# Scheduling your Exam with PSI

Test taker portal for guides and account creation after the Test taker is in the PSI system.

Once a test taker submits their application, and is approved, they are registered as eligible in the PSI System. The test taker will receive and eligibility email notification.

\*The state listed is only an example. The steps are the same for all state programs.

#### Dear Test Taker,

Test taker ID: 300000000

Congratulations, your eligibility for the KY Cosmetology has been approved.

To book your KY Cosmetology, please follow these steps:

- 1. Visit our website at <a href="https://test-takers.psiexams.com/kycos">https://test-takers.psiexams.com/kycos</a>
- Select the Tests tab and find your test
- 3. Once you've found your test, Log In or Register
- 4. Once you have logged in or registered, proceed to book your test
- Book your test.

Availability is limited and is assigned on a first come first serve basis.

If you have questions concerning booking, please contact examschedule@psionline.com

Best wishes for success on the KY Cosmetology!

This email address is not monitored for responses. Do NOT reply to this message.

Regards,

PSI Customer Service

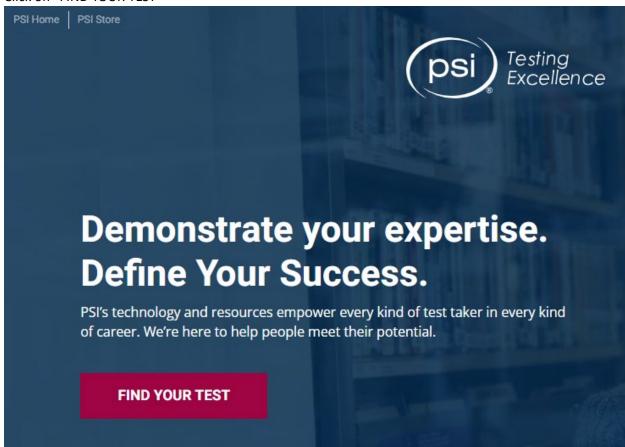
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# To Create an account or schedule

Please go to <a href="https://test-takers.psiexams.com">https://test-takers.psiexams.com</a>

