PROFESSIONAL CREENTIAL SERVICES, INC.



Arizona BOARD OF COSMETOLOGY

September 2018

Instructor

Candidate Handbook

Examination Content/CIBs Developed and Owned© by: National-Interstate Council of State Boards of Cosmetology ("NIC")

Professional Credential Services, Inc.

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Apply for Licensure with Arizona Board
- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with Prometric
- Take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Arizona Coordinator P.O. Box 198768 Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272 Email: <u>cosandbar@pcshq.com</u> Website: http://www.pcshq.com

Prometric

Scheduling: (800) 895-3926 Website: www.prometric.com

Arizona Board of Cosmetology

Regular Mailing Address 1740 W Adams Suite #4400 Tempe, Arizona 85007

Telephone: (480) 784-4539, ext. 240 Fax: (480) 784-4962 Website: <u>http://www.boc.az.gov</u> E-mail: <u>azboard@azboc.gov</u>

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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Arizona Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of Instructor in the State of Arizona. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Arizona, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <u>http://www.azboc.gov</u>.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <u>http://www.azboc.gov</u>.

One Year Limit

Pursuant to Arizona law, if one year or more elapses between your initial examination and reexamination, you shall take both the written and practical parts of the examination. If you do not pass the theory and practical within one year of the first examination taken you must register again with PCS for both examinations and apply with the Arizona State Board.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Instructor Theory & Practical	\$ 177.00	\$ 177.00
Instructor Theory	\$ 100.00	\$ 100.00
Instructor Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

You must sit for at least one examination within one calendar year of your registration date with PCS or the examination fees are no longer valid.

Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment. All fees are non-refundable.

! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. <u>If testing is not required, fees are non-refundable.</u>

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Arizona State Board office (480) -784-4539, ext. 240 or visit <u>http://www.azboc.gov</u>.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

- 1. Go to http://www.pcshq.com
- 2. Click Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Arizona
- 5. Click Cosmetology
- 6. Click Create an Account (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click the link in the e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account	
By signing up for a free account, you can access your application and licensi	-
P R O F E S S I O N	
To access your information online, please create your personal account. a <u>unique</u> e-mail address for electronic communication and account verifi use your school instructor's e-mail address. This account is for applicant	cation. Please DO NOT
E-Mail Address	
First Name	
Last Name SERVICES,	
Birth Date (m/d/yyyy)	
If you have applied with Professional Credential Services before, please order to retrieve your records.	provide the following in
Social Security Number	
Please enter the RECaptcha information below	
Type the text Privacy & Terms	
	Create Account

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PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

- 1. Complete steps 1-5 listed above.
- 2. Click LOGIN HERE (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option.
- **You must complete the online application using your legal name** the name which appears on your current government issued photo identification (i.e. Driver's License).
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

Your Profile.	Active Applications.
Name	Arizona
Address Address	Cosmetology, Cosmetology
Phone	ADD STATE APP#
SSN	ADD LICENSE NUMBER ADD LIC EXP DATE
	ADD LIC EXP DATE App Expires: 10/10/2014 EDIT
Birthdate	Applied 10/10/2013
EMail	Most recent application: 12/05/2013
Username and the Management and the Connect an	Status: Approved.
(<u>EDIT PROFILE</u>	Application Approval Requirements ADD
Documents	Board Review
ADD NEW DOCUMENT	Coordinator Review Enal Review
	Einal Review
Education EMPIRE BEAUTY SCHOOL - Tucson (Speedway Blvd)	VIEW APPLICATION FORM
TUCSON AZ	DOCUMENTS
From 08/20/2012	Application Form 10/10/2013
Graduated: 09/20/2013	Application Form 10/10/2013
CHANGE SCHOOL	Last Changed 12/05/2013
PCS Contact Information	Application Form 12/05/2013
Professional Credential Services P.O. Box 198768	Last Changed 12/05/2013
Nashville, TN 37219	CREDENTIAL APPLICATION
(888) 822-3272	NEW APPLICATION
azcos@pcshq.com	
	Pending Examinations
Application Information	Arizona Cosmetology Theory
Arizona Board of Cosmetology	Status Pending Schedule date: 10/10/2013
C Antonia Doura or cosmotology	E-Mail containing ATT Letter sent
	CANCEL
	Arizona Cosmetology Practical Exam Date: 01/06/2014
	Testing at: SHERATON PHOENIX AIRPORT HOTEL
	Schedule date: 12/05/2013
	Waiting for scheduling
	CANCEL
	RESCHEDULE

PCS Candidate Homepage

Logging into your Homepage

- 1. Go to http://www.pcshq.com
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In



Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checks boxes will appear under the application Approval Requirements section of the Active Applications box.

