



# New Mexico BOARD OF BARBERS and COSMETOLOGISTS

# Cosmetology

# 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

- Create account and start application process
- Submit required documents to PCS as directed

#### STEP TWO: TAKE EXAMINATIONS

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

#### **CONTACT INFORMATION**

#### Professional Credential Services (PCS)

Regular Mailing Address

Attn: New Mexico Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Customer Service: (888)822-3272 Email: <a href="mailto:cosandbar@pcshq.com">cosandbar@pcshq.com</a>

Website: <a href="http://www.pcshq.com">http://www.pcshq.com</a>

#### **PSI Exams**

Scheduling: (855) 746-8173

Fax: (702) 932-2666

Website: candidate.psiexams.com

New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

**Regular Mailing Address** 

2550 Cerrillos Road, Second Floor

P.O. Box 25101

Santa Fe, New Mexico 87504

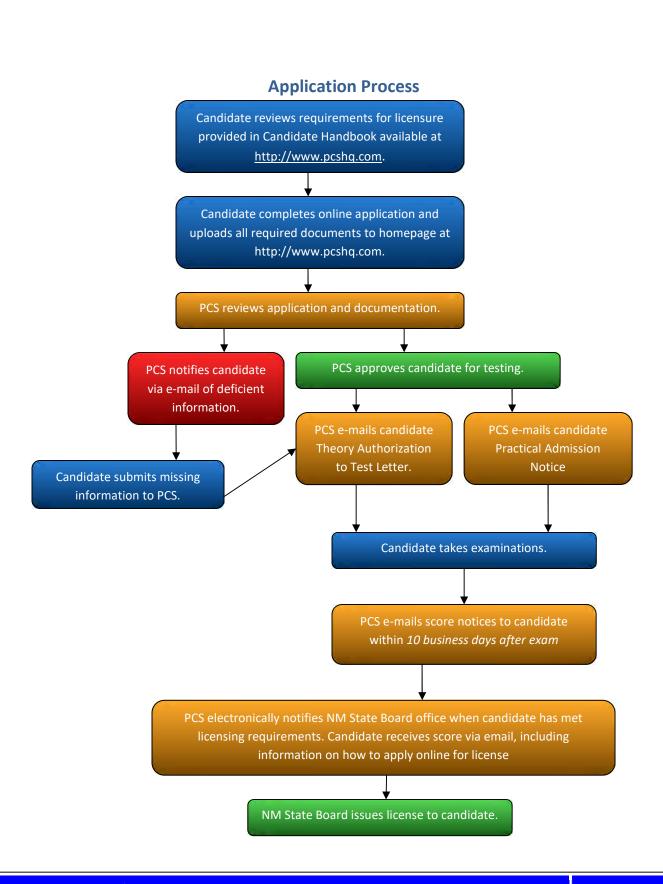
Telephone: (505)476-4622

Fax: (505)476-4646

Website: http://www.rld.state.nm.us/

boards/Barbers-

\_and\_Cosmetolgists.aspx



#### 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 New Mexico Board of Barbers and Cosmetologists (the "Board") is responsible for licensing and regulating the profession of Cosmetology in the State of New Mexico. 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. PCS first requires that candidates submit an on-line Examination and License Application ("Application"). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

#### **State Licensure Requirements**

In order to receive a Cosmetology license in the State of New Mexico, you must meet the following requirements:

- 1. Be at least 17 years of age.
- 2. Have completed at least the 10<sup>th</sup> grade or equivalent.
- 3. Successfully complete a minimum of 1,600-hour course of instruction in a licensed school of Cosmetology.
- 4. Successfully pass the NIC theory & practical and State Law examinations.

