



*Prometric/Iso-Quality Testing, Inc. Candidate Registration,  
Scheduling And Examination Administration Overview*

# New Jersey State Board of Cosmetology and Hairstyling

# **NEW JERSEY STATE BOARD OF COSMETOLOGY AND HAIRSTYLING CANDIDATE REGISTRATION, SCHEDULING AND EXAMINATION ADMINISTRATION OVERVIEW**

Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. Iso-Quality Testing services the New Jersey State Board of Cosmetology and Hairstyling candidates and schools, and is located in Clearwater, Florida. If you have any questions or need assistance, please be certain to see the “Contact Us” information located at the end of this manual.

The information contained within this overview is for the purpose of providing an outline of the Prometric/Iso-Quality (IQT) computer based testing (CBT) secure exam delivery system. In doing so, we have identified the various steps and processes associated with providing CBT exam delivery services to the New Jersey State Board of Cosmetology and Hairstyling candidates. We have primarily focused on the steps and processes directly associated with the candidates scheduling and exam delivery.

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## **New Jersey State Board of Cosmetology and Hairstyling Preregistration Process**

The New Jersey Schools will preregister candidates who are authorized to schedule to sit for the NIC New Jersey theory examinations and attended a school in New Jersey. Out of state/country candidates are preregistered through the board office. The preregistration of candidate includes the below candidate and examination information:

1. Candidate Name - It is critical that the candidate's name provided during the preregistration process matches the application submitted by the candidate, as the name must match the government issued identification presented by the candidate at the point of admission to the testing center. The name which a candidate is registered and appears on the Candidate Admission Letter/Document, specifically the candidate's given name (first name) and surname (last name), must match exactly, the given name and surname on the government issued photo identification the candidate is planning to use to gain admittance at the test center. This is critical as the candidate name is used throughout the entire testing process. If the candidate preregistration name does not match the identification presented, the candidate will not be permitted to sit for their exam.

If candidate's given name (first name) and surname (last name), on the government issued ID and admission letter do not match exactly, it is the candidate's responsibility to contact their school (or the board for out of state/country). The school (or board) must resolve any name changes and preregister the candidate again with the correct information. Name differences **MUST** be resolved no later than five business days before the scheduled exam administration date, or the candidate will not be permitted to take the examination they registered for and the all fees will be forfeited. Under no circumstances will any differences in your given or surname be resolved at the testing center on the day of the examination.

2. Candidate email address – The CBT secure exam delivery system requires that each candidate have a unique email address. This unique email address is used at various points and processes; from the point of the candidate is preregistered, exam scheduling, candidate login at the point of administration, score reporting, etc. Therefore, it is a critical requirement that all candidates at the point of preregistration are associated with a “unique” email address.
3. Mailing address – The candidate's mailing address is referenced at various points throughout the exam delivery process, and assists in the identification of candidates. **The mailing address on the admission letter must match the address on the candidate identification.**
4. Phone Number – The candidate's current telephone number is very important and used under a variety of instances to contact the candidate in the case of rescheduling, site closure due to inclement weather, etc. Ideally, it is recommended that an alternate number be obtained, however this is not required.

5. Candidate Date of Birth (DOB) – The candidate’s date of birth may be used at various points throughout the process, including exam security and identity verification at the time of admission to the exam.
6. Candidate Number – If applicable, this number is assigned to the candidate by the school or board, specifically for internal use.
7. Preregistration Expiration Date – The expiration date would be included and assigned as the candidate is required to take their theory examination by a certain date.
8. School Identification Number – If applicable, the candidate school number is used for the purpose of scheduling and reports.
9. Exam Program ID Number – The exam program ID number is a unique 4-digit number that relates to and identifies the specific exam title and language to be administered to the candidate being pre-registered. This is a critical element as it specifically identifies the exam title within the CBT secure exam delivery system, which will present to the candidate on the day of the administration.

## Candidate Registration and Exam Scheduling Experience

The information outlined in the following sections relates to the process the candidates will experience when registering to sit for their examination.

### Candidate Authorization to Test Notification

Once the school or board preregisters the candidate, the candidate will immediately receive an “Authorization to Test” email notification. A sample of the email is as follows:

**From:** registrations@isoqualitytesting.com

**Sent:** Tuesday, May 10, 2020 5:33 PM

**To:** Sample Candidate

**Subject:** Iso-Quality Testing: NIC New Jersey Beautician Exam

#### AUTHORIZATION TO TEST

Tuesday, March 1, 2020

Dear Sample Candidate,

You have been approved by the New Jersey Board to make an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: [www.IQTTesting.com](http://www.IQTTesting.com)

2 -- Using the option "Examination Registration"

Enter your Username and Password to login. These are:

UserID: [Samplecandidate@yahoo.com](mailto:Samplecandidate@yahoo.com)

Password: NZWwUWBKA

3 -- Select the Organization: National-Interstate Council New Jersey

Select the Exam: NIC Beautician NJ

After logging in, please follow the on-screen instructions for making an appointment.

Please note that you must test within this date range: 01/23/2020 to 01/23/2025.