Unapproved Registration

- Registration will show "Coordinator Review"
- 2x2 Photo
- "Board Review"
- Practical Exam Date will show "TBD" no date has been assigned

Arizona		
Cosmetology, C	Cosmetology	
ADD State App	<u>) #</u>	
Valor Act: EDIT		
ADD LICENSE		
ADD LIC EXP D		
App Expires: 10		
Most recent ap	plication: 10/06/2016	
Ap	oplication Approval Requirements ADD	
	Coordinator Review	
	2X2 PASSPORT PHOTO	
	BOARD APPROVAL	
	Final Review	
		_
	DOCUMENTS	-
Applicati	DOCUMENTS	_
and the second s		
and the second s	ion Form 10/06/2016	
and the second s	tion Form 10/06/2016 V2016 (Lest Changed 10/06/2016) CREDENTIAL APPLICATION	
and the second s	ion Form 10/06/2016 %2016 (Lest Changed 10/08/2018)	
and the second s	Ion Form 1006/2015 V2016 (Last Changed 1006/2016) CREDENTIAL APPLICATION NEW APPLICATION	
Uploaded 10/06 Pending Exal Arizona Cosme	Ion Form 10.06/2015 V2016 (Lest Changed 10.08/2016) CREDENTIAL APPLICATION NEW APPLICATION minations tology Practical	
Uploaded 10/06 Pending Exat	Ion Form 10.06/2015 V2016 (Lest Changed 10.08/2016) CREDENTIAL APPLICATION NEW APPLICATION minations tology Practical	
Pending Exal Arizona Cosme Exam Date: TB Testing at: Pho	Ion Form 10/06/2015 V2010 (Last Changed 10/06/2016) CREDENTIAL APPLICATION Minations tology Practical D enix Area - Date TBD	
Uploaded 10/06 Pending Exal Arizona Cosme Exam Date: TB	Ion Form 10/06/2015 V2010 (Last Changed 10/06/2016) CREDENTIAL APPLICATION Minations tology Practical D enix Area - Date TBD	

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Approved Registration

• Once approved by both the State and PCS, "Final Review" will have a green check and a Practical Exam Date will be assigned.

Act	tive Applications.	
Ariz	zona	_
	smetology, Aesthetician	
	D State App #	
	or Act: EDIT	
	D LICENSE NUMBER	
	D LIC EXP DATE	
	p Expires: 08/24/2017 EDIT	
Mo	st recent application: 08/24/2016	
	Application Approval Requirements ADD	
	Coordinator Review	
	2X2 PASSPORT PHOTO	
	BOARD APPROVAL	
	E Final Review	
	DOCUMENTS	-
	C Application Form 08/24/2016	
	Iploaded 08/24/2016 (Last Changed 08/24/2016)	_
	CREDENTIAL APPLICATION	
	<u>NEW APPLICATION</u>	
	nding Examinations	
	zona Aesthetician Practical	
	am Date: 10/10/2016	
	ting at: RADISSON PHOENIX CHANDLER	
	nedule date: 08/24/2016	
Wa	iting for processing	

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

Example:

- Click **Print Score Notice** option next to item you wish to reprint.
- Click Admission Notice option next to item you wish to reprint.

Exam Results
Arizona Aesthetician Practical
Score Loaded 12/05/2013
Test Date: 11/25/2013
PASS
Exam Date: 11/25/2013
Tested at: SHERATON PHOENIX AIRPORT HOTEL
PRINT SCORE NOTICE
CHANGE SCHOOL
Arizona Aesthetician Theory
Score Loaded 11/19/2013
Test Date: 11/15/2013
PASS
PRINT SCORE NOTICE
CHANGE SCHOOL

• Click **Reprint** option next to item you wish to print.

Receipts
Arizona Board of Cosmetology
11/04/2013 Credit Card \$145.00
Paid 11/04/2013
REPRINT

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Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

• To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.	
Arizona	
Cosmetology, Aesthetician	
ADD STATE APP#	
ADD LICENSE NUMBER	
ADD LIC EXP DATE	
App Expires: 04/16/2014 EDIT	
Applied 04/16/2013	
Most recent application: 04/16/2013	
Status: Approved.	
Application Approval Requirements <u>ADD</u>	
Board Review	
Coordinator Review	
Einal Review	
VIEW APPLICATION FORM	
Preschedule practical	

• To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.



