

# ALABAMA BOARD OF COSMETOLOGY

## Practical Exam Procedures

Effective, September, 2008 the Alabama Board of Cosmetology will administer practical exams through Professional Credential Services (PCS). Candidates must still pass their written exam prior to applying to take their practical exam.

### **Eligibility**

After passing the written exam, candidates will submit an application for the practical exam to the Alabama Board of Cosmetology along with a \$100.00 fee. Approved candidates will be sent a 1 Candidate Information Bulletin (CIB) that includes detailed instructions for scheduling and taking the practical exam.

### **Scheduling**

Once approved, candidates must contact PCS at 1-888-822-3272 to schedule their testing appointment. PCS's hours of operation are Monday – Friday, 8:00 – 4:30 Central Time. PCS will issue an Admission Notice to the candidate for the practical exam 7 to 10 business days prior to your scheduled practical exam date. If you do not receive your admission notice on Monday prior to the approved practical exam date, please call PCS for further instructions.

### **Locations**

Testing locations are Huntsville, Birmingham, Mobile and Montgomery. The exact site address will be printed on your admission notice.

### **Cancelling/Rescheduling**

Rescheduling of the practical exam is not permitted. If you do not show for the date and time scheduled, you will forfeit your exam fee and must contact the Alabama Board of Cosmetology to reapply.

### **Identification**

Candidates must register for examination with a LEGAL first and last name as it appears on their government-issued identification. All required identification (listed below) must match the first and last name under which you registered.

Candidates must present two forms of ID: One Primary and One Secondary.

#### PRIMARY IDENTIFICATION – Choose One

- State-issued driver's license
- State-issued ID card
- US Government-issued Passport
- US Government-issued Military ID card
- US Government-issued Alien Registration card