

Educators Series:

Automated Application Processing



National Barber and
Cosmetology Programs

Automated Application Process

Introduction

This tutorial will explain the steps to success in PSI's new application process that is being introduced in Maryland. We at PSI are excited to provide a streamlined process for applicants to send and receive information.

We know how busy your life can become, and PSI is on top of ways to simplify our processes so you may concentrate more on the things you need to attend to.

There are a couple of simple rules for you to note so we don't run into any issues.

- ✓ Email addresses upon registration must be spelled correctly and an address belonging to the test taker.
- ✓ A test taker account is necessary to register for testing with PSI. If you have tested with PSI in the past, you have an existing account that needs to be used. Enter the email address of that account and recover the password if needed. Only one account per test taker can be created in our system.

LET'S GET STARTED!

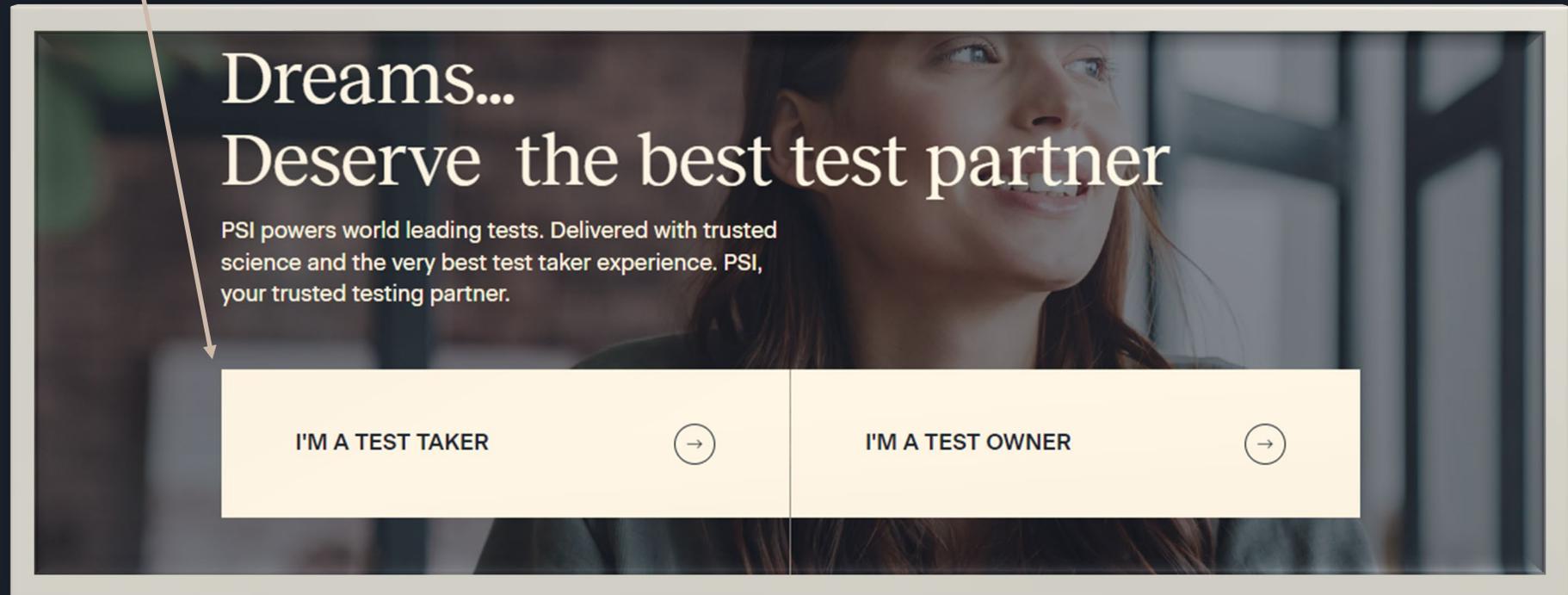
STEP ONE:

Let's start with the basics on how to get there.

Test takers will go to the PSI webpage

<https://test-takers.psiexams.com>

You will select: "I'M A TEST TAKER"



STEP TWO: Locating your test selections.