#### **Crossover License**

- 1. Hold a current New Mexico Barber license.
- 2. Have at least one year of full time, verified work experience in a licensed establishment
- 3. Complete 175 course hours or applicable credit hours in a license school
- 4. Successfully pass the NIC "basic manicure" portion of the Manicurist/Pedicurist Examination

#### **Training Expiration Limit**

Candidates will have 1 year (12 months from the date of completion to pass all required examinations and obtain license. *Examination scores are only valid within 12 months of your training completion date.* 

#### **Examination Fees**

Examination Type	First Time Fees	Re-Exam Fees
Cosmetology Theory & Practical	\$ 203.00	\$ 203.00
Cosmetology Theory	\$ 130.00	\$ 130.00
Cosmetology Practical	\$ 73.00	\$ 73.00

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 reviewed or processed 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.

# **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. If testing is not required, fees are non-refundable.

#### **Practical Examination Dates**

Please select TBD when completing your application. You will be assigned to the next available practical examination date once your application has been approved.

# **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. You may download a copy of this form by going to the Forms section of the New Mexico Barbering page at <a href="http://www.pcshq.com">http://www.pcshq.com</a>.

#### **First Time Candidates**

#### **Application Requirements**

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

- 1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. A New Mexico Transcript of Training\*. (must be notarized or have official school seal)

  This needs to be up-loaded to your PCS homepage and sent via mail directly to the New Mexico Board Office.

(If unable to up-load: please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)

- Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject.
- ! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

#### **Expired License**

#### **How to Reinstate an Expired License**

- If you hold a license that has been expired for less than one year, please contact the Board
  Office at (505) 476 4622 or visit
  <a href="http://www.rld.state.nm.us/boards/Barbers">http://www.rld.state.nm.us/boards/Barbers</a> and Cosmetologists.aspx for further information.
- 2. If you hold a license that has been expired for more than one year but less than five years, you must complete an online application with PCS. You are required to take and pass the practical examination.
- 3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass both the theory and practical examinations.

#### **Application Requirements**

- 1. A current 2" x 2" passport type photo. (must be in color)
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Expired License.
- 4. If expired for more than 5 years, Transcript of Training showing 150 Hours Remedial Education is required.

# Reciprocity

#### How to Reciprocate an Out of State License

 If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4622 or visit <a href="http://www.rld.state.nm.us/boards/Barbers">http://www.rld.state.nm.us/boards/Barbers</a> and Cosmetologists.aspx for further information.

# **Foreign Trained Candidates**

Foreign candidates who meet the requirements set forth by the New Mexico Board may apply for a license by examination.

#### **Application Requirements**

- 1. A current 2" x 2" passport type photo. (must be in color)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Proof of High School Education
- 4. Notarized translation of a valid license or certificate from another nation.
- 5. Notarized translation of certified transcript of training from school or nation.
- 6. Notarized translation of any other documents that may be required by the Board.

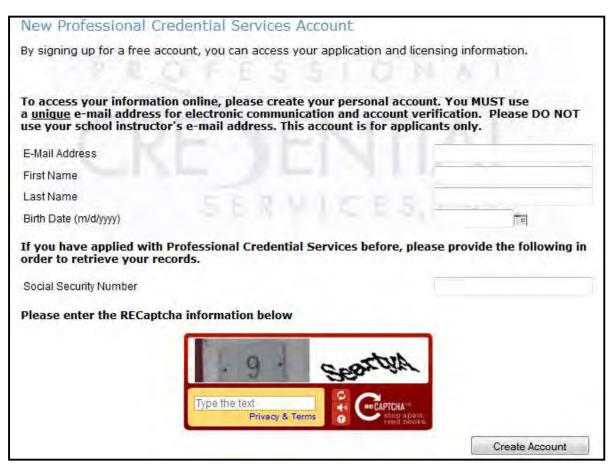
Note: The board requires examination applicants with foreign training who fail any part for the examination to register at a NM Board approved licensed school, submit to a scholastic evaluation to determine their training needs, and complete a minimum of 150 hours of remedial education. Upon completion and proof of the remediation, the applicant will be allowed to re-apply and examine on the failed areas.

! Translation is only required for documents not written in English.