Should you require assistance, you can click on the "Contact Us" tab on the home page and then send a message to customer service, or you may call (toll free in USA and Canada) 866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

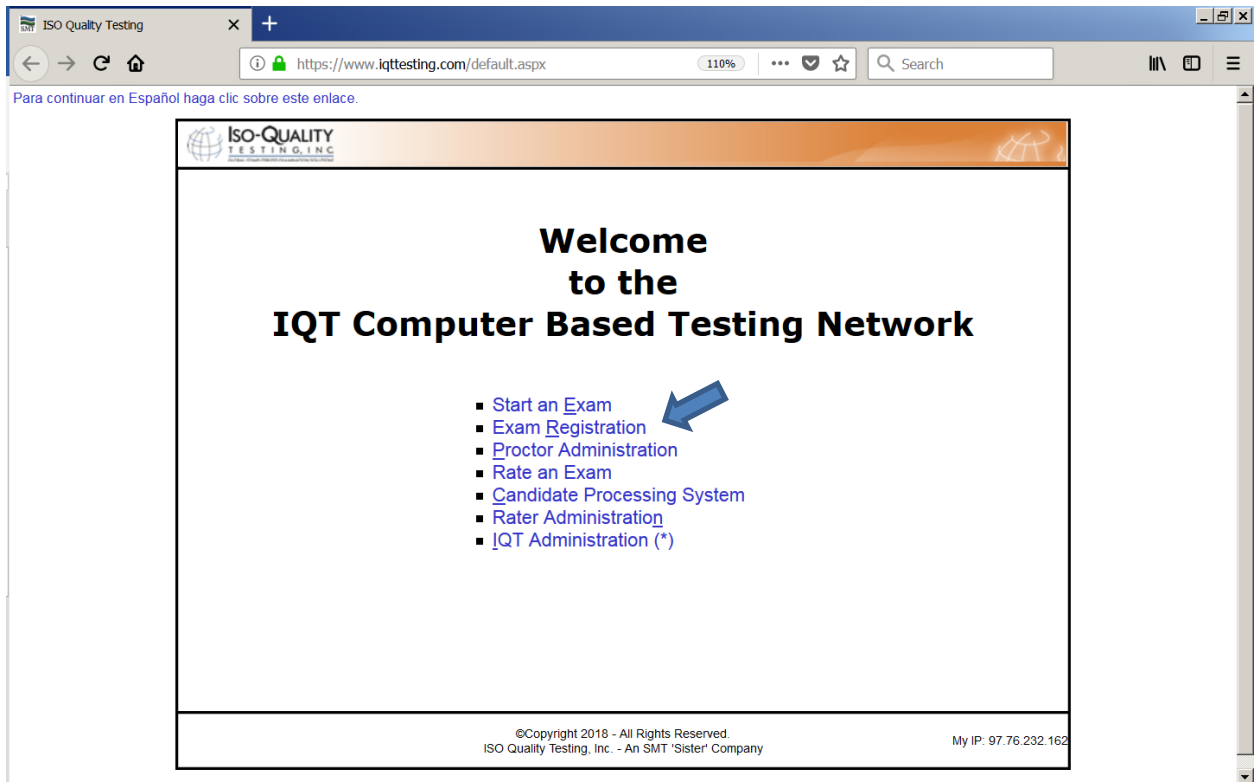
[Registrations@isoqualitytesting.com](mailto:Registrations@isoqualitytesting.com)

Iso Quality Testing, Inc.

## Candidate Exam Scheduling Process

Once the candidate receives their email authorization to test, the candidate will go online to schedule their NIC theory examination. The candidate will select the date and time for when they want to sit and pay for their exam using the following processes:

1. Go to [www.IQTTesting.com](http://www.IQTTesting.com)
2. Select the option “Exam Registration”



3. The candidate will then automatically be directed to the “EXAM REGISTRATION” screen. The candidate will be required to enter their “UserID” which is located on their “Authorization to Test” email.

**EXAM REGISTRATION**

**Welcome To IQT Testing!**

**Login**

UserID: NICSample@Sample.com

Password: ●●●●●●

Login

If you do not have a login, click [Register](#).  
If you have misplaced your login, please call ISO Quality Testing at 866-773-1114.  
Note that your password must be entered with the correct case.  
If you have forgotten your password please click [Here](#)

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4. The candidate will be required to enter their “Password” which is also located on their “Authorization to Test” email.

**EXAM REGISTRATION**

**Welcome To IQT Testing!**

**Login**

UserID:

Password:

**Login**

If you do not have a login, click [Register](#).  
If you have misplaced your login, please call ISO Quality Testing at 866-773-1114.  
Note that your password must be entered with the correct case.  
If you have forgotten your password please click [Here](#)

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The candidate will then click “Login” and will be redirected to the Organization” and “Exam” screen.

5. The candidate’s specific “Organization” and “Exam” will automatically populate in the drop-down fields. The candidate will click on “Next”

**EXAM REGISTRATION**

Please select your Organization and Exam.

Organization  Show All Organizations  
NIC NJ . . National-Interstate Council New Jersey

Exam  
NJ Beautician English

Next

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This will complete the log in process. The candidate will automatically be redirected to the candidate profile information screen.

6. Candidate Profile Information: The “Candidate Profile Information Screen” will automatically populate with the candidate specific information uploaded by the New Jersey board. The candidate will need to verify all candidate information is correct:

**EXAM REGISTRATION**

First Name

Middle Name

Last Name

Address1

Address2

City

State/Province

Country

Postal Code

Home Phone

Work Phone

Email Address

**Candidate Profile Information**

This information is provided to your organization and may be used for official correspondence and certificates  
This information must also exactly match the identification you will be required to show the test center administrator prior to testing

[Log Out](#) [Change Login](#)

Please make sure the above information is correct before clicking Next.

= Required Field

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a. Candidate Name and Email address: These fields are locked and cannot be changed by the candidate. If the candidate needs to make changes to this information they will need to contact the school or New Jersey Board to be changed, as this information must match when presented during the check-in process on the day of their exam.

b. Candidate Address and Telephone Number(s): These fields are not locked and can be changed by the candidate. **The address on the admission letter must match the address on Primary and Secondary forms of identification.** It is recommended that the candidate provide their phone number in the event they need to be contacted the day of their exam.

7. Candidate Image: The candidate is required to upload a passport-type photo on the Exam Registration page. Photos must be properly focused with a full-face view, be clearly identifiable as the candidate, and match the candidate’s appearance on test day. The photo should not be a photo of their drivers’ license, edited photos using apps such as Snapchat or objectionable snapshots.

**EXAM REGISTRATION**

First Name  ⓘ  
Middle Name   
Last Name  ⓘ  
Address1  ⓘ  
Address2

Home Phone  ⓘ  
Work Phone  ⓘ  
Email Address  ⓘ

[Click HERE to view a sample of image size and quality.](#)

ⓘ

City  ⓘ  
State/Province  ⓘ  
Country  ⓘ  
Postal Code  ⓘ

**Candidate Profile Information**  
This information is provided to your organization and may be used for official correspondence and certificates  
This information must also exactly match the identification you will be required to show the test center administrator prior to testing

[Log Out](#) [Change Login](#)

Please make sure the above information is correct before clicking Next.  ⓘ = Required Field

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- c. Once the candidate profile information is confirmed, click “Next”.

8. Exam Location, Date and Time Selection screen: The exam site will default to the closest testing center with availability based on the candidate’s Zip Code. The candidate may change the start date, zip code or city by typing the information into the applicable field and clicking on “go”. The candidate is required to choose their desired exam date and time, based on the dates and times available.
9. Once the desired date and time is selected, the candidate will click “Next”

**EXAM REGISTRATION**

**Exam - NJ Beautician English**

Test Centers

Exam Times

---

**Search Parameters**

Start Date

From Start Date, the next [50] 50 of a test center's available exam times are shown in the Exam Times box above.  
Filter the results by using this section. Click the button GO immediately after the input area to refresh the results.

Country  State

Zip Code   City

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- The candidate will be required to pay for the examination fees before the finalizing the registration. The payment methods available are Credit Card: (MasterCard, Visa or Amex) or by check. If your school issues vouchers, you can also pay for your exam using the voucher number provided by your school.

The following represents the **credit card payment** screen.

**EXAM REGISTRATION**

Exam - NJ Beautician English

Examination Fee: \$38.00

[Click here for IQT's Credit Card Policies](#)

Card's name or billing address differs.

After clicking the Next button below you will be taken to a page to confirm your purchase. You will not be charged until you click the Submit button on that page.

Payment Type:  ⓘ

Credit Card #:  ⓘ

Expiration Date:   ⓘ

Secure Code:  ⓘ

Apply Promo Code:

Name (as on card):  ⓘ

Address:  ⓘ

City:  ⓘ

State/Province:  ⓘ

Country:  ⓘ

Postal Code:  ⓘ

ⓘ = Required Field

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Once the credit card information is entered, the candidate will click “Next”

The following represents the **secure check payment** screen. The candidate will be required to provide the payment type, account number, routing number, name on account, account type and bank name.

**EXAM REGISTRATION**

Exam - NIC Cosmetology Theory

Examination Fee: \$90.00

After clicking the Next button below you will be taken to a page to confirm your purchase. You will not be charged until you click the Submit button on that page.

[Click here for IQT's Credit Card Policies](#)

Payment Type:  ⓘ

Bank Account No.:  ⓘ

Bank Routing No.:  ⓘ

Name on Account:  ⓘ

Bank Account Type:  ⓘ

Bank Name:  ⓘ

ⓘ = Required Field

[Next](#) [Cancel](#)

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Once the payment information is complete, the candidate will click on next to confirm the purchase and complete the scheduling of their examination.

The following represents the **voucher** screen. The candidate will be required to provide the voucher number provided by their school.

**EXAM REGISTRATION**

**Exam - NJ Beautician English**

Examination Fee: \$38.00

After clicking the Next button below you will be taken to a page to confirm your purchase. You will not be charged until you click the Submit button on that page.

