State of Utah
Cosmetology and Associated Professions Exams
Candidate Information Bulletin

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. More information about registering is provided on page 2 of this bulletin.

2. **WHERE CAN I TEST?** You may test at any one of Prov's testing centers. Locations are provided on page 10 of this bulletin.

3. **HOW MUCH DOES IT COST?** The written and practical examinations cost $**105** for each test.

4. **WHEN DO I GET MY TEST RESULTS?** You will receive your unofficial written results by email within minutes of completing your exam. Your practical exam results will be emailed to you within 3 business days following the test. All official results will be sent to the State within 3 days following the test.

5. **WHAT IS ON THE TEST**? Exam information is provided in this bulletin and attachments.

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 -
UT DOPL
160 E 300 S, 4th Floor
Salt Lake City, UT 84114
Ph: (801) 530-6628
(866) 275-3675 toll-free in UT
https://dopl.utah.gov/cosmo/index.html
8:00 am to 5:00 pm MT

For Testing Questions -
Prov, Inc.
200 W Civic Center Blvd, Suite 160
Sandy, Utah 84070
Phone: (877) 228-3926
Call or Text: (801) 733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
6:00 am to 10:00 pm MT
Monday - Friday

GENERAL TESTING INFORMATION

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

- Barber
- Cosmetologist/Barber
- Hair Designer/Barber
- Electrologist
- Esthetician
- Master Esthetician
- Nail Technician
- Instructor
- Eyebrow/Eyelash

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of Utah. For all license categories except for Instructor, you will be required to pass BOTH a written and practical examination 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 UT DOPL at **(801) 530-6628.**

EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of Utah must successfully complete two (2) examinations; those seeking instructor licenses must pass only a written examination.

Each written and practical exams cost $**105** for each examination. The fees are the same whether you are testing for the first time or if you are retaking the examination.

Important Note: When there is more than one practical section (e.g. Barber and Cosmetology or Barber and Hair Design), candidates will only have to pass each section one time. If a candidate fails a section, only the failed section will require retesting.

This flexibility in retesting will require that candidates schedule each practical exam section at the same time. If the practical sections are scheduled for the same day, the single fee will be charged. However, if a candidate wants to take each section on different days, each section will be charged like a separate exam.

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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 test.

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 UTAH

Prov has established **twenty (20)** testing centers in Utah where you may take your **written** test. Please note that you may also schedule your **practical** examination at **four (4)** of these testing locations. Locations are provided on page 9 of this bulletin.

HOW TO REGISTER ONLINE

1. To register online, go to: https://provexam.com/ or call the Prov Call Center to complete the registration process if preferred.

2. Click "Schedule a Test"

3. Click "Start Scheduling" under "Self Registration"

4. Use the Dropdown menu under "Select Certifying Body", and select:
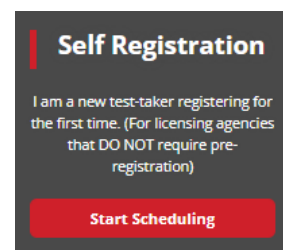
UT Cosmetology

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

   o Cosmetologist/Barber - English
   o Barber - English
   o Electrologist - English
   o Esthetician - English
   o Hair Design/Barber - English
   o Instructor - English
   o Master Esthetician - English
   o Nail Technician – English
   o Eyebrow/Eyelash - English

   Then press   **NEXT**

6. Experience Requirement: Select "Yes" if you are qualified for this test.

7. Select the school you attended. Once selected, scroll to the bottom of the page & click "Submit".

8. Enter the following information **exactly** as it appears on your government issued ID into the fields that are provided.
   • Name (First, Middle and Last)
   • Street address
   • City, State, Postal Code

   Additionally, please provide the following:
   • Social Security number
   • Email Address
   • Telephone Number
   • Birthdate

   Then select the button labeled: **SAVE CHANGES**

HOW TO SCHEDULE YOUR EXAM ONLINE

1. Select a Date, Time, Location for your exam by selecting the link labeled:

   Note: If you want to schedule both your written and practical exams at the same location, you will need to select one of the four (4) cosmetology-specific testing centers.

