1. Complete the Examination Application online at vacos.useclarus.com.

You will start by selecting "Create New Profile" from the left hand menu.

You will enter your demographic information, such as name and address.

You will also be providing information regarding whether you qualify for the license. Please note that you will have to provide the required information below, as you complete the application.

- A current 2” x 2” passport color photo
- Any required documents (i.e. Virginia education requires the Training and Experience Verification form
- Criminal history (if applicable)
- A copy of Social Security Card or VA DMV Photo ID (Driver’s License)
- Examination Agreement Form
Within 5 calendar days of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient.

Your exam information has been confirmed and transmitted to PSI

Christal,
You have been authorized to schedule your exam.

Exam Type: Cosmetology

Within 24 hours you will receive an email from PSI with a link to pay and schedule. The email will be titled “You are now eligible to take the Cosmetology - English examination”. If you do not receive the email from PSI, please call (855) 229-9302 or email cosmetology@psionline.com.

You must take your exam between 2020-01-25 and 2021-01-23.

After 2021-01-23, the exam is no longer valid and the cost associated to the exam is forfeited. Once the exam is forfeited, the candidate must reapply at vacos.usacalrus.com.

**Please do not reply to this email. This mailbox is not monitored.**

If your application has a deficiency, you will receive an email asking you to log into your account and review the secure message from PSI. After logging in, select “secure message” on the left hand menu, and read the latest message to see what additional information is required to complete your application.

2. If you have already created an account, enter your email address and password to access your account.

IF YOU DO NOT RECEIVE THE EMAIL ABOVE WITHIN 24 HOURS PLEASE CALL (855) 229-9302 OR EMAIL COSMETOLOGY@PSIONLINE.COM
1. You will receive an email confirmation from PSI. Select click here.

You are now eligible to take the VA Cosmetology - English examination

Christal,

You have been successfully registered for the VA Cosmetology Examination - English examination.

Your candidate ID is 999889522.

Please click here to schedule your examination in the PSI System.

Follow the system prompts to schedule your exam.

**Please do not reply to this email. This mailbox is not monitored.**

2. You will be prompted to create a password.

Create Account

After providing the information below, click the Login button. You will be able to schedule your exam using our convenient online system.

"All fields are required.

Email Address:
Last Name:
Password:
Retype password:
Security Question:
Security Answer:

PSI's password rules:
1. Must be between 8 - 32 characters long.
2. Must contain at least one uppercase and lowercase letter.
3. Must contain at least one number and special character.
   Allowed special characters: @, %, ~, !, /, \, ^, $, ©, _, :, ;, ~, (, ), {, }, [, ], °, `, _
4. Password cannot contain words from any part of the email address.


Account Activity

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

Find My Records

Registered records

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Portion Name(s)</th>
<th>Sponsor</th>
<th>Eligibility Expires</th>
<th>Tasks Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>NO ACTIVITIES FOUND</td>
<td></td>
</tr>
</tbody>
</table>

Register for a test
4. Enter the candidate ID provided in the email eligibility notice.

5. You are now ready to pay and schedule for the examination. Select “Pay for a test.”

6. Enter your credit card information and select Submit.
7. You are now ready to schedule. Select “Schedule for a test.”

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Portion Name(s)</th>
<th>Sponsor</th>
<th>Eligibility Expires</th>
<th>Tasks Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Cosmetology Examination - English</td>
<td>VA Cosmetology Theory Examination Series 71 - English</td>
<td>Virginia Board for Barbers and Cosmetology</td>
<td>01/01/2021</td>
<td>Schedule for a test</td>
</tr>
</tbody>
</table>

8. Enter your zip code or the city where you live. You will get a list of the testing sites closest to you.

9. Click on your desired location.

<table>
<thead>
<tr>
<th>Distance</th>
<th>Test Center Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 miles</td>
<td>VIENNA</td>
<td>1919 Gallows Rd, Suite 360, Vienna, Virginia, 22182</td>
</tr>
<tr>
<td>89.3 miles</td>
<td>CHARLOTTESVILLE</td>
<td>2114 Angus Road, Suite 105-B, Charlottesville, Virginia, 22901</td>
</tr>
<tr>
<td>102.5 miles</td>
<td>RICHMOND</td>
<td>620 Moorefield Park Drive, Suite 205, Moorefield Village, Richmond, Virginia, 23236</td>
</tr>
<tr>
<td>158.4 miles</td>
<td>VIRGINIA BEACH (VIKING DR)</td>
<td>484 Viking Dr, Suite 105, Virginia Beach, Virginia, 23452</td>
</tr>
<tr>
<td>192.7 miles</td>
<td>ROANOKE (BERNARD DR)</td>
<td>5115 Bernard Dr, Suite 104, Roanoke, Virginia, 24018</td>
</tr>
</tbody>
</table>

10. You will now see the availability. Click on the date and time of your choice and select Schedule.
11. You will receive an email confirmation.

Dear Christal Miller,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: VA Cosmetology Examination - English (VA Cosmetology Theory Examination Series 71 - English)
Examination Date: February 11, 2020
Examination Start Time: 9:00 AM (hh:mm)
Confirmation Number: C54378246
Test Center Name: VIENNA
1919 Gallows Rd
Suite 360 Vienna Virginia 22182

Test Center Directions: From I-495 S – Take exit 47 A-B to merge onto VA-7 W/Leeburg Pike towards Tyson's Corner. Use building where the test center is located is on the left side of the circle drive. Take the elevator to 3rd floor. There is NO LOITERING in the building. Please DO NOT disturb other businesses inside the building. If you are dropped off and your ride is waiting, they will need to wait off-premises. 5 story parking garage.