# **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.

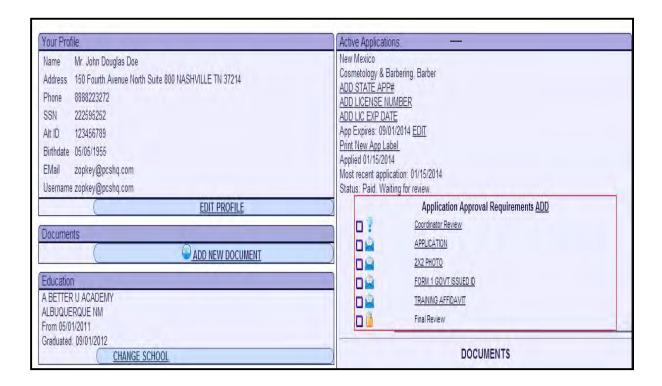
- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Cosmetology
- 6. Click Create an Account (First Time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, 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 link in 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).



# **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 1-6 listed above.
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 4. Continue with online application until all required fields have been completed.
- 5. Choose the examinations you wish to take.
- 6. 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).



# **PCS Candidate Homepage**

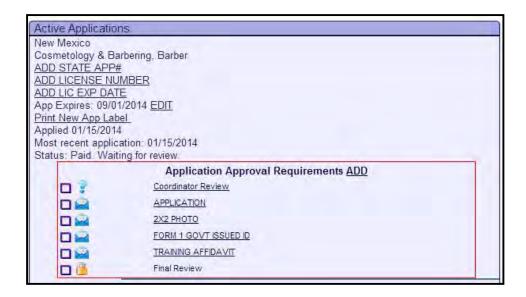
#### **Logging into your Homepage**

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



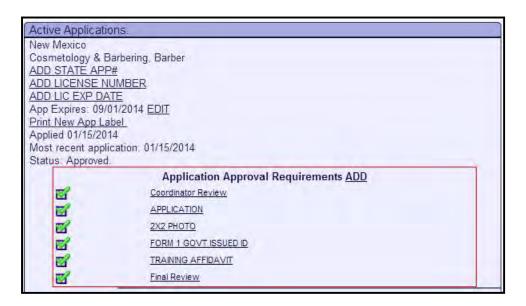
# **Application Status**

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



#### How do I know if my application is approved?

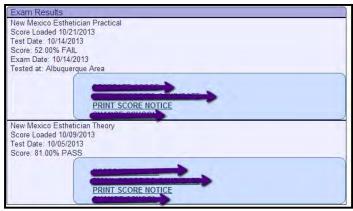
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



#### **Reprinting Documents**

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

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



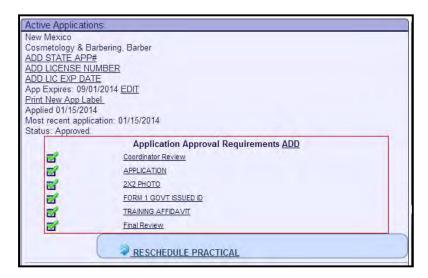
Click Reprint option next to item you wish to print.



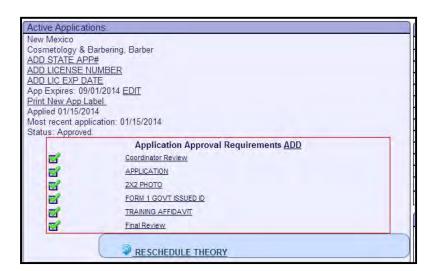
### **Examination Rescheduling**

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.



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



# **Application Approval Process**

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt. Application or documents will not be reviewed /processed until payment is received by PCS.

- If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, and Board approval must be received in our office on or before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

#### **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. 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 PSI to schedule your theory appointment.

- Schedule online http://www.psiexams.com
- Schedule with PSI representative at (855) 746-8173 (Monday Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non business hours at (855) 746-8173.

#### **Theory Rescheduling Policy**

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 3 business days prior to your scheduled date. You may call (855) 746-8173 or fax (702)932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

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

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.

#### **Practical Examination Scheduling**

Please select TBD when completing your application. You will be assigned to the next available practical examination date once your application has been approved. 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.

