



Arizona

Barbering and Cosmetology Board

Hairstylist

Candidate Handbook

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

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Theory Examinations with IQT
- Upon approval, take Practical Examination on date scheduled with PCS

STEP THREE: Apply for Licensure with the Arizona State Board

- Once you pass your examinations, apply for your license.

Contact Information

Professional Credential Services (PCS)

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

Customer Service: (888) 822-3272

Arizona Barbering and Cosmetology Board

Regular Mailing Address

1740 W Adams Suite #4400

Phoenix, Arizona 85007

Telephone: (480) 784-4539 ext. 240

Website: www.bcb.az.gov

Email: azboard@azboc.gov

Theory Examination Scheduling

Iso-Quality (IQT), owned and operated by Prometric

www.IQTTesting.com

Toll-Free Telephone Support: (866) 773-1114 or

Email: SMT-OperationsTeam@prometric.com

Application Process

Candidate reviews license and examination requirements in Candidate Handbook available at <http://www.pcshq.com>

Candidate completes an online registration with PCS at <http://www.pcshq.com>

PCS reviews completed registration and approves candidate for the practical and theory examinations.

PCS emails candidate Theory Authorization to Test Letter (ATT)

PCS schedules and emails an Admission Notice for the Practical Examination

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at <http://www.bcb.az.gov>

Arizona State Board issues license to candidate

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 Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Hairstyling 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. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)

1. Submits to the board an application for a hairstylist license on a form supplied by the board.
2. Either:
 - (a) Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits satisfactory evidence that the person is at least sixteen years of age.
 - (b) Submits to the board satisfactory evidence that the person is at least eighteen years of age.
3. Submits to the board satisfactory evidence that the person either:
 - (a) Graduated from a hairstyling school in another state or country that had at the time of the person's graduation substantially the same requirements as this state for schools licensed by the board.
 - (b) Completed a hairstylist course consisting of at least one thousand hours of training in a school licensed by the board.
4. Pays the prescribed fees for a hairstylist license.
5. Passes the examination for a hairstylist license.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit www.bcb.az.gov.

Examination Fees

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

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration **will** not be considered complete until payment has been received.

! You must take the examinations 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 PRIOR to completing an online registration with PCS. If testing is not required fees are non-refundable.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

PCS Account Set-Up

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

1. Go to www.pcshq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account (First Time)**
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

! A unique email address must be provided to create a PCS Account (i.e., more than one user cannot provide the same email address).

The screenshot displays the 'New Professional Credential Services Account' page. At the top, there is a navigation bar with links: HOME, ABOUT US, SERVICES, PCS NEWS, CAREERS, LINKS, and CONTACT US. Below this, the main heading reads 'New Professional Credential Services Account'. A sub-heading states: 'To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.' The form includes input fields for 'E-Mail Address', 'First Name', 'Last Name', 'Birth Date (m/d/yyyy)', and 'Social Security Number'. A 'Create Account' button is located at the bottom right of the form. Below the form, there are four columns of links: 'TAKING AN EXAM' (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, I LIVE IN PUERTO RICO), 'LATEST NEWS' (PRESS RELEASES, CONNECTS NEWSLETTER, PCS HOLIDAYS), 'HELPFUL LINKS' (BOARD LINKS, CAREERS, ABOUT US, SERVICES), and 'LET US KNOW' (COMPLIMENT US, SUGGEST A WEBSITE EDIT, ASK A QUESTION). The footer contains the text: 'PROFESSIONAL CREDENTIAL SERVICES, INC. | 25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214' and 'ALL RIGHTS RESERVED © 1998 - 2019 | PCSI@PCS.EDU'.

PCS Registration

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. Go to <http://www.pcsdq.com>
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**
5. Click the PCS Logo to return to the Homepage



6. Click **Applicants & Candidates**
7. Click **Cosmetology & Barbering**
8. Select **Arizona**
9. Click the **Pre-register and pay for your Exams (after you logged in)** link at Step 3
10. You are now in the online application; select appropriate license type (i.e., Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. 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).

