DISTRICT OF COLUMBIA

Dept Consumer and Reg Affairs

Candidate Information Bulletin

YOUR GUIDE TO EXAM DAY

This bulletin contains everything you need to register, schedule, prepare for, and take your licensing examination. Read this bulletin in full before you register.

Administered by Prov, Inc. on behalf of the
District of Columbia Dept Consumer and Reg Affairs

DC CIB 2026.11.13

Document Information

Read this bulletin in full before you register. It explains how to apply, how to schedule, what to bring, what is on each examination, and what happens after your exam.

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1. Frequently Asked Questions

If your question is not answered here, read the relevant section of this bulletin, then contact the Board or Prov using the details in Section 2.

1. **What is the registration process?**
   You must be pre-approved by the Board prior to scheduling your exam. The Board will provide Prov with your registration information. You will be notified when you are able to schedule your examination. Once approved, you can schedule your exam at your convenience.
2. **How do I schedule my exam?** Once you've been approved by the Board you may schedule at: https://provexam.com/scheduler
   You may also call/text us at (801) 733-4455. More information about exam scheduling is provided in this bulletin.
3. **Where can I take my exam?** You may take your exam at any one of Prov's 1 Computer Based Testing (CBT) testing centers in District of Columbia. Locations are provided later in this bulletin.
4. **How much does it cost?** Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.
5. **When do I get my exam results?** Results are not provided at the testing site. Prov releases your score report within 1 day of your examination, emails it to the address on your registration, and forwards your results to your licensing authority.
6. **What is on the exam?** Exam information is provided in this bulletin.

Note
Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. Contact the Board with questions regarding which exam(s) to take.

2. Contact Information

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

EXAM APPROVAL & LICENSING

District of Columbia Dept Consumer and Reg Affairs
1100 4th Street, SW
DC 20024
Ph: (202) 671-4500
https://dlcp.dc.gov

TESTING QUESTIONS

Prov, Inc.
200 W Civic Center Dr, Suite 160
Sandy, Utah 84070
Call or Text: (801) 733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
8:00 am to midnight ET, Monday - Friday

3. General Testing Information

The Board has contracted with Prov, Inc. to administer the required written examinations for licensure. The purpose of this bulletin is to provide you with information about taking your licensing examination.

Testing with Prov

Your written exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the exam.

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

Where to take your exam in District of Columbia

Prov has **1** testing location in District of Columbia where you may take your written examination. Locations are provided later in this bulletin.

4. Registration and Scheduling

How to register, schedule your examination, and change or cancel a testing appointment.

4.1 How to register online

Please Note: You must be pre-approved by the Board prior to scheduling your exam. The Board will provide Prov with your registration information. You will be notified when you are able to schedule your examination. Once approved, you can schedule your exam at your convenience.

IMPORTANT: When you register for your examination, you MUST enter your name EXACTLY as it appears on your government issued Photo Identification (ID), including your middle initial or your middle name as it appears on your ID. If your name does not match when you sign in at the testing center, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

1. To register for your exam, go to: https://provexam.com/scheduler, or call the Prov Call Center at (801) 733-4455 to complete the registration process if preferred.
2. Click **"Schedule an Exam"**.
3. Under **"Pre-Approved Registration"**, click **"Get Started"**.
4. Enter your Email Address, as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email.
5. After entering the code, you will see the Candidate Dashboard and your available exams. Click **"Schedule Now"**.
6. Underneath **"Exams Available for Scheduling"**, click **"Find a suitable time and venue"**.
7. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
8. Select an exam date and time from the calendar. Confirm your selected date and time and select **Add to Cart**.
9. Proceed to payment. Please enter your form of electronic payment (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you and will include your scheduled date and time.

If you have any problems with online registration, you may call or text Prov at (801) 733-4455.