Application Approval Process

Once an online registration has been completed, the State Board Office will receive notification to review your file. If eligible, the State Board Office will approve your registration and notify PCS. PCS will then assign you to the first available practical examination (date based on State Board approval date and seating availability) and forward a notification to Prometric regarding your theory examination.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

- 1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
- 2. Practical Examination Topics will be sent via e-mail within one business day.
- 3. A Practical Notification providing you with the date of your assigned exam will be sent via e-mail within one business day.
- 4. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

If you do not receive any e-mails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact **Prometric** to schedule your theory appointment. Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the **Prometric** website at **www.prometric.com.** Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as Candidate ID# on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at **(800)895-3926**.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting **Prometric** at **least 5 business days prior to your scheduled date**. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at **(800)895-3926** using a touch-tone phone (24 hours a day) to cancel or reschedule your examination

Practical Examination Scheduling

When you register online, the board approval process will occur. Once you have been approved by the board, you will automatically be scheduled for the first available practical examination date. You **<u>must</u>** be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your homepage.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or Prometric. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and Prometric for inquiries regarding the theory examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination see NIC Content Outline page)

If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID) Photo Copies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired) Photo Copies will not be accepted

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Student ID and employment ID are NOT acceptable forms of Identification.

If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Arrival

You must arrive at the test center at least forty-five (45) minutes prior to your examination for registration. Registration will close 15 minutes before the exam start time listed on you Admission Notice. If you arrive after registration has closed, you will not be permitted to test and a rescheduling fee will be required

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. <u>No visitors, guests or children are allowed in the test center</u>.

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by Prometric after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status so that your license can be issued.

Change of Information

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Arizona Cosmetology page on PCS' website, <u>www.pcshq.com</u>. All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of the incident. The written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

Professional Credential Services, Inc. Attn: Arizona Coordinator P.O. Box 198768 Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

Practical Examination Guidelines

The Arizona State Board of Cosmetology requires you to be examined on the following services on the practical examination:

Core Domain Services

- Lesson Plan
- Theory Lecture
- Demonstration

You must bring a set of lesson plans for yourself, the proctor, and the examiner.

Three (3) copies of the Lecture Lesson Plan

Three (3) copies of the Demonstration Lesson Plan

You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.

Mannequins:

A mannequin is required for all services. Please see Practical Examination Supplies

Aerosol Products: You are not permitted to use aerosol products at any time during the examination.

Kit Size: Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Dress Code

The Arizona State Board of Cosmetology requires all candidates to dress professionally, as you would when you are working in a shop. Lab coats, smocks or medical scrubs (top and bottom scrub) must be worn at state examinations. NO APRONS ALLOWED. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit. Candidates who fail to adhere to this dress code will not be admitted into the examination room (Reschedule fee required)

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Best wishes on passing your examinations and a successful career in your chosen profession!



NATIONAL INSTRUCTOR WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

INSTRUCTIONAL PLANNING 45%

Understand the Curriculum Delivery Process

- ◊ Understand course outline
- ◊ Understand syllabus
- Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- Oevelop lesson plans
- Define instructional outcomes (e.g., course goals, instructional objectives)
- Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- Evaluate levels of performance (e.g., comprehension, application)
- Orientate new students

Understand Student Learning Styles

- ♦ Understand types of learners (e.g., kinesthetic, visual, audio)
- ◊ Apply types of learning styles (e.g., theoretical, lab/clinical application)

Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)

- Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- ♦ Understand types of materials available
 - Printed (e.g., textbooks, handouts)
 - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
 - Tools of the trade
 - Web-based technology (e.g., podcasts, Internet)
- Establish guidelines for effective use of materials in lessons

Understand Assessment Methods of Student Learning

- ◊ Written
- ◊ Practical
- ◊ Oral

INSTRUCTIONAL METHODS 35%

Utilize Methods of Instruction

- Lecture (e.g., formal, interactive, group process)
- Demonstration (e.g., role play, hands-on assignment)
- Discussion (e.g., question & answer, reflective, summarization, case/scenario study)
- Assignments (e.g., projects, homework, reports, resumes)
- Distance learning (e.g., Internet, webbased)

Recognize Obstacles to Learning

- Identify obstacles (e.g., ability level, behavior)
- Adapt instructional practices to accommodate obstacles to learning

Apply Communication Skills (e.g., lesson delivery)

