



# State of Maine Barbering & Cosmetology Program 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.

- 2. HOW DO I SCHEDULE MY TEST?** Once you receive an email confirming you are approved, you may schedule at: [www.provexam.com](http://www.provexam.com)

More information about exam scheduling is provided on page 3 of this bulletin.

Please note that BOTH the written and practical examination MUST be passed within 1 year or BOTH examinations MUST be retaken.

- 3. WHERE CAN I TEST?** All practical exams are taken remotely. Written exams may be taken remotely or at any one of Prov’s testing centers. Written test site locations may be found on page 10 of this bulletin. More information about remote testing is provided on pages 3, 7 and the attached remote practical exam instructions. The remote system works on a MAC, PC, or Chromebook (Please verify your Chromebook will work with our system in advance of test day.) **THE SYSTEM WILL NOT PERMIT YOU TO USE AN I-PAD OR TABLET.** If you are **not** prepared to test with proper equipment using the remote proctoring system you will be required to reschedule and repay the exam fee.

Please refer to the section titled “Test Day Rules and procedures” for an outline of the testing environment requirements.

- 4. HOW MUCH DOES IT COST?** The written examinations fee is **\$99** each and the practical examinations fee is **\$149** each.
- 5. WHEN DO I GET MY TEST RESULTS?** Official exam results for the practical and written exam will be emailed to you within 3 business days after your test.

- 6. WHAT IS ON THE TEST?** Exam information can be found on page 5 of this bulletin.

## MORE QUESTIONS

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

For Licensing Questions:  
**Department of  
Professional and  
Financial Regulation,  
Office of Professional  
and Occupational  
Regulation – Barbering  
& Cosmetology  
Program (Department)**  
Ph (207) 624-8579  
<http://www.maine.gov/professionallicensing>  
8:00 am to 5:00 pm ET  
Monday-Friday

For Testing Questions -  
**Prov, Inc.**  
150 W Civic Center Blvd,  
Suite 601  
Sandy, Utah 84070  
Call or Text: (801) 733-4455  
(Messaging rates may apply)  
Toll Free: (877) 228-3926  
[www.provexam.com](http://www.provexam.com)  
support@provexam.com  
8:00 am to midnight ET  
Monday-Friday

## GENERAL TESTING INFORMATION

The Maine Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation – Barbering & Cosmetology Program (Department) has contracted with Prov, Inc. to administer the following NIC Barbering, Cosmetology and related fields examinations:

- Aesthetician
- Barber 1
- Cosmetologist
- Hair Design
- Instructor (all disciplines)
- Nail Technologist

The purpose of this bulletin is to provide you with information about taking your Maine licensing examinations. For all license categories you will be required to pass BOTH a written and practical exam in order to become licensed.

If candidates have questions regarding which exam(s) to take, please check with your school, or contact the Department at (207) 624-8579.

**MAINE SCHOOL GRADUATE CANDIDATES**

Candidates register online at [www.provexam.com](http://www.provexam.com) and your school will be notified electronically that you have applied. Student’s final record of instruction is submitted from Candidate’s school to the Department.

**OUT OF STATE & REINSTATEMENT CANDIDATES**

Out of State Candidates (licensed in another state) or candidates reinstating a lapsed license that are eligible for licensure by examination must register online at [www.provexam.com](http://www.provexam.com) and the Department will be notified electronically that you have applied. The Department determines eligibility for examination.

**TRAINEE/APPRENTICE CANDIDATES**

Trainee/Apprentice candidates register online at [www.provexam.com](http://www.provexam.com) and once registered, please provide your Trainee/Apprentice Qualifying Supervisor with your assigned Prov Candidate ID number.

Trainee/Apprentice Qualifying Supervisor must complete the following form and submit to [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com). Please include in the “subject” of your email your Trainee/Apprentice’s full name, date of birth and assigned Prov Candidate ID number.

**[Maine Trainee Apprentice Authorization Form](#)**

**EXAMINATION CATEGORIES & COST**

Candidates seeking to be licensed in the State of Maine must successfully complete the written examination and a practical examination.