4.2 Scheduling your exam online

If you registered without scheduling, or need to schedule another exam or attempt, sign back in to the scheduler:

1. To schedule your exam, go to: https://provexam.com/scheduler. From our homepage, select **"Schedule an Exam"**. Next, under **"Pre-Approved Registration"**, click **"Get Started"**.
2. Enter your Email Address, as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email.
3. After entering the code, you will see the Candidate Dashboard and your available exams. Click **"Schedule Now"**.
4. Underneath **"Exams Available for Scheduling"**, click **"Find a suitable time and venue"**.
5. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
6. Select an exam **date** and **time** from the calendar. Confirm your selected date and time and select **Add to Cart.**
7. Proceed to payment with your electronic payment method (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, you may call or text Prov at (801) 733-4455.

4.3 Scheduling by phone

To schedule an examination by phone, candidates should contact Prov at (801) 733-4455. Prov scheduling staff is available 8:00 am to midnight ET, Monday - Friday.

Candidates should have the photo identification they will use for testing, as well as their payment method, ready to provide to the call center agent. Once scheduled, Prov staff will email them information regarding their testing schedule.

4.4 Cancellation and rescheduling

You can reschedule or cancel your testing appointment online for free if you do so at least **3 days** before your exam date. If you miss your appointment or fail to reschedule or cancel by this deadline, you will forfeit your exam fee.

4.5 Emergency situations

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

5. Exam Information

5.1 Study aids and practice exams

Prov offers a digital practice examination for the following exams. A practice exam helps you become familiar with the question format and the subject areas tested; it is not a substitute for studying the references listed for your examination. Purchase it in the Prov bookstore at https://provexam.com/bookstore or by calling (801) 733-4455, then take it online from your Prov account.

- **Cosmetology Practice Exam** — prepares you for Cosmetology Theory Examination.
- **Esthetician Practice Exam** — prepares you for Esthetician Theory Examination.
- **Instructor Practice Exam** — prepares you for Instructor Theory Examination.
- **Natural Hair Styling Practice Exam** — prepares you for Natural Hair Styling Theory Examination.

The following examinations are administered by Prov on behalf of the Board, grouped by the license each is required for. An examination required for several licenses is listed under each of them.

> **Note**
> Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.

5.2 Barber (English, Español, 한국어, Tiếng Việt)

Barber Theory Examination

90 minutes · 60 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: فارسی

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Scientific Concepts	36%
Implements and Equipment	10%
Hair Care Services	40%
Facial Hair and Skin Care	14%
Total questions	**60**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Milady Standard Barbering 2022**, 6th Ed. ISBN: 1305100557. Cengage Learning, PO Box 6904, Florence, KY 41022-6904. STUDY ONLY
- **Fundamentals:Barbering**, 2022. Pivot-Point International, 8725 West Higgens Road, Suite 700, Chicago, IL 60631. STUDY ONLY

5.3 Body Piercing

Body Piercing Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English

Complete NIC Candidate Information Bulletin: English · Español · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
1. SCIENTIFIC CONCEPTS (55%)	55%
2. BODY PIERCING SERVICES (45%)	45%
Total questions	**110**

5.4 Braider

Natural Hair Styling Theory Examination

90 minutes · 85 questions · passing score 70 · exam fee $92.00 · offered in English

10 questions are unscored pilot questions and won't count toward your score.

Content Area	% of Questions
Scientific Concepts	45%
Natural Hair Care Services	55%
Total questions	**85**

5.5 Cosmetologist (English, Español, 한국어, Tiếng Việt)

Cosmetology Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: English · Español · Tiếng Việt · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Scientific Concepts	35%
Hair Care and Services	45%
Skin Care and Services	10%
Nail Care and Services	10%
Total questions	**110**

5.6 Electrologist (English, Español, 한국어, Tiếng Việt)

Electrology Theory Examination

90 minutes · 85 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: English · Español · Tiếng Việt · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Scientific Concepts	45%
Electrology Procedures and Services	55%
Total questions	**85**

5.7 Esthetician (English, Español, 한국어, Tiếng Việt)

Esthetician Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: English · Español · Tiếng Việt · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
1. SCIENTIFIC CONCEPTS (55%)	55%
2. SKIN CARE AND SERVICES (45%)	45%
Total questions	**110**

5.8 Instructor (English, Español, 한국어, Tiếng Việt)

Instructor Theory Examination

90 minutes · 85 questions · passing score 75 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: English · Español · Tiếng Việt · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Instructional Planning	31%
Instructional Methods	37%
Theory and Practical Classroom Management	32%
Total questions	**85**

5.9 Manager

Manager Theory Examination

90 minutes · 60 questions · passing score 75 · exam fee $92.00 · offered in English

Complete NIC Candidate Information Bulletin: English

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Business Management	20%
Finance	30%
Facility and Personnel Management	34%
Marketing and Advertising	16%
Total questions	**60**

5.10 Manicurist (English, Español, 한국어, Русский, Tiếng Việt)

Nail Technician Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Русский, Tiếng Việt

Complete NIC Candidate Information Bulletin: English · Español · Tiếng Việt · Русский · 한국어

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
1. SCIENTIFIC CONCEPTS (40%)	40%
2. NAIL TECHNOLOGY PROCEDURES (60%)	60%
Total questions	**110**

5.11 Master Esthetician (English, Español, 한국어, Tiếng Việt)

Master Esthetician Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English, Español, 한국어, Tiếng Việt

Complete NIC Candidate Information Bulletin: English

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
1. SCIENTIFIC CONCEPTS	30%
2. ESTHETICS ADVANCED PRACTICE SERVICES	70%
Total questions	**110**

5.12 Micropigmentation

Micropigmentation Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English

Complete NIC Candidate Information Bulletin: English

10 questions are unscored pilot questions and won't count toward your score.

Select a subject area to open its detailed outline online.

Content Area	% of Questions
Scientific Concepts	47%
Micropigmentation	43%
Causes of and Responses	10%
Total questions	**110**

5.13 Tattooer

Tattooing Theory Examination

90 minutes · 110 questions · passing score 70 · exam fee $92.00 · offered in English

10 questions are unscored pilot questions and won't count toward your score.

Content Area	% of Questions
Scientific Concepts	55%
Tattoo Procedures and Services	45%
Total questions	**110**

6. Exam Day Rules and Procedures

What to bring, what to leave behind, and the rules every candidate must follow on exam day.

6.1 Check-in deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments 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 fee, and will be required to reschedule for a future testing date.

6.2 Proof of identity

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

6.3 Prohibited items

No cameras, recorders, cell phones, computers, 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 should be placed in secure storage at the testing facility.

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.

Important

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with your exam fee forfeited, and the State will be notified of your dismissal from the exam.

6.4 Visitors

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

6.5 Unethical conduct

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 Board. 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 exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

6.6 Candidate civility expectations

We understand that taking an exam 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 Board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

7. Results, Retesting, and Exam Challenges

7.1 Results reporting

Results are not provided at the testing site. Prov releases your score report within 1 day of your examination, emails it to the address on your registration, and forwards your results to your licensing authority.

7.2 Retesting

Your approval to take the exam is valid for 1 year; if you have not taken it by then, you must reapply. There is no required waiting period between attempts; you may retest as soon as an appointment is available.

Candidates cannot retake an exam once they have passed unless required by their licensing authority.

8. Non-Discrimination and ADA Accommodations

8.1 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 (801) 733-4455 or write to: Prov, Inc., 200 W Civic Center Dr, Suite 160, Sandy, UT 84070.

8.2 Americans with Disabilities Act accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations. Written documentation from a licensed physician or psychologist documenting the disability and the recommended

accommodations is required, and Prov will work directly with you to arrange the approved accommodations.

To learn more or request an accommodation, visit our ADA Accommodations page at provexam.com/ada-accommodations.

Note
Accommodations will not be provided based solely on a candidate's inability to read and comprehend English.

9. District of Columbia Testing Site Locations

The following are the testing sites where you may schedule to take your written examination in District of Columbia. You may also take your exam at any Prov testing center in the United States.

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

Prov has **1** testing center in District of Columbia, located in the following cities:

Washington

No.	City	Testing Center	Address	Testing Center Type
1	Washington	Washington DC Training and Testing Center	1300 Pennsylvania Ave NW Testing Center - Suite C-0082B Washington, DC 20004	Theory

10. Testing Rules and System Navigation

Please take a moment to read the following information. If you have any questions, please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

10.1 Testing rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the exam, you must notify your proctor and turn in all your testing materials.
- Break time is limited to 10 minutes in total. Please note that when you take a break you will not be able to change any answers to questions you have previously seen or review any prior answers to questions.
- If you take a restroom break the exam time will continue to countdown and the lost time cannot be recovered.
- 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 exam, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- Please visit provexam.com and select "Learn About My Exam" for additional information.

