

	<p><b>NEVER REFER A CANDIDATE TO THE BOARD.</b></p> <p>*For all inquiries that the CCI does not fully answer, please email, or have CD email, <a href="mailto:cosmetology@psionline.com">cosmetology@psionline.com</a> or <a href="mailto:barber@psionline.com">barber@psionline.com</a>.</p>
Full Client Name	Minnesota Board of Cosmetology
CSR Instructions for Cos Concerns	<p>Cos/Barber questions:</p> <ul style="list-style-type: none"> <li>•When candidates call in with questions concerning the administration or content of the theory or practical examination, please direct the candidate to contact the Cosmetology team via email at <a href="mailto:cosmetology@psionline.com">cosmetology@psionline.com</a> or <a href="mailto:barber@psionline.com">barber@psionline.com</a> . Please do not attempt to answer any questions regarding the content or administration of the exams. These email address come directly to the Cosmetology team and we can assist the candidate with their questions or concerns.</li> <li>•There is never a time that you would advise a candidate to contact the state board office in their state regardless of the situation. It is the responsibility of the cosmetology team to handle situations rather than sending the candidate to the board office. Always refer them to either <b><a href="mailto:cosmetology@psionline.com">cosmetology@psionline.com</a></b> or <b><a href="mailto:barber@psionline.com">barber@psionline.com</a></b> with their concerns, and the Cosmetology team will make the decision if the issue is something that should go to the state office.</li> <li>•The Candidate Information Bulletin (CIB) states that there is no review of the practical examinations. However, let the candidate know they may send any questions or concerns to the Cosmetology Department via email to <a href="mailto:cosmetology@psionline.com">cosmetology@psionline.com</a> or <a href="mailto:barber@psionline.com">barber@psionline.com</a>. After receiving the email, we will send a notice of receipt of the email and an investigation will be opened to research the concerns. The investigation can take up to 10 business days to complete. A member of the Cosmetology will contact the candidate with results. If a candidate calls in to inquire about the investigation, please advise to reach out via email to <a href="mailto:cosmetology@psionline.com">cosmetology@psionline.com</a> or <a href="mailto:barber@psionline.com">barber@psionline.com</a> .</li> </ul>
	<p>No Available sessions:</p> <p>Please send an email to COS Practical Request at <a href="mailto:cos.request@psionline.com">cos.request@psionline.com</a> if a candidate chooses a date or exam type that does not show as available in ATLAS. The cosmetology team can adjust seats and create sessions. All practical exams are available for all practical sites listed in ATLAS. If you don't see a session at the requested site, the cosmetology team can create one. Please do not advise a candidate that they will need to travel to a site. We will find a way to accommodate the request as close to the requested date as possible.</p> <p>Contact information for Cosmetology Team: 1-800-367-1565</p> <ul style="list-style-type: none"> <li>•Lynn Thomas- Cosmetology Client Service Manager- 7245</li> <li>•Tammy Vasquez- Cosmetology Lead Exam Coordinator- 7409</li> <li>•Daphnye Shaffer- Cosmetology Lead Exam Coordinator- 7410</li> </ul> <p>Please use these contacts for situations when there is an immediate need for a supervisor to assist.</p> <p>Note:</p> <p>The cosmetology team is here to support you in taking care of the candidates. It is our goal to insure we provide excellent customer service. We assure you that if you send a candidate to the email addresses listed above or you reach out to one of the extensions, we will be there to assist both you and the candidates.</p> <p>Thank you for your support Lynn Thomas PSI Cosmetology Client Service Manager</p>
Acronym	MNCOS
File Type	Open
ID Type	SSN
Address	1000 University Avenue West, Suite 100, St. Paul, MN 55104
Telephone	(651) 201-2742
Fax	(612) 617-2601
Web address	<a href="https://mn.gov/boards/cosmetology">https://mn.gov/boards/cosmetology</a>
<b>PSI Candidate Service #</b>	<b>(855) 834-8744</b>