Active Applications.
Arizona Cosmetology and Barbering, Hairstylist by Examination Valor Act: Most recent application: 01/05/2023
<div><div>Cosmetology</div><div><input checked="" type="checkbox"/> Registration <input type="checkbox"/> Upload 2x2 inch Passport Style Photo <input type="checkbox"/> Upload Copy of Government Issued I.D. <input type="checkbox"/> Final Coordinator Review</div></div> <div><input type="checkbox"/> Exams Completed</div>
VIEW APPLICATION FORM

Pending Examinations
Arizona Hairstylist Practical Exam Date: TBD Testing at: ARCHIVE WAITING FOR APPLICATION APPROVAL
Arizona Hairstylist Theory Status Pending WAITING FOR APPLICATION APPROVAL

PCS Candidate Homepage

Logging into your Homepage

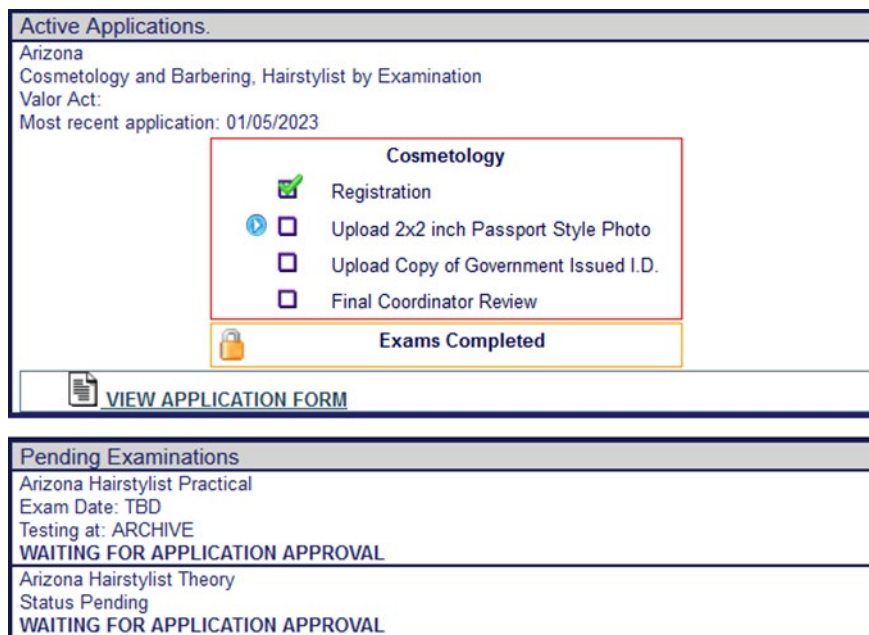
1. Go to <http://www.pcshq.com>
2. Click Client Portal
3. Enter email address and password
4. Click Log In



The screenshot shows the login page for Professional Credential Services, Inc. (PCS). At the top, the logo "PROFESSIONAL CREDENTIAL SERVICES, INC." is displayed. Below the logo, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link for forgotten passwords: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, there is a note: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.



The screenshot displays two sections of the PCS Candidate Homepage. The first section, "Active Applications," shows details for an application in Arizona for Cosmetology and Barbering, Hairstylist by Examination. It indicates the Valor Act and the most recent application date as 01/05/2023. A table lists the application steps: Registration (marked with a green checkmark), Upload 2x2 inch Passport Style Photo, Upload Copy of Government Issued I.D., and Final Coordinator Review. Below this table, a yellow box labeled "Exams Completed" is shown with a lock icon. A "VIEW APPLICATION FORM" link is provided. The second section, "Pending Examinations," lists two exams: Arizona Hairstylist Practical (Exam Date: TBD, Testing at: ARCHIVE) and Arizona Hairstylist Theory (Status Pending). Both exams are marked as "WAITING FOR APPLICATION APPROVAL".

Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your theory examination. PCS will then assign you to the first available practical examination (date based on approval date and seating availability).

Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

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

! If you do not receive any emails 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.

How do I know if my registration is approved?

If a registration has been approved, a green check will appear in the Final Review Box under Active Applications.

The screenshot displays a web interface with two main sections. The top section, titled 'Active Applications', shows details for an Arizona Cosmetology application, including a green checkmark icon and a box labeled 'Exams Completed' with sub-items 'All Exams Passed' and 'License Ready'. Below this is a 'VIEW APPLICATION FORM' link. The bottom section, titled 'Pending Examinations', lists two items: 'Arizona Cosmetology Theory' with status 'Pending In Review', and 'Arizona Cosmetology Practical' with exam date 'TBD', testing location 'ARCHIVE', and status 'In Review'.

Active Applications	
Arizona	Cosmetology, Cosmetology by Examination
Valor Act:	
Most recent application: 11/12/2019	
	Cosmetology
Exams Completed	
	<input type="checkbox"/> All Exams Passed
	<input type="checkbox"/> License Ready
VIEW APPLICATION FORM	

Pending Examinations	
Arizona Cosmetology Theory	Status Pending
In Review	
Arizona Cosmetology Practical	Exam Date: TBD
Testing at: ARCHIVE	
In Review	

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at www.IQTTesting.com. Select **SCHEDULE** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at SMT-OperationsTeam@prometric.com.

Practical Examination Scheduling

Once you have been approved, you will automatically be scheduled for the first available practical examination date. You **must** 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.

Reprinting Documents

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

Example:

- Click the **Print Score Notice** option next to the item you wish to reprint.
- Click the **ATT Letter** option next to the item you wish to reprint

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS
PRINT SCORE NOTICE
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS
PRINT SCORE NOTICE

- Click the **Reprint** option next to the item you wish to print.

Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021
REPRINT

Examination Rescheduling

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

Practical Rescheduling Policy

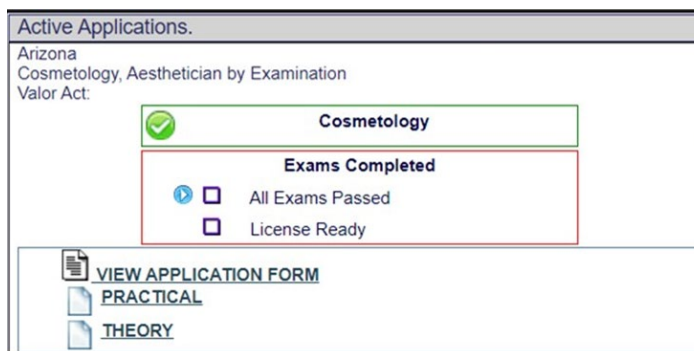
Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your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

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice from PCS by email before paying the rescheduling fee. Please allow at least 10 business days.

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

- To reschedule your practical examination, click **Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.

! DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART



Active Applications.


Arizona
Cosmetology, Aesthetician by Examination
Valor Act:


☒ Cosmetology


Exams Completed

☐ All Exams Passed

☐ License Ready

 [VIEW APPLICATION FORM](#)

 [PRACTICAL](#)

 [THEORY](#)

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

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 IQT. 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 a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

Examination Day Requirements

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

- Admission Notice (practical)
- A current 2" x 2" passport type color photo (selfies are not accepted) (practical)
- 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.

Acceptable Forms of Identification

Both forms of identification must be listed under the name in which you applied. **Photocopies will not be accepted**

Primary ID (current, non-expired Government-issued ID)

- 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)

- 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.

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 your 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 the theory or written 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 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. **No visitors, guests or children are allowed in the test center.**

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, calculators, 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 unofficial pass or fail notice will be provided to you by IQT after you take the theory examination. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email 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 strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account.

You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver's License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be 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. - cosandbar@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.



NATIONAL HAIR DESIGN THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Hair Design Theory Examination is the licensure examination for Hair Designers, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Hair Design Theory Examination is 90 minutes.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This document provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This document provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

**BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW BOTH DOCUMENTS THAT
MAKE UP THE NIC EXAMINATION CIB.**

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. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *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 your immediate dismissal from the examination and your actions reported to the proper authorities.*

**HAIR DESIGN THEORY EXAMINATION
CONTENT OUTLINE**

The following outlines the scope of content covered by the NIC National Hair Design Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

DOMAIN 1: SCIENTIFIC CONCEPTS (45%)

A. Infection Control and Safety Practices

1. Identify how disease and infection are caused and transmitted
2. Recognize purpose and/or effects of infection control principles
 - a. Levels of infection control:
 - i. Sanitation/Cleaning
 - ii. Disinfection
 - iii. Sterilization
 - b. Process of infection control:
 - i. Recognize when cross-contamination occurs
 - ii. Prevention of cross-contamination
 - iii. Differentiate between the purpose of single- and multi-use tools
3. Apply blood contact procedures
4. Identify requirements of government agencies:
 - a. OSHA standards
 - b. EPA