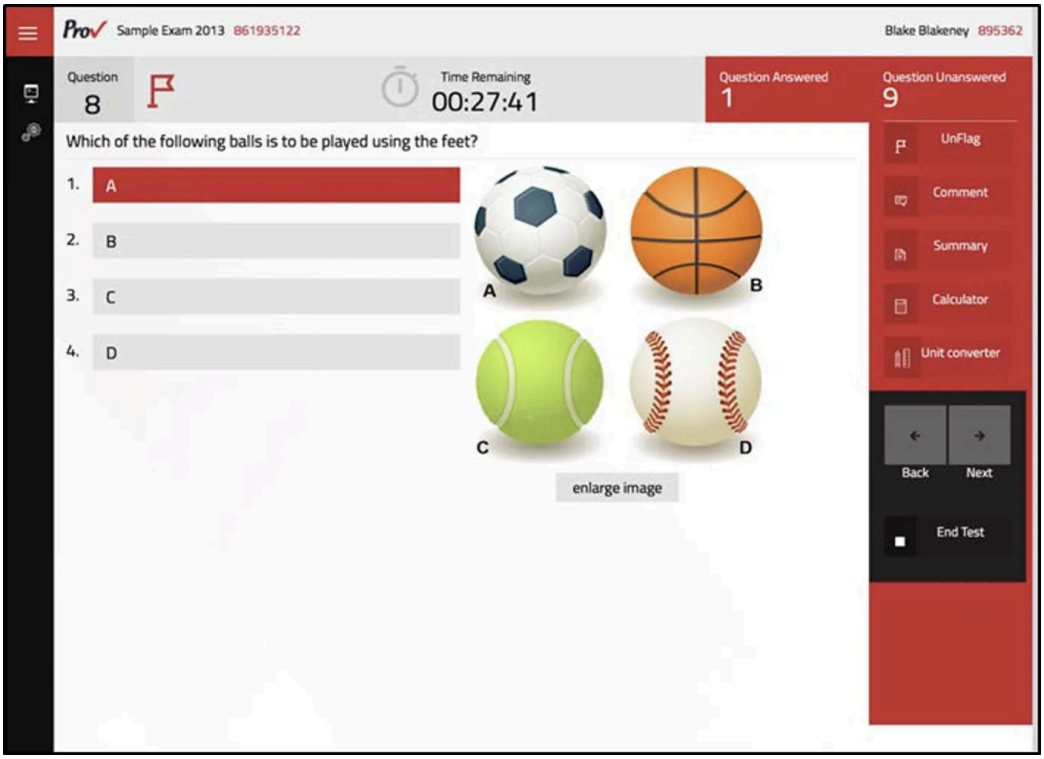
- **No Talking**
- **No Drinking**
- **No Electronic Devices**
- **No Cheating**
- **No Eating**
- **No Tobacco Use**
- **No Visitors**
- **No Taking Notes**

Important — Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. 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 exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

10.2 Computer testing navigation

Please review the following guide to understand how to navigate the Prov computer-based testing system.



Feature	How it works
Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The exam will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the exam 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.

Feature	How it works
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact on scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, if you have a question or concern about a particular exam question, the proctor cannot answer questions about exam content; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments within two weeks.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the exam.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the exam early	Press **End Test** button when you are ready to leave the exam. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the exam.

11. Revision History

The table below lists every revision to this bulletin, most recent last. Each revision names what changed since the version before it, so you can see which parts of the bulletin to read again.

Version	Date	Description of Change	Prepared By
1.0	October 31, 2026	Initial release of this bulletin in its current format.	Prov, Inc.
1.1	November 9, 2026	Bulletin layout and standard wording updated.	Prov, Inc.
1.2	November 13, 2026	Board contact information updated.	Prov, Inc.

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