

Admission Policy

We ask that you arrive at the test center 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Once the door is closed and testing begins, you CANNOT enter or re-enter. If you are late or fail to report for examination, you will forfeit your examination fee and receive a failure for the examination.

Please dress appropriately. Please leave cell phones, smart watches, headphones, tablets and electronic devices in your vehicle. These items are not allowed in the testing center. Only people pre-registered for examination will be allowed to enter the testing center.

Law & Sanitation Examination ONLY – no purses or backpacks allowed in testing center.

You will need to bring the following with you to the examination center:

Theory and Practical

1. Identification - Two (2) forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government-issued, and photo-bearing with a signature (example: Driver's License, Passport) and the secondary identification must contain a valid signature.
2. Examination Approval Letter – Original Only (no copies)
Do not register for a test if you have NOT received your examination approval letter.
3. Equipment - you must bring all equipment as detailed in the Supply List provided in the Student Handbook, including live models for Estheticians. If you do not bring the required materials, you will be turned away from the test center and your exam fees will be forfeited.

Law & Sanitation Examination

1. Picture Identification (Driver's License or Passport)
2. Temporary Work Permit – If your temporary work permit is not expired or has not been retained by State Board at a previous testing date, you must bring your original temporary work permit with you (no copies). If you fail to present your work permit, you will be turned away and your fees will be forfeited.

Reschedule / Cancellation Policy

Any licensure applicant who is a “no show” for an examination is deemed to have failed the examination. Any licensure applicant who fails to pass an examination, either practical or written (including the UROLA sanitation examination), is prohibited from re-testing until the additional testing fee is paid and at least fourteen days from the date of the failed examination have passed.

Examination fees paid by any licensure applicant may not be refunded to the applicant if the applicant cancels the examination within five (5) days prior to the examination. Licensure applicants who cancel an examination at least five (5) days prior to the examination are not eligible for an examination fee refund but will receive an examination voucher. Application fees made by an any licensure applicant seeking admission via UROLA or reciprocity are non-refundable.