



# Washington Department of Licensing

## Barber, Cosmetology, Hair Design, Esthetics, Advanced Esthetics, Esthetics Combined Practice Nail Technician & Instructor Candidate Information Bulletin

### FREQUENTLY ASKED QUESTIONS

**1. WHAT IS THE REGISTRATION PROCESS IN WASHINGTON?**

Those interested in a Barber, Cosmetology, Hair Design, Esthetics, Advanced Esthetics, Esthetics Combined Practice, Nail Technician or Instructor license must be approved by the Washington Department of Licensing (DOL).

Contact the DOL with all questions regarding eligibility for licensure. Contact information is provided in the Contact Information section of the bulletin.

You must be at least 17 years old and within 100 hours of completing your training to apply for the examinations. Training hours must be submitted to the DOL by your school.

The DOL will review your training and determine your eligibility for testing. Once you've been approved to test you will receive notification via email and may schedule your exam(s) with Prov.

**2. HOW DO I SCHEDULE-TO TEST?** To schedule for testing, go to: <https://www.provexam.com/register>.

You may also call/text us at (801) 733-4455. More information about scheduling your exam is provided in the section titled "Scheduling Your Exam Online" of this bulletin.

**3. WHERE CAN I TEST?** You may take the theory examination at any Prov Computer Based Testing Center in Washington State. Practical examinations may be taken at any one of Prov's Washington State Testing Centers. Locations are provided in the section titled "Test Site Locations" of this bulletin.

Prov Testing Centers offer theory and practical examinations. The centers are in the process of being arranged, a center will be available as of May 1, 2026 in Fife, Olympia, Yakima and Spokane. Additional sites are being constructed and will become available soon in the following counties, Skagit County, King County, Franklin County and Clark County. It is anticipated that all 8 Prov Testing Centers will be available by July 2026!

**4. HOW MUCH DOES IT COST?** The written examinations cost **\$169.00** each and the practical examinations cost **\$119.00** each.

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

**6. WHAT IS ON THE TEST?** Exam information is provided in the section titled "Exam Descriptions" of this bulletin.

### CONTACT INFORMATION

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

For Licensing Questions -  
**Washington  
 Department of Licensing  
 (DOL)**  
 PO Box 3856  
 Seattle, WA 98124-3856  
 Ph: (360) 664-6651  
[WA Cosmetology DOL Website](http://www.wa Cosmetology DOL Website)

csap@dol.wa.gov  
 9:00 am to 4:00 pm PT  
 Monday - Friday

For Testing Questions -  
**Prov, Inc.**  
 200 W Civic Center Blvd,  
 Suite 160  
 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)  
 SCsupport@provexam.com  
 8:00 am to 12:00 pm ET  
 (midnight)  
 Monday - Friday

**GENERAL TESTING INFORMATION**

Washington Department of Licensing (DOL) has contracted with Prov, Inc. to administer the following NIC examinations:

- Barber
- Cosmetology
- Hair Design
- Esthetician
- Advanced Esthetician
- Esthetics Combined Practice
- Nail Technician
- Instructor (all disciplines)

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of Washington. For all license categories 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 the DOL at **(360) 664-6651**.

**WASHINGTON SCHOOL AND APPRENTICE CANDIDATES**

For eligibility information or how to apply for your license in the State of Washington, please visit the DOL website at: [WA License Information](#)

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### EXAMINATION CATEGORIES & COST

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

Each written exam costs **\$169.00**, whereas each practical exam costs **\$119.00**. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

### TESTING WITH PROV

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

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

### WHERE TO TAKE YOUR EXAM

Prov has established **ten (10)** testing centers where you may take your written test. Prov also has **eight (8)** testing locations where you may take your practical examination. Locations are provided in the section titled "Test Site Locations" of this bulletin.

### HOW TO REGISTER ONLINE

Those interested in a Barber, Cosmetology, Hair Design, Esthetics, Advanced Esthetics, Esthetics Combined Practice, Nail Technician or Instructor license must be approved by the Washington Department of Licensing (DOL).

To schedule for testing, go to:

<https://www.provexam.com/register>.

More Information about scheduling your exam is provided in the section titled "Scheduling Your Exam Online" of this bulletin.

You may also call/text us at (801) 733-4455.

### SCHEDULING YOUR EXAM ONLINE

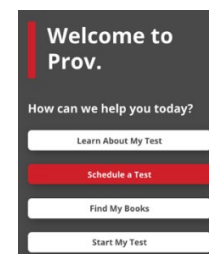
- Once approved by the Washington Department of Licensing (DOL) you will be notified via email. Use the information in this email to sign into Prov's system and schedule your examinations.

**IMPORTANT:** Your first and last name (including multiple first or last names) must be entered on your application exactly as it is indicated on your Government Issued Identification (ID) that you will be presenting on your exam day.

If you have multiple first, last or hyphenated names on your ID, all names must be included on your application. Your name on your Prov application must match your name on your ID to be admitted to your exam.

If you have had a name change (e.g. marriage, divorce etc.) or if any adjustments are needed, please email documentation of your name or name change to Prov in advance of your exam date and we will contact the DOL to confirm your requested adjustments.

- To schedule your exam, go to:  
<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred. From our homepage, select "Schedule a Test"



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

- Enter your known Candidate ID (found in your DOL email), as well as your Last Name. Click "Retrieve Details".
- On the Prov profile page, enter all needed contact information.

- Select a Date, Time, Location for each exam by selecting the link labeled:

 [Find suitable time and venue](#)

- 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.
- Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**
- If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 9.

#### SCHEDULE ANOTHER TEST

- 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 are available from 5:00 a.m. through 9:00 p.m. PT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name and DOL assigned candidate number. 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 exams utilized in Washington are designed to test what you should know (and be able to do) as you begin your career. 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).

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.

### EXAM LANGUAGES

The practical exam is offered by NIC in English only. The written exam is offered in additional languages that may be selected when you apply with Prov.

### 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).

## Barber 1 (no chemical)

### WRITTEN EXAM:

- ✓ [WA Barber 1 Theory CIB](#)

Barber candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

### PRACTICAL EXAM:

- ✓ [Barber 1 Practical CIB](#)

## Cosmetologist

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

### NIC WRITTEN EXAM:

- ✓ [Hair Design 2016 Written CIB - Eff through 7/31/26](#)

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

### NIC WRITTEN EXAM:

- ✓ [Hair Design Written CIB - Eff 8/1/26](#)

Cosmetology candidates are examined on the Core Practical Sections, Hair Removal of the Eyebrows and Manicure & Polish. The NIC CIBs for these exam areas are available at the following links:

### PRACTICAL EXAM:

- ✓ [Cosmetology Practical CIB - Core Sections](#)
- ✓ [Cosmetology Hair Removal Eyebrows CIB](#)
- ✓ [Cosmetology Manicure & Polish CIB](#)

## Estheticians

### ATTENTION

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

#### NIC WRITTEN EXAM:

- ✓ [Esthetics 2020 Written CIB - Eff through 7/31/26](#)

Esthetician candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### NIC PRACTICAL EXAM:

- ✓ [Esthetics 2020 Practical CIB - Eff through 7/31/26](#)
- ✓ [Esthetics Particle Microdermabrasion 2020 CIB - Eff through 7/31/26](#)
- ✓ [Eyelash Enhancements 2020 Practical CIB - Eff through 7/31/26](#)

## Advanced Esthetician

### ATTENTION

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

#### WRITTEN EXAM:

- ✓ [Advanced Esthetics 2016 Written CIB - Eff through 7/31/26](#)

Advanced Esthetician candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Advanced Esthetics 2016 Practical CIB - Eff Through 7/31/26](#)

## Estheticians

### ATTENTION

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

#### NIC WRITTEN EXAM:

- ✓ [Esthetics Written CIB - Eff 8/1/26](#)

Esthetician candidates are examined on the Core Practical Sections, Particle Microdermabrasion & Eyelash Enhancement. The NIC CIBs for these exam areas are available at the following links:

#### NIC PRACTICAL EXAM:

- ✓ [Esthetics Practical CIB - Eff 8/1/26](#)
- ✓ [Particle Microdermabrasion CIB - Eff 8/1/26](#)
- ✓ [Eyelash Enhancement CIB - Eff 8/1/26](#)

## Advanced Esthetician

### ATTENTION

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

#### WRITTEN EXAM

- ✓ [Advanced Esthetics Theory CIB - Eff 8/1/26](#)

Advanced Esthetician candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Advanced Esthetics Practical CIB - Eff 8/1/26](#)

## Esthetics Combined Practice

### ATTENTION

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

#### WRITTEN EXAM:

- ✓ [Esthetics Combined Practice 2015 Theory CIB - Eff through 7/31/26](#)

Esthetics Combined Practice candidates are examined on the Core Esthetics, Particle Microdermabrasion, Eyelash Enhancement and Advanced Esthetics Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### NIC PRACTICAL EXAM:

- ✓ [Esthetics 2020 Practical CIB - Eff through 7/31/26](#)
- ✓ [Esthetics 2020 Particle Microdermabrasion CIB - Eff through 7/31/26](#)
- ✓ [Esthetics 2020 Eyelash Enhancements Practical CIB - Eff through 7/31/26](#)
- ✓ [Advanced Esthetics Practical CIB - Rev 2016 - Eff Through 7/31/26](#)

## Esthetics Combined Practice

### ATTENTION

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

#### WRITTEN EXAM

- ✓ [Esthetics Combined Practice Theory CIB - Eff 8/1/26](#)

Esthetics Combined Practice candidates are examined on the Core Esthetics, Particle Microdermabrasion, Eyelash Enhancement and Advanced Esthetics Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Esthetics Practical CIB - Eff 8/1/26](#)
- ✓ [Particle Microdermabrasion CIB - Eff 8/1/26](#)
- ✓ [Eyelash Enhancement CIB - Eff 8/1/26](#)
- ✓ [Master Esthetics Practical CIB - Eff 8/1/26](#)

## Hair Design

### ATTENTION

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

#### NIC WRITTEN EXAM:

- ✓ [Hair Design 2016 Written CIB - Eff through 7/31/26](#)

Hair Design candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Hair Design 2016 Practical CIB - Eff through 7/31/26](#)

## Nail Technician

### ATTENTION

NIC has updated this examination. If you are taking the examinations through July 31, 2026, please utilize the following CIBs and information to prepare for your exams:

#### WRITTEN EXAM:

- ✓ [Nail Technology 2020 Theory CIB - Eff through 7/31/26](#)

Nail Technician candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Nail Technology 2020 Practical CIB - Eff through 7/31/26](#)

## Hair Design

### ATTENTION

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

#### NIC WRITTEN EXAM:

- ✓ [Hair Design Written CIB - Eff 8/1/26](#)

Hair Design candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Hair Design Practical CIB - Eff 8/1/26](#)

## Nail Technician

### ATTENTION

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

#### WRITTEN EXAM:

- ✓ [Nail Technology Written CIB - Eff 1/1/26](#)

Nail Technician candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

#### PRACTICAL EXAM:

- ✓ [Nail Technology Practical CIB - Eff 1/1/26](#)

## INSTRUCTOR ASSIGNMENT

To receive your Instructor lesson assignment topic, please click the following link: [Instructor Lesson Topic Assignment](#) to access your topic for the exam. Enter your information for the exam (must match exact information used to register). Click submit and you will receive a randomly selected topic. The topic may only be selected once and will be stored. Please print a copy of your topic for your records. This information can be retrieved at any time by accessing the app and logging in with your credentials.

## Instructor

### WRITTEN EXAM:

- ✓ [Instructor Written CIB](#)

Instructor candidates are examined on the Core Practical Sections. The NIC CIBs for these exam areas are available at the following links:

### PRACTICAL EXAM:

- ✓ [Instructor Practical CIB](#)

## TEST DAY RULES AND PROCEDURES

### Testing Center - Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time 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-bearing identification that includes your signature. Your first and last name on your ID MUST match the name on your admission documents. The photo-bearing ID must be current and valid.

The following forms of ID are accepted:

- ✓ U.S. or foreign driver's license
- ✓ U.S. Armed Services ID card
- ✓ U.S. or foreign passport
- ✓ Federal or State employee ID card
- ✓ State issued ID card
- ✓ Immigration ID card
- ✓ U.S. Certificate of citizenship or naturalization
- ✓ U.S. Permanent Resident card
- ✓ Tribal ID card

Expired IDs, photocopies or pictures of IDs will NOT be accepted. Please contact Prov in advance of your test date if you have any questions regarding your photo ID.

If you cannot produce a valid government-issued photo ID that includes your signature, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

**Prohibited Items**

Cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are **NOT ALLOWED** in the testing room. Talking and smoking are **NOT ALLOWED** in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the DOL 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 DOL. 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.

**WASHINGTON CONDUCT REQUIREMENTS****WAC 308-20-123****(1) Applicants will be required to refrain from:**

- (a) Talking to other examinees during the examination unless specifically directed or permitted to do so by a test monitor.
  - (b) Attempting to communicate or record any information by any means.
  - (c) Holding in their possession any unauthorized materials during any portion of the examination.
  - (d) Removing test materials and/or notes from the testing room.
  - (e) Disruptive behavior as determined by the department.
- (2) Applicants who participate in any activity listed in subsection (1) of this section will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided. A voided answer sheet will not be scored, and the examination fee will not be refunded.
- (3) Any applicant who was removed from the testing site for any of the reasons listed in subsection (1) of this section will be denied for testing for one year.

**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.

**WASHINGTON APPEAL PROCESS**

Washington State examination appeals are addressed in WAC 308-20-123. The department will consider only appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact the department within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to [csap@dol.wa.gov](mailto:csap@dol.wa.gov), or to P.O. Box 9026, Olympia, WA 98507.

**SCORE INFORMATION**

Instructor, Cosmetology, Esthetics and Nail Technology candidates must achieve an overall passing score of 75.00 on the practical and written examinations.

**RESULTS REPORTING**

Official exam results will be emailed to you and provided to the State within 1 to 3 days after your test.

Because the examination process is a requirement for licensure with the Washington Department of Licensing (DOL), candidates automatically consent to permit Prov to share their test results with the DOL.

**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.

You may schedule for re-examination via the Internet 24 hours a day at [www.provexam.com](http://www.provexam.com). You may also call Prov toll free at (801) 733-4455.

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

**PROV'S NON-DISCRIMINATION STATEMENT**

Prov provides equal access to its exams and testing programs for all eligible people. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at (801) 733-4455 or write to:

Prov, Inc., 200 W Civic Center Drive, Suite 160, 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**

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 will populate when scheduling examinations.

**TEST SITE LOCATIONS – WRITTEN & PRACTICAL EXAMS**

Prov Testing Centers offer theory and practical examinations. The centers are in the process of being arranged, a center will be available as of May 1, 2026 in Fife, Olympia, Yakima and Spokane. Additional sites are being constructed and will become available soon in the following counties, Skagit County, King County, Franklin County and Clark County. It is anticipated that all 8 Prov Testing Centers will be available by July 2026!

- 1. Prov Testing Center - Olympia**  
Capital Village  
400 Cooper Point Rd SW – Suite 105  
Olympia, WA 98502
- 2. Prov Testing Center - Fife**  
Fife Pacific Plaza  
4500 Pacific Hwy E – Suite D  
Fife, WA 98424
- 3. Prov Testing Center - Burlington**  
Cascade Plaza  
145 Cascade Place – Suite 106  
Burlington, WA 98233
- 4. Prov Testing Center - Kent**  
Valley Crossings  
331 South Washington Ave – Suite B-03B  
Kent, WA 98032
- 5. Prov Testing Center – Yakima**  
Epstein Union Gap  
2402 S 1<sup>st</sup> Street – Suite 102  
Yakima, WA 98903
- 6. Prov Testing Center – Pasco**  
Prime Court Retail  
2735 W Court Street – Suite A  
Pasco, WA 99301
- 7. Prov Testing Center - Spokane**  
Crosspointe Plaza  
10414 W Hwy 2 – Suite 8  
Spokane, WA 99224
- 8. Prov Testing Center – Vancouver Area**  
Clark County site search in process  
Address TBD

**TESTING SITE LOCATIONS – WRITTEN EXAMS ONLY**

- 1. Brainseed Testing Center - Bellevue**  
4122 Factoria Blvd. S.E. Suite 303  
Bellevue, WA 98006
- 2. Western Washington University - Bellingham**  
333 32<sup>nd</sup> Street  
Bellingham, WA 98225
- 3. Central Washington University - Ellensburg**  
400 E. University Way  
Bouillon Hall – Room 125  
Ellensburg, WA 98926
- 4. Brainseed Testing Center - Everett**  
1010 SE Everett Mall Way, Suite 208  
Everett, WA 98208
- 5. Pacific Northwest Testing & Assess Services, LLC**  
33801 1<sup>st</sup> Way South  
Federal Way, WA 98003
- 6. Lake Washington Institute of Technology**  
11605 132<sup>nd</sup> Avenue NE  
Kirkland, WA 98034
- 7. Tactix of Liberty Lake**  
22910 E Appleway Avenue – Suite 3  
Liberty Lake, WA 99019
- 8. Renton Technical College**  
3000 NE 4<sup>th</sup> Street – Building J-281  
Renton, WA 98056
- 9. Tri-Cities Testing Center**  
3100 George Washington Way – Suite #135  
Richland, WA 99354
- 10. Brainseed Testing Center - Yakima**  
3611 River Road – Suite 120  
Yakima, WA 98902

## 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.**

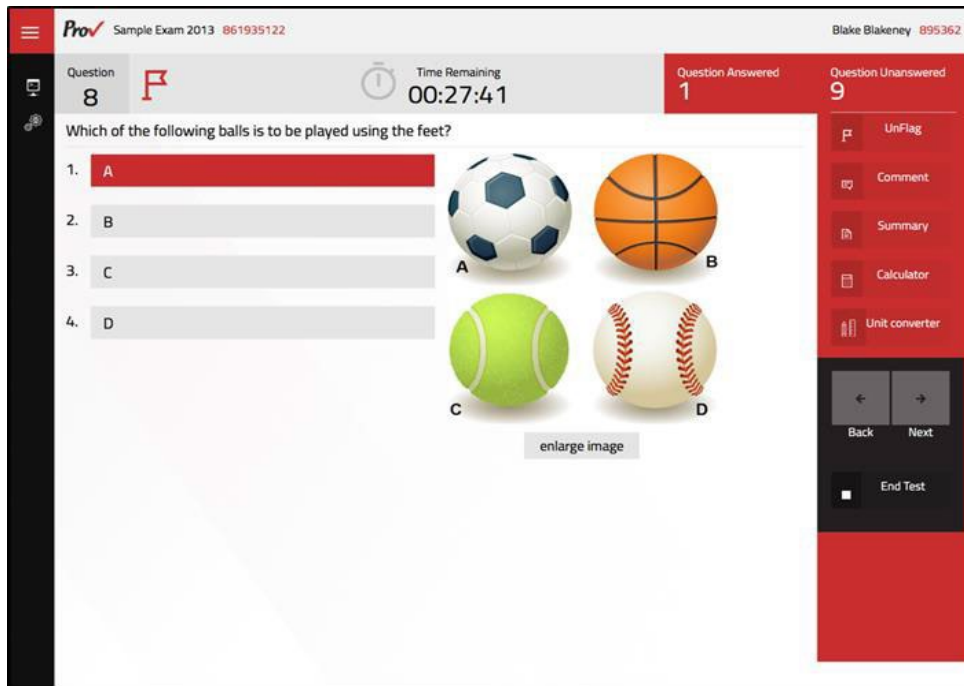
### Testing Rules

- 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



<b>Total number of questions</b>	Indicated in the upper right-hand corner of the screen.
<b>Available time</b>	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
<b>Selecting your answer</b>	Use your mouse to select a number ( <b>1, 2, 3, or 4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
<b>Tracking difficult questions</b>	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> .
<b>Question comments</b>	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.
<b>Moving to a different question</b>	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.
<b>Reviewing your progress</b>	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
<b>Ending the test early</b>	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.