2. Select a convenient test site by scrolling down to see all available test sites. 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.

3. Select a test **date** and **time** from the calendar. Confirm your selected date and time and select:

   📅 Find suitable time and venue
   Add to Cart.

4. If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button otherwise move to step 11 below:

   SCHEDULE ANOTHER TEST

5. 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 or text Prov at (801) 733-4455.

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.

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 date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

CANCEL/RESCHEDULING POLICY

You can reschedule or cancel your testing appointment online for free if you do so at least **three (3) days** before your theory test date or **seven (7) days** before your practical test date. If you miss your appointment or fail to reschedule or cancel by these deadlines, you will forfeit your exam fee.

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.

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

PREPARING FOR YOUR EXAMS

The Cosmetology and Associated Professions' exams utilized in Utah are designed to test what you should know as you begin your career in your specific Cosmetology/Barbering & related fields industries.

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.

Electrologist: A live model is required for the practical exam.   The model must be 18 years of age or older and must present a government issued photo ID at the time of check-in.

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.

MANNEQUIN INFORMATION

Please Note: All practical examinations are performed using **Mannequins**, with the exception of Electrologist exams. Live models will not be accepted for any other practical other than the Electrologist exam. You are required to bring all necessary materials for your practical examination.

Mannequin heads MUST be a full-size head, "minikin" or "junior" mannequin heads are NOT permitted. Additionally, the NIC requirements for mannequins is indicated on page 3 of the NIC CIB.

The Eyebrow/Eyelash practical examination is also administered on a mannequin. The following are examples of mannequins that are suggested for this examination.

Eyebrow Eyelash Example Mannequin

Eyebrow Eyelash Mannequin Example

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).

Barber 1

ATTENTION

WRITTEN EXAM:

✓ Barber 1 Written CIB

PRACTICAL EXAM:

✓ Barber 1 Practical CIB

Core Items (Practical Exam)

- o Work Area and Client Preparation, and Set Up of Supplies (10 mins)
- o Haircutting (40 mins)
- o Work Area and New Client Preparation, and Setup of Supplies (10 mins)
- o Shaving with a Straight Razor (Variable timing)
- o Blood Exposure Procedure (10 mins)

Cosmetologist / Barber

ATTENTION

WRITTEN EXAM:

✓ Cosmetology Theory (Written) CIB

Practical Test (consists of two separate exams and three additional tasks).

✓ Barber 1 Practical CIB - Eff 9-1-24
✓ Cosmetology Practical CIB
✓ Cosmetology Basic Facial CIB
✓ Cosmetology Hair Removal Eyebrows CIB
✓ Cosmetology Sculptured Nail CIB

Barber Practical Sections

- o Work Area and Client Preparation, and Set Up of Supplies (10 mins)
- o Haircutting (40 mins)
- o Work Area and New Client Preparation, and Setup of Supplies (10 mins)
- o Shaving with a Straight Razor (Variable timing)

Cosmetology Practical Sections

- o Work area and Client Preparation, and Set Up of Supplies (15 mins)
- o Thermal Curling (10 mins)
- o Hair Cutting (35 mins)

Second Client:

- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Chemical Waving (20 mins)
- o Predisposition Test and Strand Test with Simulated Product (10 mins)
- o Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
- o Hair Color Retouch with Colored Simulated Product (10 mins)
- o Virgin Hair Relaxer (No Base) Application with Colored Simulated Product (15 mins)
- o Blood Exposure Procedure (10 mins)
- o Basic Facial (20 mins)
- o Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft wax (Untimed)
- o Sculptured Nail (20 mins)

Electrologist

WRITTEN EXAM:

✓ Electrology Theory (Written) CIB

PRACTICAL EXAM:

✓ Electrology Practical CIB

Core Items (Practical Exam)
- Set Up and Client Preparation (15 mins)
- Thermolysis Method (15 mins)
- Set Up and Client Preparation (15 mins)
- Blend Method (15 mins)
- Galvanic Method (10 mins)
- Cataphoresis (5 mins)
- Blood Exposure Procedure (10 mins)

Please note* Live models cannot be licensed in the Cosmetology field, be working as an Electrologist or at an Electrology school.

