



# State of Wyoming Board of Cosmetology 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. [Click here](#) for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to available testing centers.
3. **HOW MUCH DOES IT COST?** Both the Theory examinations and Written-Practical examinations cost **\$88** each paid directly to Prov.
4. **WHEN DO I GET MY TEST RESULTS?** Official results will be emailed to you within one (1) business day after your exam.
5. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

## MORE QUESTIONS

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

For Licensing Questions -  
**Wyoming Board of Cosmetology**  
2515 Warren Ave. Suite 302  
Cheyenne, WY 82002  
Ph: (307) 777-3534  
<https://cosmetology.wyo.gov/>  
Hours: 8 a.m. to 5 p.m.

For Testing Questions -  
**Prov**  
150 W Civic Center Dr  
Suite 601  
Sandy, Utah 84070  
Call/Text: (801) 733-4455  
Toll Free: (866) 720 7768  
[www.provexam.com](http://www.provexam.com)  
Hours: 6 a.m. to 10 p.m.

## GENERAL TESTING INFORMATION

The Wyoming Board of Cosmetology has contracted with Prov, Inc. to administer the following NIC Cosmetology/Barbering examinations:

- Barber
- Barber Stylist
- Cosmetologist
- Hair Designer
- Esthetician
- Nail Technician
- Instructor
- Hair Removal

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of Wyoming. For all license categories you will be required to pass BOTH a written and practical examination in order to become licensed.

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. If candidates have questions regarding which exam(s) to take, please check with your school, or contact the Board at **(307) 777-3534**.

## EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of Wyoming must successfully complete two (2) examinations. The first test covers the technical knowledge elements of the specific licensing field, whereas the second test is a practical (or performance test) which requires you to either take a hands-on practical exam, or a written-practical. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

Exam fees are **\$88** for theory exams and Written-Practical exams. These fees are paid directly to Prov at the time of scheduling. This fee is the same whether you are testing for the first time or you are retaking one or both parts.

TABLE OF CONTENTS

Frequently asked questions..... 1  
 More questions..... 1  
 General Testing Information..... 1  
 Examination Categories & Cost ..... 1  
 Table of Contents..... 2  
 Testing with Prov ..... 2  
 Emergency Situation Policy..... 2  
 Where to take your exam in Wyoming..... 2  
 How to Register Online..... 2  
 Scheduling your Exam online..... 2  
 Scheduling by Phone..... 3  
 Cancel/Rescheduling Policy ..... 3  
 Preparing for Your Exams ..... 3  
 Available CBT Exams ..... 3  
 Test Day Rules and Procedures..... 4  
     Check-in Deadline ..... 4  
     Proof of Identity..... 4  
     Prohibited Items ..... 4  
     Visitor Policy ..... 4  
     Unethical Conduct Policy ..... 5  
     Candidate Civility Expectations..... 5  
 Score Information ..... 5  
 Results Reporting..... 5  
 Retesting Policy..... 5  
 Prov’s Non-Discrimination Statement ..... 5  
 Special Accommodations..... 5  
 Written Testing Site Availability ..... 6  
 Test Site locations ..... 6  
 Written Test Site Instructions ..... 6

TESTING WITH PROV

Your Written or Written Practical 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 test.

The following link will take you to a short video that demonstrates Prov’s testing system:  
<https://youtu.be/h3T9svnldLY>.

EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled Examination due to an emergency situation, you must provide written documentation to Prov for Review.

You may contact Prov toll free at (866) 720-7768, call or text (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.

WHERE TO TAKE YOUR EXAM IN WYOMING

Prov has established **six (6)** testing centers in Wyoming where you may take your **written** and **written-practical** exams. Site addresses, testing availability, and driving directions are provided at the end of this bulletin.

HOW TO REGISTER ONLINE

Candidates must first register with the Board office prior to scheduling their exam with Prov. Wyoming students will be registered for exams through their school. If you are from out of state, please contact the board office at 307-777-3534 or visit the board webpage at [cosmetology.wyo.gov](http://cosmetology.wyo.gov).

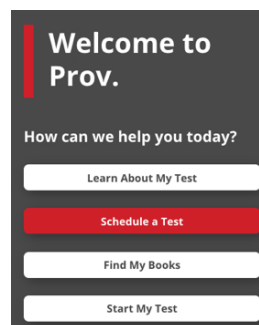
Once the candidate has registered and been approved by the board, they will receive a Voucher Letter from Prov via email confirming their approval. This Voucher Letter will contain the Candidate’s ID number used to sign into their account and schedule their exam.

Please see below for how to schedule exams.