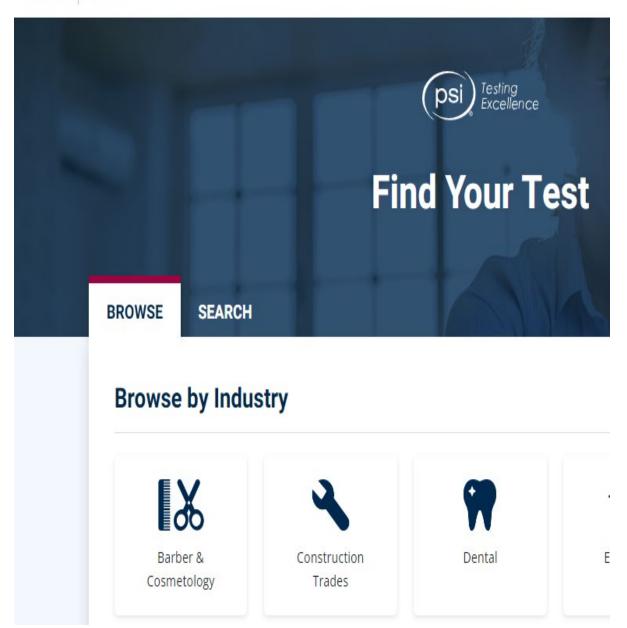


#### Click on "FIND YOUR TEST"

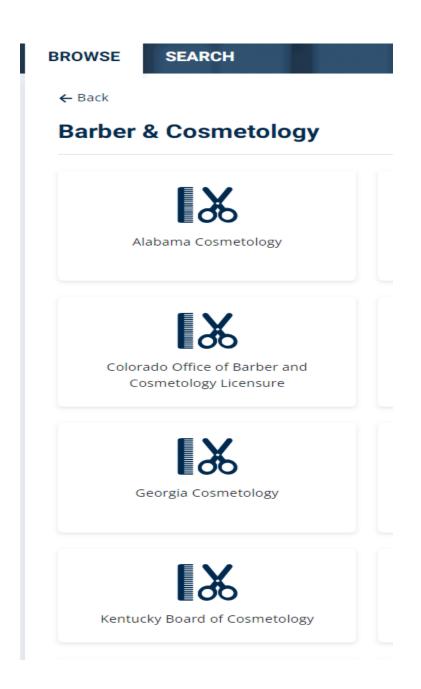


# Click on "Barber & Cosmetology"

PSI Home PSI Store



Locate your State and Industry – click the link.



At the top right, click "Sign In / Create Account."



Choose Create the account .

# Login

Sign in to retrieve your **Kentucky Board of Cosmetology** test information.

Don't have an account? Create Account.

# Complete all required fields-

# **Kentucky Board of Cosmetology**

**■** Contact Us



# **Create Account**

KYCOS_ID*	Confirm KYCOS_ID*
Kentucky Cosmetology ID	
First Name*	Last Name *
Middle Name	Suffix
Email*	
New Password *  Confirm Password *	Your password must contain:  × At least one capital letter A-Z  × At least one lower case letter a-z  × At least one number 0-9  × At least one special character !@#/\$%^&*  × At least 8 and up to 32 characters

Country of Residence\*

Meet all the required fields.

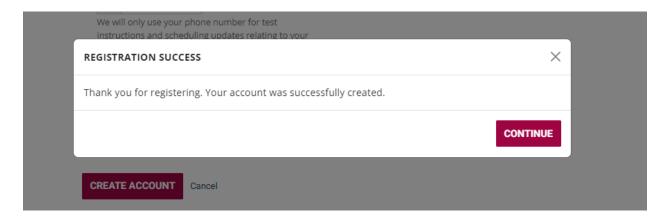
# Your password must contain:

- ✓ At least one capital letter A-Z
- ✓ At least one lower case letter a-z
- ✓ At least one number 0-9
- At least one special character !@#/\$%^&\*
- ✓ At least 8 and up to 32 characters

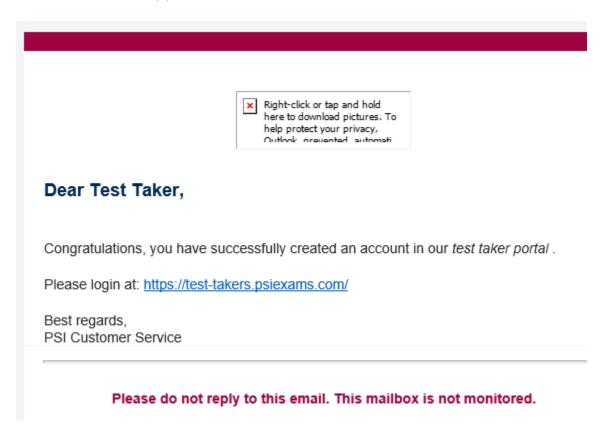
Click create account.



### Success Notification will populate.



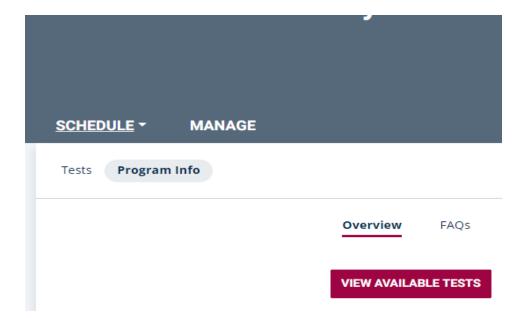
An email will be sent toy you to confirm the account creation.



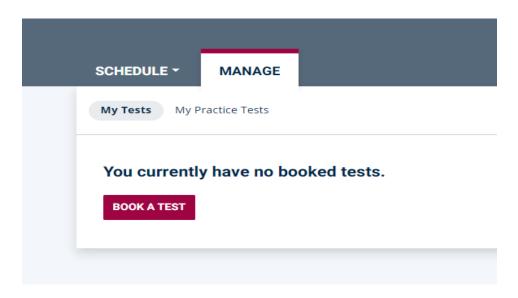
Upon completion you will be redirected to the web portal to continue.



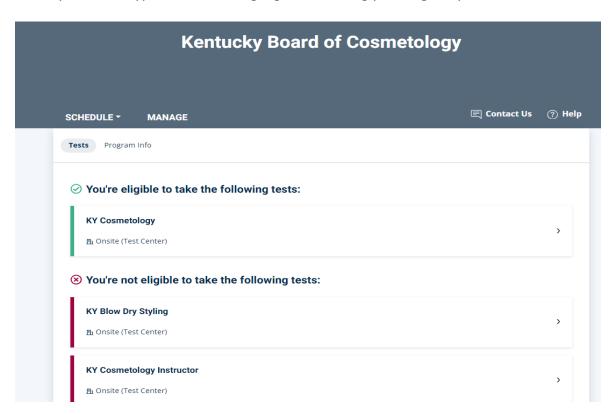
After logging in, click on "MANAGE" at the top and you can continue from there.



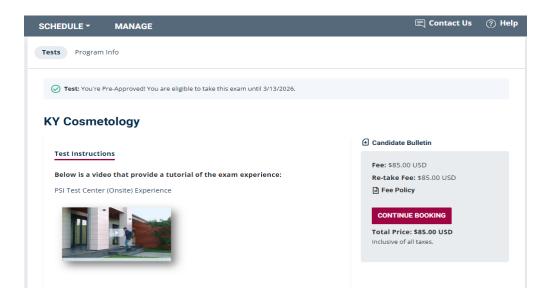
Click on Book a Test.



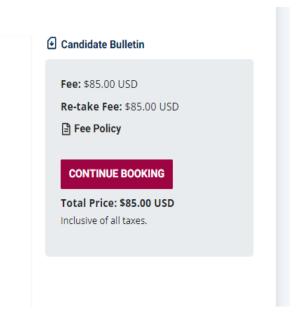
Select your exam type that will be highlighted showing your eligibility.



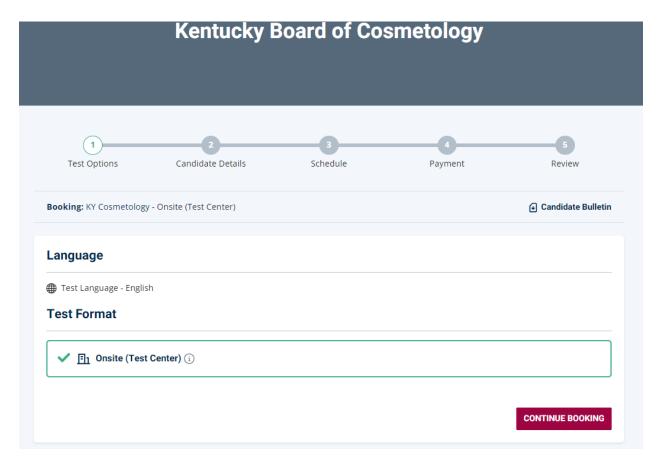
The next page will show you the fee test, an instruction tutorial link, and a link are also there with the Candidate Bulletin document that can be accessed for test details.

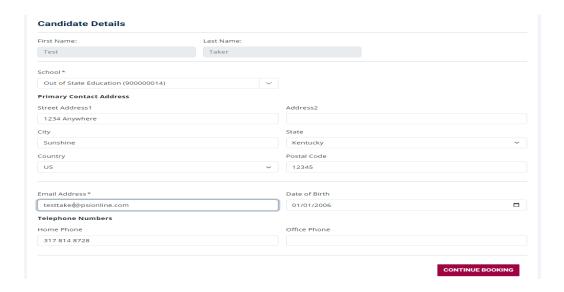


## Click Continue Booking

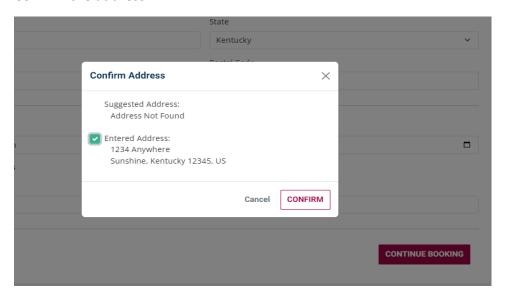


The next page will show you the test mode for your area; click Continue Booking

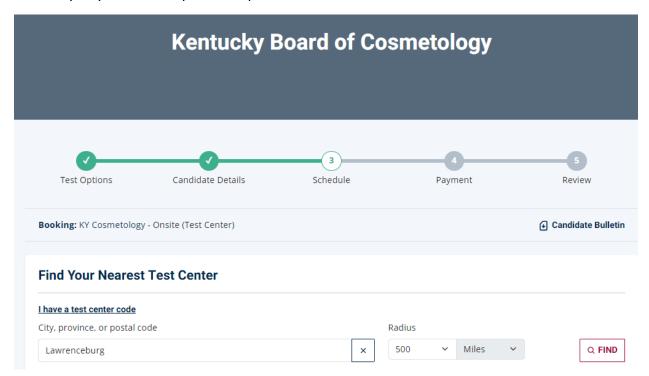




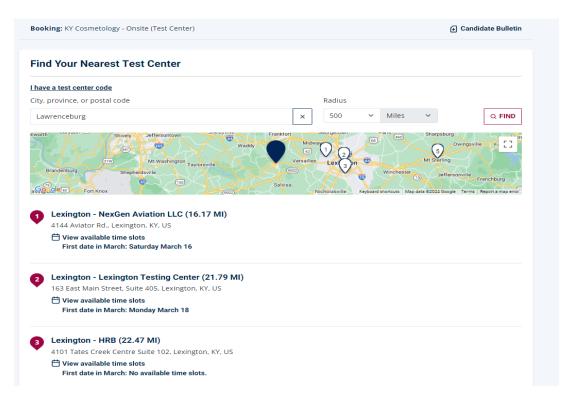
#### Confirm the address.



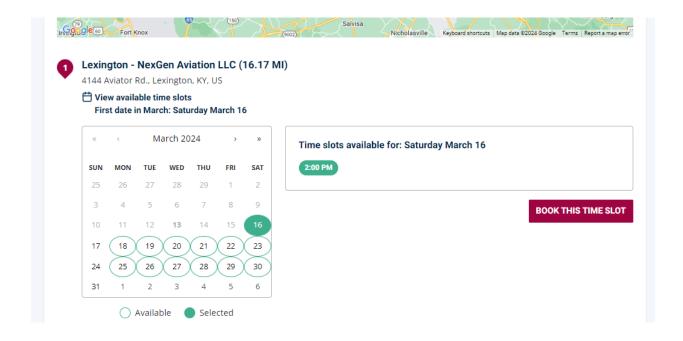
Enter city or your closet zip code. Expand the Radius to maximum miles and click find.



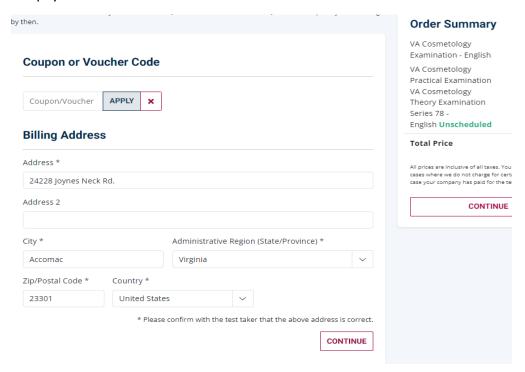
The available sites will populate; choose your preferred location.



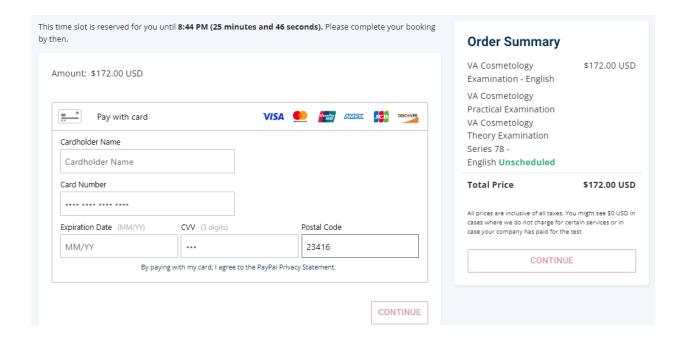
The available dates will populate; choose your preferred day and time by clicking on a date and time. The book this time slot button will illuminate; please click the button.



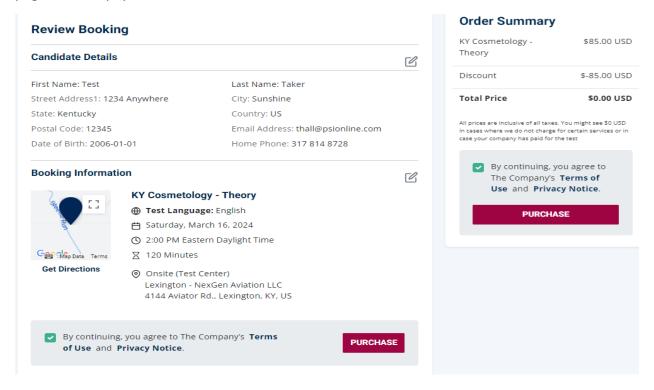
Confirm or enter the address where the CC statements are sent for the CC you plan to use for the payment. Click continue.



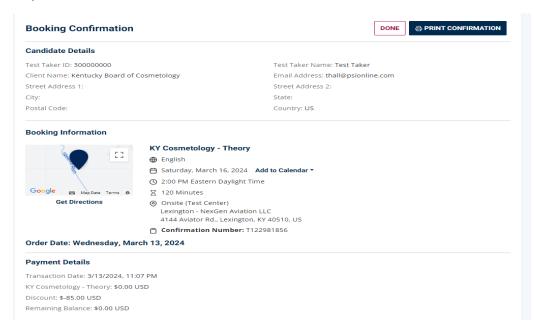
Enter the CC information then click continue.



Review the booking and click the box that requires you to agree to the company's terms. This will illuminate the Purchase button. Please click the purchase button. This will populate the next page to enter payment information.



You will see the final BOOKING CONFIRMED page when the transaction has been finalized and receive an email that restates the test details, directions, and mandatory identification requirements.



#### Dear Test Taker,

Thank you for booking your exam with our *test taker portal*. Your exam appointment is confirmed. Please take a moment to review this email for important information about your exam.

Here are the details of your confirmed appointment:

Exam: KY Cosmetology (English)

Date: March 16, 2024

Start: 14:00:00 Eastern Time

**Duration:** 120 Minutes

Location: Lexington - NexGen Aviation LLC

4144 Aviator Rd.

Lexington, KY 40510 US

#### DIRECTIONS:

FROM US-60 BYP E/VERSAILLES BYP, TURN LEFT ONTO LEXINGTON RD. TURN RIGHT ONTO PARKERS MILL ROAD. TURN LEFT ONTO AIRPORT ROAD. TAKE THE 1S LEFT ONTO AVIATOR ROAD.

#### MANDATORY IDENTIFICATION:

- · Test takers are required to provide 2 forms of identification.
- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form. Again, all identification must display the test takers name exactly as it appears in the test registration form and as registered with the Kentucky Board of Cosmetology.

You are now scheduled for your test!