B. Human Anatomy and Physiology

1. Identify function and structure of the hair and scalp
2. Identify signs and symptoms of conditions, disorders, and diseases of the hair and scalp
3. Identify muscles and joints and their functions related to head and face
4. Identify functions of:
 - a. Nervous system
 - b. Circulatory system

C. Basic Chemistry of Products Used in Hair Design

1. Recognize purpose and effects of products and ingredients
2. Recognize interaction between chemicals
3. Recognize physical interactions with chemicals
4. Recognize chemical reactions (e.g., overexposure, chemical burn)
5. Recognize the chemical pH scale

DOMAIN 2: HAIR CARE AND SERVICES (55%)

A. Client Consultation, Analysis and Documentation for Hair Care Services

1. Evaluate condition of client's hair and scalp (i.e., assessment)
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Determine services or products
4. Recognize purpose and interpret results of preliminary tests (e.g., predisposition and strand tests)
5. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in Hair Care Services

1. Identify function, purpose and infection control procedures of tools used in hair services:
 - a. Equipment (e.g., chair, workstation)
 - b. Implements (e.g., razors, shears, combs/brushes)
 - c. Supplies and materials (e.g., towels, drape, neck strips)
 - d. Electrical tools (e.g. irons, blow dryers, clippers)
 - e. Proper disinfection procedures
2. Recognize safe practices for use of tools (i.e., equipment, implements, supplies, ergonomics)

C. Hair Care

1. Apply knowledge of principles and procedures for shampooing and conditioning
2. Apply knowledge of principles and procedures for scalp treatments and scalp massage
3. Apply knowledge of draping (e.g. chemical, shampoo, cutting)

D. Hair Design

1. Apply knowledge of principles, procedures and safety of hair cutting and shaping
2. Apply knowledge of principles, procedures and safety of hair styling:
 - a. Wet styling
 - b. Thermal styling
 - c. Natural hair styling (e.g., braiding)
3. Apply knowledge of principles, procedures and safety related to hair enhancements:
 - a. Extension application and removal:
 - i. Braid and sew attachment
 - ii. Bonding
 - iii. Fusion bonding
 - iv. Tube shrinking
 - v. Linking
4. Apply principles of balance and design (e.g. facial shape, physical structure)

E. Chemical Services

1. Apply knowledge of principles, procedures and safety for:
 - a. Hair coloring (including corrective color)
 - b. Hair lightening
 - c. Foiling
 - d. Chemical hair relaxing/restructuring and curl reduction
 - i. Hydroxide
 - ii. Thio
 - iii. Keratin
 - e. Chemical waving/texturizing:
 - i. Alkaline
 - ii. Acid
 - iii. Non-thio
 - iv. Keratin

HAIR DESIGN THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Hair Design Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

1. Which of the following will reinforce and reconstruct the hair shaft?
(A) Scalp treatment
(B) Balancing shampoo
(C) Hair brushing
(D) Protein conditioner
2. When damaged, which of the following will cause the hair growth to be inhibited?
(A) Papilla
(B) Shaft
(C) Cuticle
(D) Arrector pili
3. A condition caused by an infestation of head lice is
(A) tinea barbae.
(B) scabies.
(C) pediculous capitalis.
(D) tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?
(A) Cleaning
(B) Disinfection
(C) Sterilization
(D) Decontamination
5. What product can be used to equalize the porosity of the hair?
(A) Shampoo
(B) Fillers
(C) Lightener
(D) Developer

KEY: 1: D, 2: A, 3: C, 4: A, 5: B
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**NATIONAL HAIR DESIGN
PRACTICAL EXAMINATION**

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

**This bulletin contains IMPORTANT INFORMATION regarding the
NIC National Hair Design Practical Examination content and administration for
Hair Design core services and additional sections.**

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- ***Important Instructions and Examination Core Domain Content*** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- ***Additional Services*** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- ***References*** – This provides a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

**BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT
MAKE UP THE NIC EXAMINATION CIB.**

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. **Picture ID is required for re-entry into the examination.**
- 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.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**

- 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 candidates.
 - Examiners are not allowed to speak with candidates.
 - 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.”
 - 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 or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) 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, candidates will be expected to follow the NIC Blood Exposure Procedure.

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 Blood Exposure Procedure, OR go to www.nictesting.org 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, watches (of any kind) 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 to other candidates or 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.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.

- **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** 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 OR DISINFECTANT SPRAYS** are allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, 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.

NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into the examination.

SPECIAL ATTENTION

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are **required** to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “**To be disinfected**”
 - Container labeled “**Soiled linens**”
 - Container labeled “**Trash**”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Hair Design Practical Examination Content Domains Sections).
- The following sections are new to the Hair Design Practical Examination:
 - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 6)
 - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 7)
 - Blood Exposure Procedure (Content Domain Section 10)
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- 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.

HAIR DESIGN PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Hair Design Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client 15 minutes)
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (30 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer Application with Colored Simulated Product** (Untimed)
10. **Blood Exposure Procedure** (10 minutes)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your work area for your client.”

“You will set up the universal supplies you will use throughout the examination.”

“You will also set up the supplies for the following sections of the examination:

Thermal Curling,

Haircutting.”

Additional verbal instruction specific to state guidelines

“Plug your curling iron in at this time.” (Read only if hot iron is used)

“You will prepare your client for services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. THERMAL CURLING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Thermal Curling.”

“You will form two curls on the top of the head and two curls on one side of the head.”

“A complete curl must be formed from base to end.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Thermal curling supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Tests temperature of iron**
- 2.4 Subsections hair for thermal curling**
- 2.5 Demonstrates safe use of iron**
- 2.6 Final appearance of four curls**
- 2.7 Maintains drape throughout section**
- 2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

3. HAIRCUTTING (30 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Haircut.”

“You will complete a basic layered haircut using razor and shears.”

“You will cut at least 1 inch of hair throughout the haircut.”

“Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

“You will be informed when you have 15 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.1 Haircutting supplies are labeled in English**
- 3.2 Implements and supplies are visibly clean**
- 3.3 Subsections hair for Haircutting**
- 3.4 Demonstrates safe use of razor**
- 3.5 Demonstrates safe use of shears**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“May I please use your comb to check the haircut?”

- 3.6 Cuts entire nape line to a uniform length**
- 3.7 Cuts sides uniform in length**
- 3.8 Blends haircut**

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”

- 3.9 Removes hair from work area**
- 3.10 Maintains drape throughout section**
- 3.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

NIC Hair Design Practical Examination – Haircutting (continued)

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

“All examiners have indicated they are ready to proceed.”

4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare your work area for a NEW client.”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will also set up the supplies for the following sections of the examination:

Chemical Waving,

Predisposition Test and Strand Test,

Highlighting with Foil, Virgin Application,

Hair Color Retouch,

Virgin Hair Relaxer Application.”

Additional verbal instruction specific to state guidelines

“Plug your wax pot in at this time.” (Review your state examination guidelines)

“You will prepare your client for chemical services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 4.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
- 4.2 Sanitizes hands with product labeled in English**
- 4.3 Universal supplies are labeled in English**
- 4.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

NIC Hair Design Practical Examination – Work area and NEW Client Preparation, and Setup of Supplies
(continued)

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

5. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Chemical Waving.”

“You will wrap the entire center back section of the head, from crown to nape.”

“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”

“Do not remove the remaining rods until you are instructed to do so.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 5.1 Chemical waving supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Subsections hair for chemical waving**
- 5.4 Wraps hair**
- 5.5 Correct rod placement used throughout entire section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate saturation.”

5.6 Demonstrates saturation

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

NIC Hair Design Practical Examination – Chemical Waving (continued)

5.7 Demonstrates a test curl

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove one rod from the hair.”

Examiner – Verbal Instructions: Once rod is removed from the hair, read individually to candidate:

“Do not remove the remaining rods until instructed to do so.”

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:

“All examiners have indicated they are ready to proceed.”

“You will remove all remaining rods from the head and create 5 sections for the remaining chemical services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

5.8 Maintains drape throughout section

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform the Predisposition Test and Strand Test for permanent hair color.”

“You will demonstrate the predisposition test behind the ear.”

