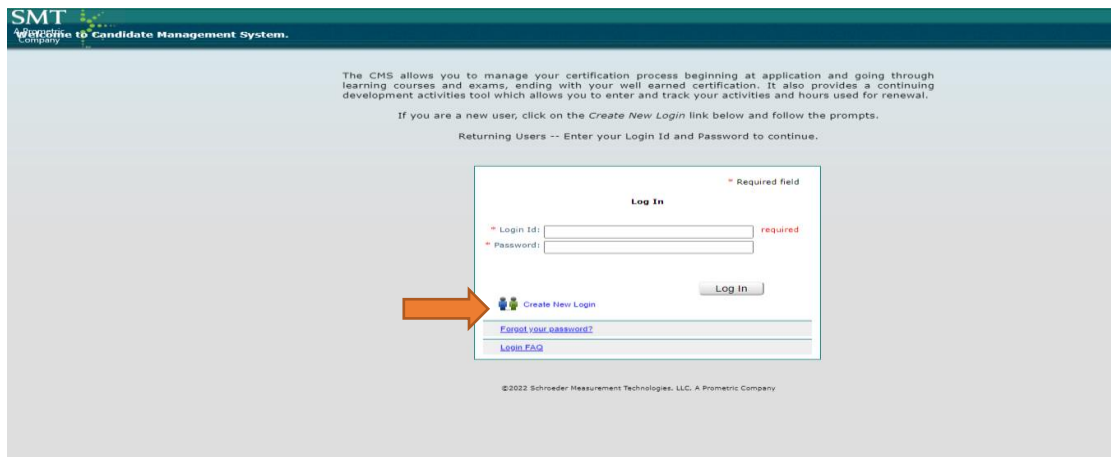
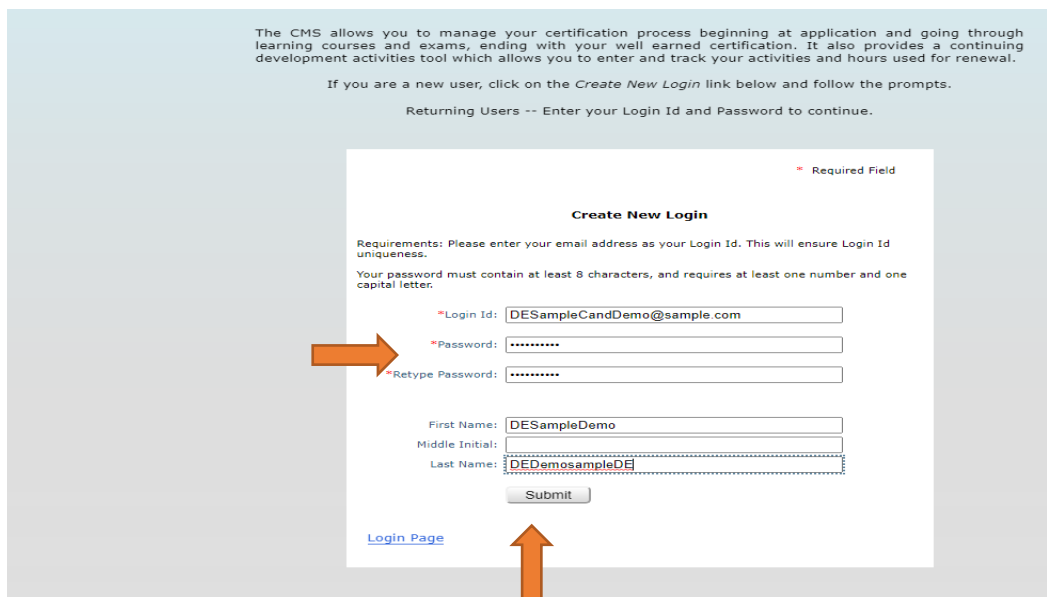


DE Board of Cosmetology Application Process

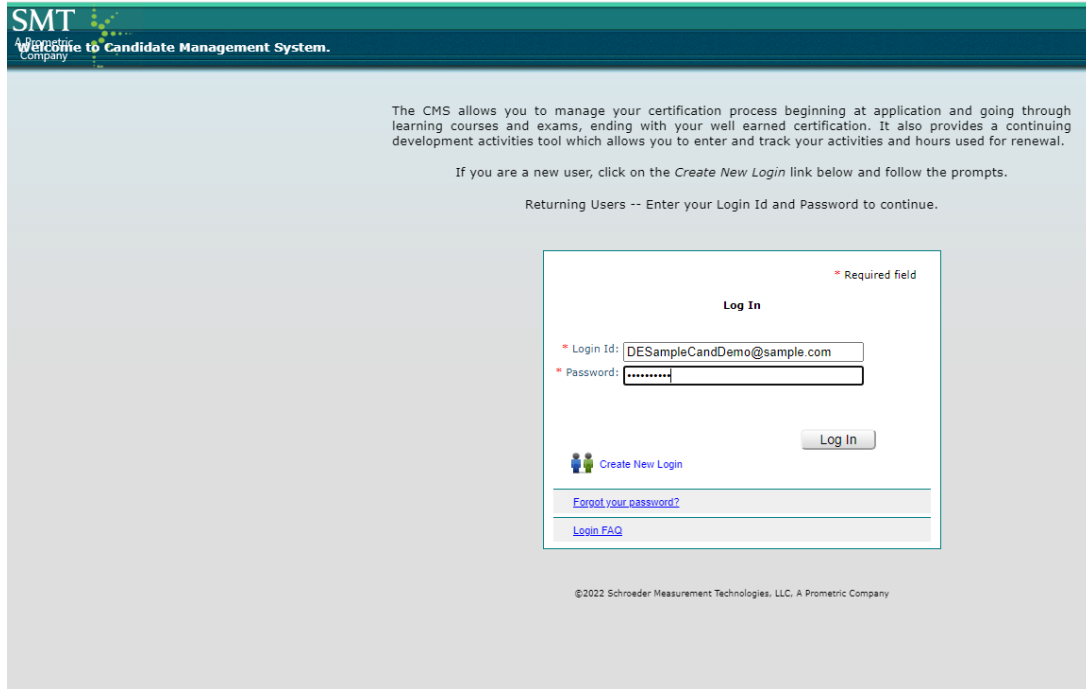
1. You will click the following link to start your application for the DE: [DE Board of Cosmetology and Barbering Application](#)
2. On the screen you will click the Create New Login Link.



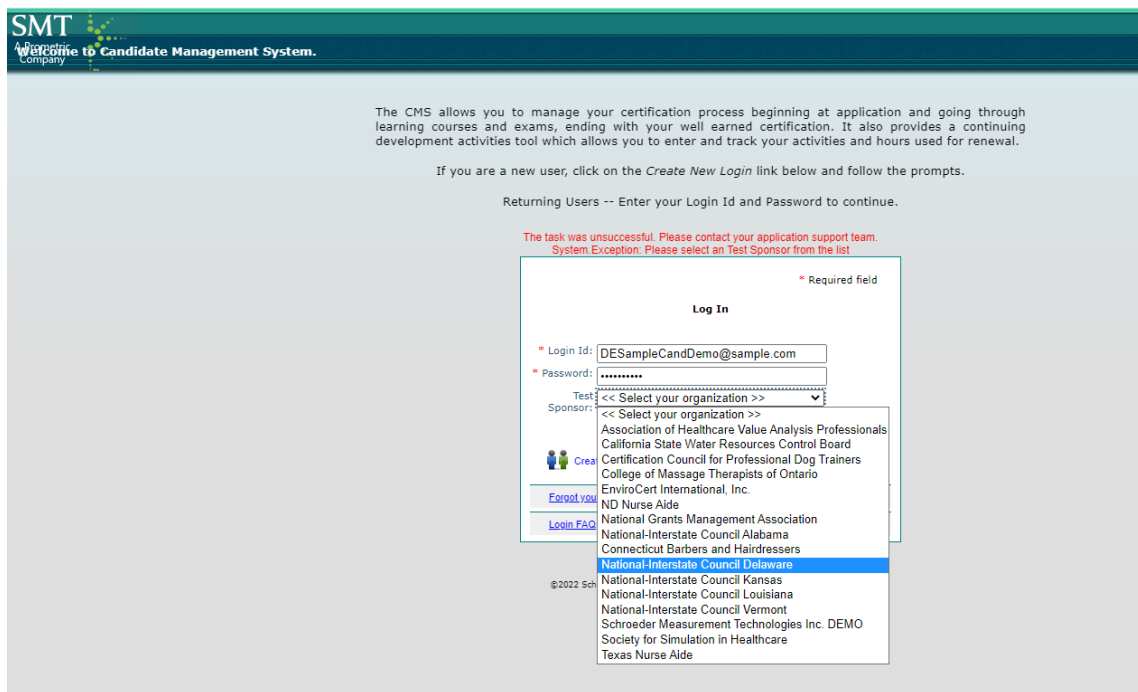
3. Create your user by entering the data in the fields on the screen. Then click the submit button.



- This will bring you back to the login screen. You will need to do this twice if it your first time.



- You will need to select the **National-Interstate Council Delaware** from the dropdown list and enter your password.



6. Once you have entered the information, you will click the Log In button.

The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal.

If you are a new user, click on the *Create New Login* link below and follow the prompts.

Returning Users -- Enter your Login Id and Password to continue.

**The task was unsuccessful. Please contact your application support team.
System Exception: Please select an Test Sponsor from the list**


* Required field

Log In

* Login Id:

* Password:

Test Sponsor:


 [Create New Login](#)

[Forgot your password?](#)

[Login FAQ](#)

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7. This will bring you to your dashboard.



[Client Portal](#) | [Learning Management System](#) | [Privacy Policy](#) | [Contact Us](#) | [Help](#) | [Log Out](#)

Welcome, Ctsamplectc Ctsamplebb!

Candidate Management:

Ctsamplectc Ctsamplebb

Candidate

Application

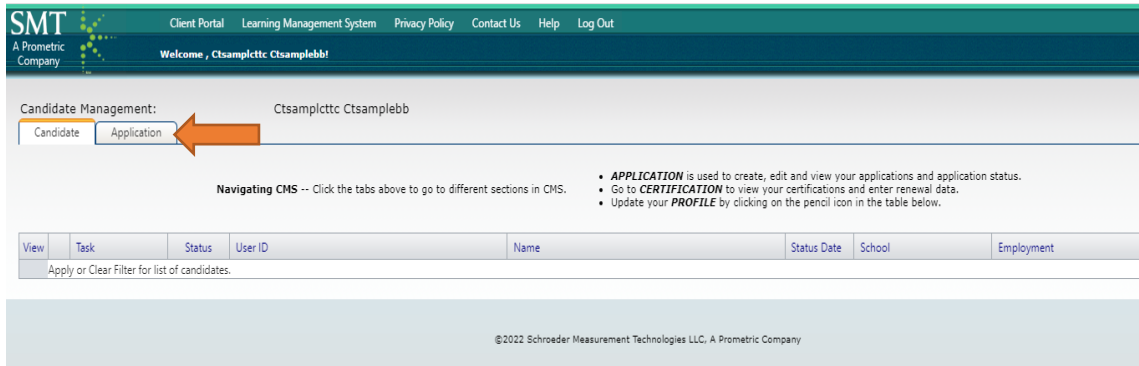
Navigating CMS -- Click the tabs above to go to different sections in CMS.

- APPLICATION** is used to create, edit and view your applications and application status.
- Go to **CERTIFICATION** to view your certifications and enter renewal data.
- Update your **PROFILE** by clicking on the pencil icon in the table below.

View	Task	Status	User ID	Name	Status Date	School	Employment
Apply or Clear Filter for list of candidates.							

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8. You will click on the Application Tab.

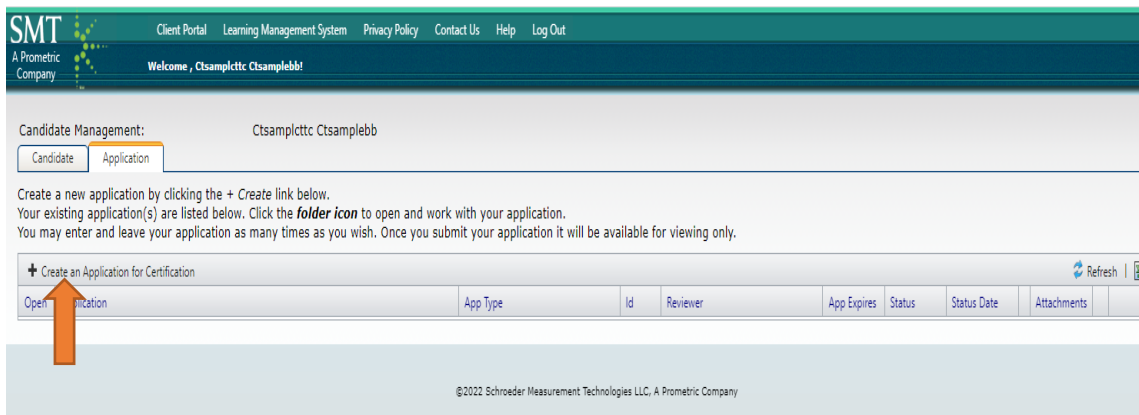


The screenshot shows the SMT Candidate Management interface. At the top, there is a navigation bar with links for Client Portal, Learning Management System, Privacy Policy, Contact Us, Help, and Log Out. Below this, a welcome message reads "Welcome, Ctsamplcttc Ctsamplebb!". The "Candidate Management" section has two tabs: "Candidate" and "Application", with an orange arrow pointing to the "Application" tab. Below the tabs, there is a "Navigating CMS" instruction and a list of instructions:

- **APPLICATION** is used to create, edit and view your applications and application status.
- Go to **CERTIFICATION** to view your certifications and enter renewal data.
- Update your **PROFILE** by clicking on the pencil icon in the table below.

 A table with columns for View, Task, Status, User ID, Name, Status Date, School, and Employment is visible. At the bottom, there is a copyright notice: "©2022 Schroeder Measurement Technologies LLC, A Prometric Company".

9. Click the Create an Application for Certification.

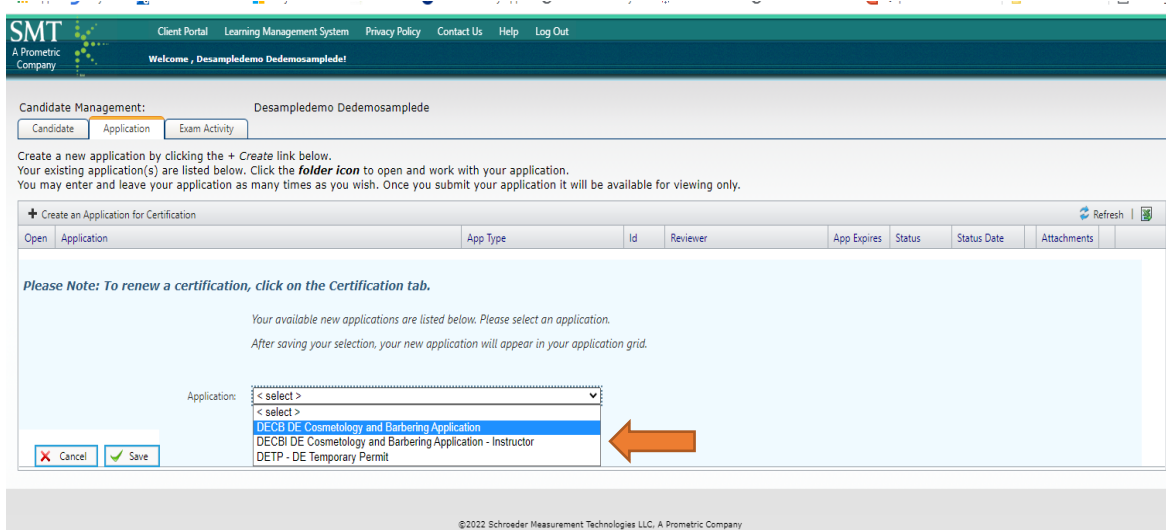


The screenshot shows the SMT Candidate Management interface. The "Application" tab is selected. Below the tabs, there is a "Create a new application" instruction and a list of instructions:

- Create a new application by clicking the + Create link below.
- Your existing application(s) are listed below. Click the **folder icon** to open and work with your application.
- You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

 A table with columns for Open, Application, App Type, Id, Reviewer, App Expires, Status, Status Date, Attachments, and Refresh is visible. An orange arrow points to the "+ Create an Application for Certification" link. At the bottom, there is a copyright notice: "©2022 Schroeder Measurement Technologies LLC, A Prometric Company".

10. You will select the DECB DE Cosmetology and Barbering Application.



The screenshot shows the SMT Candidate Management interface. The "Application" tab is selected. Below the tabs, there is a "Create a new application" instruction and a list of instructions:

- Create a new application by clicking the + Create link below.
- Your existing application(s) are listed below. Click the **folder icon** to open and work with your application.
- You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

 A table with columns for Open, Application, App Type, Id, Reviewer, App Expires, Status, Status Date, Attachments, and Refresh is visible. Below the table, there is a "Please Note: To renew a certification, click on the Certification tab." instruction and a list of instructions:

- Your available new applications are listed below. Please select an application.
- After saving your selection, your new application will appear in your application grid.

 A dropdown menu is open, showing a list of applications:

- < select >
- < select >
- DECB DE Cosmetology and Barbering Application
- DECB DE Cosmetology and Barbering Application - Instructor
- DETP - DE Temporary Permit

 An orange arrow points to the "DECB DE Cosmetology and Barbering Application" option. At the bottom, there is a copyright notice: "©2022 Schroeder Measurement Technologies LLC, A Prometric Company".

11. Click the Save button.

Candidate Management: Desampledemo Dedemosamplede

Application

Create a new application by clicking the + Create link below. Your existing application(s) are listed below. Click the **folder icon** to open and work with your application. You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

+ Create an Application for Certification

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments	
<p><i>Please Note: To renew a certification, click on the Certification tab.</i></p> <p>Your available new applications are listed below. Please select an application. After saving your selection, your new application will appear in your application grid.</p> <p>Application: DECB DE Cosmetology and Barbering Application</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>									

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12. This will bring you back to your dashboard with the application visible.

Candidate Management: Desampledemo Dedemosamplede

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
	DE Cosmetology and Barbering Application - DECB	Certification	828009			In Process	2/25/2022	

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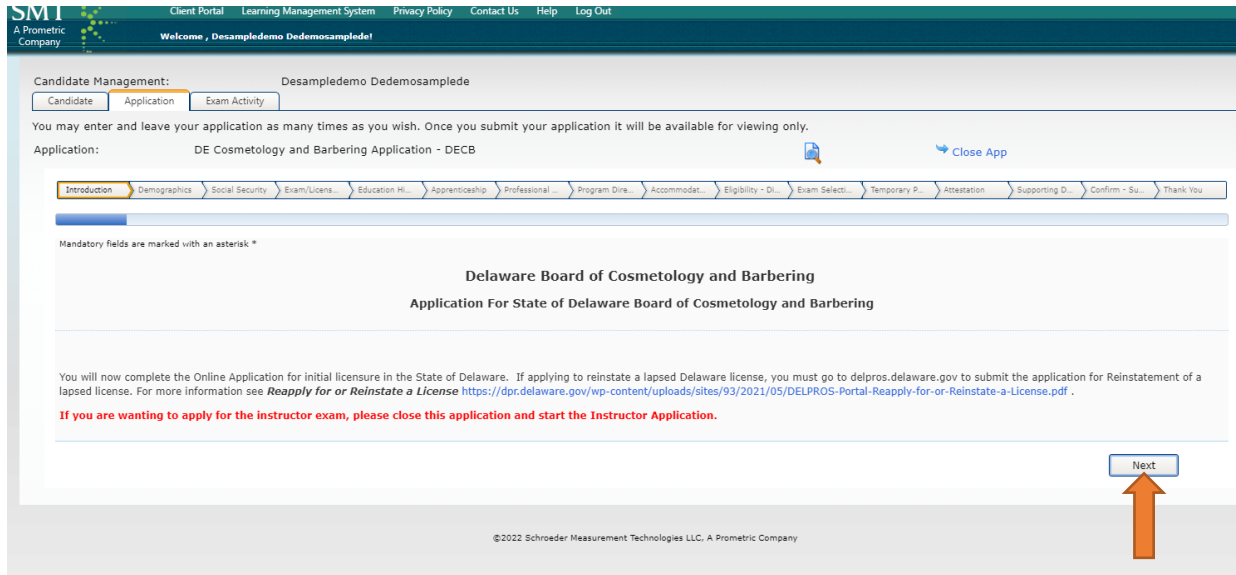
13. Click the Folder to the left of the application name.

Candidate Management: Desampledemo Dedemosamplede

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
	DE Cosmetology and Barbering Application - DECB	Certification	828009			In Process	2/25/2022	

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14. Complete each tab in its entirety. Once you submit the application, you will receive an email with instructions to schedule your exam.



The screenshot displays the Prometric application interface for the Delaware Board of Cosmetology and Barbering. At the top, there is a navigation bar with links for Client Portal, Learning Management System, Privacy Policy, Contact Us, Help, and Log Out. Below this, the user is logged in as 'Desampledemo Dedemosamplede'. The main content area shows the 'Candidate Management' section with tabs for Candidate, Application, and Exam Activity. A message states: 'You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.' The application title is 'DE Cosmetology and Barbering Application - DECB'. A progress bar indicates the current step is 'Introduction', followed by Demographics, Social Security, Exam/Licens..., Education Hi..., Apprenticeship, Professional..., Program Dire..., Accommodat..., Eligibility - Di..., Exam Select..., Temporary P..., Attestation, Supporting D..., Confirm - Su..., and Thank You. Below the progress bar, it says 'Mandatory fields are marked with an asterisk *'. The main heading is 'Delaware Board of Cosmetology and Barbering' and the sub-heading is 'Application For State of Delaware Board of Cosmetology and Barbering'. A paragraph of text explains the application process for initial licensure and reinstatement, with a link to 'Reapply for or Reinstate a License'. A red note states: 'If you are wanting to apply for the instructor exam, please close this application and start the Instructor Application.' At the bottom right, there is a 'Next' button with an orange arrow pointing to it. The footer contains the copyright information: '©2022 Schroeder Measurement Technologies LLC, A Prometric Company'.