#### **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, documentation may be uploaded to 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 PSI. 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 PSI 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)

- 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. No exceptions.

#### **Arrival**

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, 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. **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, 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 <u>any</u> 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 PSI 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 which* will include information regarding how to apply online for your license. It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

# **Change of Information**

#### **Directions**

Complete the following form – 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.

Print your name as it appears on your Application below.

Name:			
Street:			
City:	State:	Zip:	
Print your updated name or address below.			
Name:			
Street:			
City:	State:	Zip:	
Print Social Security Number:			
Sign and Date your Request:			
Signaturo		Dato	

# **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 incident. 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
- Details of Complaint

### Send Complaint to:

Professional Credential Services, Inc. cosandbar@pcshq.com

#### **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.

#### **State Examination Guidelines**

The New Mexico Board of Barbers and Cosmetologists requires you to be examined on the following services on the practical examination:

#### **Core Domain Services**

- Work Area and Client Preparation, and Set up of Supplies (Client 1)
- Thermal Curling
- Haircutting
- Work Area and New Client Preparation, and Set up of Supplies (Client 2)
- Chemical Waving
- Predisposition Test and Strand Test with Simulated Product
- Highlighting with Foil, Virgin Application with Colored Simulated Product
- Hair Color Retouch with Colored Simulated Product
- Virgin Hair Relaxer Application with Colored Simulated Product
- Blood Exposure Procedure

#### **Additional Services Determined by the Board**

- Basic Facial
- Hair Removal of The Eyebrows By Tweezing and Using Simulated Soft Wax
- Manicure and Polish Application

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**

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

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 COSMETOLOGY 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 Cosmetology Theory Examination is the licensure examination for Cosmetologists, 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 Cosmetology 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. <u>Picture ID is required for re-entry into</u> 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:
  - O 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.
  - o Communicating to other candidates.
  - o 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.

# COSMETOLOGY THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Cosmetology Theory Examination. The percentages represent the percentage if 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: SCIENTFIC CONCEPTS (30%)**

- 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:
    - a. Hair and scalp
    - b. Skin
    - c. Nails
  - 2. Identify signs and symptoms of conditions, disorders, and diseases related to:
    - a. Hair and scalp
    - b. Skin
    - c. Nails
  - 3. Identify muscles and joints and their functions related to:
    - a. Head and face
    - b. Arms and hands
    - c. Legs and feet
  - 4. Identify functions of:
    - a. Nervous system
    - b. Circulatory system
- C. Basic Chemistry of Products Used in Cosmetology
  - 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 (40%)**

- 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

#### **DOMAIN 3: SKIN CARE AND SERVICES (15%)**

- A. Client Consultation, Analysis and Documentation for Skin Care Services
  - 1. Evaluate condition of client's skin:
    - a. Skin type
    - b. Skin condition
  - 2. Identify contraindications:
    - a. Disorders
    - b. Diseases
  - 3. Determine services and products
  - 4. Establish/Maintain client records (e.g., service history, client card, medical history)

#### B. Tools used for skin care services

- 1. Identify function, purpose and infection control procedures of tools:
  - a. Equipment (e.g., chair, steamer)
  - b. Implements (e.g., tweezers, brushes, extractors)
  - c. Supplies, products, and materials (e.g., creams, masks, towels, body and hair drapes)
  - d. Proper disinfection procedures
- 2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

#### C. Facial skin care services

- 1. Apply knowledge of principles, procedures and safety for:
  - a. Cleansing
  - b. Steaming
  - c. Exfoliation
  - d. Extraction
  - e. Massage
  - f. Masks
  - g. Hair Removal:
    - i. Tweezing
    - ii. Depilatory
    - iii. Hard wax
    - iv. Soft wax
  - h. Makeup application
  - i. Electrical equipment

#### **DOMAIN 4: NAIL CARE AND SERVICES (15%)**

- A. Client Consultation, Analysis and Documentation for nail care services
  - 1. Evaluate condition of client's nails
  - 2. Identify contraindications:
    - a. Disorders
    - b. Diseases
  - 3. Determine services and products
  - 4. Establish/Maintain client records (e.g., service history, client card, medical history)

