



Dear Licensee,

Are you currently licensed as a Cosmetologist, Nail Technician, Esthetician, Barber, Wax Technician, or Instructor (that is not currently teaching) in the state of Virginia? Have you been licensed for 3 years? Are you looking for extra money each month? How would you like to be paid for training? If you have answered yes to each of those questions, we may have a spot for you on our examination team!

Your state board contracts with Professional Credential Services (PCS) to provide training and certification of examiners for the practical examinations. PCS is looking for licensees to join our exam team at this year's examiner training. Those licensed professionals who complete the training successfully will be invited to join our existing examination team.

Examiner Training for your state will be held **July 29 and 30, 2012**. During annual training, you will be taught how to score the practical examination and how to serve as a certified examiner within your state. Compensation for the examiner position is \$14 per hour.

If you are interested in pursuing this opportunity, please fill out the enclosed profile form. Please return profile form to PCS no later than July 13, 2012. If you have any questions, feel free to contact **Jamey Russell** at [jrussell@pcshq.com](mailto:jrussell@pcshq.com) or 615-312-3799. We look forward to hearing from you soon.

Sincerely,

*Francine Rananto*

Francine Rananto  
Manager of Barbering and Cosmetology Services

Professional Credential Services  
150 Fourth Avenue North, Suite 800  
Nashville, TN 37219

# PCS / NIC EXAMINER PROFILE

## Virginia

**Please Print Legibly:**

NAME: \_\_\_\_\_  
(First) (Middle) (Last)

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_  
(Area code) (Area code)

WORK PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
(Area code) (Area code)

E-MAIL ADDRESS(S): \_\_\_\_\_  
(for PCS contact purposes only)

**Please list all current licenses:**

COSMETOLOGY LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

ESTHETICIAN LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

NAIL TECHNICIAN LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

INSTRUCTOR LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

BARBER LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

WAX TECH LICENSE #: \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

HOW MANY YEARS HAVE YOU BEEN LICENSED? \_\_\_\_\_

ARE YOU CURRENTLY WORKING IN ONE OF THE PREVIOUSLY LISTED PROFESSION (S)?

\_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, PLEASE PROVIDE THE NAME OF THE BUSINESS:

ARE YOU CURRENTLY TEACHING IN THE FIELD OF COSMETOLOGY? \_\_\_\_\_ YES (ineligible) \_\_\_\_\_ NO

HAVE YOU PREVIOUSLY SERVED AS AN EXAMINER OR PROCTOR? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PROVIDE THE NAME OF THE TESTING COMPANY AND APPROXIMATE DATES WORKED:

LIST ALL LANGUAGES YOU SPEAK FLUENTLY: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED, PLED GUILTY, NO CONTEST, OR FORFEITED BOND OR BAIL FOR ANY CRIME OTHER THAN TRAFFIC VIOLATIONS? (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction, and/or completion of any sentence, and the nature of the job for which you have applied will be considered.) \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING TO ENSURE THAT YOU HAVE ATTACHED THE FOLLOWING INFORMATION TO THIS PROFILE FORM BEFORE MAILING TO:**

**Professional Credential Services  
Attn: Cosmetology and Barbering Division  
P.O. Box 198768  
Nashville, TN 37219**

\_\_\_\_\_ Updated resume (with educational background and work experience included).

\_\_\_\_\_ 2X2 photograph attached in the box below. Please note that it must be an actual photograph, **not** a photocopy.

**FOR SECURITY PURPOSES**

**Please Attach:**

Recent 2x2  
Head and shoulders photo  
here.

I hereby certify that all of the above information that I have provided is true and correct

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_