

## Scheduling the Cosmetology Exam

The Pennsylvania Licensing System changed its procedures for accepting payments which has led to some delays in the processing of applications for the Cosmetology licensure exam. With this change, an extra step was added to expedite the process for students to schedule their cosmetology exam. We apologize for any inconvenience and would like to provide clarification on how to schedule your exam with the steps below:

1. Most students have already received their Exam Eligibility Approval Letter, via email, from the State of Pennsylvania, the email likely was sent from an email [RA-STPALSNOTIFY@pa.gov](mailto:RA-STPALSNOTIFY@pa.gov). Please contact Mrs. Etzler or Mr. Bacher at 570-966-1031 if you have not received this letter. This allows you to begin the process of scheduling your exam for a date that works best for you.  
**Note: Students who finished their hours in the last days of the school year will likely not have received their letter at this point. We anticipate that you will receive it shortly.**
2. Call the Pennsylvania Licensing System (PALS) – 1-888-511-5352
3. When you call, please inform them you are a student from SUN Area Technical Institute who has had their exam paid for with a paper check and needs a voucher number. PALS may ask for additional identifying information including your name, birth date, and possibly your social security number. You had given them this information earlier in the year when you set up your PALS account.
4. The voucher number will serve as a “reimbursement” for the paper check that SUN Tech used as payment for your exam. With this voucher number, students will then be able to “waive” the fee of \$93.00 when scheduling the exam. You will not incur any expense.
5. Take the voucher number that you receive from PALS and proceed to the Pearson VUE website at <https://home.pearsonvue.com/pa/cosmetology> – From here you will be able to access/create your account and schedule the exam for a date you prefer. You will see links in the paragraph with the heading: Examination Scheduling Information that will allow you to schedule online or over the phone. [You are scheduling the exam: PA-20-10: PA Cosmetologist Theory and Procedural Skills](#)

If you have any questions or need assistance, please contact Mrs. Etzler or Mr. Bacher at 570-966-1031.