INSTRUCTOR LICENSING PROCESS

WV licensed individual checks if he/she meets basic instructor requirements:

- 5 years of recent salon experience
- High school, GED diploma or ABT

Instructor Interview Request Application is completed and mailed to office.

Application reviewed.

Interview date is scheduled with applicant and Board.

Office notifies applicant concerning date and location of interview.

Applicant receives notification of interview results within 7 days. Applicant reschedules if unsuccessful. If passed, exam approval sent via email.

Applicant contacts DL Roope, testing company, and schedules for next available instructor exam.

Applicant takes exam.

If failed, reschedules with DL Roope.

If successful, submits Instructor License Application.

Instructor License Application is mailed to Board office for review and processing.

Applicant receives instructor license.

Instructor can now seek and work in s licensed school.

Questions?

Contact Board office at 304-558-2924