STEP BY STEP INSTRUCTIONS TO BECOME ELIGIBLE TO TAKE AN EXAMINATION

1. Complete the **Examination Application** online at **vacos.useclarus.com**.

You will start by selecting "Create New Profile" from the left hand menu.

You will enter your your demographic information, such as name and address.

You will also be providing information regarding whether you qualify for the license. Please note that you will have to provide the required information below, as you complete the application.

- A current 2" x 2" passport color photo
- Any required documents (i.e. Virginia education requires the Training and Experience Verification form
- Criminal history (if applicable)
- A copy of Social Security Card or VA DMV Photo ID (Driver's License)
- Examination Agreement Form

Within 5 calendar days of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient.

Your exam information has been confirmed and transmitted to PSI

Christal,

You have been authorized to schedule your exam.

Exam Type: **Cosmetology**

Within 24 hours you will receive an email from PSI with a link to pay and schedule. The email will be titled "You are now eligible to take the Cosmetology - English examination". If you do not receive the email from PSI, please call (855) 229-9302 or email cosmetology@psionline.com.

You must take your exam between 2020-01-25 and 2021-01-23.

After 2021-01-23, the exam is no longer valid and the cost associated to the exam is forfeited. Once the exam is forfeited, the candidate must reapply at vacos.useclarus.com.

Please do not reply to this email. This mailbox is not monitored.

If your application has a deficiency, you will receive an email asking you to log into your account and review the secure message from PSI. After logging in, select "secure message" on the left hand menu, and read the latest message to see what additional information is required to complete your application.

2. If you have already created an account, enter your email address and password to access your account.

**IF YOU DO NOT RECEIVE THE EMAIL ABOVE WITHIN 24 HOURS
PLEASE CALL (855) 229-9302
OR EMAIL COSMETOLOGY@PSIONLINE.COM**

STEP BY STEP INSTRUCTIONS TO PAY AND SCHEDULE FOR AN EXAMINATION

**IF YOU DO NOT RECEIVE THE EMAIL BELOW OR ARE HAVING ISSUES CREATING THIS ACCOUNT PLEASE CALL (833) 310-6427
OR EMAIL VACOS@PSIONLINE.COM**

1. You will receive an email confirmation from PSI. Select *click here*.

> **You are now eligible to take the VA Cosmetology - English examination**
>
> Christal,
>
> You have been successfully registered for the VA Cosmetology Examination - English examination.
>
> Your candidate ID is 999889522.
>
> Please click here to schedule your examination in the PSI System.
>
> Follow the system prompts to schedule your exam.
>
> ****Please do not reply to this email. This mailbox is not monitored.****

2. **You will be prompted to create a password.**

Create Account

After providing the information below, click the **Login** button. You will be able to schedule your exam using our convenient online system

*All Fields are required.

Email Address:*
Last Name:*
Password:*
Retype password:*
Security Question:*   -- Select --
Security Answer:*

PSI's password rules:
1. Must be between 8 - 32 characters long.
2. Must contain at least one uppercase and lowercase letter.
3. Must contain at least one number and special character.
   Allowed special characters:
   @, %, +, \, /, ', !, #, $, ^, ?, :, ., (,), {, }, [,], ~, _, -
4. Password cannot contain words from any part of the email address.

Login Clear

3. **Select *Find My Records*.**

Account Activity

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

Find My Records

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
		NO ACTIVITIES FOUND		
		Register for a test		

4. Enter the candidate ID provided in the email eligibility notice.

Select Organization
Government/State Licensing Agencies ⌄

Select Value
Virginia ⌄

Select Value
VA Barber and Cosmetology ⌄

Enter your ID#
[   ]

Submit Cancel

5. You are now ready to pay and schedule for the examination. Select "*Pay for a test.*"

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
VA Cosmetology Examination - English	VA Cosmetology Theory Examination Series 71 - English	Virginia Board for Barbers and Cosmetology		Pay for a test

6. Enter your credit card information and select *Submit*.

Exam:	VA Cosmetology Examination - English
Sponsor:	Virginia Board for Barbers and Cosmetology

Registration Fee	Cost ($)
Exam Fee (One Portion)	86.00
Total	**86.00**

Payment

You will be charged **86.00**.

⦿ **Credit Card**

Card Type: *   Select ⌄

Card Number: *   [   ]

Expiration Date: * January ⌄ [   ]

Name on Card: *   [   ]

Billing Street Address: * [   ]

ZIP Code: * [   ]   Card ID Number: * [   ]   What is Card ID no?

☐ I accept PSI's Payment terms & conditions.

Click here to read terms & conditions.

Back Submit Clear

Fields indicated with an asterisk (*) are mandatory.

7. You are now ready to schedule. Select "*Schedule for a test.*"

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
VA Cosmetology Examination - English	VA Cosmetology Theory Examination Series 71 - English	Virginia Board for Barbers and Cosmetology	01/01/2021	Schedule for a test

8. Enter your zip code or the city where you live. You will get a list of the testing sites closest to you.

Exam: VA Cosmetology Examination - English
Sponsor: Virginia Board for Barbers and Cosmetology
VACOS_DMVorSSN_Number: 493884904
Candidate Name: Christal Miller

Test Portion

☑ VA Cosmetology Theory Examination Series 71 - English(90 minutes)

Test Center Selection

Country: USA   Zip or City: 22182, Vienna, VA   Search   ?

9. Click on your desired location.

	Distance	Test Center Name	Address
☐	0.0 miles	VIENNA	1919 Gallows Rd,Suite 360,Vienna,Virginia,22182
☐	89.3 miles	CHARLOTTESVILLE	2114 ANGUS ROAD,SUITE #105-B,CHARLOTTESVILLE,Virginia,22901
☐	102.5 miles	RICHMOND	620 Moorefield Park Drive,Suite 205,Moorefield VI Building,Richmond,Virginia,23236
☐	158.4 miles	VIRGINIA BEACH (VIKING DR)	484 Viking Dr,Suite 105,Virginia Beach,Virginia,23452
☐	192.7 miles	ROANOKE (BERNARD DR)	5115 BERNARD DR,SUITE 104,ROANOKE,Virginia,24018

10. You will now see the availability. Click on the date and time of your choice and select Schedule.

Test Center	Available Date	Start Time
VIENNA, Virginia	02/11/2020	9:00 AM
VIENNA, Virginia	02/12/2020	9:00 AM
VIENNA, Virginia	02/13/2020	9:00 AM
VIENNA, Virginia	02/13/2020	1:30 PM
VIENNA, Virginia	02/14/2020	9:00 AM

11. You will receive an email confirmation.

Dear Christal Miller,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: VA Cosmetology Examination - English (VA Cosmetology Theory Examination Series 71 - English)
Examination Date:February 11, 2020
Examination Start Time:9:00 AM (hh:mm)
Confirmation Number:C54378246

Test Center Name: VIENNA

              1919 Gallows Rd
              Suite 360 Vienna Virginia 22182

Test Center Directions: From I-495 S – Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Us
building where the test center is located is on the left side of the circle drive. Take the elevator to th
There is NO LOITERING in the building. Please DO NOT disturb other businesses inside the buildir
dropped off and your ride is waiting, they will need to wait off-premises. 5 story parking garage.