“You will demonstrate the strand test process on any single subsection of hair.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 6.1 Predisposition test and strand test supplies are labeled in English**
- 6.2 Implements and supplies are visibly clean**
- 6.3 Demonstrates predisposition test behind the ear**
- 6.4 Demonstrates strand test process**
- 6.5 Maintains drape throughout section**
- 6.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Highlighting with Foil, Virgin Application.”

“You will place four foils on the top of the head from the front hairline to the apex.”

“You will apply simulated highlighting product from upper edge of foils to hair ends.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

7.1 Highlighting with foil supplies are labeled in English

7.2 Implements and supplies are visibly clean

7.3 Subsections hair for highlighting with foils

7.4 Uses correct foil placement

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

7.5 Final result of simulated product application

Examiner – Verbal Instructions: Read to candidate individually once the final appearance of the foil has been examined:

“Please do nothing until the next verbal instructions are given.”

7.6 Maintains drape throughout section

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Hair Color Retouch Application.”

“You will apply simulated hair color product to one section of the back of the head.”

“The client has 1 inch of regrowth.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 8.1 Hair color retouch supplies are labeled in English**
- 8.2 Implements and supplies are visibly clean**
- 8.3 Subsections hair for hair color retouch**
- 8.4 Applies simulated hair color product**
- 8.5 Final result of hair color retouch application**
- 8.6 Maintains drape throughout section**
- 8.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Virgin Hair Relaxer Application.”

“You will apply simulated relaxer product on a single subsection of hair.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application.”

“This is an untimed section.”

“Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

Candidates will be evaluated on the following tasks:

9.1 Virgin hair relaxer supplies are labeled in English

9.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate the virgin relaxer application procedure.”

9.3 Subsections hair for relaxer application

9.4 Applies simulated relaxer product

Examiner – Verbal Instructions: Read to each candidate individually after virgin relaxer application has been examined:

“Please do nothing until the next verbal instructions are given.”

9.5 Maintains drape throughout section

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

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

“All examiners have indicated they are ready to proceed.”

10. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the Blood Exposure Procedure.”

“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You are expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 10.1 Blood exposure supplies are labeled in English**
- 10.2 Removes materials from first aid kit**
- 10.3 Supplies and materials are visibly clean**
- 10.4 Cleans injured area with antiseptic**
- 10.5 Covers with dressing that is absorbent and secured**
- 10.6 Candidate wears glove or finger guard**
- 10.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“This concludes the National Interstate Council of State Boards of Cosmetology, National Hair Design Practical Examination.”

“Thank you for your participation”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- 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

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

- mannequin head(s) and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- neck strip(s)
- protective capes (child size capes may be used)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- cotton
- gloves

THERMAL CURLING SUPPLIES

- thermal curling iron with cord unbound and/or unaltered
- material for testing temperature of iron

HAIRCUTTING SUPPLIES

- shears
- razor

CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- simulated waving lotion (water)

PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- hair color-colored simulated product
- skin cleanser

HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- colored simulated product
- foils

HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- colored simulated product

VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush bowl or bottle applicator
- colored simulated product

BLOOD EXPOSURE PROCEDURE SUPPLIES

- additional bag for disposal of blood-contaminated materials



NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

BARBERING (BARBER STYLING, BARBER, BARBER 1)

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Pivot Point Fundamentals: Barbering, (101B – 113B)

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Pivot Point International, Inc.

www.pivot-point.com

Contact: info@pivot-point.com

847-886-0500, Ext. 7399

Milady Standard Barbering

2017, 6th Edition

ISBN: 9781305100558

Contact:

Info@Milady.com

www.Milady.com

BODY PIERCING

REFERENCES

APP Procedure Manual

2013 Edition

Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

The Piercing Bible

March 2009

Elayne Angel

<http://piercingbible.com/>

Milady Standard Esthetics Fundamentals + Foundations

2020, 12th Edition

ISBN: 9780357263792

Contact:

Info@Milady.com

www.Milady.com

COSMETOLOGY & HAIR DESIGN

REFERENCES

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901



NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC
Theory and Practical examinations.

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Milady Standard Cosmetology + Foundations

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Contact:

Info@Milady.com

www.Milady.com

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Pivot Point International, Inc.

www.pivot-point.com

Contact: info@pivot-point.com

847-886-0500, Ext. 7399

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Contact:

Info@Milady.com

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847-886-0500, Ext. 7399