



Pennsylvania Barbers and Cosmetologists

Important Changes to Application Process

Effective March 1, 2023

Examination Fee Payments

Fees will now be paid **after** the application for licensure has been preliminarily reviewed and the applicant has been approved to schedule their test. Fees will be paid directly to Pearson VUE either online or via their registration call center and can be paid by credit card, debit card or Pearson VUE voucher.

Barber/Cosmetology School Transcripts

Transcripts from the Barber/Cosmetology school/shop (as applicable) where training was obtained are **no longer required** to be submitted in paper form OR directly by the school/shop. Transcripts must still show that the curriculum subjects and hours were completed but should now be uploaded with all other required documentation when the candidates submits their application in PALS.

FAQs:

- Q.** I am a school and I usually submit one check to pay the examination fees for a group of my students. How can I do this now?
- A.** Schools should purchase Pearson VUE vouchers for their students to use to schedule.
- Q.** How do I purchase Pearson VUE vouchers?
- A.** Pearson VUE vouchers can be purchased through the Pearson VUE voucher store: <https://home.pearsonvue.com/Test-centers/Voucher-store.aspx>
- Q.** How many vouchers am I required to purchase at one time?
- A.** Vouchers can be purchased in custom quantities as low as one.
- Q.** I already paid my examination fee, but I have not been approved to test yet. Will I have to pay again?
- A.** No. If you have already paid your examination fee you will be issued a voucher to schedule your test when you are approved to test. If you have not received a voucher, please contact the Pearson VUE OHT Processing Office at 888-511-5352. Please note that these vouchers are non-transferrable.

- Q.** I already paid my examination fee and have been approved to test, but I haven't scheduled yet. Will I have to pay again?
- A.** No. You will be issued a voucher to schedule your test. If you have not received a voucher, please contact the Pearson VUE OHT Processing Office at 888-511-5352. Please note that these vouchers are non-transferrable.
- Q.** My Affidavit is notarized, but the notary used a pressed seal instead of an ink stamp, what should I do?
- A.** Rub the edge of a pencil or a crayon over the raised edges so that the seal is visible when scanned.
- Q.** I applied before March 1st, but my school has not mailed in my transcripts yet. Can I just upload them?
- A.** Yes! Uploading your transcripts into PALS is the fastest way to move your application review forward.
- Q.** Who should I contact if I have additional questions about these changes?
- A.** Please contact the Pearson VUE OHT Processing office at 888-511-5352