

CCE Application Completion Instructions

General Information

Please complete this information as thoroughly as possible. Please remember that your exam results will be mailed to the address you give on the application, and your certificate (should you pass the exam) will list your name as it appears on this application.

Exam Fees

You qualify for the SCMHR Member rate if:

- 1) You are a current member of SCMHR, or
- 2) You are including a membership application and membership payment with your exam application.

Study Guide

If you wish to purchase the study guide without completing the exam application, please contact Lisa Nelson at the Home Office (608-443-2470 or scmhr@reesgroupinc.com) for a separate study guide order form.

Payment

Payments made by check from countries other than the United States must be drawn from a United States bank. Checks drawn from non-domestic financial institutions will be returned to the applicant.

Exam Date/Location

Prior to sending this application to the Home Office, please contact the Testing Center or Proctoring Services at a community college in your area and coordinate a time to sit for your exam. You **MUST** include the name of the community college, a **COMPLETE** mailing address, and name of proctor to whom the exam packet should be addressed. Some community colleges will require that the exam be mailed to them before they schedule the exam. If that is the case, please note that under "date on which you are scheduled to take the exam".

Please remember that we require 15 business days to process your exam application. Do not schedule your exam fewer than 15 business days from the date on which the Home Office receives your application. We will not guarantee delivery of an exam without allowing the proper processing time.

If you are taking the exam at an SCMHR-designated location (i.e., in conjunction with the Professional Hair Removal Conference or in a city where a SCMHR representative is proctoring the exam), please indicate the date of the exam and the city and state where it is to be held.