#### B. Tools used in nail care services

- 1. Identify function, purpose and infection control procedures of tools:
  - a. Equipment (e.g., workstation, pedicure basin)
  - b. Implements (e.g., nippers, file)

#### NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

- c. Supplies, products, and materials (e.g., towels, creams, polish)
- d. Proper disinfection procedures
- 2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)
- C. Apply knowledge of principles, procedures and safety for basic manicure and pedicure
- D. Apply knowledge of principles, procedures and safety for application, maintenance, and removal of nail enhancements:
  - 1. Nail tips
  - 2. Acrylics

# COSMETOLOGY THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Cosmetology 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 implement adds shine and smooths wavy ridges on the natural nail during a manicure?
  - (A) Coarse file
  - (B) Metal file
  - (C) Nail brush
  - (D) Nail buffer
- 6. What is another name for the dermis layer of the skin?
  - (A) Spiny layer
  - (B) Horny layer
  - (C) True skin
  - (D) Basal cell

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- 7. The massage movement intended to soothe muscles is
  - (A) petrissage.
  - (B) tapotement.
  - (C) friction.
  - (D) effleurage.
- 8. 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: D, 6: C, 7: D, 8: B

To take the NIC Cosmetology Online Practice Exam (English Only) <u>CLICK HERE</u> or go to: <a href="https://www.iqttesting.com/registrationv2008/quickregister.aspx">https://www.iqttesting.com/registrationv2008/quickregister.aspx</a> (\$39.00 fee applies)

For assistance, please call IQT at 1-866-773-1114.



### NATIONAL <u>COSMETOLOGY</u> 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 Cosmetology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology 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 contains 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 is 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.
  - O 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.
  - O 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.
  - o Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - o All examinations are administered in a testing environment.
  - O 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:
  - O The verbal instructions will be read twice for each section of the examination.
  - O With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
  - o Examiners are not allowed to speak with candidates.
  - o 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."
  - o 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.
  - o In the event that all candidates complete a section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
  - O 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.
  - o 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 <a href="www.nictesting.org">www.nictesting.org</a> for a current downloadable copy.
- o 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:
  - O 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.
  - O Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - o Exhibiting disruptive behavior.
  - o 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 <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.
  - o EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal

#### properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED

<u>IN THE TESTING ENVIRONMENT.</u> Please refer to the "Suggested Examination Supplies" section to see any further state specific requirements for supplies and products.

- O Simulated products are *not* allowed for disinfectants and hand sanitizers.
- o NO AEROSOLS OR DISINFECTANT SPRAYS 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.

# 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 examination.

# **SPECIAL ATTENTION**

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are <u>required</u> to bring and use the following supplies for the appropriate disposal of materials:
  - o Container labeled "To be disinfected"
  - o Container labeled "Soiled linens"
  - Container labeled "Trash"
- It is specified that there is <u>more than one client</u> represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- The following sections are new to the Cosmetology Practical Examination:
  - o 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)
  - o 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.

# COSMETOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis.

- 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:

<sup>&</sup>quot;You will perform a Haircut."

<sup>&</sup>quot;You will complete a basic layered haircut using razor and shears."

<sup>&</sup>quot;You will cut at least 1 inch of hair throughout the haircut."

<sup>&</sup>quot;Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."

# NIC Cosmetology Practical Examination – Haircutting (continued)

- "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

**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 <u>NEW CLIENT PREPARATION</u>, 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 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."

# 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 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."

#### 5.7 Demonstrates a test curl

**Examiner – Verbal Instructions:** Read to each candidate individually:

"Please remove one rod from the hair."

## NIC Cosmetology Practical Examination - Chemical Waving (continued)

**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 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."

NIC Cosmetology Practical Examination - Predisposition Test and Strand Test (continued)

## 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 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

NIC Cosmetology Practical Examination - Highlighting with Foil, Virgin Application (continued)

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

NIC Cosmetology Practical Examination - Hair Color Retouch (continued)

- 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 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."

(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."

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<sup>&</sup>quot;Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so."

NIC Cosmetology Practical Examination - Virgin Hair Relaxer (continued)

- 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."

- (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 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."

<sup>&</sup>quot;You are expected to follow all client protection, safety and infection control procedures."

<sup>&</sup>quot;You will have 10 minutes to complete this section."

<sup>&</sup>quot;You will be informed when you have 5 minutes remaining."

<sup>&</sup>quot;Step back to indicate you have finished."

## 14. BASIC FACIAL (20 minutes)

+ ADDITIONAL SECTION +

#### **Proctor – Verbal Instructions:** Read to all candidates:

"You have 2 minutes to set up the supplies for the Basic Facial section of this examination. Please do not begin any procedures until the verbal instructions have been you are instructed to begin." "Step back to indicate you have finished."

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

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before 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."

#### **Proctor – Verbal Instructions:** Read to all candidates:

- "You will perform a Basic Facial."
- "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."
- "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:

- 14.1 Basic facial supplies are labeled in English
- 14.2 Implements and supplies are visibly clean
- 14.3 Cleanses eye area completely
- 14.4 Cleanses lips completely
- 14.5 Distributes cleanser over face
- 14.6 Removes residual cleanser
- 14.7 Applies toner/astringent
- 14.8 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
- 14.9 Steam towel is applied and removed
- 14.10 Removes residual product
- 14.11 Distributes massage product over face
- 14.12 Demonstrates effleurage movement
- 14.13 Demonstrates petrissage movement
- 14.14 Demonstrates tapotement movement

National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Practical Examination CIB +ADDITIONAL SECTION – 14. Basic Facial NIC Cosmetology Practical Examination – Basic Facial (continued)

- 14.15 Demonstrates friction movement
- 14.16 Removes residual massage product
- 14.17 Applies toner/astringent
- 14.18 Applies moisturizer
- 14.19 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 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."

## **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

### BASIC FACIAL SUPPLIES

- hair band or drape
- body drape
- bowl and water (if needed)
- sponges, 4X4's, cotton rounds
- wet steam towel(s)
- facial cleanser
- exfoliation product
- implement or material for exfoliation
- massage product
- astringent or toner

National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Practical Examination CIB +ADDITIONAL SECTION - 14. Basic Facial

# 15. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

+ ADDITIONAL SECTION +

#### **Proctor – Verbal Instructions:** Read to all candidates:

"You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Step back to indicate you have finished."

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

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before 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."

## **Proctor – Verbal Instructions:** Read to all candidates:

- "You will perform Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax."
- "You will demonstrate hair removal from one eyebrow by tweezing."
- "You will demonstrate hair removal from the other eyebrow using simulated soft wax."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures."
- "This is an untimed section."
- "Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so."
- (1) "The instructions will be repeated."

### Candidates will be evaluated on the following tasks:

- 15.1 Hair removal supplies are labeled in English
- 15.2 Implements and supplies are visibly clean

### HAIR REMOVAL OF EYEBROWS - TWEEZING

**Examiner – Verbal Instructions:** Read to each candidate individually:

"Please demonstrate hair removal of the eyebrow by tweezing."

## **NIC National Cosmetology Practical Examination**

NIC Cosmetology Practical Examination – Hair Removal of the Eyebrows by using Tweezing and Simulated Soft Wax (continued)

- 15.3 Candidate wears gloves
- 15.4 Applies antiseptic to eyebrow area
- 15.5 Holds skin taut
- 15.6 Demonstrates tweezing of hair in direction of hair growth
- 15.7 Applies antiseptic to treated area

### HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually:

- "Please demonstrate hair removal of the eyebrow using simulated soft wax."
- 15.8 Applies antiseptic to eyebrow area
- 15.9 Uses absorbent material or product to dry eyebrow area
- 15.10 Tests temperature of simulated soft wax product on wrist
- 15.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 15.12 Smoothes wax strip over simulated soft wax product
- 15.13 Holds skin taut
- 15.14 Removes wax strip in opposite direction of hair growth
- 15.15 Applies antiseptic to treated area
- 15.16 Applies post-epilation product to treated area

**Examiner – Verbal Instructions:** Read to candidate individually after hair removal of the eyebrows by tweezing and using simulated soft wax has ben examined:

"Please do nothing until the next verbal instructions are given."

## 15.17 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."

## **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

## HAIR REMOVAL OF THE EYEBROWS BY TWEEZING USING SIMULATED SOFT WAX SUPPLIES

- hair band or drape
- antiseptic
- tweezers
- wax strips
- wax applicators
- simulated soft wax product
- post-epilation product

## 18. MANICURE AND POLISH APPLICATION (20 minutes)

+ ADDITIONAL SECTION +

## **Proctor – Verbal Instructions:** Read to all candidates:

"You have 2 minutes to set up the supplies for the Manicure and Polish Application section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Turn the hand toward the examiner to indicate you have finished."

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

## **Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before 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 turned the hand:

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

## **Proctor – Verbal Instructions:** Read to all candidates:

- "You will perform a Manicure and Polish Application."
- "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."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

### Candidates will be evaluated on the following tasks:

- 18.1 Manicure and polish supplies are labeled in English
- 18.2 Implements and supplies are visibly clean
- 18.3 Sanitizes hand to be manicured with product labeled in English
- 18.4 Shapes free edges to establish uniform length and shape
- 18.5 Immerses all fingernails in bowl of water
- 18.6 Applies cuticle remover
- 18.7 Pushes back cuticles
- 18.8 Cleans under free edge
- 18.9 Brushes or wipes nails to remove product or remaining debris
- 18.10 Buffs nails
- 18.11 Applies cuticle oil
- 18.12 Applies massage product
- 18.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements

National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Practical Examination CIB +ADDITIONAL SECTION – 18. Manicure and Polish Application NIC Cosmetology Practical Examination - Manicure and Polish Application (continued)

- 18.14 Cleanse each nail plate with appropriate solution
- 18.15 Applies basecoat to cover entire nail plate
- 18.16 Applies red polish to cover entire nail plate
- 18.17 Applies topcoat to cover entire nail plate

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before 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 turned the hand:

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

- 18.18 Final appearance of polish is smooth and even
- 18.19 Nail plate is entirely covered with red polish
- 18.20 Cuticle and surrounding skin are free of polish and free of injury

**Examiner – Verbal Instructions:** Read to candidate individually after the manicure and polish has been examined:

### **Proctor – Verbal Instructions**: Read to all candidates:

- "All examiners have indicated they are ready to proceed with the examination."
- "You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination."
- "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."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

#### Candidates will be evaluated on the following tasks:

## 18.21 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 turned the hand to indicate they have completed the section before timing has elapsed:

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

National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Practical Examination CIB +ADDITIONAL SECTION – 18. Manicure and Polish Application

<sup>&</sup>quot;Please do nothing until further instructions are given."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand: "*Please stop working.*"

## **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

## MANICURE AND POLISH APPLICATION SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- bowl (finger bowl)
- water
- nail file(s) and/or buffer(s)
- cotton
- cuticle cream/remover
- cuticle pusher
- nail brush
- massage product
- base coat
- top coat
- red polish
- polish remover

National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Practical Examination CIB +ADDITIONAL SECTION – 18. Manicure and Polish Application

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## 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."

<sup>&</sup>quot;Make sure that all kit supplies and disposable materials are taken with you."

<sup>&</sup>quot;This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination."

<sup>&</sup>quot;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)
- protective capes (child size capes may be used)
- neck strip(s)
- 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

NIC

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.

### **COSMETOLOGY & HAIR DESIGN**

#### REFERENCES

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

Milady Standard Cosmetology 2016 Milady

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### SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2012 Milady

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Salon Fundamentals Cosmetology

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