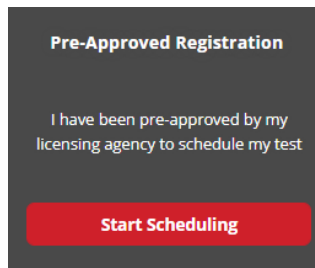
SCHEDULING YOUR EXAM ONLINE

Once approved by the State, you will receive an email from Prov notifying you that you have been approved. Use the information in this letter to schedule your examination.


- To Schedule your exam, go to: <https://provexam.com/>. From our homepage, select “Schedule a Test”



Next, select **Pre-Approved Registration**.



2. Enter your Candidate ID (found on your letter), as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email. This code is required to access your account.
3. After entering the code, you will see the Candidate Dashboard and your available exams. Select a Date, Time, Location for the desired exam by selecting the link labeled:
 

 [Find suitable time and venue](#)
4. 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.
5. Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time and select **Add to Cart**.
6. If you want to schedule a **second exam** (like the practical or written), select the **Schedule Another Test** button and follow steps 3-5 as shown above; else move to step 7 below:

**SCHEDULE ANOTHER TEST**

7. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX). If you have provided an email address, 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, give us a call at (801) 733-4455.

### SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at (801) 733-4455. Prov scheduling staff is available 6:00 a.m. through 10:00 p.m. MT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their full name (first, middle, last), social security number and their address. Once registered in the database, Prov staff will search for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be near their address. After candidates are scheduled, Prov staff will email a confirmation.

### CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) 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.

### PREPARING FOR YOUR EXAMS

The National Interstate Council of State Boards of Cosmetology (NIC) have developed your examinations. The following section is designed to provide you with links and descriptions to the various licensing examinations.

### AVAILABLE CBT EXAMS

The following are available exams provided by the National Interstate Council of State Boards of Cosmetology (NIC). For additional information and NIC CIBs please use [nictesting.org](http://nictesting.org).

#### NIC Computer - Based Theory Exams

- Cosmetology
- Esthetics
- Nail Technician
- Hair Stylist
- Instructor
- Hair Removal

## NIC Computer-Based Written Practical Exams

- Cosmetology
- Esthetics
- Nail Technician

## Foreign Languages

If you wish to access an NIC CIB in one of the available foreign languages, please click this link and select from the drop-down box: <https://nictesting.org/candidate-information-bulletins/>

## NIC References

For information about exam references, see: [https://nictesting.org/wp-content/uploads/2022/05/NIC\\_References\\_updated\\_5\\_19\\_22.pdf](https://nictesting.org/wp-content/uploads/2022/05/NIC_References_updated_5_19_22.pdf)

## TEST DAY RULES AND PROCEDURES

### 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.

### Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued photo identification. The photo ID must be current and valid. Additionally, the name on your ID **must match exactly** with the name you provided to Prov at time of scheduling. Please make any corrections to your name prior to your scheduled testing appointment.

Forms of valid photo-bearing ID are a driver's license card, passport, military ID, or permanent resident card. Paper, temporary, copies or electronic versions of ID are NOT considered acceptable forms of 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, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session. If you do not have a photo ID, you may still present a valid State driver's license without a photo or

a State ID card without a photo that is issued by the DMV.

You will be refused to test by the testing center staff if:

- Your name on the testing roster and name on ID do not match exactly.
- you do not produce a valid government-issued photo ID.
- You refuse to sign the test center log.
- You refuse to be photographed.

If refused at the testing center, you will be dismissed and forfeit all testing fees for that testing session.

### 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.

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 fees forfeited, and the Division will be notified of your dismissal from the exam.

### Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

## **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 Occupational and Professional Licensing. 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 board or agency. 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 on the practical and written exams.

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

### **RESULTS REPORTING**

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

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score." This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

### **RETESTING POLICY**

Failed examinations can be retaken as often as is necessary within a one-year period. There is a four (4) day waiting period and candidates can schedule a new testing session for the first available testing date.

### **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., 150 W Civic Center Drive, Suite 601, Sandy, Utah 84070.

### **SPECIAL ACCOMMODATIONS**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for special accommodation during testing, they should contact Prov at (801) 733-4455. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

ADA forms can be found here: [ADA Information](#)

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 of the security and integrity of the NIC examinations, and accommodation provided shall be made in accordance with the NIC guidelines and applicable law.

