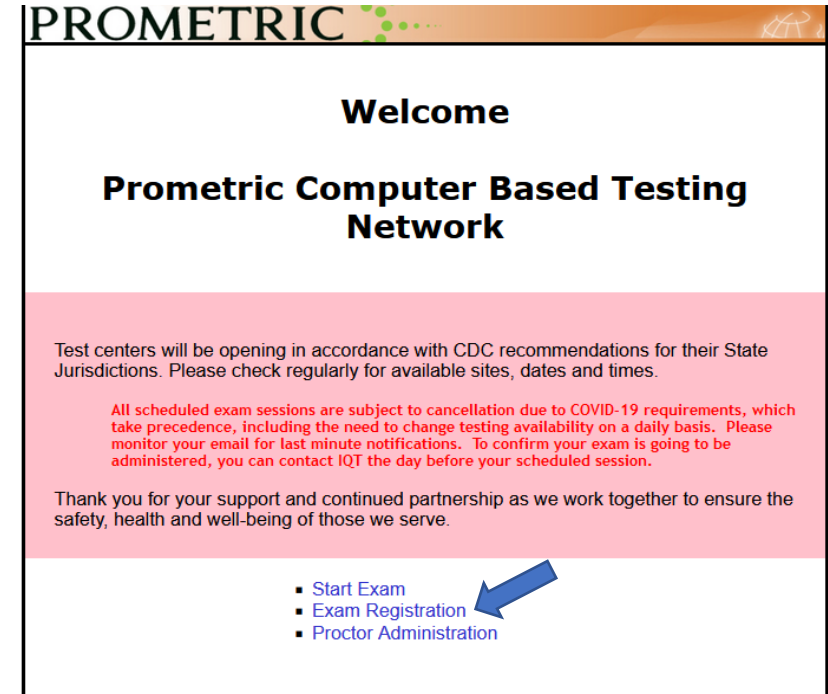


## Candidate Exam Scheduling Process

Once the candidate receives their email authorization to test, the candidate will go online to schedule their NIC theory or practical examination, select the preferred date and time using the following processes:

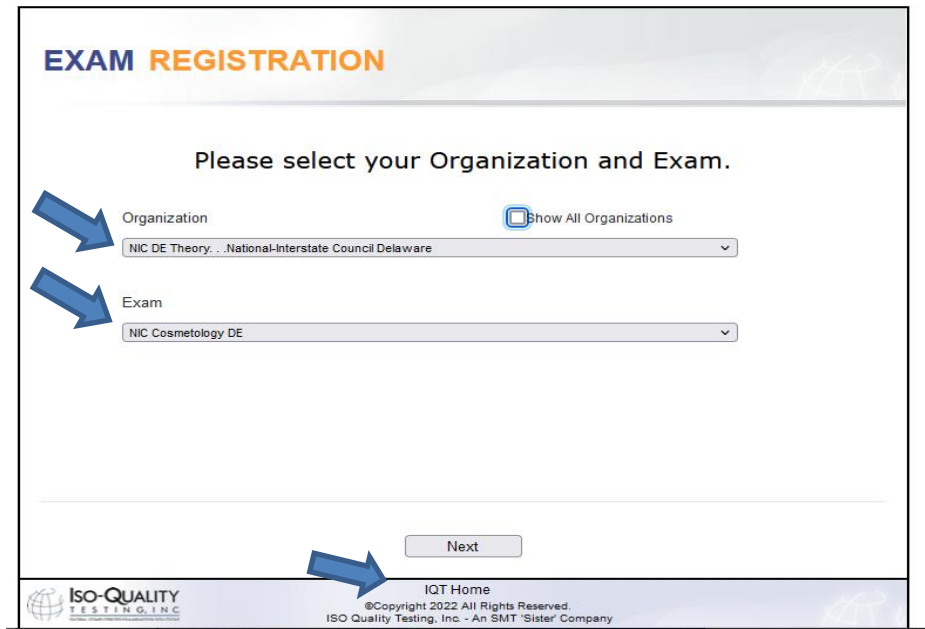
1. Go to [www.IQTTesting.com](http://www.IQTTesting.com) and select the option “Exam Registration”



2. Enter the “User ID” and “Password”, located on the “Authorization to Test” email.



3. Click “Login”. This will redirect to the “Organization” and “Exam” screen. The candidate specific “Organization” and “Exam” will automatically populate in the drop-down fields. Select your Organization and Exam and click Next



Click on “Next”, which will complete the log in process. The system will automatically redirect to the candidate profile information screen.