Each written exam costs \$99.00 and each practical exam costs \$149.00. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

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### REMOTE TESTING

Practical examinations are administered remotely. You may also take your theory exam remotely or at a Computer Based Testing (CBT) location.

Remote testing means exams can be at home (or any other quiet site with adequate internet speed and free from distractions) This space must be private and is not available to anyone other than the testing candidate during testing. You will use the [Examroom.ai](https://examroom.ai) remote proctoring tool.

More information about remote testing is provided throughout this bulletin and in the Remote Practical Exam Instructions included with this bulletin.

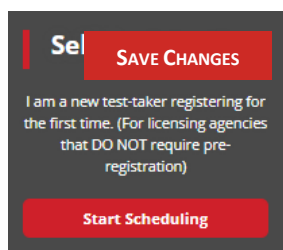
### TESTING WITH PROV

You may take your theory exam by computer at one of Prov's testing centers or you may take your theory exam remotely. 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/h3T9svnidLY>

### HOW TO REGISTER ONLINE

- To register for your exam, go to:  
<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
- Click "Schedule a Test"
- Click "Start Scheduling" under 'Self Registration'



- Use the Dropdown menu under "Select Certifying Body", and select:

**ME – Barber & Cosmetology**

Then press

**NEXT**

- Under "Select a License/certificate", choose the license (and language) you are seeking: **(choose one of the following)**:

- Barber 1
- Cosmetologist
- Esthetician
- Hair Design
- Instructor
- Nail Technician

Then press

**NEXT**

- Select the school you attended, or "Trainee/Apprentice" if you trained under a Trainee/Apprentice Qualifying Supervisor, "Out of State" if you trained in another state or "Reinstate" if you are reinstating a lapsed license and are required to take the examination. Once selected, scroll to the bottom of the page & click "Submit".
- Enter your information **exactly** as it appears on your government issued ID.

- Name (**First, Middle and Last**)
- Street address
- City, State, Postal Code


Additionally, please provide the following:

- Social Security number
- Email Address
- Telephone Number

Then select the button labeled:

Log out, you will be notified once you are approved via an emailed "voucher" letter. Log back into your registration as a returning user to schedule your exam(s).

## HOW TO SCHEDULE YOUR EXAM ONLINE

1. To schedule your exam, go to:  
<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Returning User” and enter your known Candidate ID and your last name. Click “Retrieve Details”
3. Select a Date & Time for your exam by selecting the link labeled.
4. Select a convenient test site by scrolling down to see all available test sites.  
 [Find suitable time and venue](#)
5. Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**
6. If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 7.

## SCHEDULE ANOTHER TEST

7. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school.

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, you may call Prov at (866) 720-7768.

## SCHEDULING BY PHONE

To schedule an examination by phone, you may call or text Prov at (801) 733-4455 or send an email to [support@provexam.com](mailto:support@provexam.com).

Prov scheduling staff is available 8:00 a.m. through midnight ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

## CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **seven (7) 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 seven days prior to their scheduled test date, you will forfeit your exam fees.

## EMERGENCY SITUATION POLICY

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](mailto:support@provexam.com).

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

### PREPARING FOR YOUR EXAMS

The exams utilized in Maine are designed to test what you should know (and be able to do) as you begin your career in the Barbering, Cosmetology & related fields industries. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC).

### KIT AND SUPPLY INFORMATION

Candidates must bring all needed supplies and cannot borrow anything during the examination. Suggested supplies are included in the NIC Candidate Information Bulletin (CIB).

Barbers & Cosmetologists: Mannequin heads **MUST** be a full-size head, “minikin” or “junior” mannequin heads are **NOT** permitted. Additionally, the NIC requirements for mannequins are indicated on page 3 of the NIC CIB.

Cosmetologists: Thermal curling is demonstrated with a cold thermal curling iron. It is suggested that the mannequin’s hair be curled prior to the exam for the purpose of simulating thermal curling with a cold thermal curling iron.

Kits must be no larger than 30” x 30”. Kits, bags etc. must fit completely under the candidate’s work area.

Tripods may be used but must be within the candidate’s immediate work area (close to or up against workstation).