Test takers select:

The Industry: cosmetology and barber

The State they are testing in.

The test they would like to take.

Find a PSI test

Use our simple search function to find your test/exam. Access test taker guides and the latest information on testing services, locations, fees and booking options for your chosen test.

ALL TESTS PROGRAMS

Filter by

All States



All Industries



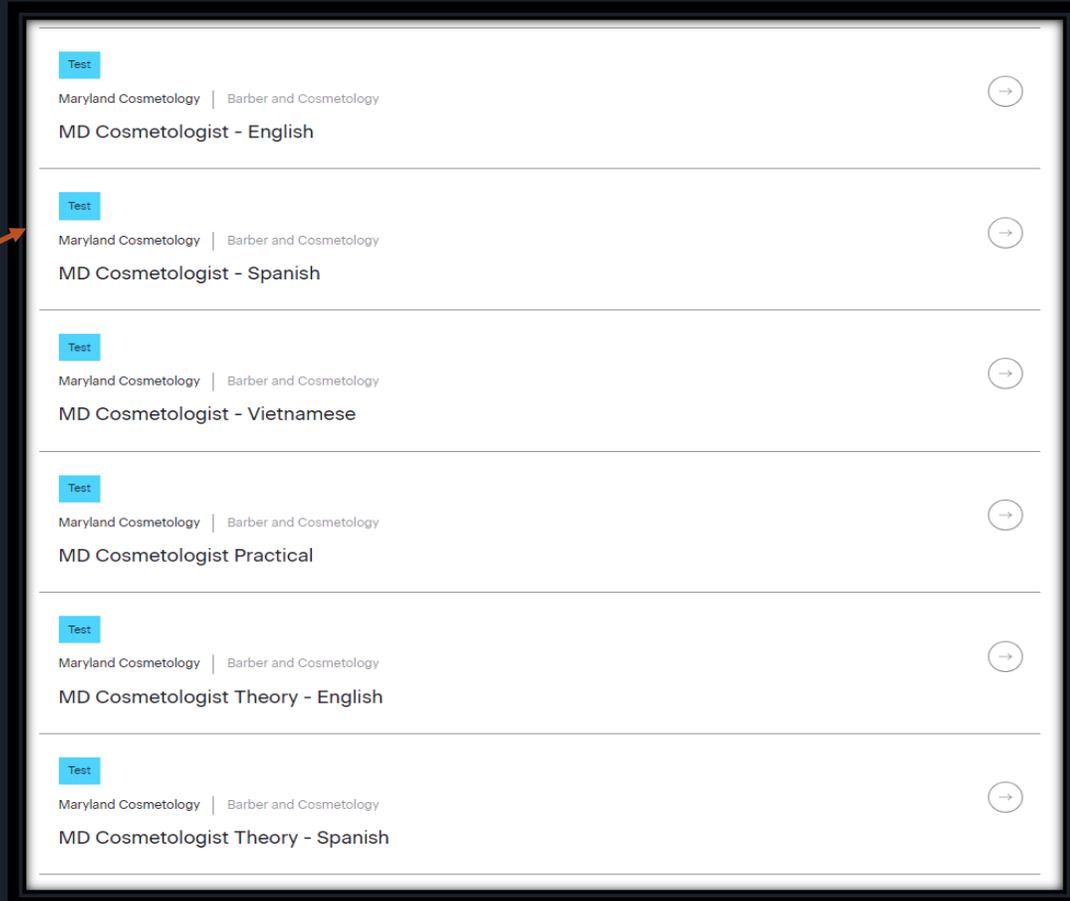
Search to find your PSI test



STEP THREE: Test Selection page.

Once the test is selected a menu will appear allowing the test taker to select the test, in the language they prefer, and that is available to them in the selected state and test.

Test takers will choose their test, whether it be the theory or the practical portion. the program will move on the test page



STEP Four: Account Sign-in page.

This page has information for the test taker such as the Candidate Bulletin (Test Taker Guide), FAQ Sheet, Test Instruction Page, to proceed from here the test taker will need to create a PSI Account, or sign into a previously registered PSI Account with their own email address.

*IMPORTANT NOTE:

Only create one PSI account, duplicate accounts will cause issues within the PSI system that can delay your test.

If you have ever taken a test with PSI, please use that same account. If you have questions, please email: cosmetology@psionline.com or barber@psionline.com

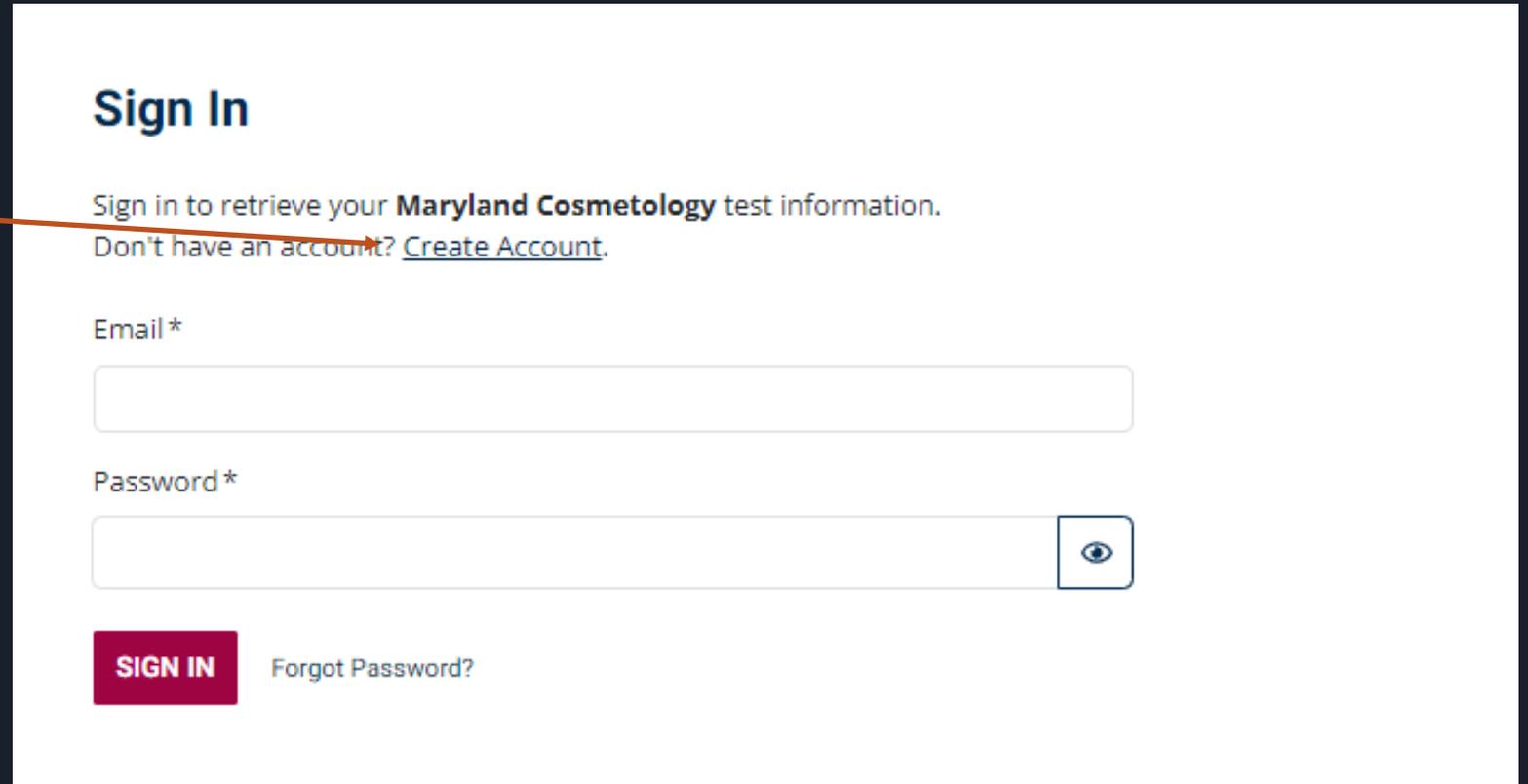


The screenshot shows the "MD Barber" page on the PSI website. At the top, there are tabs for "Tests" and "Program Info". Below the tabs, the page title "MD Barber" is displayed. There are three main sections: "Test Portions", "FAQs", and "Test Instructions". The "Test Portions" section contains two cards: "MD Barber Practical" (Type: Optional, Duration: 100 Minutes) and "MD Barber Theory" (Type: Required, Duration: 120 Minutes). To the right, there is a "Candidate Bulletin" section with a link icon, followed by "Fee: \$77.00 USD", "Re-take Fee: \$77.00 USD", and "Cancellation Protection Fee: \$11.55 USD". Below this is a "Fee Policy" link. At the bottom right, there is a text box that says "To continue the booking process and schedule your test, you must sign in or create an account." and a prominent red "SIGN IN/REGISTER" button.

STEP FIVE: Signing In or Creating a New PSI Account page

Please create a NEW account
If you have never tested with
PSI before

Test takers who have a previous
account, please proceed to the
tutorial page seven for signing in to
an existing PSI account.



The screenshot shows a 'Sign In' page for the Maryland Cosmetology test information. It includes a title 'Sign In', a description 'Sign in to retrieve your Maryland Cosmetology test information.', and a link 'Don't have an account? [Create Account.](#)'. Below this are two input fields: 'Email *' and 'Password *'. The password field has a toggle icon for visibility. At the bottom, there is a red 'SIGN IN' button and a 'Forgot Password?' link.

Sign In

Sign in to retrieve your **Maryland Cosmetology** test information.
Don't have an account? [Create Account.](#)

Email *

Password *

SIGN IN [Forgot Password?](#)

STEP SIX: Creating a New PSI Test Taker Account

Test takers will fill in all required information and click on

“CREATE ACCOUNT”

The test taker has now successfully created their PSI Test Taker Account

IMPORTANT NOTE:

Test takers Name must match the name imprinted on the government ID being used to enter the test. Failure to match names will result in not being admitted to the test and additional payment to test.

1 Create Account 2 Verify 3 Finish

Create Account

Social Security Number*

Confirm Social Security Number*

First Name*

Middle Name

Last Name*

Suffix

Country of Residence*

Mobile Number

Email*

PSI will only email you to communicate information regarding your test, including timely alerts, updates, announcements and support services.

