom of the Prov homepage
- ✓ Completed forms are emailed to [support@provexam.com](mailto:support@provexam.com)
- ✓ Accommodations **MUST** be approved **PRIOR** to scheduling exams
- ✓ ADA Questions: [lourdess@provexam.com](mailto:lourdess@provexam.com)

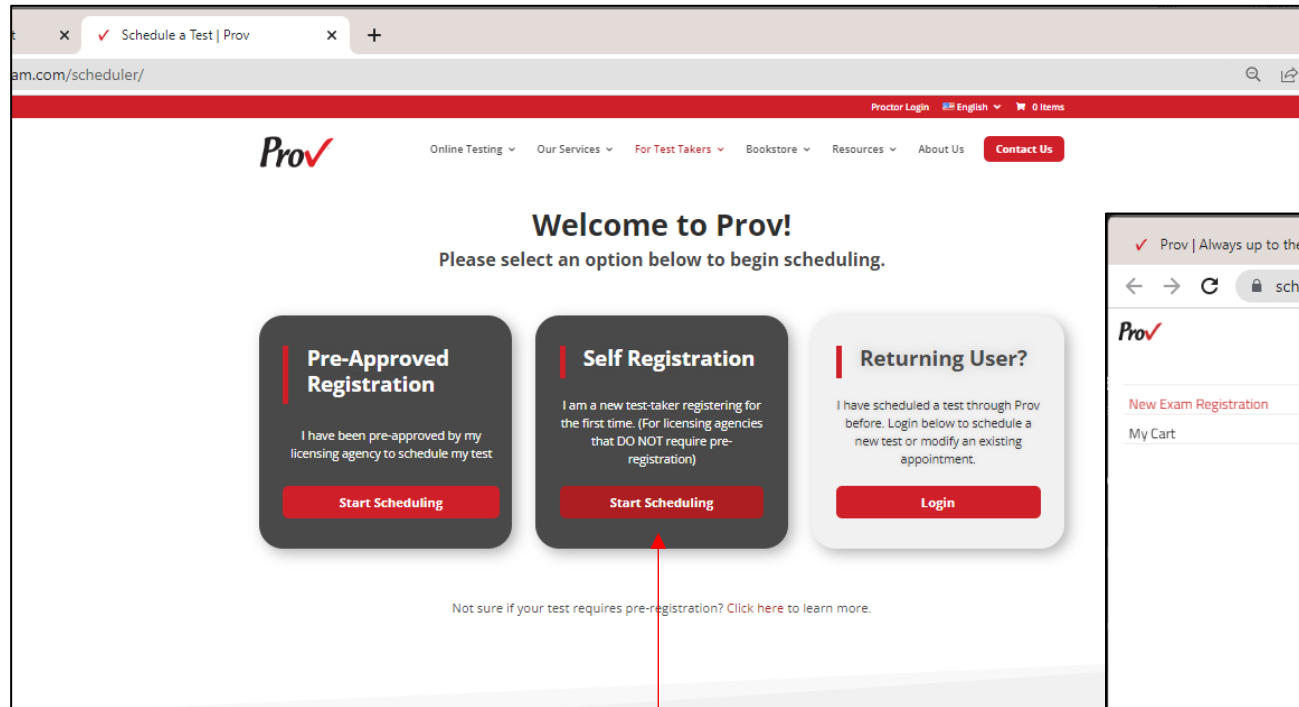


# How to Register for Exams?



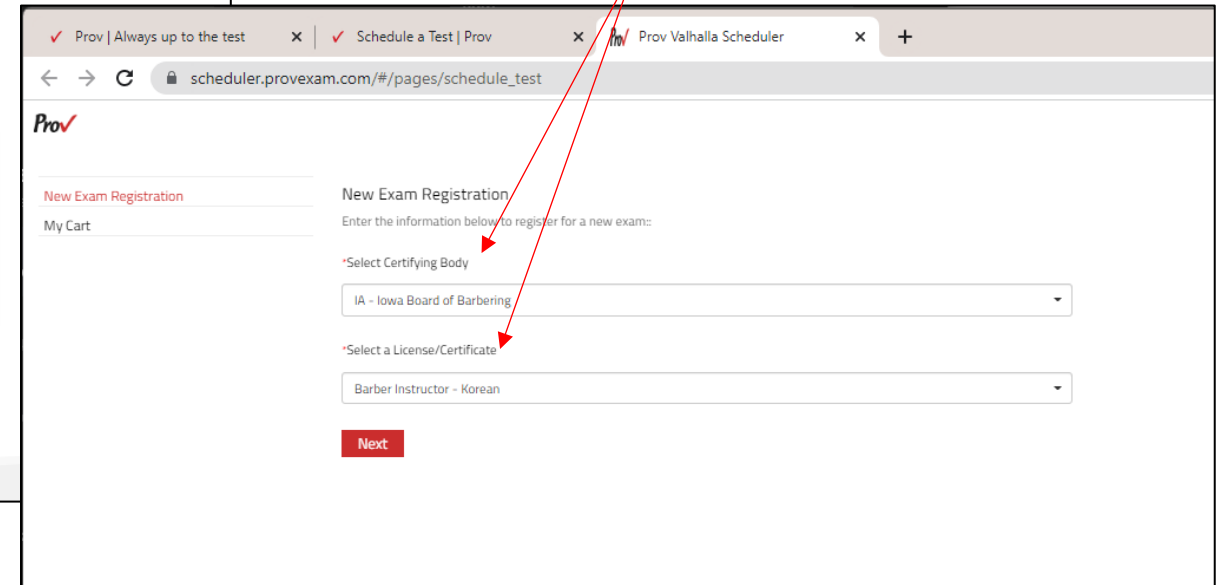
From the home page  
click on "Schedule a  
Test"

# How to Register for Exams?



Click on "Start Scheduling" under Self-Registration

Find your certifying body and certificate/license from the dropdown options





# How to Register for Exams?

Education Requirement  
Cosmetologist - English

Where did you receive your education?

- American Hair Academy
- Aveda Institute Des Moines
- Capri College (Cedar Rapids)
- Capri College (Davenport)
- Capri College (Dubuque)
- Capri College (Waterloo)
- Clippertonomics Academy of Hairstyling
- CTC Barber Academy
- EQ School of Hair Design