- ♦ Verbal skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice control (e.g., modulation, projection, tone)
- Non-verbal skills (e.g., body mechanics, facial expression)
- Listening skills (e.g., active listening)

Utilize Time Management Techniques

Assess Student Learning

- Implement steps in assessment
- ♦ Evaluate assessment results
- Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

CLASSROOM AND CLINIC MANAGEMENT 20%

Manage Learning Environment

Physical environment

 \Diamond

- Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
- Understand effect of physical environment (e.g., temperature, lighting, sound)
- Understand Instructor responsibilities as related to
 - Professional conduct (e.g., image, ethics, leadership)
 - Academic advising and counseling (e.g., attendance, progress reports)
 - Administrative responsibilities (e.g., recordkeeping, inventory)

Maintain a Safe Learning Environment

- ♦ Promote safety procedures
- ♦ Observe universal precautions
- Maintain classroom control (e.g., enforce rules and routines)

SAMPLE QUESTIONS

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

- 1. A demonstration should be immediately followed by
 - a. student practice.
 - b. a change of subject.
 - c. a student rest period.
 - d. a complete lecture period.
- 2. The most important part of the instructor's responsibility is to create and develop student
 - a. organizations.
 - b. course of study.
 - c. extracurricular programs.
 - d. willingness and desire to learn.
- 3. If instruction methods are to be properly employed, they must be
 - a. flexible.
 - b. impersonal.
 - c. strictly enforced.
 - d. followed without deviation.
- 4. To be most effective, videos should be selected on the basis of
 - a. availability.
 - b. running time.
 - c. subject matter.
 - d. abilities of the students.
- 5. A properly organized workbook should be coordinated with the
 - a. curriculum.
 - b. lesson plan.
 - c. text material.
 - d. course of study.
- 6. The discussion method is useful because it develops
 - a. spirited review lessons.
 - b. student interpersonal relations.
 - c. ideas and expressions from students.
 - d. manipulative techniques and skills of students.

- 7. An instruction sheet is important because it gives pertinent facts about
 - a. clinic patrons.
 - b. tools and materials.
 - c. rules and regulations.
 - d. student attendance rules.
- 8. In planning a lesson, careful consideration must be given to the
 - a. objectives of the lesson.
 - b. student to instructor relations.
 - c. extracurricular activities.
 - d. various student organizations.

	An	swers	
1. a	3. a	5. a	7. b
2. d	4. c	6. c	8. a

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book Second Edition, 2009 Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

Milady's Master Educator Student Course Book, 2001 Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

OPTIONAL REFERENCES

Pivot Point's Mindful Teaching Program, 2002-2005 Salon Fundamentals Evanston, IL 60201 (800) 886-4247 www.pivot-point.com

NIC Health and Safety Standards NIC, Inc., October 2002 www.nictesting.org



NATIONAL *INSTRUCTOR* PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR <u>www.nictesting.org</u>, for the most current bulletin prior to testing.

National Instructor Practical Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Instructor Practical Examination content and administration for Instructor core services.

References – This document provides a list of references used to develop and support the content covered in NIC examinations <u>and is available at *www.nictesting.org.*</u> The references will always be the same for both Theory and Practical examinations.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. <u>Picture ID is required</u> <u>for re-entry into the examination</u>.
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with the candidate.
 - Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
 - Examiners are not allowed to speak with the candidate.
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back to indicate they have finished.
 - In the event the candidate completes a section <u>before</u> the time has elapsed, the examiner will proceed to the next section of the examination.
 - When the timer goes off, the candidate must stop working and step back IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidate will be expected to follow the NIC Health and Safety Standards.

Failure to do so may result in your dismissal from the examination.

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to <u>www.nictesting.org</u> for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating with any examiner.
 - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.
- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "*Suggested Examination Supplies*" section to see any further state specific requirements for supplies and products.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - *NO AEROSOLS* are allowed in the testing environment
 - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled *"Suggested Examination Supplies"* provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

SPECIAL ATTENTION

The following information is vital and specific to the NIC National Instructor Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container <u>labeled</u> "to be disinfected"
 - o Container <u>labeled</u> "soiled linens"
 - Container <u>labeled</u> "trash"
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, device pads, etc.)

CONTENT DOMAINS

1. LESSON PLAN (10 minutes)

Proctor Verbal Instruction – Read to candidate:

"Please provide your lesson plans for the Instructor practical examination. You may retain one set for yourself. "Please do nothing until the next verbal instructions are given."

<u>Proctor Verbal Instruction</u> – Read to candidate:

"You will be presenting your theory lecture on _____."