Exam Titles/Language/Testing Time/# of items	<ul style="list-style-type: none"> <li>•MN Instructor Examination/English General Theory Exam/90 minutes (1.5 hours)/50 scored items, 10 non-scored items State Exam/60 minutes (1 hour)/30 scored items, 5 non-scored items Practical Exam/120 minutes (2 hours)/N/A scored items, N/A non-scored items</li> <li>•MN Cosmetology Examination/English, Spanish, Vietnamese Combo Exam/300 minutes (5 hours)/190 scored items, 20 non-scored items General Theory Exam/120 minutes (2 hours)/100 scored items, 10 non-scored items State Exam/60 minutes (1 hour)/30 scored items, 5 non-scored items Written Practical Exam/120 minutes (2 hours)/60 scored items, 5 non-scored items</li> <li>•MN Esthetician Examination/English, Spanish, Vietnamese Combo Exam/240 minutes (4 hours)/155 scored items, 20 non-scored items General Theory Exam/90 minutes (1.5 hours)/75 scored items, 10 non-scored items State Exam/60 minutes (1 hour)/ 30 scored items, 5 non-scored items Written Practical Exam/90 minutes (1.5 hours)/50 scored items, 5 non-scored items</li> <li>•MN Advanced Practice Esthetics Examination/English, Spanish, Vietnamese Combo Exam/180 minutes (3 hours)/95 scored items, 10 non-scored items General Theory Exam/90 minutes (1.5 hours)/60 scored items, 5 non-scored items Written Practical Exam/90 minutes (1.5 hours)/35 scored items, 5 non-scored items</li> <li>•MN Eyelash Extension Examination/English, Spanish, Vietnamese Combo Exam/180 minutes (3 hours)/85 scored items, 15 non-scored items General Theory Exam/60 minutes (1 hour)/30 scored items, 5 non-scored items State Exam/60 minutes (1 hour)/30 scored items, 5 non-scored items Written Practical Exam/60 minutes (1 hour)/25 scored items, 5 non-scored items</li> </ul>
	<ul style="list-style-type: none"> <li>•MN Nail Technician Examination/English, Spanish, Vietnamese Combo Exam/240 minutes (4 hours)/135 scored items, 20 non-scored items General Theory Exam/90 minutes (1.5 hours)/60 scored items, 10 non-scored items State Exam/60 minutes (1 hour)/30 scored items, 5 non-scored items Written Practical Exam/90 minutes (1.5 hours)/45 scored items, 5 non-scored items</li> <li>•MN Salon Manager Examination/English, Spanish, Vietnamese/60 minutes (1 hour)/25 scored items/5 non-scored items</li> <li>•MN School Manager Examination/English, Spanish, Vietnamese/60 minutes (1 hour)/30 scored items/5 non-scored items</li> </ul>
Pretest Items	"Non-scored" items - Please see Exam Titles for each exam. These questions will not be scored and <u>time to answer them has been added to the time allowed.</u>
Exam Type	MN Cosmetology
Splitting Portions	Allowed
Notes	<b>MN Instructor Exams have their own Registration Form and CIB. The other exams are all on one Registration Form and CIB.</b>
Application Processing	<b>Open registration.</b> Application Processor applies exam payments if they are mailed or faxed in.
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	MN. ApplicationProcessor@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
Languages Available	Please see Exam Titles. You cannot change the language of the examination on the day of testing. Be sure to select the language you need.
Interpreter	<p>Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter, but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.</p> <p>Candidate must follow the link on the Exam Accommodations Request Form at the end of the Candidate Information Bulletin, go to "What type of accommodation are you requesting?" and choose from the drop-down menu.</p>
Eligibility Criteria	No prerequisites required
Eligibility Period	N/A
Payment Payable to	PSI
Fee	<b>*The fees are the same whether for 1st time testing or a retest*</b>
Effective 12/1/2019	<b>*Same fees for all the foreign language exam equivalents.</b>