The State of Utah requires the practical exams be administered on a treatment table, Prov will provide treatment tables at the Prov Testing Center in Layton, Utah and it needs to be treated as part of the work area.

Eyebrow/Eyelash

WRITTEN EXAM:

✓ Eyebrow/Eyelash Written CIB

PRACTICAL EXAM:

✓ Eyebrow/Eyelash Practical CIB

Core Items (Practical Exam)

- Work Area Preparation, and Set Up of Supplies (10 mins)
- Taping Eyes (10 mins)
- Classic Eyelash Application (20 mins)
- Eyelash Extension Removal (15 mins)
- Work Area Preparation and Setup of Supplies (15 mins)
- Eyelash Lifting (10 mins)
- Eyebrow Lamination (10 mins)
- Eyebrow Tinting (10 mins)
- Blood Exposure Procedure (10 mins)

Esthetician

WRITTEN EXAM:

✓ Esthetics Theory (Written) CIB

PRACTICAL EXAM:

✓ Esthetics Practical CIB

Core Items (Practical Exam)

First Client:

- Work Area and Client Preparation, and Set Up of Supplies (10 mins)
- Client preparation and Basic Facial (25 mins)

Second Client:

- Work Area Preparation for New Client and Set Up of Supplies (10 mins)
- New Client Preparation and Hair Removal of the Eyebrows using Simulated Soft Wax and Tweezing (5 minute set-up; procedure untimed)
- Facial Makeup (20 mins)
- Blood Exposure Procedure (10 mins)

Instructor

WRITTEN EXAM:
✓ Instructor Theory (Written) CIB

Master Esthetician (Advanced Practice)

ATTENTION

NIC has updated this examination. If you are taking the examinations from today's date through December 31, 2025, please utilize the following CIBs and information to prepare for your exams:

WRITTEN EXAM:

✓ Master Esthetics Written CIB Eff through 12/31/25

PRACTICAL EXAM:

✓ Master Esthetics Practical CIB - Eff through 12/31/25

Core Items (Practical Exam)
First Client:
- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Cleansing the Face with Product (10 mins)
- o Manual Lymphatic Drainage (10 mins)
- o Particle Microdermabrasion on the Forehead
- o LED Treatment (10 mins)

Second Client:
- o Work Area and New Client Preparation, and Set Up of Supplies (15 mins)
- o Ultrasonic Treatment of Forehead and Upper Lip (10 mins)
- o Beta Hydroxyl Acid (BHA) Treatment (10 mins)
- o Microcurrent Treatment to Upper Orbicularis Oculi (10 mins)
- o Body Treatment – Dry Exfoliation and Mud Mask (10 mins)
- o Blood Exposure (10 mins)

Master Esthetician (Advanced Practice)

ATTENTION

If you are taking the examinations on or after January 1, 2026, please utilize the following CIBs and information to prepare for your exams:

WRITTEN EXAM:

✓ Master Esthetics Theory CIB - Eff 1/1/26

PRACTICAL EXAM:

✓ Master Esthetics Practical CIB - Eff 1/1/26

Core Items (Practical Exam)
First Client:
- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Cleansing the Face with Product (10 mins)
- o Manual Lymphatic Drainage (10 mins)
- o Particle Microdermabrasion on the Forehead
- o LED Treatment (10 mins)

Second Client:
- o Work Area and New Client Preparation, and Set Up of Supplies (15 mins)
- o Ultrasonic Treatment for Exfoliation of Forehead and Upper Lip (10 mins)
- o Microcurrent Treatment for Lift to the Upper Orbicularis Oculi (10 mins)
- o Alpha Hydroxy Acid (AHA) Treatment (10 mins)
- o Blood Exposure (10 mins)

Hair Design/Barber

WRITTEN EXAM:

- ✓ Hair Design Written CIB - Eff through 12/31/25

Practical Test (consists of two separate exams).

PRACTICAL EXAM:

- ✓ Barber 1 Practical CIB
- ✓ Cosmetology Practical CIB

Barber Practical Sections

- o Set Up and Client Protection (10 mins)
- o Haircutting (40 mins)
- o Work Area and New Client Setup (15 mins)
- o Shaving with a Straight Razor (Variable timing)

Cosmetology Practical Sections

- o Work area and Client Preparation, and Set Up of Supplies (15 mins)
- o Thermal Curling (10 mins)
- o Hair Cutting (30 mins)

Second Client:
- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Chemical Waving (20 mins)
- o Predisposition Test and Strand Test with Simulated Product (10 mins)
- o Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
- o Hair Color Retouch with Colored Simulated Product (10 mins)
- o Virgin Hair Relaxer Application with Colored Simulated Product (Untimed)
- o Blood Exposure Procedure (10 mins)

Nail Technician

ATTENTION

NIC has updated this examination. If you are taking the examinations from today's date through December 31, 2025, please utilize the following CIBs and information to prepare for your exams:

WRITTEN EXAM:

- ✓ Nail Technology Written CIB - Eff through 12/31/25

PRACTICAL EXAM:

- ✓ Nail Technology Practical CIB - Eff through 12/31/25

Core Items (Practical Exam)

First Client:

- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Manicure and Polish Application (20 mins)

Second Client:

- o Work Area and New Client Preparation, and Set Up of Supplies (10 mins)
- o Nail Tip Application and Blending (20 mins)
- o Sculptured Nail (20 mins)
- o Removal of Sculptured Nail (20 mins) Blood Exposure (5 mins)

Nail Technician

ATTENTION

If you are taking the examinations on or after January 1, 2026, please utilize the following CIBs and information to prepare for your exams:

WRITTEN EXAM:

✓ Nail Technology Written CIB - Eff 1/1/26

PRACTICAL EXAM:

✓ Nail Technology Practical CIB - Eff 1/1/26

Core Items (Practical Exam)

First Client:

- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Basic Water Manicure and Polish Application (20 mins)

Second Client:

- o Work Area and New Client Preparation, and Set Up of Supplies (10 mins)
- o Full-Well Nail Tip Application and Blending (15 mins)
- o Sculptured Nail (20 mins)
- o Removal of Sculptured Nail (20 mins) Blood Exposure (Examined Individually)

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

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. A temporary Utah Driver's License (paper copy) by itself is not sufficient proof of identity. If you currently have a temporary driver's license, you will ALSO need to bring in your recently EXPIRED original driver's license. Together your new temporary driver's license and your expired original license can be used to verify your identity. If you only have the temporary copy or the expired license, you will be refused entry. 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:

- o Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- o Hats or headgear not associated with religious reasons.
- o 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.

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.

If you violate any of these procedures during testing, your test will be stopped, your test be graded as failed, you will forfeit your testing fees, and you will be reported to your licensing board, which typically ends in a 12-month testing moratorium.

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.

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 for the written and practical exam will be sent within three (3) business days following completion of the test.

RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There 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 Utah.

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, 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.

TESTING SITE AVAILABILITY

You may take your Cosmetology-related written examinations at any one of Prov's testing centers located from Logan to St. George. You can also take the written exam at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

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

- 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 link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

https://examroom.ai/systemtest/

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

Note, you are permitted to use only one monitor/screen during your remote exam.

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

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.

The following are the 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.

The sites are designated as either a "written" testing site where you may take your written examination, or as "written & practical" testing site where you may take both your written examination and your practical examinations. Note, NOT all practical examinations are given on each day as indicated. This list merely shows the days of the week that each testing site is available to deliver examinations.