CREATE ACCOUNT Cancel

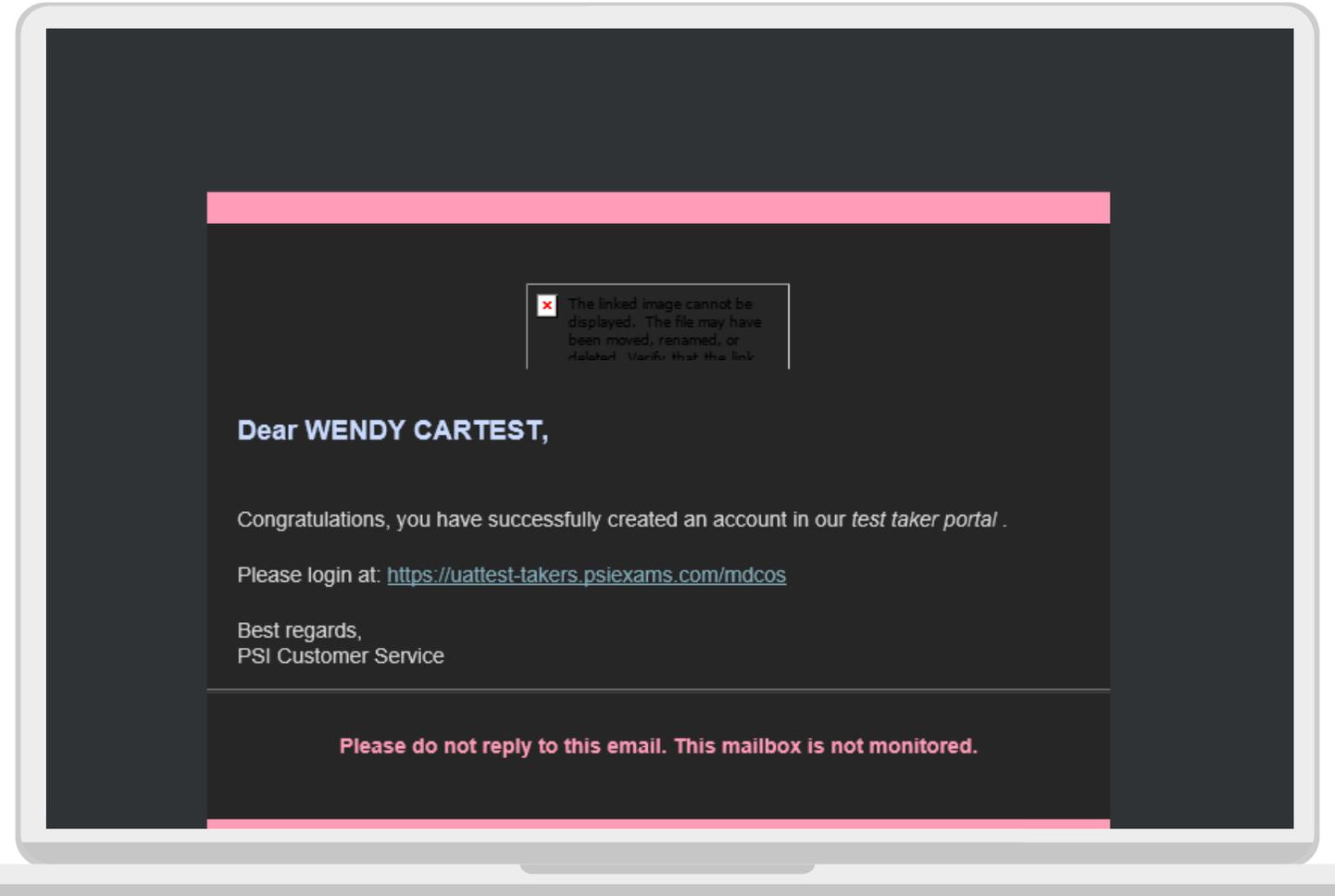
By continuing, you agree to The Company's [Conditions of Use](#) and [Privacy Notice](#).

ACCOUNT CREATED

EMAIL for Creating an Account

When an account is created in the PSI system, an auto generated email will go to the email address provided on the account creation page.

IMPORTANT NOTE: All PSI test related information will be sent to this email address! Make sure this is the correct address.