- Faust Institute of Cosmetology
- Iowa Lakes Community College

You will be asked to choose where you gained your training from the list of schools provided.

Enter your information into the corresponding fields. Make sure that all information matches what is on your government issued ID and click "Save Changes."

Edit Personal Information  
Please complete the registration form below and then select the Save Changes button.

Known Candidate ID

\*Candidate Details

Please enter your name exactly as it appears on your ID (e.g. driver's license)

Sample Middle Name Sample 123-45-6789

\*Address

101 Sample Avenue

City Postal Code  
Sampleton 12345

Country State  
United States Iowa

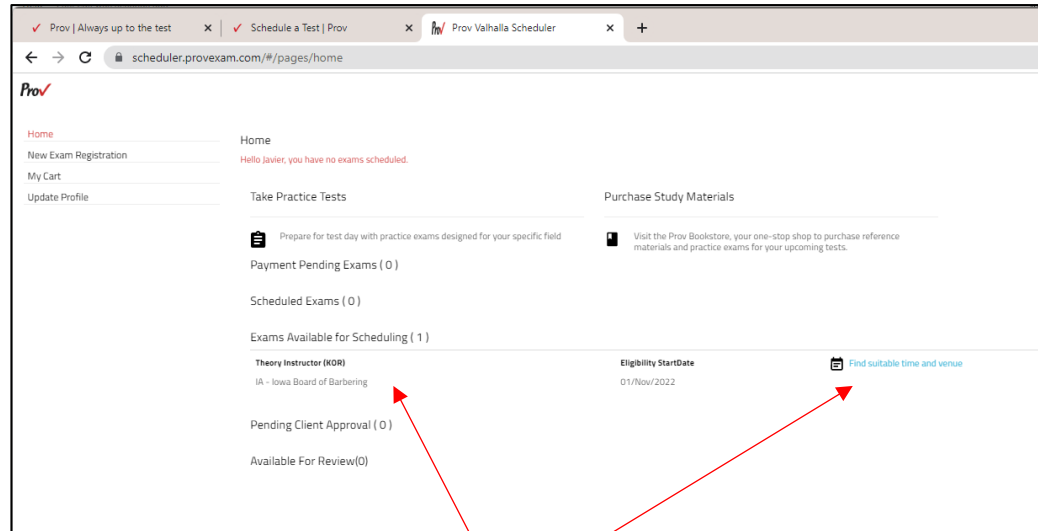
\*Contact

\*Email Address \*Phone Date Of Birth (MM/DD/YYYY)  
sample@sample.com 1234567890 01/01/2000

I would like to receive schedule reminders through SMS/Text messaging. (You may opt-out at any time.)

BACK Save Changes

# How to Schedule Exams?



In the section titled “Exams Available for Scheduling” the candidate selects the exam to be scheduled (practical or theory) and then click “Find a Suitable Time and Venue.”

# How to Schedule Exams?

Theory exams may be taken at a Computer Based Testing Center (CBT) or remote. For CBT exams a map will show test locations, click on the test site descriptions to the right of the map.


Test sites populate based on the closest location to the address or zip code of the candidate.

Scroll down to see additional test sites.




Select your location from the sites on the right and click Schedule.




 **Test Site Name**  
Address  
City, State Zip

SCHEDULE

 **Test Site Name**  
Address  
City, State Zip

SCHEDULE

 **Test Site Name**  
Address  
City, State Zip

SCHEDULE

Remote exams will be scheduled in “ME Exam Room”

# TESTING LOCATIONS

Testing locations are published in the Prov Candidate Information Bulletin (CIB) at <https://provexam.com/>

Locations will also populate when scheduling the exams.



# WRITTEN TESTING LOCATIONS

**Exams are held at the following:**

- ✓ Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210
- ✓ United Technologies Center  
200 Hogan Rd  
Bangor, ME 04401
- ✓ Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, ME 04769



# How to Schedule Exams?

The screenshot shows the ProV scheduler interface. At the top, there are navigation links: Home, New Exam Registration, and My Cart. A red banner reads "Please submit payment within 10 minutes to reserve your seat." Below this, there's a "Schedule Test" section with a "Please select an available time slot" instruction. The "ExamRoom - East" section includes a "Take exam from home" option and a "Change Site" button. The main area is a calendar for November 2022. A red arrow points to the calendar grid, which shows available exam times for various dates. For example, on Wednesday, November 2, there are three available slots: 08:15 AM (3 Available), 09:30 AM (2 Available), and 08:45 AM (2 Available). The 08:45 AM slot is highlighted in red. A note above the calendar states "All available seats below are in EST".

Available times are shown on the calendar with more options found under the initial time.

The screenshot shows the "Confirm Registration" page. It includes a "Please submit payment within 10 minutes to reserve your seat." banner. The "Confirm Registration" section asks the user to "Please verify the information below". The "Sample Sample" information is displayed: 101 Sample Ave, Sampleton, Utah 84020, United States, and Email: sample@sample.com. Below this, it states "You have selected the following exam & schedule". The selected exam is "Theory Instructor (KOR)" at "ExamRoom - East" (Take exam from home, Online/Remote Proctoring) on "02/Nov/2022" at "08:45am(EST)". At the bottom right, there are two buttons: "BACK" and "ADD TO CART". A red arrow points to the "ADD TO CART" button.

After clicking and confirming a time, the candidate will be led to the check out process. Click "Add to Cart."

# How to Make Exam Payments?

The screenshot shows a web browser window with the URL scheduler.provexam.com/#/pages/my\_cart. The page features a navigation menu on the left with links for HOME, NEW REGISTRATION, and MY CART. A warning message at the top states: "Please submit payment within 10 minutes to reserve your seat." The main content area is titled "Selected Exams(1)" and includes a sub-header: "The exams in the cart are not registered until you make the payment." Below this, a table lists the exam details:

Theory Instructor (KOR) IA - Iowa Board of Barbering	\$83	02/Nov/2022 08:45AM EST	⊘
--	------	-------------------------	---

Below the table, there are fields for "DISCOUNT: \$0", "COUPON CODE:" (with an input field and an "APPLY COUPON" button), "Sur Tax: \$0", and "State Tax: \$0". The "TOTAL: \$83" is displayed at the bottom of the table. At the bottom of the page, there is a checkbox for "I would like to receive schedule reminders through SMS/Text messaging. (You may opt-out at any time.)" and two buttons: "MAKE PAYMENT" and "SCHEDULE ANOTHER TEST". A red arrow points from the text on the right to the "MAKE PAYMENT" button.

Click “Make Payment” and enter payment information.

A coupon code may be entered if a school has pre-purchased coupons to pay exam fees for their students.

Coupons are available for schools to purchase in their School Portal

After payment is processed and received, a confirmation email will be sent to the registered email address.



## EXAM RESCHEDULING

Candidates may log back in to cancel or reschedule their examination up to seven (7) days prior to their scheduled test date

Rescheduling is free if Prov is notified by the deadline







## EMERGENCY SITUATION

If a candidate is unable to attend their scheduled examination due to an emergency, they must provide written documentation to Prov for review

If approved, they are notified and provided with authorization to reschedule their examination



**Pro**✓™

# **PRACTICAL EXAMINATIONS IMPORTANT INFORMATION**

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# What can you really see watching videos?



Cameras can show a lot more than you think! This laptop image on the left shows a candidate demonstrating Chemical Waving and the image to the right shows the candidate's kit and disposal bags from the cell phone.



# PROV CANDIDATE INFORMATION BULLETIN

Prov's Candidate Information Bulletin (CIB) includes the following:

- ✓ Frequently Asked Questions
- ✓ Links to NIC Practical & Theory CIBs
- ✓ Exam Descriptions
- ✓ Test Day Rules and Procedures
- ✓ ADA Information Link: [ADA Information](#)
- ✓ Written Test Site Instructions
- ✓ And more!!

Please visit <https://provexam.com/> and review the CIBs periodically.

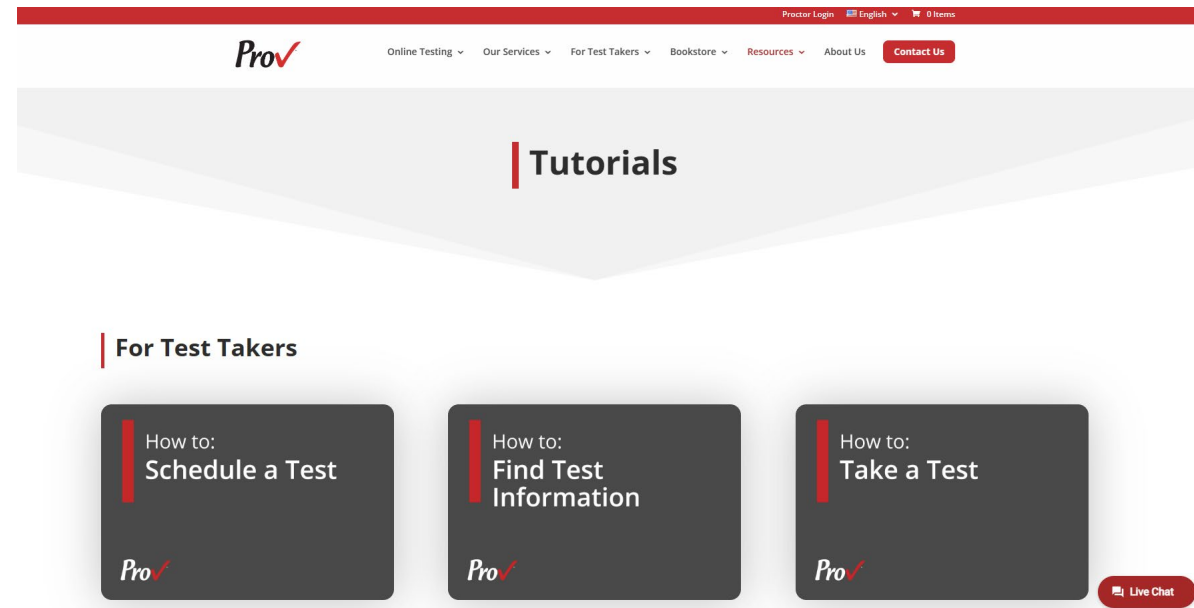


# ONLINE PRACTICE TESTS & REFERENCES





# ONLINE VIDEO TUTORIALS



Find Test Information Video: [Tutorials | Prov \(provexam.com\)](https://www.provexam.com/tutorials)

The following link will take you to a short video that demonstrates Prov's testing system: <https://youtube/h3T9svnIdLY>.



## KIT & SUPPLY INFORMATION

- ✓ Candidates must bring all needed supplies. Suggested supplies are included in the NIC Candidate Information Bulletins (CIBs)
- ✓ Kits, bags etc. must fit completely under their work area
- ✓ Tripods may be used but they must be within the candidate's work area (close or up against the workstation)
- ✓ Disinfectants must be disinfecting wipes
- ✓ Sanitizers and all other products must be non-aerosol



## COLD THERMAL IRONS

Thermal Curling is demonstrated  
with cold thermal irons

All tasks can be demonstrated  
utilizing a cold iron but **MUST** be  
treated as though it were a hot iron





# ✓ PASS AND FAIL RESULT LETTERS

- ✓ Candidates receive their result letter via email
- ✓ Pass letter includes information for licensure
- ✓ Fail letter includes the number of tasks or questions in each content area and the number correct
- ✓ Information is provided to apply to retake the exam



## **GENERAL INFORMATION – ALL EXAMS**

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- ✓ Gloves & paper towels may be in a baggie on the table to use as universal supplies. A roll of paper towels and a box of gloves are fine also.
- ✓ The kit does not need to be disinfected during work area preparation.
- ✓ “Trash”, “Items to be Disinfected” and “Soiled Linen” may be placed on the floor under the candidate’s work area or off to the side.
- ✓ Supply bags cannot list the items or the tasks to be evaluated.

## GENERAL INFORMATION – ALL EXAMS

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- ✓ The top of the kit may not be used as part of the candidate's work area. Supplies need to be visible to the examiners.
- ✓ Tasks may be demonstrated in any order unless stipulated in the Candidate Information Bulletin.
- ✓ Candidates **MUST** sanitize their hands prior to touching their work area, their client or their implements if they become contaminated (e.g. touched their trash, coughed, sneezed etc.)
- ✓ The mannequin head or hand does not need to be in the kit or in a bag to enter or exit the exam.



## GENERAL INFORMATION – ALL EXAMS

- ✓ Gloves must be worn when using disinfectant as required by the manufacturer.
- ✓ When disinfecting for the new client candidates should move all general supplies to one side of the work area, disinfect and then place the general supplies on the disinfected work area to disinfect the remainder of the work area.
- ✓ Any general supply that is needed for client #2 may stay on the work area.
- ✓ If a candidate does not have a supply or item to perform a service, they will be told to “Do the best you can with what you have available.”



## GENERAL INFORMATION – ALL EXAMS

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- ✓ Items, trash, soiled linens etc. must be placed in the appropriate bags during the exam, they cannot throw everything in the trash.
- ✓ Hands must be sanitized prior to opening bags or containers.
- ✓ Simulated products may be labeled as the intended product (e.g. color, lightener etc.) Does not need to indicate it is simulated or mock product.
- ✓ General supplies may remain on the station to use for the new client.
- ✓ An applicator or spatula must be used to remove products from containers.

## GENERAL INFORMATION – ALL EXAMS

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- ✓ Bags may be labeled with the name of the exam section (e.g. haircut, manicure, etc.), although it is not required. The bags may **NOT** be labeled with the exam tasks.
- ✓ The lid of the kit does not need to be latched, but it must be closed.
- ✓ Disposal bags may be set up on the floor prior to disinfecting their work area.
- ✓ Candidates may sit in a chair during testing if desired.

## BLOOD EXPOSURE

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- ✓ The first aid kit is a general supply and is to be used if they sustain a cut and also to demonstrate the Blood Exposure procedure.
- ✓ Items may not be labeled “biohazard” as that would be a “Blood Spill” situation that would require proper biohazard procedures.
- ✓ Nail Technician Blood Exposure is assessed individually as determined by the Subject Matter Experts.

## BARBER

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- ✓ The drape for the shave is the traditional barber shave drape but because it's on a mannequin, the residue towel may be placed on the table.
- ✓ The straight razor may be used with or without a guard in a safe manner.
- ✓ Barbers demonstrate the 6 strokes that are indicated in the CIB (1, 3, 11, 2, 13 & 14). They should **NOT** do additional shave strokes, they should do the remaining steps to complete the service when instructed.
- ✓ The SMEs determined that proper and safe use of the straight razor may be evaluated by observing those 6 strokes. When they are instructed to "Please complete the service" they need to demonstrate the tasks to complete the service.



## COSMETOLOGY

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- ✓ Mannequin hair may have highlights or may be one solid color. Cannot have colors to mark different sections or the regrowth area.
- ✓ Mannequins with color stains on the face may be used during the exam.
- ✓ Marcel irons are not required but they may be used if desired.
- ✓ Curls may be clipped in preparation for Thermal Curling if desired, clipping the curls is not evaluated.
- ✓ Curling irons must have a cord, but it is not plugged in.

- ✓ Chemical drape is required for all chemical services.
- ✓ NIC does not specify the size of the perm rods.
- ✓ The color of the simulated product is not evaluated.
- ✓ The Hair Color and Chemical Relaxer application is demonstrated on the full quadrant.
- ✓ Smoothing the relaxer product may be demonstrated as they were taught.

## ESTHETICIAN

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- ✓ Products need to be labeled in the original container.
- ✓ Hair Removal of the Eyebrows is demonstrated on one brow for tweezing and waxing.
- ✓ Makeup is transferred to an open palette or container for application.
- ✓ Bracing **MUST** be demonstrated in a manner that protects the client.
- ✓ The tip of any container should not be touched when dispensing products.

## NAIL TECHNICIAN

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- ✓ Mannequin hands must be a solid hand without removable digits.
- ✓ The mannequin hand may be placed on a stand, cushion towel or held while demonstrating tasks.
- ✓ One mannequin hand is used for both clients.
- ✓ Acetone does not need to be in the original container with manufacturer's label.

## INSTRUCTOR

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- ✓ Instructor candidates must request their topic assignment as outlined in the CIB by sending an email to [mainesupport@provexam.com](mailto:mainesupport@provexam.com). They need to email their request a minimum of 3 business days prior to their scheduled exam date.
- ✓ Electronic devices are **NOT** permitted, Instructors must teach from their lesson plans.
- ✓ A new lesson assignment must be requested if retaking the practical exam.

# INSTRUCTOR

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- ✓ Instructors must present or provide information that they have created. Cannot present anything that is copyright protected.
- ✓ Lesson Plans should contain all information that they intend to teach including everything that is needed to teach the class.
- ✓ Teaching aids (backdrops, posters etc.) may be left out from the lecture to the demonstration.
- ✓ **IMPORTANT:** Remote practical Instructors **MUST** email their lesson plans to [mainesupport@provexam.com](mailto:mainesupport@provexam.com) **no later than 1 day PRIOR** to their testing date. If lesson plans are not provided 1 day in advance it will affect their score.



# State of Maine

## BARBERING & COSMETOLOGY LICENSING PROGRAM

The information in this application packet is to assist you in completing your application. It is recommended that you review applicable laws and rules for further guidance.

### **TEMPORARY LICENSE** AESTHETICIAN, BARBER HAIR STYLIST, COSMETOLOGIST, HAIR DESIGNER OR NAIL TECHNICIAN

Do not return the following informational pages with your application; they are for your information only

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8579  
TTY users call Maine relay 711  
FAX (207) 624-8637  
Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [barbercosm.lic@maine.gov](mailto:barbercosm.lic@maine.gov)

#### **FAQ's**

Have a question? Please visit our list of Frequently Asked Questions.

#### **Can I come to Gardiner to drop off my application?**

No, the Gardiner Annex is closed to the public until further notice due to the Covid-19 pandemic. Please mail your paper application to our mailing address  
35 State House Station, Augusta, ME 04333.

## APPLICATION INSTRUCTIONS TEMPORARY LICENSE

Complete and submit this application and supporting documents to the Maine Barbering and Cosmetology Licensing Program. **The following must be submitted with your application:**

1. Fee; and
2. Transcript or affidavit demonstrating that you have satisfactorily completed your course of study, or verification from the state licensing board or jurisdiction in which you attended and completed your course of study.

### **IMPORTANT INFORMATION REGARDING YOUR LICENSE:**

**The Office no longer prints licenses.** Your license will be sent to you at the email address you provide to us on your application. The license will arrive to your email box under this email address: **noreply@maine.gov**. The attachment with this email is your license where you may open it and print your license. A paper license will not be sent to you, your license is the document attached to the noreply@maine.gov email.

The Barbering & Cosmetology Licensing Program requires that all supporting documents and fees be submitted with the filing of your application. All fees are non refundable. **Your application will be considered incomplete if your supporting documents and/or fees are omitted. An application that remains incomplete for more than sixty (60) days will become null and void.** Documents that have been modified or altered (including the use of any white out substance) in any way will not be accepted.



## **PROCESSING TIME:**

Your application has a greater chance of being processed expeditiously if it is complete and all supporting documents are attached. Please visit our website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) to monitor your application's progress in real time. If the status appears as "PENDING", this means that your application was received by this office, and is pending or under review. Once reviewed, and if everything about your application is complete and complies with requirements, the license will be issued. The status online will show as "ACTIVE". If your application is incomplete a letter will be mailed to you.

**Please refrain from calling our office to "check" on your application as these calls only serve to slow our ability to review and process applications.**

## **NOTICES:**

**Pursuant to 32 MRS §14230**, a license is valid for **6 months** from date of issuance and is not renewable. This license will allow you to practice in the profession for which you are seeking licensure only, and only under the direct supervision of a person who holds a valid license to practice within the same scope of practice.

## **10 Day Notification Requirement**

**Pursuant to 10 MRS §8003-G**, any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days. You can access this Law for your review at: <http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

## **LAWS AND RULES:**

### ***Maine Barbering and Cosmetology Laws and Rules***

<http://www.maine.gov/pfr/professionallicensing/professions/barbers/laws.html>

All relevant laws and rules are accessible from this web page.

### ***Title 5 Administrative Procedures and Services Chapter 341***

<http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html>

### ***Title 10 Department of Professional and Financial Regulation §§8001-8011***

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

### ***Office of Professional and Occupational Regulation Rules 02 041***

<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

Chapter 10, Establishment of License Fees

Chapter 11, Late Renewals

This office cannot provide you with a hardcopy of laws and rules. However, all of these documents are available online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) or on the websites listed above. These documents may be subject to change without notice and it is advised that you periodically revisit these sites for any updates.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)

FULL LEGAL NAME			
<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>	
ANY OTHER NAMES EVER USED			
DATE OF BIRTH		SOCIAL SECURITY NUMBER	
<i>mm / dd / yyyy</i>		- -	
CONTACT ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # (    )	FAX # (    )	E-MAIL (Your license will be emailed)	

Barbering and Cosmetology Licensing Program

**Temporary License**

Aesthetician, Barber Hair Stylist, Cosmetologist, Hair Designer, or Nail Technician

Required Fees: \$10.00 (Non Refundable)

**LICENSE TYPE: YOU MUST CHECK ONE FROM  
BELOW**

- |  |   |
|--|---|
| <input type="checkbox"/> Temporary Aesthetician (TA1441)         | <input type="checkbox"/> Temporary Cosmetologist (TC1441)   |
| <input type="checkbox"/> Temporary Barber Hair Stylist (TBH1441) | <input type="checkbox"/> Temporary Nail Technician (TM1441) |
| <input type="checkbox"/> Temporary Hair Designer (THD1441)       |   |

*Office Use Only:*

Check # \_\_\_\_\_  
Amount: \_\_\_\_\_  
Cash # \_\_\_\_\_  
Lic. # \_\_\_\_\_

1441 - \$10.00

**PAYMENT OPTIONS:**

Make checks payable to "Maine State Treasurer" - If you wish to pay by credit card, fill out the following:

NAME OF CARDHOLDER (please print)			
<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>	
MAILING ADDRESS OF CARDHOLDER (please print)			
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS The following amount: \$ _____			
<input type="checkbox"/> I understand that fees are non-refundable			
Card number:		Expiration Date <i>mm / yyyy</i>	
<b>SIGNATURE</b>		<b>DATE</b>	