	<p><b>MN Instructor</b>  General Theory Exam \$33  State Exam \$24  Practical Exam \$68</p> <p><b>Cosmetologist</b> Combo Exam \$85  General Theory Exam \$33  State Exam \$24  Written Practical Exam \$28</p> <p><b>Nail Technician</b> Combo Exam \$85  General Theory Exam \$33  State Exam \$24  Written Practical Exam \$28</p> <p><b>Esthetician</b> Combo Exam \$85  General Theory Exam \$33  State Exam \$24  Written Practical Exam \$28</p> <p><b>Advanced Esthetician</b> Combo Exam \$61  General Theory Exam \$33  Written Practical Exam \$28</p> <p><b>Eyelash Extension</b> Combo Exam \$76  General Theory Exam \$24  State Exam \$24  Written Practical Exam \$28</p> <p><b>Salon Manager Exam</b> \$48  <b>School Manager Exam</b> \$48</p>
Payment Type	You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	<p>All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs.</p> <p>A candidate with a disability or a candidate who would otherwise have difficulty taking the examination <u>must follow the link and instructions</u> on the Exam Accommodations Request page at the end of the Candidate Information Bulletin.</p> <p>You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:</p> <ul style="list-style-type: none"> <li>• Description of the disability and limitations related to testing</li> <li>• Recommended accommodation/modification</li> <li>• Name, title and telephone number of the medical authority or specialist</li> <li>• Original signature of the medical authority or specialist</li> </ul> <p>MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS.</p>
Out of State Testing	<p>You are able to schedule an exam at any PSI examination site throughout the country. For a full list of sites, please visit <a href="http://www.psiexams.com">www.psiexams.com</a>.</p> <p>The MN Instructor <b>Practical</b> Exam can only be take at the Minnesota location. Check <a href="http://www.psiexams.com">www.psiexams.com</a> for location.</p>
Paper/Pencil	Yes - excludes MN Instructor Practical Exam

Bring to test center	<p>Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.</p> <p>Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.</p> <p><b>PRIMARY IDENTIFICATION</b> (with photo) – Choose One</p> <ul style="list-style-type: none"> <li>• State issued driver’s license</li> <li>• State issued identification card</li> <li>• Government issued passport (U.S. or Foreign)</li> <li>• US government issued military identification card</li> <li>• US government issued Alien Registration Card</li> <li>• Canadian government issued identification card</li> <li>• <b>Consular IDs</b></li> </ul> <p>NOTE: ID must contain candidate’s photo, be valid and unexpired.</p> <p><b>SECONDARY IDENTIFICATION</b> – Choose One</p> <ul style="list-style-type: none"> <li>• Credit card (must be signed)</li> <li>• Social Security card</li> <li>• US government issued birth certificate with raised seal</li> </ul> <p>NOTE: Student ID and employment ID are <b>NOT</b> acceptable forms of identification.</p>
Open Book Exam	No
Calculator Allowed	No
Reference Materials Given at Site	None
Passing Score	75% each exam
Cut score	N/A
Veteran's Preference Points	N/A
Examination Information	<p>Cosmetologists, estheticians, and nail technicians must each pass three written examinations: the general theory examination, the state examination, and the written practical examination. You may pay and schedule for all three examinations at once using the combination examination or you may pay and schedule each separately. If you take the combination examination and only pass one (1) of the examinations and fail the others, you will only need to retake the failed examinations. Each time you retake an examination, you are required to pay the examination fee.</p>
Score reports	<p>Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:</p> <ul style="list-style-type: none"> <li>▪ On screen – your results will appear immediately on the computer screen.</li> <li>- If you <b>pass</b>, you will immediately receive a successful notification.</li> <li>- If you <b>do not pass</b>, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.</li> <li>- On paper – a score report will be printed at the examination site.</li> </ul> <p>Your score will be sent electronically to the state. CD should also submit score report to the state with applicaiton.</p>
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	N/A
Licensing instructions	Candidate must contact the board.
Retest fee	<p><b>SEE FEES.</b></p> <p><b>*The fees are the same whether for 1st time testing or a retest*</b></p>
Retest procedure	<p>It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.</p>
Exam review	<p>PSI, in cooperation with the Minnesota Board of Cosmetology, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination or entered during the exam by clicking the Comments links on the function bar of the test question screen. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff.</p> <p>While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates’ results and adjust them accordingly. This is the only review of the general theory exam available to candidates.</p>
Practice Exams Offered	Yes - online at <a href="http://www.psiexams.com">www.psiexams.com</a> . You may take the practice exams an unlimited number of times: you will need to pay each time.

Support modes	N/A
Support email	examschedule@psionline.com
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website
Information Links	<a href="#">Minnesota Board of Cosmetology</a>
Created Date	5/6/2019
Modified Date	10/15/2021 rp