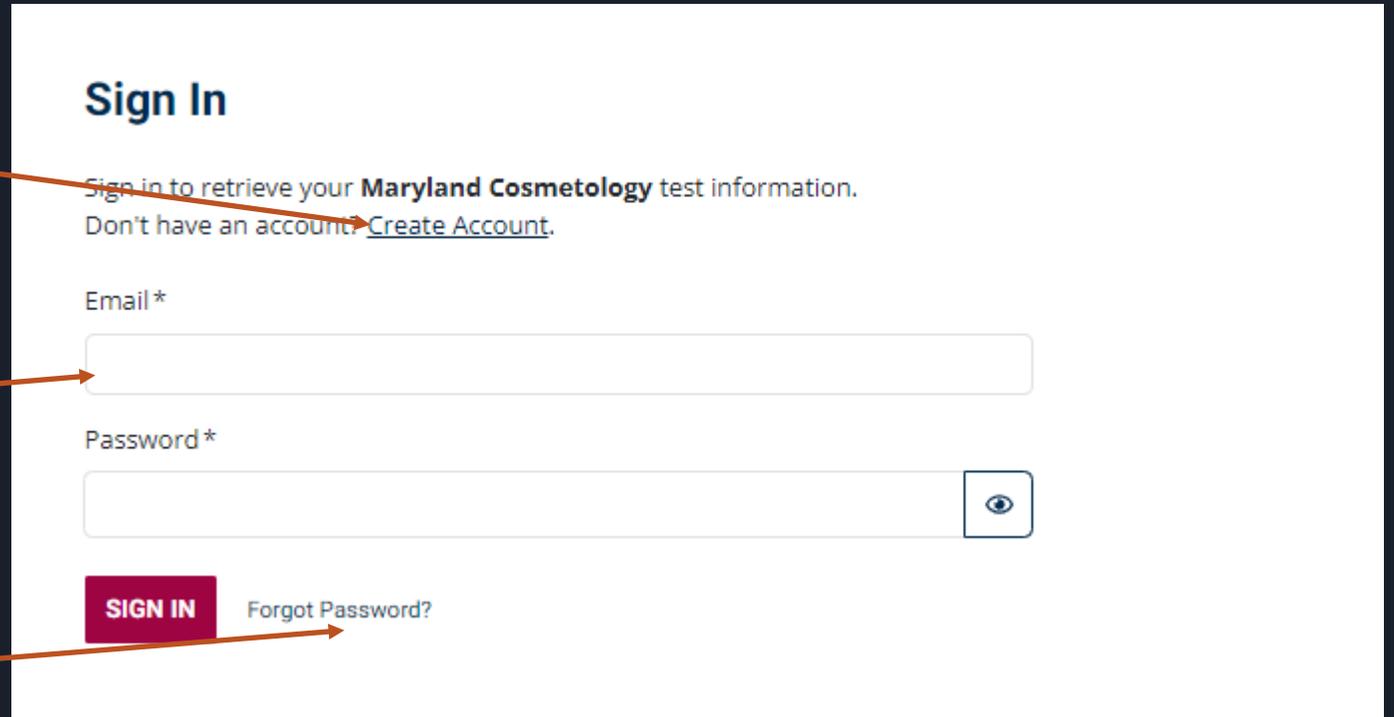


STEP SEVEN: Signing into the PSI Account page.

Please create a **NEW** account
If you have never tested with
PSI before

OR

Sign into an existing PSI
account with the email used to
create that account.
Please note: Test takers may
recover a lost password by
clicking here.



The screenshot shows the 'Sign In' page for the PSI account. The page title is 'Sign In'. Below the title, there is a sub-header: 'Sign in to retrieve your **Maryland Cosmetology** test information. Don't have an account? [Create Account.](#)'. There are two input fields: 'Email *' and 'Password *'. The 'Password *' field has a toggle icon on the right. Below the input fields, there is a red 'SIGN IN' button and a link for 'Forgot Password?'. Three orange arrows point from the text boxes on the left to the 'Create Account' link, the 'Email' field, and the 'Forgot Password?' link.

Application

When the PSI account Sign In or Creation is completed. The application information will then be displayed.

Read the disclosure and confirm by checking the in the boxes provided.

Test Takers may also find the [Maryland Cosmetology Handbook](#) here.



Cosmetology

Terms & Conditions

Please read the following statement carefully:

- To be admitted to any examination, I will be required to provide identification. The identification must be a current, permanent identification card issued by a governmental agency, which includes both signature and photograph. Only a driver's license (not temporary), state/province or federally issued I.D., military I.D. or passport will be accepted.
- A second form of identification as specified in my candidate handbook or on the on-line confirmation page must include my name and signature to allow verification of the signature on the first form.
- If my name is different than it appears on either form of identification, I will bring proof of my name change (i.e., marriage license, divorce decree or court order) to the Assessment Center.
- I understand that PSI will require me to sign the Assessment Center Roster prior to my admittance into any examination session.
- I agree not to divulge any information concerning the content of the examination to any party, and I agree not to attempt to copy or remove any of the examination materials from the test center. If a security violation occurs, I understand that my score may be invalidated.
- During my testing process, I understand I will be required to provide biometric verification of my identity. Biometric identification may include photograph, fingerprint scan, or other. I understand my testing session is also subject to video surveillance. I understand if I do not agree to these conditions, I will be excused from the Assessment Center and my testing fee will not be refunded.
- I attest that I am high school graduate OR the holder of a General Education Development (GED) certificate, or equivalent

I confirm that I have read and agree to abide by all of the statements listed above and that this action is the equivalent of having signed and dated this document. *

Confirmed

[Maryland Cosmetology Handbook](#)

I have read, understand, and will comply with the information provided in the Candidate Handbook or Information Sheet. *

Confirmed

Application

The application will begin and move through the pages as the test taker fills in or reviews the information provided

After all the mandatory questions have been asked and documents have been uploaded, the test taker will submit their application for review

I confirm that I have read and agree to abide by all of the statements listed above and that this action is the equivalent of having signed and dated this document. Confirmed

[Maryland Cosmetology Handbook](#)

I have read, understand, and will comply with the information provided in the Candidate Handbook or Information Sheet. Confirmed

Candidate Information

ID	55555555
First Name	WENDY
Middle Name	
Last Name	CARTEST
Suffix	
Street Address1	450 Stephanie ST
Address2	SUITE 200
City	HENDERSON
Country	US
State	
Postal Code	
Email Address	
Primary Contact Number	
Gender	
Are you A U.S. Citizen?	

Education Requirements

Education Hours Completed	1500
Course Completion Date (MD COS)	2023-07-02
Date you concluded last school	2024-08-20

What are you applying for ?

Registration Number, Apprenticeship Number, or License Number if applicable

Have you ever taken this test in the state of Maryland? No

Education requirements can be met through Student Coursework, Apprentice work, or Out of State Work. Documentation to substantiate full satisfaction of requirements is needed for each category.

Please select the category of how you completed the educational requirements. Out of State work

practice in another state, you

[md letter of approval with different names.pdf](#) DOWNLOAD

[different names.pdf](#) DOWNLOAD

Work Experience

Have you ever been licensed for this profession in any other state? Yes

Candidate Background Information

HAVE YOU EVER BEEN CONVICTED, FORFEITED BOND, OR ARE CURRENTLY ON PROBATION FOR ANY FELONY. No

I attest the information provided on this form are to my knowledge, true and accurate. Confirmed

BACK SUBMIT APPLICATION



Application Deficiencies

If there are deficiencies in the application, the test taker will receive an email outlining the missing information and how to submit the needed document. The process is put on HOLD status and awaits the test taker to submit the needed information.

If the test taker ignores or misses this email, the application process stops until the information is provided.

You Have a deficiency in your application

- ❑ You are missing the following information
 - Proof of education hours

Please SUBMIT the information by emailing the information to.....

Approval and Eligibility

Once the application is submitted, keep an eye on the email account listed on the application for information pertaining to the application or the approval email.

Letter of Eligibility [md letter of approval with different names.pdf](#) **DOWNLOAD**

Work Experience

Have you ever been licensed for this profession in any other state? Yes

Candidate Background Information

HAVE YOU EVER BEEN CONVICTED, FORFEITED BOND, OR ARE CURRENTLY ON PROBATION FOR ANY FELONY. No

I attest the information provided on this form are to my knowledge, true and accurate. Confirmed

DONE

Eligibility and Scheduling

The test taker is now eligible to pay and schedule their test.

The screenshot displays the Maryland Cosmetology application portal. At the top, the title "Maryland Cosmetology" is centered. Below it, a navigation bar contains the following elements: "SCHEDULE" with a dropdown arrow, "MANAGE", "MY APPLICATION" (highlighted with a white background and a red border), "Contact Us" with a speech bubble icon, and "Help" with a question mark icon. A "PREPARE" link is located below the navigation bar. The main content area features a message: "Once your application shows as approved, please proceed to the [SCHEDULE](#) tab to continue with the scheduling process." Below this message is a card for "MD Cosmetologist - English" with a status of "In Review" and a right-pointing arrow. The footer includes the "powered by psi" logo, a shield icon, and links for "Privacy Policy", "Cookies Policy", "Legal", and "Accessibility Statement". The copyright notice "2000/2020 PSI Services LLC, All Rights Reserved" is at the bottom.



National Barber and
Cosmetology Programs

QUESTIONS?



cosmetology@psionline.com

barber@psionline.com

Thank you
Maryland
for listening.

Learn more at

PSIEXAMS.COM →