"You will have 10 minutes to set up for your lecture."

"You will be informed when you have 5 minutes remaining."

"When you are finished, please be seated until the next verbal instructions are given."

- (1) "The instructions will be repeated."
- (2) "You may begin."

The lesson plan will be evaluated on the following elements:

1.1 Lesson plan introduction

- **1.2** Lesson plan content
- 1.3 Teaching aids
- 1.4 Closing

<u>Proctor Verbal Instruction</u> – Read if candidate has indicated they have completed the section before timing has elapsed:

"The candidate has indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

NIC Instructor Practical Examination - Lesson Plan(continued)

<u>**Proctor Verbal Instruction**</u> – Read if the timer goes off before the candidate has indicated they have completed the set up: *"Please stop working. Please do nothing until the next verbal instructions are given."*

"**Proctor – Verbal Instructions:** Read to all candidates once examiner has completed assessment for this section:

"The examiner has indicated they are ready to proceed."

2. THEORY LECTURE (20 minutes)

Proctor Verbal Instruction – Read to candidate:

"You will now begin the theory lecture."

"You will be observed for client protection, safety, and infection control procedures."

"Your lecture must be at least 15 minutes but must not exceed 20 minutes."

"Verbally indicate to the proctor when you have finished."

"For example, "I'm ready, I'm finished, or I'm done."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

<u>Proctor Verbal Instruction</u> – Read if candidate has indicated they have completed the section before timing has elapsed:

"The candidate has indicated they have completed this section of the examination, we will now proceed."

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

"Please stop your lecture."

3. DEMONSTRATION (40 minutes)

(10 minute set up and 30 minute demonstration)

Proctor Verbal Instruction – Read to candidate:

"You will be presenting your demonstration on _____.'

"You will be observed for client protection, safety, and infection control procedures."

"You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration."

"You will be informed when you have 5 minutes remaining."

"Do not begin your demonstration until instructed to do so."

"Verbally indicate to the proctor when you have finished."

"For example, I'm ready, I'm finished, or I'm done."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

<u>Proctor Verbal Instruction</u> – Read if the candidate has indicated they have finished before timing has elapsed: *"The candidate has indicated they have finished. We will now proceed."*

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished: *"Please stop working."*

Proctor Verbal Instruction – Read to candidate:

"You will now begin the demonstration."

"You will be observed for client protection, safety, and infection control procedures."

"Your demonstration must be at least 25 minutes but must not exceed 30 minutes."

"Verbally indicate to the proctor when you have finished."

"For example, I'm ready, I'm finished, or I'm done."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **3.2** Introduction to demonstration
- 3.3 Use of teaching aids
- **3.4** Use of communication skills
- 3.5 Classroom interaction
- **3.6** Closing of demonstration
- 3.7 Content of demonstration
- **3.8** Evaluation of demonstration
- 3.9 Safety and infection control procedures

NIC Instructor Practical Examination – Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before timing has elapsed: *"The candidate has indicated they have completed this section of the examination, we will now proceed."*

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration: *"Please stop your demonstration."*

Proctor Verbal Instruction – Read to candidate:

"You will have 5 minutes to clean up your work area." "You will be informed when you have 2 minutes remaining." "You will be observed for client protection, safety, and infection control procedures." "Verbally indicate to the proctor when you have finished." "For example, I'm ready, I'm finished, or I'm done."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

3.10 Items to be disinfected, soiled linens and trash are disposed of in a correct manner

<u>Proctor Verbal Instruction</u> – Read if the candidate has indicated they have completed the clean up before timing has elapsed:

"The candidate has indicated they have finished. Please do nothing until the next verbal instructions are given."

<u>Proctor Verbal Instruction</u> – Read if the timer goes off before the candidate has indicated they have completed the clean up: *"Please stop working. Please do nothing until the next verbal instructions are given."*

CANDIDATE SUMMARY AND FINAL CLEAN UP

<u>Proctor Verbal Instruction</u> – Read to candidate:

"The examiner has indicated they have completed their assessment."

"Make sure that all supplies and disposable materials are taken with you."

"This concludes the National Interstate Council of State Boards of Cosmetology Instructor Practical Examination."

"Thank you for your participation."

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English.
- No other languages can be present unless an original manufacturer's label is present.
- Original manufacturers' labels MUST have English and may be multi-language.
- All other created labels must be only English
- Paper bags should have plastic liners
- NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, pad devices, etc.)

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels