West Virginia
Board of Barbers and Cosmetologists
Candidate Information Bulletin

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:

    https://www.provexam.com/register

2. **HOW DO I SCHEDULE MY TEST?** Once you've been approved to test you will receive notification via email and may schedule at:

    https://www.provexam.com/register

    You may also call/text us at (801) 733-4455. More information about registering and scheduling is provided on page 3 of this bulletin.

3. **WHERE CAN I TEST?** Prov testing locations are provided on page 10 of this bulletin. Theory exams may also be taken remotely from home. More information about remote testing is provided throughout this bulletin.

    The remote system works on a MAC, PC, or Chromebook (Please verify your Chromebook will work with our system in advance of test day.) 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 exam fee is **$99** each and the practical exam fee is **$129** each.

5. **WHEN DO I GET MY TEST RESULTS?** Official exam results will be emailed to you and provided to the State within 1 to 3 days after your test.

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

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 -	For Testing Questions -
West Virginia Board of Barbers and Cosmetologists	**Prov**
1201 Dunbar Avenue	200 W Civic Center Blvd, Suite 160
Dunbar, WV 25064	Sandy, Utah 84070
Ph: (855) 965-2800	Phone: (877) 228-3926
www.wvbbc@wv.gov	Call or Text: (801) 733-4455
Email: wvbbc@wv.gov	(Messaging rates may apply)
9:00 am to 5:00 pm ET	www.provexam.com
Monday-Friday	support@provexam.com
	8:00 am to 12:00 pm (Midnight) ET
	Monday-Friday

The West Virginia Board of Barbers and Cosmetologists (Board) has contracted with Prov, Inc. to administer the following examinations:

- **Barber 1** (theory & practical exams)
- **Barber Styling** (theory & practical exams)
- **Cosmetology** (theory & practical exams)
- **Esthetician** (theory & practical exams)
- **Hair Design** (theory & practical exams)
- **Hair Removal** (theory & practical exams)
- **Instructor** (theory only)
- **Nail Technician** (theory & practical exams)

The purpose of this bulletin is to provide you with information about taking your licensing examination with State of West Virginia.

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 (855) 965-2800.

EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of West Virginia must successfully pass the Board required examination(s).

Written exam fees are **$99** each and Practical exams fees are **$129** each. The fees are the same whether you are testing for the first time or if you are retaking an examination.

TABLE OF CONTENTS

TESTING WITH PROV

Your 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.

Written exams may also be taken remotely from home. More information about remote testing is provided in the section titled "Remote Testing".

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

All practical exams are taken at Prov's Testing Center in Charleston, WV.

Written exams may be taken remotely or at any one of Prov's testing centers. Written test site locations may be found in the test site locations section of this bulletin.

REMOTE TESTING

Prov is also authorized to offer the written exams remotely. This means examinations 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 remote proctoring tool.

More information about remote testing is provided throughout this bulletin.

HOW TO REGISTER ONLINE
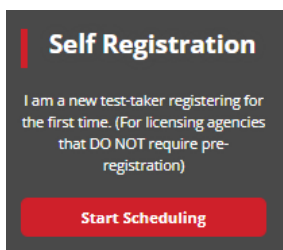
1. To register for your examinations, go to: https://provexam.com/ or call the Prov Call Center to complete the registration process if preferred.

2. Click "Schedule a Test"

SAVE CHANGES

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

Self Registration

I am a new test-taker registering for the first time. (For licensing agencies that DO NOT require pre-registration)

Start Scheduling

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

WV – Barber & Cosmetology

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

📅 Find suitable time and venue

(**choose one of the following**):
- o Barber 1
- o Barber Styling
- o Cosmetology
- o Esthetician
- o Hair Design
- o Hair Removal
- o Instructor
- o Nail Technician

Then press **NEXT**

6. Select your school from the Dropdown menu. NOTE: If you are an "Out of State" applicant, need to test to "Reinstate" a lapsed license, or if you attended a school that has "Closed" you must select "NC State Board".

7. 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:

8. Your application will now transfer to your school or to the Board (Out of State, Reinstating License etc.) for approval. You will receive an email notifying you to log back in and schedule your exam once approved.

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.

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 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 8:00 a.m. through 12:00 p.m. ET (midnight), 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

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 contact Prov toll free at (877) 228-3926, you may call or text (801) 733-4455 or you may send an email to support@provexam.com.

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

EMERGENCY TESTING CENTER CLOSURE POLICY

In the event an emergency causes a test center to close on a scheduled examination date, your examination will be rescheduled at no charge. (e.g. severe weather, power loss, etc.) The Prov Team will attempt to contact you in this situation. Your examination will be rescheduled as soon as possible.

PREPARING FOR YOUR EXAMS

The exams utilized in West Virginia are designed to test minimal competency as you begin your career in Cosmetology & related 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.

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.

Wax Technicians: Candidates will supply an actual model that will submit to all phases of the Hair Removal examination. *NO mannequins may be used.*

Live models cannot be licensed in the Hair Removal industry and cannot be working as a Wax Technician or at a school for any industry regulated under the West Virginia Board of Barbers and Cosmetologists. The model must be 18 years of age or older and must present a government issued photo ID at the time of check-in.

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

NIC WRITTEN EXAM:
- ✓ Barber 1 Written CIB

NIC PRACTICAL EXAM:
- ✓ Barber 1 Practical CIB

Core Practical Exam Services:

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

Barber Styling

NIC WRITTEN EXAM:
- ✓ Barber Styling Written CIB

NIC PRACTICAL EXAM:
- ✓ Barber Styling Practical CIB

Core Practical Exam Services:

1) Work Area and Client Preparation, and Set Up of Supplies (10 mins)
2) Haircutting (40 mins)
3) Work Area and New Client Preparation, and Setup of Supplies (10 mins)
4) Shaving with a Straight Razor (Variable timing)
5) Blood Exposure Procedure (10 mins)
6) Permanent Waving (15 mins)
7) Predisposition Test and Strand Test with Simulated Color Product (10 mins)
8) Chemical Relaxer – Virgin Application (15 mins)
9) Hair Color – Retouch Application (10 mins)

Cosmetology

NIC WRITTEN EXAM:
- ✓ Cosmetology Written CIB

NIC PRACTICAL EXAM:
- ✓ Cosmetology Practical CIB

Additional Practical Exam Services CIBs:
- ✓ Cosmetology Hair Removal Eyebrows CIB
- ✓ Cosmetology Manicure CIB

Core Practical Exam Services:

1) Work area and Client Preparation, and Set Up of Supplies (15 mins)
2) Thermal Curling (10 mins)
3) Hair Cutting (35 mins)
4) Work Area and Client Preparation, and Set Up of Supplies (15 mins)
5) Chemical Waving (20 mins)
6) Predisposition Test and Strand Test with Simulated Product (10 mins)
7) Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
8) Hair Color Retouch with Colored Simulated Product (10 mins)
9) Virgin Hair Relaxer (No Base) Application with Colored Simulated Product (15 mins)
10) Blood Exposure Procedure (10 mins)

Required Additional Practical Exam Service:

Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft wax (Untimed)

Manicure & Polish Application (20 minutes)

Please note: The State of West Virginia utilizes the Core Services, Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax and Manicure & Polish Application as listed above.

Esthetician

NIC WRITTEN EXAM:
- ✓ Esthetics Written CIB - Eff 1/1/26

NIC PRACTICAL EXAM:
- ✓ Esthetics Practical CIB - Eff 1/1/26

Core Practical Exam Services:

1) Work Area Preparation, and Set Up of Supplies (10 mins)
2) Client Preparation and Basic Facial (25 mins)
3) Work Area and New Client Preparation, and Set Up of Supplies (15 mins)
4) Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing (untimed)
5) Facial Makeup (20 mins)
6) Blood Exposure Procedure (10 mins)

Hair Design

NIC WRITTEN EXAM:
- ✓ Hair Design Written CIB - Eff 1/1/26

PRACTICAL EXAM:
- ✓ Hair Design Practical CIB - Eff 1/1/26

Core Practical Exam Services:

1) Work area and Client Preparation, and Set Up of Supplies (15 mins)
2) Thermal Curling (10 mins)
3) Hair Cutting (35 mins)
4) Work Area and Client Preparation, and Set Up of Supplies (15 mins)
5) Chemical Waving (20 mins)
6) Predisposition Test and Strand Test with Simulated Product (10 mins)
7) Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
8) Hair Color Retouch with Colored Simulated Product (10 mins)
9) Virgin Hair Relaxer (No Base) Application with Colored Simulated Product (15 mins)
10) Blood Exposure Procedure (10 mins)

Instructor

NIC WRITTEN EXAM:
- ✓ Instructor Written CIB

Nail Technician

WRITTEN EXAM:
- ✓ Nail Technology Written CIB - Eff 1/1/26

PRACTICAL EXAM:
- ✓ Nail Technology Practical CIB - Eff 1/1/26

Required Core Practical Exam Services:

1) Work Area and Client Preparation, and Set Up of Supplies (15 mins)
2) Basic Water Manicure and Polish Application (20 mins)
3) Work Area and New Client Preparation, and Set Up of Supplies (10 mins)
4) Full Well Tip Application and Blending (15 mins)
5) Sculptured Nail (20 mins)
6) Removal of Sculptured Nail (20 mins)
7) Blood Exposure (Examined individually)

Wax Technician

NIC WRITTEN EXAM:
- ✓ Hair Removal Written CIB

NIC PRACTICAL EXAM:
- ✓ Hair Removal Practical CIB

Additional Practical Exam Services CIB:
- ✓ Hair Removal Underarm - Sugar Paste

Required Core Practical Exam Services:

1) Work Area and Client Preparation, and Set Up of Supplies (15 mins)
2) Hair Removal on the Eyebrows by Tweezing and Using Soft Wax (untimed)
3) Hair Removal on the Lower Leg Including the Knee Using Soft Wax (15 mins
4) Work Area and New Client Preparation, and Set Up of Supplies (15 mins)
5) Hair Removal on the Upper Lip Using Hard Wax (10 mins)
6) Hair Removal of the Underarm Using Hard Wax (10 mins)
7) Blood Exposure Procedure (10 mins)

Required Additional Practical Exam Service:

8) Hair Removal of the Underarm Using Sugar Paste (10 mins)

Please note: The State of West Virginia utilizes the Core Services and Hair Removal of the Underarm Using Sugar Paste as listed above.

Please note: Wax Technician candidates will supply an actual model that will submit to all phases of the Hair Removal examination. *NO mannequins may be used.*

Models cannot be licensed in the Hair Removal industry and models cannot be working as a Wax Technician or at an school for any industry regulated under the West Virginia Board of Barbers and Cosmetologists.

The model must be 18 years of age or older and must present a government issued photo ID at the time of check-in.

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 desires:

NIC 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

NIC BARBER STYLING:
Korean: NIC Korean Barber Styling Written CIB
Persian: NIC Persian Barber Styling Written CIB
Spanish: NIC Spanish Barber Styling Written CIB
Vietnamese: NIC Viet Barber Styling Written CIB

NIC COSMETOLOGY:
Korean: NIC Korean Cosmetology Written CIB
Spanish: NIC Spanish Cosmetology Written CIB
Vietnamese: NIC Viet Cosmetology Written CIB

NIC ESTHETICIAN:
Korean: NIC Korean Esthetics Written CIB
Spanish: NIC Spanish Esthetics Written CIB
Vietnamese: NIC Viet Esthetics Written CIB

NIC HAIR DESIGN:
Korean: NIC Korean Hair Design Written CIB
Spanish: NIC Spanish Hair Design Written CIB
Vietnamese: NIC Viet Hair Design Written CIB

NIC INSTRUCTOR:
Korean: NIC Korean Instructor Written CIB
Spanish: NIC Spanish Instructor Written CIB
Vietnamese: NIC Viet Instructor Written CIB

NIC NAIL TECHNICIAN:
Korean: NIC Korean Nail Technology Written CIB
Russian: NIC Russian Nail Technology Written CIB
Spanish: NIC Spanish Nail Technology Written CIB
Vietnamese: NIC Viet Nail Technology Written CIB

NIC HAIR REMOVAL:

Korean: NIC Korean Hair Removal Written CIB
Spanish: NIC Spanish Hair Removal Written CIB
Vietnamese: NIC Viet Hair Removal Written CIB

Testing Center - 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 test 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.

Theory Remote Testing Information

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:

o The operating system on computer needs to be recent (less than 3-4 years old)
o Works on a MAC, PC, or Chromebook
o Need either a Chrome or Firefox browser (Chrome works best)
o Need a functioning computer web-camera and microphone
o 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 agree to abide by the following conditions:

1. You will need to be in a quiet, distraction-free environment.

2. You need to sit 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. All windows in the testing room must be covered.

6. Your area under your table, desk, or chair needs to be clear of everything; blankets, pillows, papers, backpacks, boxes, etc.

7. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.

8. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the test.

9. You are not permitted to access any other website during testing unless directed by the system to do so.

10. 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/h3T9svnIdLY.

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:

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.

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the State 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 State. If any physical harm occurs, civil action may also be taken against the candidate.

RESULTS REPORTING

Official exam results for the practical and written exam will be emailed to you 24 hours after your test is complete.

All official exam results will be sent by Prov to the Board electronically.

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 Board.

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 877-228-3926 or write to:

Prov, Inc., 200 W Civic Center Drive, Suite 160, Sandy, UT 84092.

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 accommodations during testing, they should contact Prov at (877) 228-3926. 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 to complete their examination.

ADA forms are provided here. ADA Forms

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

TESTING SITE AVAILABILITY

The following are the testing sites where you may schedule to take your examinations.

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 examinations.

TEST SITE LOCATION – PRACTICAL EXAMS

Prov is in the process of leasing space for a Prov Testing Center in the Charleston area and anticipates it will be available for testing in February 2026 for written and practical examinations.

Until the Prov Testing Center is complete, the practical examinations will be administered at the following school:

Huntington School of Beauty Culture
4110 US Route 60
Huntington, WV 25705

The **practical** exams for the State of West Virgina will be given at the following location as of February 2026:

Prov Testing Center
310 Hills Plaza
Charleston, WV 25387

TEST SITE LOCATIONS - WRITTEN EXAMS

1. **Prov Testing Center**
   310 Hills Plaza
   Charleston, WV 25387

2. **Compliance Technology**
   300 N Kanawha Street - Testing Center
   Beckley, WV 25801

3. **Pierpont Community & Technical College**
   500 Galiher Drive - Testing Center
   Fairmont, WV 26554

4. **Mountwest Community and Technical College**
   1 Mountwest Way – Testing Center – Room G14
   Huntington, WV 25701

5. **Blue Ridge Community and Technical College**
   13650 Apple Harvest Dr – Testing Center Suite 1401
   Martinsburg, WV 25403

6. **West Virginia Northern Community College**
   1704 Market St – Testing Center – 4th Floor ACT Ctr
   Wheeling, WV 26003

   REMOTE TESTING - Examroom.ai

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.
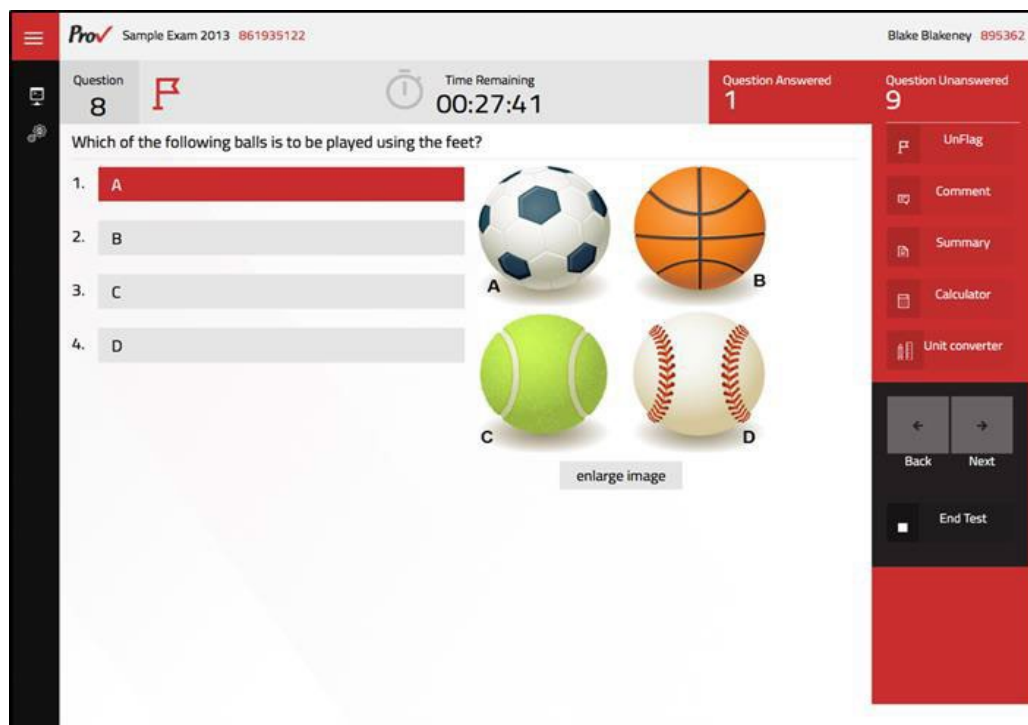
Testing Rules

- 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.