4. **Candidate Profile Information:** The “Candidate Profile Information Screen” will automatically populate with the candidate specific information uploaded by the Delaware board. **All candidate information must be verified as correct before proceeding.**

**Important Note: All required fields must be completed before clicking submit. The system will not let you move on until these fields are complete.**

- a. Candidate Name and Email address: These fields are locked and cannot be changed by the candidate. If your first and last name does not match the name on your government issued ID, you must contact the Delaware Board **a minimum of 5 days** business days prior to the scheduled exam, as this information must match during the check-in process on the day of the exam.
- b. Candidate Address/City/State/Country/Postal Code: These fields are not locked and can be changed by the candidate. **The field is required field and must be completed before moving to the next screen.**
- c. Candidate Telephone Numbers: These fields are not locked and can be changed by the candidate. It is required that the candidate provide their phone number in the event they need to be contacted the day of their exam. **These are required fields, which must be completed before moving to the next screen.**

## EXAM REGISTRATION

### 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.

Required Field

|   |  |
|---|--|
| <p>First Name <input style="width: 90%;" type="text" value="Demo"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Middle Name <input style="width: 90%;" type="text"/></p> <p>Last Name <input style="width: 90%;" type="text" value="Demo"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Address1 <input style="width: 90%;" type="text" value="123 Main"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Address2 <input style="width: 90%;" type="text"/></p> <p>City <input style="width: 90%;" type="text" value="New Castle"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>State/Province <input style="width: 90%;" type="text" value="Delaware"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Country <input style="width: 90%;" type="text" value="United States"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Postal Code <input style="width: 90%;" type="text" value="19702"/> <span style="font-size: x-small; color: yellow;">?</span></p> | <p>Home Phone <input style="width: 90%;" type="text" value="555-555-5555"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Work Phone <input style="width: 90%;" type="text" value="555-555-5555"/> <span style="font-size: x-small; color: yellow;">?</span></p> <p>Email Address <input style="width: 90%;" type="text" value="demo@prometric.com"/></p> <p style="text-align: center; margin-top: 10px;"> <a href="#">Log Out</a>   <a href="#">Change Login</a> </p> |
|---|--|