**WRITTEN TESTING SITE AVAILABILITY**

The following are the existing testing sites and testing days of the week. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Big Piney – WWCC			*			
Casper – CC	*	*	*	*		
Cheyenne – LCCC		*		*		
Laramie – UWYO	*	*	*	*	*	
Riverton - CWC	*	*	*	*	*	
Sheridan - SC	*	*	*	*	*	

**TEST SITE LOCATIONS**

**Western Wyoming Community College -- Big Piney**  
 916 Piney Drive Western Sublette 9 Boces  
 Testing Room 142  
 Big Piney, WY 83113

**Casper College -- Casper**  
 125 College Drive  
 Testing Services - BU - First Floor, Room 120  
 Casper, WY 82601

**Laramie County Community College – Cheyenne**  
 1400 E College Drive  
 Testing Center - Clay Pathfinder Building, Room 119  
 Cheyenne, WY 82007

**University of Wyoming -- Laramie**  
 14th and Iverson St.  
 University Testing Center - COE Library, Room 219  
 Laramie, WY 82071

**Central Wyoming College -- Riverton**  
 2660 Peck Avenue  
 Testing Center  
 Riverton, WY 82501

**Sheridan College – Sheridan**  
 1 Whiney Way  
 Testing Center  
 Sheridan, WY 82801

**WRITTEN TEST SITE INSTRUCTIONS**

Written 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.

# Pro<sup>✓</sup>Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then 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.**

## 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 test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test 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 test, 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.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Pro<sup>✓</sup> or your licensing jurisdiction.



## Reference Rules for Open Book Exams

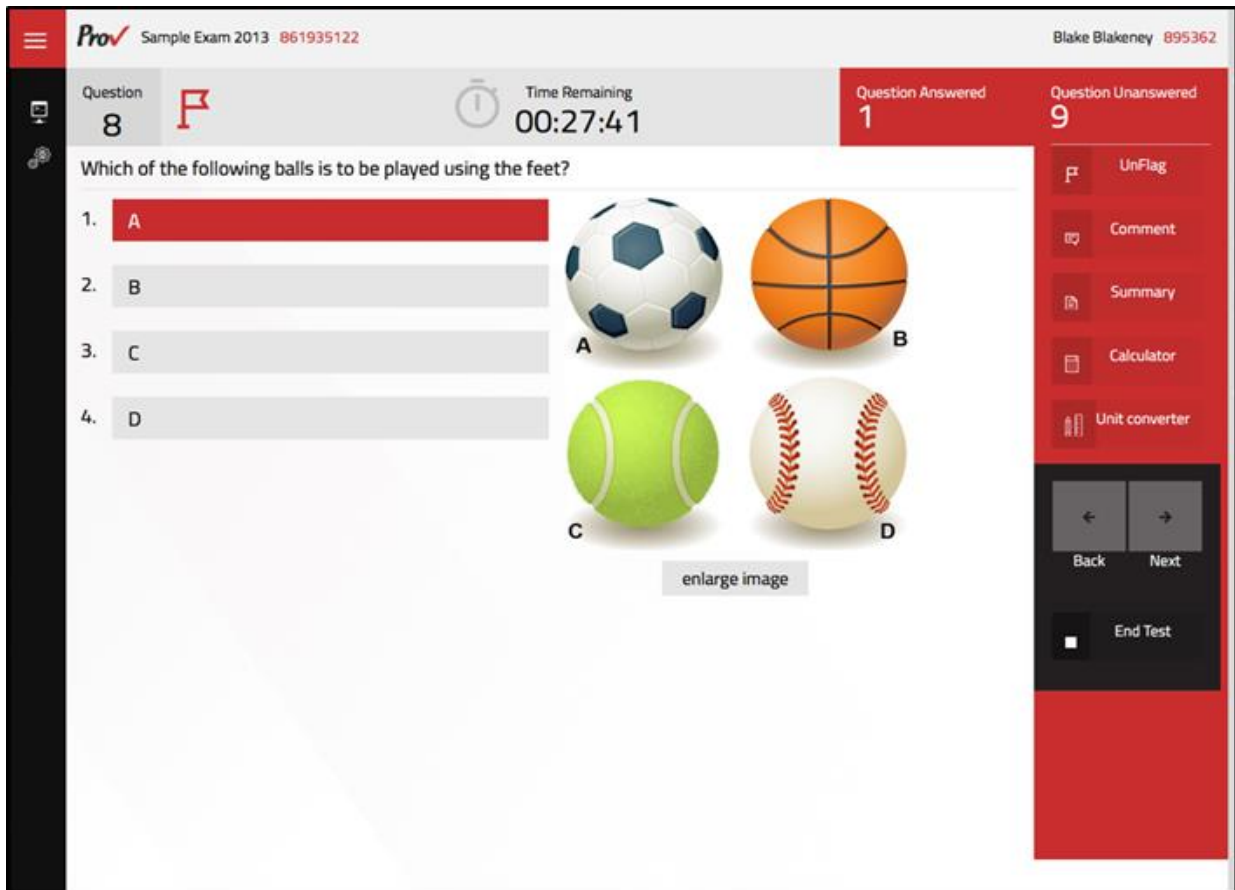
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

## 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 test questions in their possession, either during or following the examination will be prosecuted by Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> 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 ( ← → ) 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.