Disinfectants must be disinfecting wipes; sanitizers and all other products must be non-aerosol.

### EXAM DESCRIPTIONS

The National Examinations are provided by the National Interstate Council of State Boards of Cosmetology (NIC). To learn more about your specific exam, please select the following hyperlinks to access the NIC Candidate Information Bulletins (CIBs).

**IMPORTANT:** For important information on how to prepare and set up your workspace for your practical exam **BEFORE** testing please refer to the Remote Practical Exam Instructions included with this bulletin.

## Barber 1 (no chemical)

### WRITTEN EXAM:

- ✓ [Barber 1 Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Barber 1 Practical CIB](#)

## Cosmetologist

### WRITTEN EXAM:

- ✓ [Cosmetology Written CIB](#)

Cosmetologists are examined on the Core Practical Sections, Hair Removal of the Eyebrows and Sculptured Nail. The NIC CIBs for these exam areas are available at the following links:

### PRACTICAL EXAM:

- ✓ [Cosmetology Practical CIB](#)
- ✓ [Cosmetology Hair Removal Eyebrows CIB](#)
- ✓ [Cosmetology Sculptured Nail CIB](#)

## Estheticians

### WRITTEN EXAM:

- ✓ [Esthetics Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Esthetics Practical CIB](#)

## Hair Design

### WRITTEN EXAM:

- ✓ [Hair Design Written CIB](#)

Hair Design candidates are examined on the Cosmetology Core Practical Sections. The NIC CIB for this exam is available at the following link:

### PRACTICAL EXAM:

- ✓ [Cosmetology Practical CIB](#)

## Instructor

### WRITTEN EXAM:

- ✓ [Instructor Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Instructor Practical CIB](#)

**Note:** You will select the type of instructor (i.e. Cosmetologist, Esthetician, etc.) at the time of registration.

To receive your Instructor lesson assignment topic, please send an email to the following: [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com). Please email your request a minimum of 3 business days prior to your scheduled exam date.

**IMPORTANT:** Remote practical Instructors **MUST** email their lesson plans to [CosmoSupport@ProvExam.com](mailto:CosmoSupport@ProvExam.com) **no later than 1 day PRIOR** to their testing date. If lesson plans are not provided in advance, it will affect their score.

## Nail Technician

### WRITTEN EXAM:

- ✓ [Nail Technology Written CIB](#)

### PRACTICAL EXAM:

- ✓ [Nail Technology Practical CIB](#)

## Foreign Language CIBs

If you wish to access an NIC Written Candidate Information Bulletin (CIB) in one of the available foreign languages, please click the link for the exam and foreign language desired:

### BARBER 1:

Korean: [NIC Korean Barber 1 Written CIB](#)

Persian: [NIC Persian Barber 1 Written CIB](#)

Spanish: [NIC Spanish Barber 1 Written CIB](#)

Vietnamese: [NIC Viet Barber 1 Written CIB](#)

### COSMETOLOGY:

Korean: [NIC Korean Cosmetology Written CIB](#)

Spanish: [NIC Spanish Cosmetology Written CIB](#)

Vietnamese: [NIC Viet Cosmetology Written CIB](#)

### ESTHETICIAN:

Korean: [NIC Korean Esthetics Written CIB](#)

Spanish: [NIC Spanish Esthetics Written CIB](#)

Vietnamese: [NIC Viet Esthetics Written CIB](#)

### HAIR DESIGN:

Korean: [NIC Korean Hair Design Written CIB](#)

Spanish: [NIC Hair Design Spanish Written CIB](#)

Vietnamese: [NIC Viet Hair Design Written CIB](#)

### INSTRUCTOR:

Korean: [NIC Korean Instructor Written CIB](#)

Spanish: [NIC Spanish Instructor Written CIB](#)

Vietnamese: [NIC Viet Instructor Written CIB](#)

### NAIL TECHNICIAN:

Korean: [NIC Korean Nail Technology Written CIB](#)

Russian: [NIC Russian Nail Technology Written CIB](#)

Spanish: [NIC Spanish Nail Techn Written CIB](#)

Vietnamese: [NIC Viet Nail Technology Written CIB](#)

## NIC References

For information about exam references, please click the following hyperlink:

- ✓ [NIC References](#)

### TEST DAY RULES AND PROCEDURES

#### **Theory Test Site Testing - 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.

Test site testing candidates proceed to “Proof of Identity” section of this bulletin.

#### **What is Examroom?**

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. On test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

**Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- The operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please use the following links to do a system check before you schedule your exam to make sure your computer system will allow you to take a test using this system. <https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow.”

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use during your exam. To request access to a Prov laptop you may call (866) 720-7768 and ask a call center representative for assistance. You will be responsible for the cost of shipping and handling. Please call for more information.

#### **Remote Testing Information**

Remote testing is offered as a convenience to you to help you take your test without having to travel. However, by choosing to test remotely, you are agreeing to abide by the following conditions:

1. You will need to be in a quiet, distraction free environment.
2. You need to be sitting at a table, desk, or counter.
3. Your table or desk needs to be completely clear of anything you are not permitted to use during testing; no papers, notes, non-testing books, practice exams, drinks, food, etc. You may have a bottle of drinking water with a cap.
4. All non-testing electronic equipment needs to be removed from the room; calculators, additional cell phones, etc. If there is a TV or second monitor in the room that cannot be removed, you will be asked to show the proctor that it is unplugged.
5. Your area under your table, desk, or chair needs to be clear of everything; blankets, pillows, papers, backpacks, boxes, etc.
6. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.

7. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the test.
8. You are not permitted to access any other website during testing unless directed by the system to do so.
9. If requested to download a special extension on your computer, you will not tamper with the extension or try to disable it while testing.

If you are unable to have a testing environment that meets these conditions, we may deny you the ability to test remotely, and we will reschedule you at one of our in-person testing center.

### **Exam Day Procedures**

On the day of your exam:

1. Head to <https://provexam.com>
2. Click "Start My Test" from the home page menu
3. Review the instructions on the page and click "Start My Test" to be directed <https://examroom.ai/login/>
4. Enter the email address you used to register for your test
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your test

For technical support, or if you have difficulty logging into your exam, please use the chat box on the bottom right corner of <https://examroom.ai>.

The following link will take you to a short video that demonstrates Prov's testing system (click skip ads to proceed to Prov's video):

<https://youtu.be/h3T9svnldLY>.

### **Proof of Identity**

You will be required to show government-issued, photo-bearing identification that includes your signature. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Please contact Prov in advance of your test date if you have any questions regarding your photo 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, if you refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the test and forfeit all testing fees for that testing session.

### **Prohibited Items**

No cameras, recorders, cell phones, computers, (other than those in use for administration of your examination remotely, if applicable), 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 are not permitted in the testing room.

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.

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam.



### **Visitor Policy**

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

### **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 Professional Regulation. 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 Department. 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 75.00 on the practical and written exams.

### **Chapter 21, section 1 (3)**

An applicant who fails an examination may retake the examination at a subsequent sitting. However, an applicant who fails to pass all examinations within one (1) year from the first sitting shall retake the written and the practical examinations.

### **RESULTS REPORTING**

Official exam results for the practical and written exam will be emailed to you within 3 business days after your test.

### **RETESTING POLICY**

Failed examinations can be retaken as often as is necessary. There's is no waiting period and candidates can schedule a new testing session for the first available testing date.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Maine.

### **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 866-720-7768 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

### AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing accommodations. To request accommodations during testing, candidates should complete and submit these ADA forms: [ADA Forms](#)

Prov will require written documentation from a licensed physician or psychologist documenting the disability and the recommended accommodations to be provided. Prov will then work directly with the candidates to arrange the approved accommodations.

**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 on the security and integrity of the examinations, any accommodation provided shall be made in accordance with test administration guidelines and applicable law.

### WRITTEN SITE AVAILABILITY

The following are the testing sites where you may schedule to take your **written** examination.

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

Test sites in bordering states are not included in this list but will populate when scheduling exams.

### TEST SITE LOCATIONS – THEORY EXAMINATIONS

#### 1. Central Maine Community College (CMCC)

Jalbert Hall  
1250 Turner Street  
Auburn, ME 04210

**Directions:** The testing center is in Jalbert Hall on the Central Maine Community College campus. When driving in to the campus, take the first road to the right. Park in the first available parking area. Enter through the door that is marked "College Store". From this entrance you will need to go up one level and follow the signs to the library. The testing center is across from the library entrance.

#### 2. United Technologies Center (UTC)

Testing Services  
200 Hogan Rd  
Bangor, ME 04401

**Directions:** UTC is located at the intersection of Hogan Road and Mount Hope Avenue in Bangor, Maine – directly across from the Maine Department of Transportation office and maintenance lot. Park in one of the large parking areas and look for the UTC flagpole as that is the entrance to the building.

#### 3. Northern Maine Community College (NMCC)

33 Edgemont Drive  
Presque Isle, ME 04769

**Directions:** For directions and a campus map please visit <http://www.nmcc.edu/about-nmcc/campus/directions/campus-map/>. Parking is next to the building

#### 4. Remote Testing - [Examroom.ai](#)

### THEORY TEST SITE INSTRUCTIONS

Theory exams may be taken at a computer-based testing center or remotely. 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.

### REMOTE PRACTICAL EXAM INSTRUCTIONS

Remote practical instructions are attached to this document to assist candidates when preparing to take the practical exam remotely.

# Prov Theory Test Site Instructions

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.**

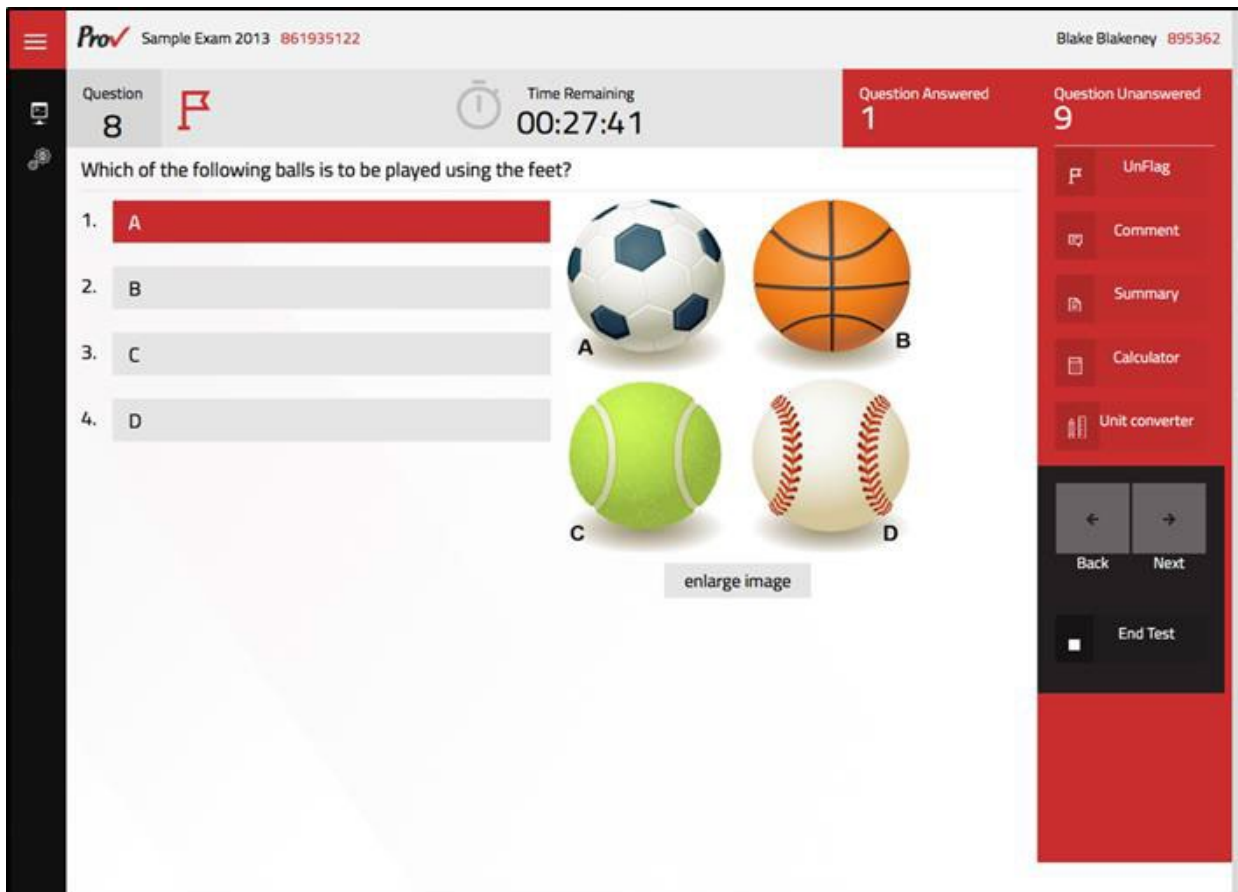
## Testing Rules

- 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.
- Result letter information is provided in the Prov Candidate Information Bulletin. Please visit [provexam.com](http://provexam.com) and select "Learn about my test"



In the next few days, Prov 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</b> , <b>2</b> , <b>3</b> , or <b>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.

## FREQUENTLY ASKED QUESTIONS

The information found in this document is to help you be most successful during your practical examination. Please read the information carefully and prepare for your exam in advance of your exam date to avoid unnecessary delays or cancellations in your exam process. Note: if the examiner cannot see your work, you may fail the exam.

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## WHAT DO YOU NEED TO BRING

Please make sure you bring all the necessary items for your test to avoid any delays.

- A valid, government-issued photo ID (such as a driver’s license, passport, or military ID). All candidates are required to show their ID during check-in. Please note that paper, temporary, copies, or electronic versions of ID are NOT considered acceptable forms of ID. Those who do not provide a valid form of ID will not be able to test and will forfeit their exam fees.
  - Please check your state specific Candidate Information Bulletin for all information pertaining to ID requirements.
- Materials listed in the NIC suggested supply list.
- Fully charged phone and laptop. It is recommended that these devices be plugged into a power source throughout the duration of your examination.
- A well-lit workspace, please avoid having any bright lights or windows behind you.

## HOW TO SET UP YOUR WORKSPACE?

Properly setting up your workspace before your exam will help to avoid any unnecessary delays to your testing experience. Please follow the instructions outlined below to the best of your ability.

First, ensure you have a large enough space to accommodate all your supplies. Supplies must be visible to examiners, including, but not limited to, trash receptacles. We recommend using a large table and workspace clear of any other non-exam-related items.

Two views of your workspace are required to test: a front view, and a side view.

### Front View

- The front view should allow the examiner to see your workspace, supplies, and mannequin head.
- Avoid any bright lights or windows in the background.
- Set your laptop at an 80-degree angle toward you, not straight up and down and 35 inches away from the workspace.
- Viewing the working area is more important than seeing your face.



## Side View

- The side view will require a smart phone to stream video footage during the length of the exam. Phones should be plugged into power to avoid depleting the battery during the examination.
- Place your cell phone about 45 inches behind and to the left or right of the work area. Enough space away that you can see the bags labeled Items to be Disinfected, Trash, and Soiled Linens. Keep all 3 bags on the same side facing your cell phone.



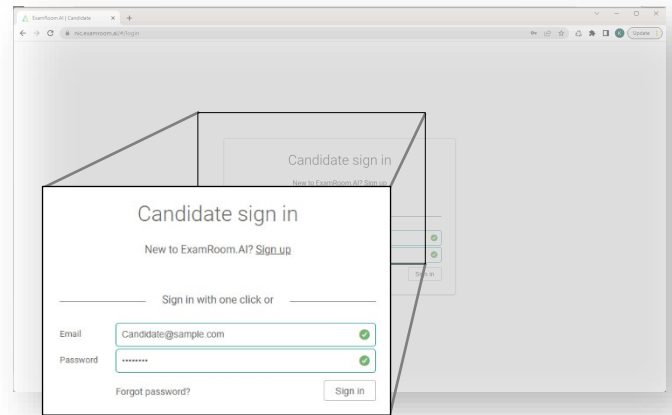
- The phone should look toward the ground and be directed to the bags under your work area.
- The Bags should be labeled on all four sides.
- Please position yourself so that there are no windows situated behind you during testing. Any other windows in the testing area should be covered.
- Make sure there is good lighting so the Examiners can see what you are working on.
- Once your equipment and workstation has been set up appropriately, you are ready to begin your exam.

## WHAT TO EXPECT ON TEST DAY

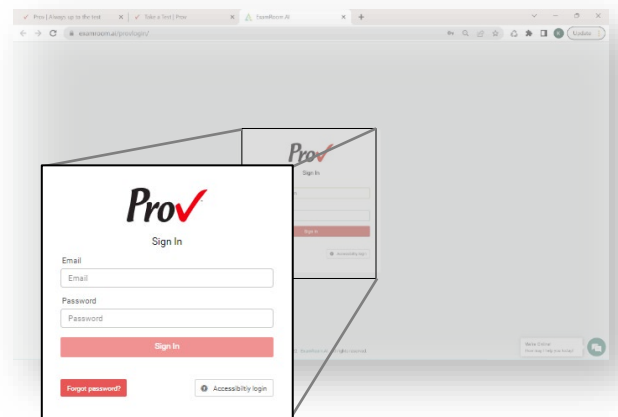
Your practical exam will be proctored remotely via computer using our trusted partner: [Examroom.ai](https://examroom.ai).

On the day of your exam:

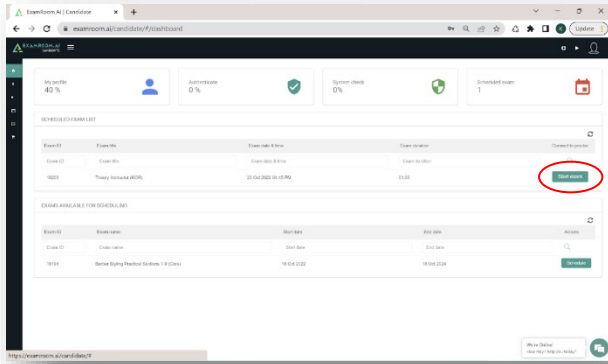
- Head to: <https://nic.examroom.ai/>



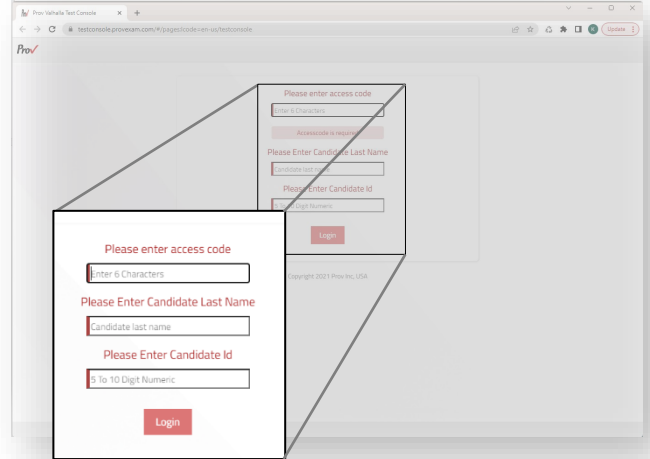
- Enter the email address you used to register for your test. Enter your candidate ID as your password (your candidate ID can be found in your confirmation email received at the time of scheduling).



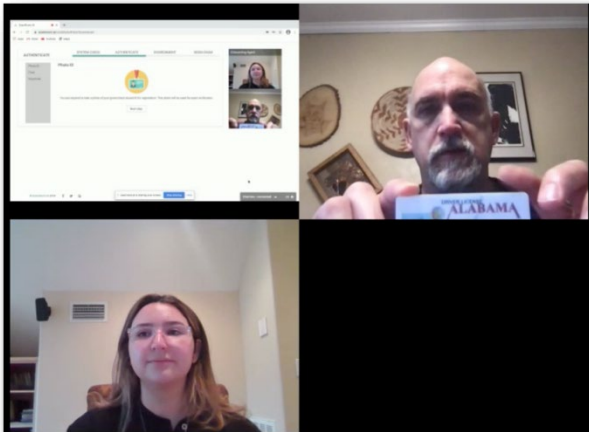
- Once logged in, you will arrive at the Examroom.ai Dashboard. Click on "Start my Exam."



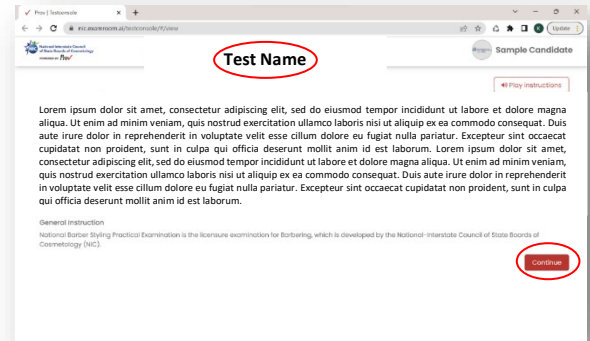
- You will be greeted by an onboarding agent to help you check-in and start your test. This check-in process includes ID verification and a room scan.



- On screen, you should see the name of your exam in the top center of the page and your name in the top right corner.

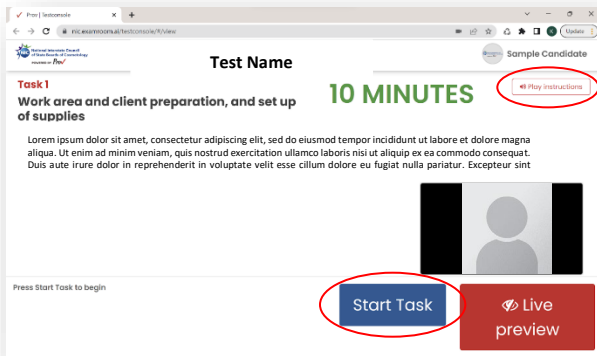


- After completing the onboarding process, you will be sent to a proctor who will provide you with an access code and admit you into the examination.

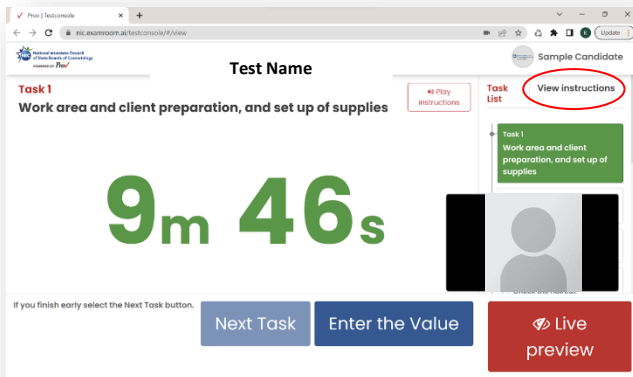


- Read the instructions carefully and navigate forward by clicking "Continue" in the bottom right corner of the page. It will ask you to Agree and Confirm the instructions to proceed.
- The examination will be administered in sections. Before each section begins, you will be provided with instructions, as well as the allotted time for each section. If needed, the instructions can be read aloud using the "Play Instructions" button in the top right corner.
- Use the "Live Preview" button to see a preview of what the camera is seeing before you begin. Make sure the camera is focused on the area you are working on.

- When you're ready to begin, click "Start Task."



- Once you click 'Start Task' the timer will begin. If you need to view the instructions again you may click 'View Instructions' in the top right.
- Make sure the camera can see the tasks at all times.
- Make sure you show the camera all products and supplies as they come out of your kit.
- Once you complete the current section, click "Next Task" to continue.



Upon completion of your examination, the Examiner will help you submit the exam and log out. Please refer to your state candidate bulletin for any other questions.

Best of luck and thanks for testing with us!