[Click here for IQT's Credit Card Policies](#)

Payment Type:  ⓘ

Voucher #:  ⓘ

ⓘ = Required Field

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Once the voucher information is complete, the candidate will click on next to confirm the purchase and complete the scheduling of their examination.



11. Examination Registration Confirmation: The candidate is required to agree to the terms before the registration is complete. Once the candidate submits the exam registration, they can only reschedule their examination by paying a \$25.00 fee. It is important to note the candidate is not permitted to reschedule or cancel after the date provided at the bottom of the confirmation and agreement page.

## EXAM REGISTRATION


### Confirm Your Examination Purchase NJ Beautician English

<b>Candidate</b> zzdemoNJ1 zzdemoNJ1 <a href="#">edit</a> 123 Main Street Cherry Hill, NJ 07101 United States zzdemoNJ1@smttest.com 201-555-5555 (home)	<b>Exam Time:</b> Thu 8:30am on Aug 13, 2020 <a href="#">edit</a> (120 minutes) <b>Location:</b> <input type="text"/>
--	---

I agree to the [IQT Examination Agreement](#) terms.

**Note: This examination may not be rescheduled or cancelled after Aug 7 2020.**

I understand by clicking on 'Submit' that this is an electronic signature unique to me, and to pay the total amount listed above for examination fees. I further understand that this will appear as 'IQT Examinations' on my credit card statement, and that if I should reject these charges with my credit card company, IQT has the right to withhold the reporting of my examination results from the Sponsoring Agency, and shall revoke any credentials that may have been issued as a result of the examination. I also understand that I may be required to pay a rescheduling or cancellation fee to process my request.

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**Candidate Rescheduling/Cancellation with required notice - \$25.00**

Without an approved excuse, which includes death of an immediate family member, active military orders, jury duty, or a doctor's excuse (on the medical facility letterhead), a candidate wishing to cancel or reschedule a scheduled examination five (5) or more calendar days prior to their scheduled examination date, excluding the date of the examination, the indicated fee will be charged.

**Candidate Rescheduling/Cancellation without required noticed – Full Test Administration Fee**

Candidates are not permitted to reschedule or cancel a scheduled examination less than five (5) calendar days prior to their scheduled examination, without an approved excuse. If a candidate fails to appear for their scheduled examination, comes to the test center without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable testing fee.

**No Show Fee– Full Test Administration Fee**

If a candidate fails to appear at the designated CBT testing location on their scheduled date and time, or is unable to sit for the examination due to their failure to adhere to established protocols, the candidate will forfeit the full applicable testing fee.

12. Candidate Exam Registration Receipt and Admission Document: Once the exam is scheduled, an “Admission Letter” and Payment Receipt will be simultaneously generated and automatically pops up onto the screen to be printed. **The admission letter must be printed and submitted along with the proper credentials at the time of the examination.**

**SAMPLE EXAM REGISTRATION RECEIPT:**

**EXAM REGISTRATION RECEIPT**

**NJ Beautician English**

**!!! IMPORTANT !!!**  
You must bring your Candidate Admission Letter with you on the day of your exam.  
If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

**Candidate:** zzdemoNJ1 zzdemoNJ1  
123 Main Street  
Cherry Hill, NJ 07101  
United States  
zzdemoNJ1@smttest.com  
201-555-5555 (home)

**Exam Time:** Thu 8:30am on Aug 13, 2020 (120 minutes)  
**Location:** [Redacted]

You have consented to the IQT Examination Agreement.

**Note: This examination may not be rescheduled or cancelled after Fri 8:30am on Aug 7, 2020.**

Note that this receipt has been automatically emailed to you.

[Home](#) [Print Receipt](#)

**SAMPLE CANDIDATE ADMISSION LETTER:**

The following is a sample of the admission letter that must be printed and presented at the testing center.

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**CANDIDATE ADMISSION LETTER**

07/29/2020

zzdemoNJ1 zzdemo  
NJ1123 Main Street  
Cherry Hill NJ 07101  
United States

Dear zzdemoNJ1 zzdemoNJ1,

**!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!** You must **PRINT** and bring **THIS** Candidate Admission Letter with you on the day your exam. If you do not, you will be denied entry to your scheduled exam and any fees paid will be forfeited.

**!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!**

You must **PRINT** and bring **THIS** Candidate Admission Letter with you on the day of your exam. If you do not, you will be denied entry to your scheduled exam and any fees paid will be forfeited.

**Attention:** Candidates are required to wear a mask at all times in the test center. **Any candidate** that arrives for their scheduled exam session **without a mask will not be permitted to test**, and will be counted as a No Show. Candidates that are not permitted to test will forfeit all exam fees and be required to repay all fees when rescheduling their exam.