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

Location	Mon	Tues	Wed	Thurs	Fri	Sat
Logan – BTC	*	*	*	*		
Logan – USU			*			
Ogden – OWTC	*	*	*	*	*	
Ogden – WSU	*	*	*	*	*	
Layton - Prov		*	*		*	
Salt Lake City – SLC/SC			*	*	*	
Salt Lake City – SLCC/RC				*		
Salt Lake City – SLCC/WP			*			
West Jordan – SLCC/WJC		*				
West Valley – SLCC/WVC	*					
Sandy – Prov	*	*	*	*		
Sandy – SLCC/MC	*	*	*	*	*	
Orem – UVU				*		
Provo - Prov	*			*	*	
Price – USU	*	*	*	*		
Ephraim – USUEC	*	*	*	*	*	*
Richfield – SC/R	*	*	*	*	*	*
Blanding – USU					*	*
Cedar City – SUU	*	*	*	*	*	*
St. George - DSU	*	*	*	*	*	
St. George - Prov	*	*	*		*	

Northern Utah

1. **Bridgerland Technical College - Logan**
   Assessment Center – Room 614
   1301 North 600 West - Logan, UT 84321
   (Written Only)

2. **Utah State University – Logan**
   0118 Old Main Hill
   Professional Testing Center
   University Inn Room 115 - Logan, UT 84322
   (Written Only)

3. **Ogden - Weber Technology College -**
   Business & Information Tech, Room 116
   200 N Washington Blvd - Ogden, UT 84404
   (Written Only)

4. **Prov, Inc. – Cosmetology Practical Testing**
   1776 N. Hill Field Rd #1 - Layton, UT 84041
   (Written and Practical)

5. **Salt Lake Community College - Redwood**
   Campus
   4600 South Redwood Road, LIB 017
   Taylorsville, UT 84123
   (Written Only)

6. **Salt Lake Community College - Miller Campus**
   Testing Services
   9750 South 300 West - Miller Testing Center -
   MFEC, Room 238 - Sandy, UT 84070
   (Written Only)

7. **Prov, Inc. - Cosmetology Practical Testing**
   106455 S State St - Sandy, UT 84070
   (Written and Practical)

8. **Utah Valley University**
   UVU Testing Services
   Wolverine Service Center – Room 104
   1165 West 800 South - Orem, UT 84058
   (Written Only)

9. **Prov, Inc. – Cosmetology Testing Center**
   2255 N. University Parkway, Suite #11
   Provo, UT 84604
   (Written and Practical)

10. **Weber State University**
    3885 W. Campus Drive, Testing Services
    Student Services Center - Room 262
    Ogden, UT 84408
    (Written Only)

11. **Salt Lake City Community College**
    South City Campus
    1575 S. State Street
    South City Testing Center – Room 2-153
    Salt Lake City, UT 84115
    (Written Only)

12. **Utah State University - Nephi**
    Testing Center
    346 East 600 North, Basement
    Nephi, UT 84648
    (Written Only)

Central Utah

13. **Utah State University - Ephraim**
    Testing Services
    325 West 100 North - Ephraim, UT 84627
    (Written Only)

14. **Utah State University Eastern - Price**
    451 E, 400N, Reeves Building #114
    Price, UT 84501
    (Written Only)

15. **Snow College - Richfield**
    Testing Center
    200 South 800 West, Room 130
    Richfield, UT 84701
    (Written Only)

16. **Salt Lake Community College**
    West Jordan Campus
    3491 W. Wights Fort Road
    West Jordan Testing Services
    Jordan Health Science – Room 054
    West Jordan, UT 84088
    (Written Only)

Southern Utah

17. Southern Utah University – Cedar City
   Testing Services
   351 W University Blvd
   2nd Floor – Electronic Learning Center
   Cedar City, UT 84720
   (Written Only)

18. Utah Tech University - St. George
   The Professional Testing Center
   46 South 1000 East
   St. George, UT 84770
   (Written Only)

19. Prov, Inc. – Cosmetology Testing Center
   2654 E. Red Cliff Dr. Suite G
   St. George, UT 84790
   (Written and Practical)

20. Southwest Technical College
   757 West 800 South Testing Services
   Cedar City, UT 84720
   (Written Only)

<div style="background-color:#d9534f; color:white; text-align:center">TEST SITE INSTRUCTIONS</div>

Written test site instructions are attached to this bulletin that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

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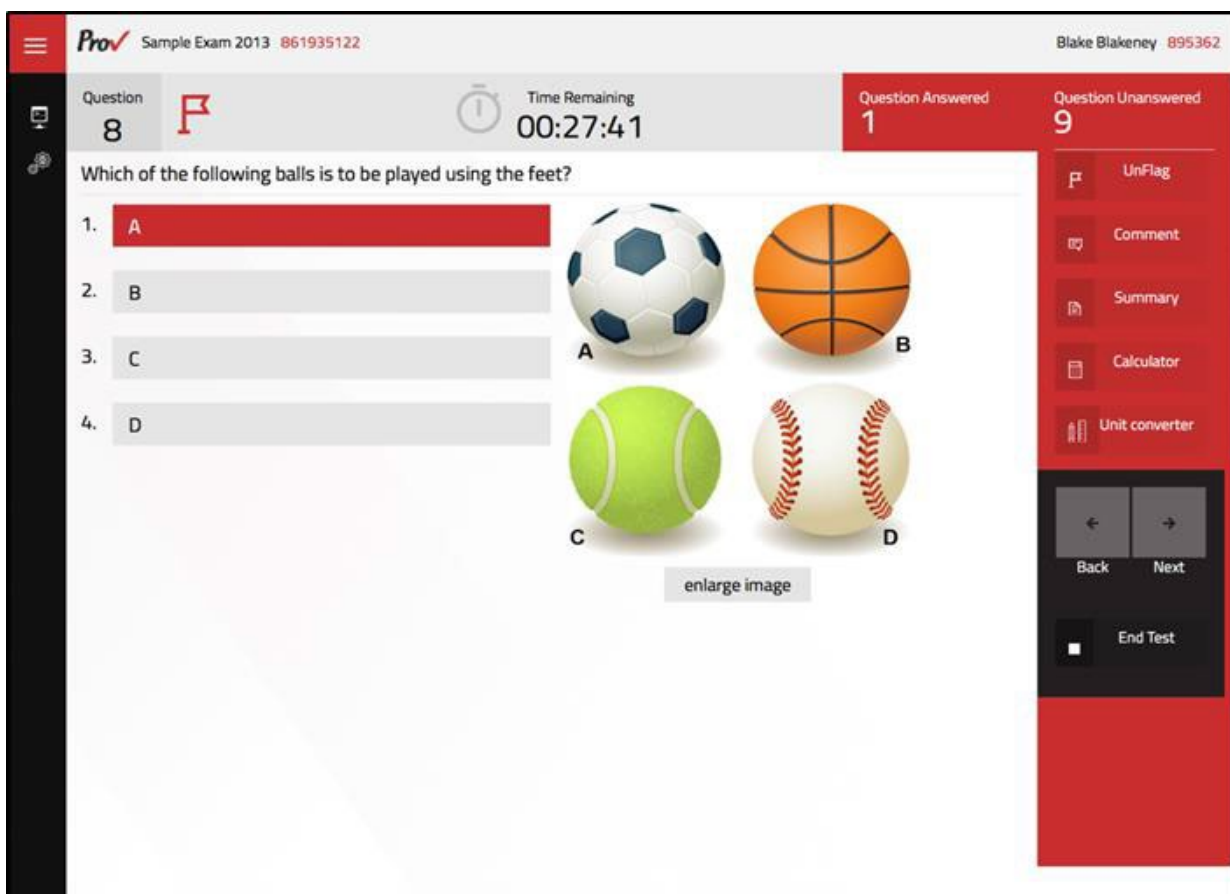**Be advised, the testing center and testing room may be under video surveillance**.

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 and select "Learn about my test"

- **NO TALKING**
- **NO EATING**
- **NO DRINKING**
- **NO TOBACCO USE**
- **NO ELECTRONIC DEVICES**
- **NO VISITORS**
- **NO CHEATING**
- **NO TAKING NOTES**

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 **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 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 **Flag** 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 **Summary**.
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 **Comment** 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 **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 test.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** 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.