



Oklahoma State Board of Cosmetology

2401 NW 23rd Street, Suite 84
Oklahoma City, OK 73107-2453
www.cosmo.state.ok.us

MARY FALLIN
GOVERNOR

SHERRY G. LEWELLING
EXECUTIVE DIRECTOR

To: Cosmetology instructors/school owners/administrators

Re: Instructions for observers of examinations

Licensed school instructors or school owners/administrators who wish to visit the Oklahoma State Board of Cosmetology Examination MUST follow these procedures:

1. The Cosmetology Board requires a written request from an Oklahoma licensed instructor or owner/administrator of a licensed Oklahoma cosmetology 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 the request form provided on attached page.
2. Licensed instructor or school owners may be scheduled on a first request-first serve basis to observe a cosmetology, manicuring/nail technology or a facialist/esthetic examination. The observer will be permitted to observe ONLY the examination session for which he/she is scheduled. (No more than four (4) observers to be allowed at any one examination.)
3. Only the observers with prior Board approval are allowed to visit on their scheduled date. Observers MUST present their notification letter and photo I.D. (drivers license, etc.) to the Board examiners upon entering the examination room. If the observer is unable to attend and wishes to send a substitute in his/her place the observer MUST notify the board office at least (3) days prior to the exam date.
4. Observers may not talk to, disturb or otherwise distract the exam candidates or the examiners administering the examination. Observers are to remain in designated area for the duration of the examination.
5. Any criticism or comment by the observer regarding the examination should be sent in writing to the Executive Director of the Oklahoma State Board of Cosmetology, 2401 NW 23rd Street, Suite 84, Oklahoma City OK 73107

Thank you,

Sherry G Lewelling
Executive Director

EXAMINATION OBSERVATION REQUEST FORM

I would appreciate the opportunity to observe the _____ examination
(Basic/manicurist/facial)
on _____
(day) (mmddyy)

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

Thank you.

Name: _____ Title: _____

School represented _____

E mail address _____

.....
(For office use only)

Your request to observe _____

is approved _____ disapproved _____ by _____

Comments:
