

April 5, 2021

**Hello Grads!**

**Following is information to give you an update from the Health Licensing Office about State Board Testing.**

As you probably know, there has been a long waiting period to get scheduled to take the licensing exams. Due to the restrictions from the pandemic, a large back-log of testing has happened. To try to help with this back-log and the delays, the Health Licensing Office (HLO) will now be offering group paper examinations to Oregon graduates.

***This means that instead of taking your exams on a computer, you can take them on paper.*** This is an OPTION - it's not required. However, it's likely that if you are willing to take your exam on paper using this option, you may be able to test much sooner than if you wait to take your exam by their computerized system.

**If you are interested in this option, read on for what you'll need to do:**

Applicants must send in a completed application by postal mail and once received and processed, the applicant will be sent an email confirming their examination date and time. **Please note ALL incomplete applications will be returned without notification.**

**Application Requirements**

Before an applicant's examination is scheduled and confirmed an applicant must:

1. Complete a practitioner application. Be sure to double and triple check your form; make sure everything is fully completed and accurate, or your application will be returned.
2. Provide photocopies of **TWO** pieces of government issued identification of which one must be photographic. The following identification requirements must be met:
  - a. Both pieces of identification must be issued by a government agency, current, and include applicant's legal name.
  - b. The applicant's name must appear the same on both pieces of identification as on your transcript.
  - c. Copies must include the front **AND** back of each piece of ID.
  - d. Copies must be legible and submitted on a full-sized piece of paper. Do not cut the images out.
3. If the applicant is on parole or probation, a letter must be obtained from the Parole or Probation Office that allows the applicant to take the examination and obtain certification.
4. Pay a total of **\$ 90** ~ Check/Money Order made payable to HLO or debit/credit card (Visa, Master Card or Discover,) **do not send cash through the mail**. If you want to pay by credit card - just write a note that you want to pay by credit card & the HLO staff will call you for the credit card number, you do not need to put it on the form.
5. Submit application, photocopies of government issued identification and payment before being scheduled to take an examination.

**Mailing Requirements**

All application information listed under one through five above must be submitted to the HLO by postal mail. Emailed or faxed applications will not be accepted. **Incomplete applications will be returned without notification.**

Applications must be mailed to the following address:

Health Licensing Office  
1430 Tandem Ave NE, Suite 180  
Salem, OR 97301-2192

### **In-person Computer-based Testing**

To be scheduled for a computer-based examination contact HLO staff at (503) 378-8667 or by email at [hlo.info@dhsosha.state.or.us](mailto:hlo.info@dhsosha.state.or.us). Please note that HLO is currently scheduling computer-based examinations into July 2021.

### **Fees**

Please be aware that fees vary depending on which pathway an applicant is coming through, whether they are an Oregon graduate, or coming from another state or country.

### **Cancelled or Missed Examinations**

If an applicant is scheduled for an examination and they must reschedule or cancel their appointment, they must contact the HLO within 72 hours. There are hundreds of individuals waiting to take the examination(s) so know that prior to changing, cancelling, or missing your appointment entirely, you may not be rescheduled until after July 2021.

### **Examination Study Information**

Below are the examination bulletins to help prepare an applicant to take the written examinations:

[Barbering Examination Bulletin](#)

[Esthetics Examination Bulletin](#)

[Hair Design Examination Bulletin](#)

[Nail Technology Examination Bulletin](#)

[Oregon Laws and Examination Bulletin](#)

In addition, if you were still in school on or after October 2020, you have access to Pivot Point LAB 2.0 & LOTS of RESOURCES to help you study. If you graduated before October 2020, we have prepared all of these same resources for you in other formats that don't require LAB 2.0. **If you want assistance with accessing any of these resources, please email us at: [studentservices@phagans-schools.com](mailto:studentservices@phagans-schools.com)** *Be sure to include your full name, campus you attended and your grad date.*

### **COVID-19 Requirements**

To limit the exposure and spread of the COVID-19 virus and adhere to the Governor's social distancing measures, the HLO will ensure that each candidate follows all requirements including six feet between each examination candidate and wearing face masks at all times while in the building.

### **Questions**

For questions for HLO, call (503) 378-8667 or email [hlo.info@dhsosha.state.or.us](mailto:hlo.info@dhsosha.state.or.us).

- *Please note: HLO has been experiencing an enormous amount of calls; please do NOT call them every day - that will not get you answers sooner, it will actually cause further delays. They're doing the best they can, so while we understand how difficult it is to not get answers right away, please be patient.*

You are also welcome to contact the campus you attended - we very much want to assist you with getting licensed!