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



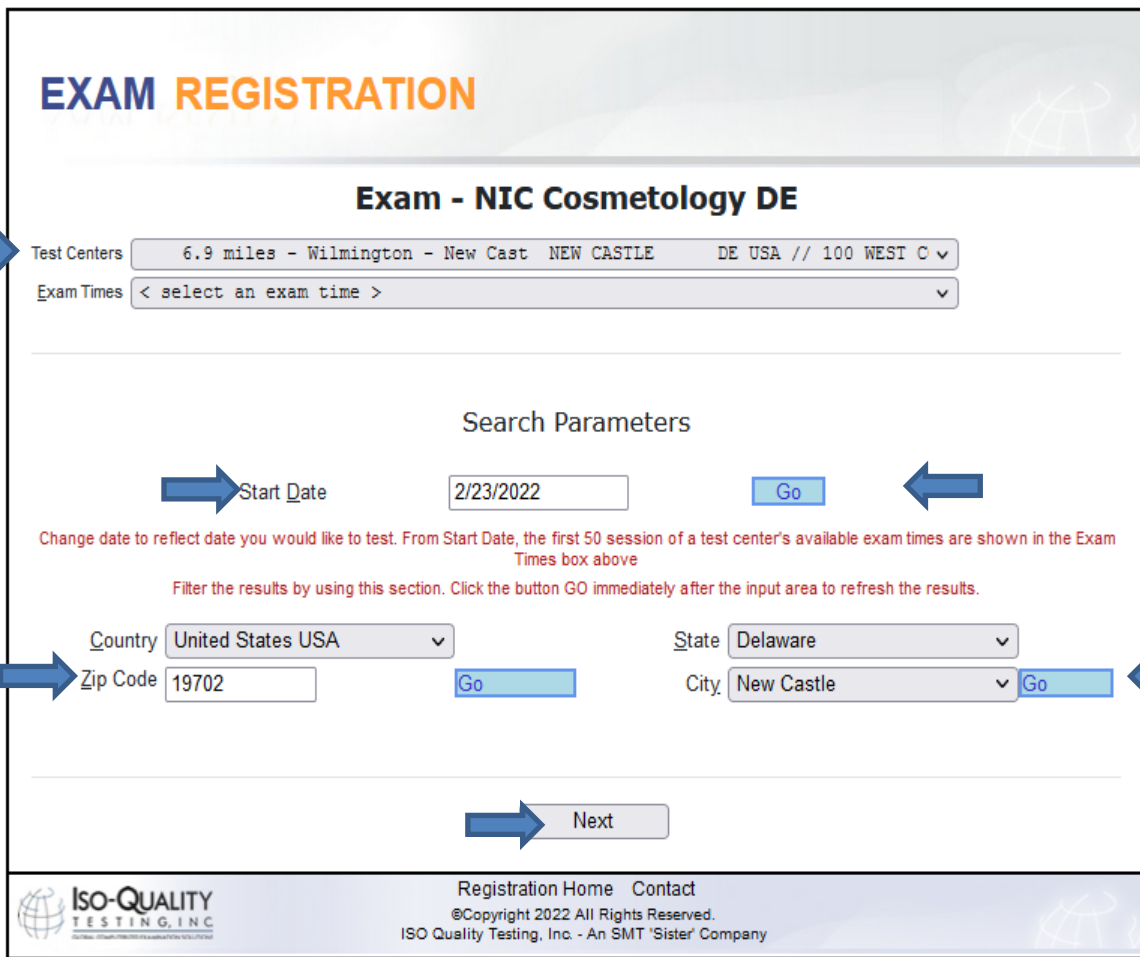
Registration Home

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

5. **Schedule Your Exam:** 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 start date, zip code or city can be changed by typing the information into the applicable field and clicking on “Go”. It is a requirement to choose the desired exam date and time, based on the dates and times available. Once the desired date and time is selected, the candidate will click “Next”



## EXAM REGISTRATION

### Exam - NIC Cosmetology DE

Test Centers

Exam Times

#### Search Parameters

Start Date

Change date to reflect date you would like to test. From Start Date, the first 50 session 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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- Payment Screen:** You 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 **payment** screen.











## EXAM REGISTRATION

**Exam - NIC Cosmetology DE**


 = Required.

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

*Card's name or billing address differs.*

|  |  |
|--|--|
| <p>Examination Fee: \$160.00</p> <p>Currency: USD</p> <p>Payment Type: <span style="border: 1px solid blue; padding: 2px;">&lt;select a payment type&gt;</span> </p> <p>Credit Card #: <input type="text"/> </p> <p>Expiration Date: <span style="border: 1px solid gray; padding: 2px;">-1</span> <span style="border: 1px solid gray; padding: 2px;"> </span> </p> <p>Secure Code: <input type="text"/> </p> | <p>Name (as on card): <input type="text" value="Demo Demo"/> </p> <p>Address: <input type="text" value="123 Main"/> </p> <p>City: <input type="text" value="New Castle"/> </p> <p>State/Province: <span style="border: 1px solid gray; padding: 2px;">Delaware</span> </p> <p>Country: <span style="border: 1px solid gray; padding: 2px;">United States</span> </p> <p>Postal Code: <input type="text" value="19702"/> </p> |
|--|--|

You will not be charged until you click the Submit button on that page.



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

7. **Examination Registration Confirmation:** You are required to agree to the terms before the registration is complete. Once you submit the exam registration, you can only reschedule your examination by paying a \$25.00 fee unless your cancellation falls under an approved excuse. Please see cancellation/reschedule fees outlined within this manual.

## EXAM REGISTRATION


### Confirm Your Registration Selections NIC Cosmetology DE

|  |   |
|--|---|
| <p><b>Candidate:</b> <a href="#">edit</a><br/>Demo Demo<br/>123 Main<br/>New Castle, DE 19702<br/>United States<br/>demo@prometric.com<br/>555-555-5555 (home)<br/>555-555-5555 (work)</p> | <p><b>Exam Time:</b><br/>Saturday, March 5, 2022 3:00 PM<br/>(90minutes)</p> <p><b>Location:</b> <a href="#">Reschedule</a><br/>Wilmington - New Castle<br/>100 WEST COMMONS BLVD<br/>SUITE 430, ONE CORPORATE<br/>COMMONS<br/>NEW CASTLE, DELAWARE 19720<br/>USA</p> |
|--|---|

I agree to the: [IQT Agreement:](#)

**Note: This examination may not be rescheduled or cancelled after Feb 27 2022.**

I understand by clicking on "Submit" that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

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The terms must be agreed and click “submit”

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

SAMPLE EXAM REGISTRATION RECEIPT:

## EXAM REGISTRATION RECEIPT

### NIC Cosmetology DE

**!!! 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:** Demo Demo  
123 Main  
New Castle, DE 19702  
United States  
demo@prometric.com  
555-555-5555 (home)  
555-555-5555 (work)

**Exam Time:** Saturday, March 5, 2022 3:00 PM (90 minutes)

**Location:** Wilmington - New Castle  
100 WEST COMMONS BLVD  
SUITE 430, ONE CORPORATE COMMONS  
NEW CASTLE, DE 19720  
United States

You have consented to the IQT Examination Agreement.

**Note: This examination may not be rescheduled or cancelled after Sun 3:00pm on Feb 27, 2022.**

**Note that this receipt has been automatically emailed to you.**

[Home](#)

[Print Receipt](#)