**Arrival and Check-In Procedures:** Prior to entering the test center building, test takers will be required to do the following:

- **Bring and wear a mask during the entirety of their time at the test center.** Both medical masks or cloth face coverings are acceptable. Any test taker that comes to the test center **without a mask will not be allowed to test**, marked as a “No Show,” and will not be eligible for a free reschedule.
- **In accordance with the American Disabilities Act (“ADA”), the Board will make “reasonable accommodations” for anyone who is unable to wear a medical mask or cloth face covering. However, prior to sitting for the examination, the candidate must submit documentation to the Board regarding the underlying medical reason for the accommodation, and must receive Board approval for the exemption.**
- **Comply with any other local or federal mandates and guidelines.**
- **Note: if you fall into any of the following categories, you will not be permitted to test until you no longer fit the criteria:**
  - Have been diagnosed with COVID-19 in the past 14-days;
  - Have been exposed to someone diagnosed with COVID-19 in the past 14-days;

- Are experiencing flu or cold-like symptoms; OR

Have returned from travel to a highly infected area in the past 14-days.

Congratulations! You have successfully registered to sit for the NJ Beautician English examination, in English, on the IQT computer based testing network. Your appointment information to take the examination is as follows:

**Candidate UserID:** zzdemonNJ1@smttest.com  
**Candidate Passcode:** twu5er86n  
**Exam Date:** Thursday, Aug 13 2020 8:30AM  
**Exam Duration:** 120 minutes  
**Test Center Location:** LOCATION

Please carefully read and note the following important additional information:

- **Rescheduling:** If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a "No-Show", your examination fees be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if your organization permit reschedules and an issue arises that prohibits you from making it to your scheduled exam, you may reschedule **prior to (5) calendar days** before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request.**  
Reschedule/Cancellation Policy **If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless the following four situations have occurred:** Jury Duty, Death in the immediate family, Military Deployment, Sickness. The **immediate family** is defined as a person's grandparents, parents, spouses, siblings and children. If you experience any of the above you **MUST** provide IQT with proper documentation before being rescheduled to a new date. **Documentation must be submitted to IQT within 10 calendar days of your missed examination or it will not be considered for a reschedule.**

**If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your scheduled exam date, then you will not be allowed to reschedule or cancel your exam and if you do not show up, you will be considered a "No Show" your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.**

- **Candidate Admission Letter:** You **MUST** present this letter to the testing center in order to be admitted. Also, the Candidate UserID and Passcode printed above are required for you to login and start your examination.
- **Arriving for Your Appointment:** Please arrive at the testing center **A MINIMUM OF 15 MINUTES BEFORE YOUR APPOINTMENT TIME**. If you have any doubts about the location of the testing center, IQT strongly recommends that you go to MapQuest and print out a map to the location; or you may wish to drive to the center in advance (the evening prior, for example), to ensure you know where it is located.
- **Identification:** Candidates must register for the exam with their LEGAL first and last name as it appears on their government issue identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) proofs of identity 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. **PRIMARY IDENTIFICATION (with photo) - Choose One**
  - State-issued driver's license or nondriver's identification card
  - United States passport
  - Military ID card
  - I-551 Permanent Resident Card
  - I-571 Refugee Travel Document
  - I-688 Temporary Resident Card
  - I-688A Employment Authorization Card
  - I-688B Employment Authorization Document
  - I-766 Employment Authorization Card

**IDENTIFICATION - Choose One (MUST MATCH ADDRESS ON THIS ADMISSION LETTER)**

- State-issued driver's license or nondriver's identification card

- Utility or credit card bill issued in the past 90 days that shows your name at your current address (may not be a PO Box number)
  - Checking or savings account statement from a bank or credit union, issued within the past 60 days
  - Original lease or rental agreement showing your name as the lease or renter
  - Property tax bill, statement, or receipt from the past year.
  - Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year.
  - First-class mail received from any federal, state, or local government agency in the past six months (no photocopies of mail accepted, must be original US mail).
- **Food and Drink:** No food or drink will be permitted in the examination room for any reason.
  - **Authorized Materials:** Only reference materials on the **IQT Authorized Materials List** are allowed in the testing room. For some testing programs, calculators and other tools are also allowed, and will appear on the **IQT Authorized Materials List**. Candidates are asked to bring as few items as possible to the testing area. If you have questions about what you are permitted to bring into the examination room please email IQT at [CBT@isoqualitytesting.com](mailto:CBT@isoqualitytesting.com). You may also call at 1-866-773-1114 (USA) or 1-727-733-1110 (International callers). Only those materials that the EXAMINATION SPONSORING AGENCY notifies IQT as authorized will be permitted by the Proctor.
  - **Examination Security:** Failure to follow candidate instructions will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored. Examples of misconduct include, but are not limited to, the following: writing on anything other than the **IQT Authorized Scratch Paper** provided to you, looking at another candidate's computer monitor, or talking with other candidates anytime during the **entire** examination period. You are particularly cautioned not to do so after you have completed the examination, as other candidates in the area might be taking a break and still not have completed the examination. You may not attend the examination to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. No unauthorized persons will be admitted into the testing area. Please be further advised that all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the examination delivery system. **At no other time, before, during or after the examination may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.**
  - **Examination Site:** While the site climate is controlled to the extent possible, be prepared for either warm or cool temperatures at the testing center in the event that you become uncomfortable. Cellular phones and beepers are prohibited in the testing area. The use of headphones inside the testing area is prohibited. Electrical outlets will not be available for any reason. Earplugs for sound suppression are allowed. No smoking or use of tobacco products will be allowed inside the testing area. You must vacate the testing area after you have completed the examination. If you require special assistance, you must contact IQT at least one week in advance of the examination date and appropriate arrangements will be made. Due to limited parking facilities at some testing centers, please allow ample time to park and reach the testing area.
  - **IQT Inclement Weather Policy:** If your area is experiencing inclement weather, it is your responsibility to contact your testing center to confirm if it is closed or delayed in opening. Most likely there will be a voice message on the testing center's phone system to notify candidates of any change in business hours during the inclement weather. If you are unable to take your examination due to the inclement weather, you must contact IQT directly at 1-866-773-1114 or 1-727-733-1110 to reschedule your examination for a later date. There are no additional costs for such reschedules.

Thank you for registering on the IQT CBT Network to take your examination. If you have any questions or require assistance, please email IQT at [CBT@isoqualitytesting.com](mailto:CBT@isoqualitytesting.com). You may also call at 1-866-773-1114 (USA) or (727) 733-1110 (International callers). All of us here at IQT wish you the best on your examination. Sincerely, *ISO Quality Testing, Inc.*

13. In addition to the admission letter that pops up when the candidate schedules their exam, the candidate is sent an email that includes a link to the admission letter, receipt and instructions.

From: [registrations@isoqualitytesting.com](mailto:registrations@isoqualitytesting.com) [registrations@isoqualitytesting.com]  
Sent: Sunday, January 31, 2016 5:10 PM  
To: [Sample](#) Candidate  
Subject: IQT Examination Registration Receipt: NIC Beautician NJ

Monday, March 9, 2020

Dear Sample Candidate,

You have successfully registered for the NIC Beautician NJ examination. Please use the hyperlink below to display and print your receipt and Candidate Admission Letter.

**!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!**  
You must bring your Candidate Admission Letter with you on the day of your exam. If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

In order to begin the examination, you will need the UserID and Passcode provided on the receipt below.

[https://www.iqtesting.com/Default.aspx?Function=Receipt&ID=SampleCandidate\\_814170\\_R8ZJCyep9FjU](https://www.iqtesting.com/Default.aspx?Function=Receipt&ID=SampleCandidate_814170_R8ZJCyep9FjU)

Note that if your email program has broken the hyperlink, clicking it will no longer work to take you to your receipt. To fix this:

- 1) Copy and paste the full hyperlink into Window's Notepad program.
- 2) Edit the link so that it is one line again.
- 3) Paste the repaired hyperlink into the browser's address box and press Enter on your keyboard.

Should you require assistance, you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.  
Sincerely,

Iso-Quality Testing, Inc.

## Candidate Exam Preparation

### Candidate Information Bulletins (CIBs)

Candidate Information Bulletins (CIBs) have been specifically developed to encompass the content outlines of the NIC New Jersey theory examinations. To access the New Jersey Candidate Information Bulletins (CIBs), please click onto the following website:

<https://www.prometric.com/cosmetology/new-jersey>.

### National Interstate Council of State Boards of Cosmetology (NIC) Online Practice Exam

The National Interstate Council of State Boards of Cosmetology offers the following practice exams online for purchase:

- Cosmetology (similar to the NJ Beautician exam)
- Esthetics (similar to the NJ Skin Care Specialist exam)
- Nail Technology (similar to the NJ Manicurist exam with the exception of the inclusion of any waxing/hair removal content)

The practice exams provide candidates with questions related to the examination blueprint, to provide diagnostics of their performance (strong or weak) in the content areas. The practice exam is NOT designed to provide candidates with specific questions that will be on the NIC NJ theory exams.

Once purchased, you will access to this test for two complete weeks as of your purchase date. Once you have purchased the exam you will be provided a 5-minute introduction tutorial on how the

system works. Note: Selecting the 'End This Exam' button prematurely will result in the end of your practice examination, and no refunds will be given. At the completion of your examination you will receive a diagnostic breakdown of your strong and weak areas.

**To take the NIC Cosmetology, Esthetics or Nail Technology Online Practice Exams (English Only)**

**[CLICK HERE](#) or go to:**

<https://www.iqttesting.com/registrationv2008/quickregister.aspx> (\$39.00 fee applies)

For assistance, please call IQT at 1-866-773-1114.



## Candidate Testing Experience

The information outlined in the following sections relates to the process the candidates will experience when taking their examination.

### What to Expect

The following link provides a video containing a detailed overview of what to expect during your upcoming visit to a Prometric test center, so that you will feel more prepared and more confident in your testing experience.

<https://www.prometric.com/test-takers/what-expect>

### Secure Candidate Check-in Process

At the point of check-in, the candidates' appearance and identity is documented and validated to include:

- Candidate must bring printed admission letter
- Candidate must bring two forms of valid ID as outlined in the admission letter
- Candidate's address on the Primary and Secondary ID must match the admission letter
- Candidate's picture will be taken at the testing center
- Candidate will need to follow the individual test center policies and procedures, which may include a security wand check.

### Identification Requirements

The candidate must present a valid, government-issued photo ID with a signature to be admitted to the exam. To be valid, the ID may not be expired, and the photo must match the candidate as well as the name in the Roster/Admission Letter.

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. Candidates are required to bring two (2) forms of valid (non-expired) proofs of identity 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.

#### **PRIMARY IDENTIFICATION (with photo) - Choose One**

- State-issued driver's license or nondriver's identification card
- United States passport
- Military ID card
- I-551 Permanent Resident Card
- I-571 Refugee Travel Document
- I-688 Temporary Resident Card
- I-688A Employment Authorization Card
- I-688B Employment Authorization Document
- I-766 Employment Authorization Card

**SECONDARY IDENTIFICATION - Choose One (MUST MATCH ADDRESS ON THE ADMISSION LETTER)**

- State-issued driver's license or nondriver's identification card
- Utility or credit card bill issued in the past 90 days that shows your name at your current address (may not be a PO Box number)
- Checking or savings account statement from a bank or credit union, issued within the past 60 days
- Original lease or rental agreement showing your name as the lease or renter
- Property tax bill, statement, or receipt from the past year.
- Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year.
- First-class mail received from any federal, state, or local government agency in the past six months (no photocopies of mail excepted, must be original US mail).

**Non-Acceptable ID's:**

- Library Card or Gym Membership
- School ID
- Social Security Card
- Credit Card or Department Store Card
- ID with only photo OR signature
- Facebook

**Candidate Admission Letter**

**Every candidate must have a printed copy of their Admission Letter as previously noted.**

Electronic copies that they may pull up on their phone or tablet not acceptable. It is the candidate's responsibility to be aware of the testing requirements found in the admission letter, prior to his/her arrival to the scheduled examination. The admission letter includes:

- Candidate's name, address and contact information
- Exam facilities location
- Scheduled date and time
- Prometric/IQT's policies on:
  - Changing candidates information
  - No shows and rescheduling
  - Valid form of identification
  - Inclement weather
  - Examination security
- User ID and Passcode necessary to participate in the exam
- Authorized materials list (There are no authorized materials for the NIC exams)
- Exam Registration receipt

Due to security issues, Prometric/IQT will not send the admission letter to any email other than the address listed on the candidate's account. It is the candidates' responsibility to provide their admission letter on the day of testing. The Admission letter provides clear instructions on the

candidate's responsibilities. If a candidate forgets the letter and does not have login information or an accessible email address on file with Prometric/IQT, he/she will not be permitted to test.

### **Prohibited Items / Articles**

Possession and/or access to the following items are strictly prohibited and will NOT be permitted in the testing room:

1. Wrist watches or any other type of time keeping device;
2. Electronic devices of any kind including but not limited to cell phones, Blackberries, Smartphones, iPhones, PDAs, wireless e-mail devices, iPods, MP3 players, pagers, calculators, clocks, cameras, scanners, radios, recording devices, hand-held computers, programmable watches, transmitters or receiving devices, microphones, etc.;
3. Headphones, headsets, ear phones, ear buds, or Blue Tooth capable devices;
4. Notes, papers, books, exam review, or other study materials in any format or media (including CDs);
5. CDs, USB keys, DVDs or other electronic media;
6. Newspapers, magazines, dictionaries, prayer books, or any other written material;
7. Luggage, handbags, purses, backpacks, briefcases, tote bags, or bags of any kind;
8. Pens, pencils, markers, or highlighters of any kind;
9. Hats, baseball caps, or visors (religious apparel that does not contain a brim or obscure the applicant's facial features is permitted).

### **Visitations**

Candidates are not allowed to receive any kind of visitors during the examinations, under no circumstances.

### **Demonstration (Sample) Exam**

This section contains information regarding the candidate experience when taking the NIC theory exam with Prometric/IQT. This provides candidates an understanding of all steps related to their experience and what they may encounter.

To take a demonstration test to experience how Prometric's IQT computer-based test system works, please click here or go to:

<https://www.iqtesting.com/ExamV2008/Default.aspx?Function=SampleExam&Exam=8>.

Once candidates are checked in and logged into their exam, the first screen will be the Pre-amble screen. This should be read by the candidate in its entirety, as it offers important information needed in preparation of the examination such as the length of the exam and the number of questions. The Pre-amble will change according to the exam the candidate is registered. Once the candidate understands the content in this section, he/she will click on “Begin Tutorial” on the lower left corner.

Name: Sample FirstName Sample LastName  
Exam: SMT Sample Secure Exam A



Welcome to the Schroeder Measurement Technologies, Inc. and Iso-Quality Testing Computer Testing system.

This is a demonstration of the testing system. When you begin your examination, this Preamble screen will provide an introduction to the exam including information related to the number of items, item format, time limitations, and any other special instructions.

The questions presented in this sample are intended for demonstration purposes only and are not indicative of any actual examination content. The questions are designed to allow you to familiarize your self with the format and functionality of the testing system. In order to move forward through the demonstration, you are required to answer each question.



Begin Tutorial...

The tutorial will go over the functions of the examination with the same style and format of the actual exam as shown below. Candidates must demonstrate knowing how the system works by completing the tutorial. Each question must be answered correctly before moving to the next question; otherwise a red box will appear at the bottom left corner, stating the answer was incorrect. The candidates will get a total of 7 questions and 5 minutes to complete the tutorial, which does not affect the time of the actual exam. When candidates answer the last question, a notice will appear that he/she is on the last question. This is only to notify that all questions have been answered, thus not ending the exam. It is important to understand that candidates must be the ones to choose and click on the items. Once all questions are answered, the candidate will click on “End Tutorial”.



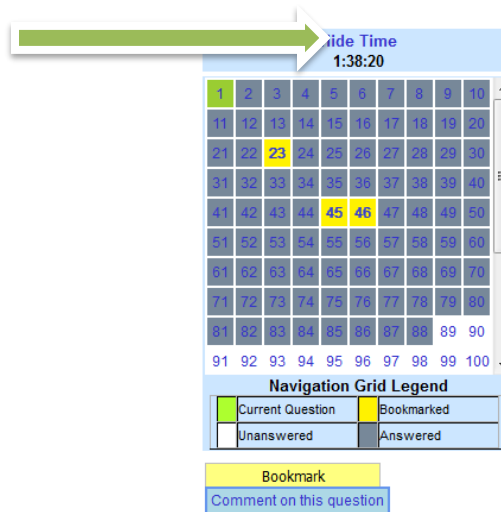
After the tutorial is complete, the candidate will begin their NIC theory exam. During the exam the candidates will have the ability of skipping, bookmarking or commenting on any question:

- **Skipping** – A candidate may choose to leave a question unanswered and come back to it at the end of the exam. This can be achieved by clicking on another question on the navigation grid, or by clicking on the next arrow in the bottom left of the screen.
- **Bookmarking** – When a question is answered and the candidate is not completely certain and would like to come back to it, the question can be bookmarked.
  - Only a question that has been answered can be bookmarked, otherwise the question should be skipped.
- **Commenting** – This function provides the ability to comment on any question that presents irregularities identified by the candidate. All comments are reviewed by the credentialing organization in efforts to improve the exam.

The testing system was designed with the idea that internet interruptions may happen at any given time; as so, all responses, time, bookmarks and comments are saved as candidates answered them. If any interruption were to occur, the candidate’s exam would be reinstated to where they left off, before the interruption occurred.

The candidate will have a navigation grid on the right side of the screen. This will display the bookmarking and comment question options, as well as the time remaining in the exam. The candidate may navigate through the exam by clicking on the arrows on the lower left corner or by clicking on the question they choose to go to on the grid. If the candidate would like to hide the time, this can also be done on the navigation grid by clicking on “Hide Time” as shown below. The navigation grid will display:

- Current question in green
- Bookmarked questions in yellow
- Answered questions in gray
- Unanswered questions in white



When the candidate is finished with the exam, he/she can review all the questions by selecting them on the grid, if there is time remaining. If not, the candidate will get a notice that the candidate is out of time and it will end the exam. If the candidate is done before the time expires, they will receive a notification where they must assure that they would in fact like to end the exam. Once this is confirmed, the candidate will be prompted to the end of exam survey (optional) that will allow them to grade the experience in regards to the testing center and the actual exam as shown below.

## Candidate Results

Once the candidates has completed ended the examination, they will see their pass or fail status display on their screen. The candidates will not receive their official embossed result letter at the testing center. Their official result letter will be emailed to the candidate, typically within one to two business days.

## Candidates Needing ADA Accommodations

Reasonable accommodations, such as extended time for testing, reader assistance, and special seating for candidates as covered under the Americans with Disabilities Act (ADA) shall be addressed by the Board with guidance from the individual's education plan. The Board shall qualify ADA candidates.

All New Jersey Cosmetology candidates requiring ADA accommodations must be processed through the specific NJ ADA process. ADA candidates who attended a school will need to process their documentation through the school. If the candidate is transferring from another state or county, the candidate will need to register at <http://www.njconsumeraffairs.gov/cos/Pages/applications.aspx>

All ADA documentation must be approved by the New Jersey State Board of Cosmetology and Hairstyling and submitted to IQT prior to the candidate being preregistered for their exam. If the candidate schedules their exam and the accommodations are submitted after the candidate schedules, the candidate will incur a \$25.00 rescheduling fee.

## Contact Us

**Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. The office that services the New Jersey State Board of Cosmetology and Hairstyling candidates and schools is Iso-Quality Testing which is located in Clearwater, Florida. If you need assistance, please be sure to refer to our direct contact information below.**

### Schedule a Candidate's Exam:

To access the link to schedule a candidate's exam, please click onto the following website: [WWW.IQTTESTING.COM](http://WWW.IQTTESTING.COM) . For candidates needing assistance to schedule an exam, please email us at [SMT-OperationsTeam@prometric.com](mailto:SMT-OperationsTeam@prometric.com) or call our Clearwater Office at 1-866-773-1114 during our regular business hours of 8 AM to 5 PM EDT Monday through Friday.

## Conclusion

We hope the information contained within this overview is very helpful in understanding the Prometric/Iso-Quality (IQT) CBT secure exam delivery system, as it is crucial that the examination administration process is standardized to ensure optimal testing conditions. If you have any questions regarding these processes, our staff of professionals will be available to assist you.