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EXAM DATE \_\_\_\_\_



**OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING**  
**ADVISORY BOARD ON MASSAGE THERAPY**  
 2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107-2453  
 Exam Department 405.522.7618 • www.cosmo.ok.gov

**J. KEVIN STITT**  
Governor  
  
**MALENA CURTSINGER**  
Executive Director

**REQUEST TO OBSERVE EXAMINATION**

**Licensed school instructors, or school owners/administrators who wish to observe the Oklahoma State Board Examination, must follow these procedures.**

- The Board requires a written request from an Oklahoma licensed instructor or the owner/administrator of a licensed Oklahoma school. Requests must be made to the Board office in writing. Requests must specify the name of the person who wishes to observe, and the specific examination. Please use this form.
- Only licensed instructors or school owners will be scheduled, and they will be scheduled on a first request basis to observe a cosmetology, barber, manicurist, or facialist examination. The observer will be permitted to observe ONLY the examination for which they are scheduled. No more than four observers will be allowed at any one examination.
- Only the observers with prior Board approval are allowed to visit on their scheduled date. Observers MUST present their notification letter and photo ID to the Board examiners upon arrival. If the observer is unable to attend, and wishes to send a substitute, the observer MUST notify this office at least three days prior to the exam date.
- Observers may not talk to, disturb, or otherwise distract the exam candidates or the examiners. Observers are restricted from observing students from their own school. Observers must remain in their designated area for the duration of the examination.
- NO food, drinks, bags, purses, cell phones, smart watches, laptops or other electronic devices allowed in the testing center.
- Any comment or criticism regarding the examination should be sent in writing to the Executive Director at the address above.

I would appreciate the opportunity to observe the \_\_\_\_\_ Examination.  
Cosmetology/Barber/Manicurist/Facialist

**Please notify me of either my acceptance or the next available time to observe the specified examination.**

Name \_\_\_\_\_

Title \_\_\_\_\_ School \_\_\_\_\_

Email Address \_\_\_\_\_

Days of the week that I cannot observe \_\_\_\_\_

**OFFICE USE ONLY**

Request Approved

Request Denied

Comment: \_\_\_\_\_  
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