PROFESSIONAL CREENTIAL SERVICES, INC.



New Mexico BOARD OF BARBERS and COSMETOLOGISTS Esthetician

Candidate Handbook

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

Revised 03/2022

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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

PSI Exams

Scheduling: (855) 746-8173 Fax: (702) 932-2666 Website: <u>candidate.psiexams.com</u>

New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

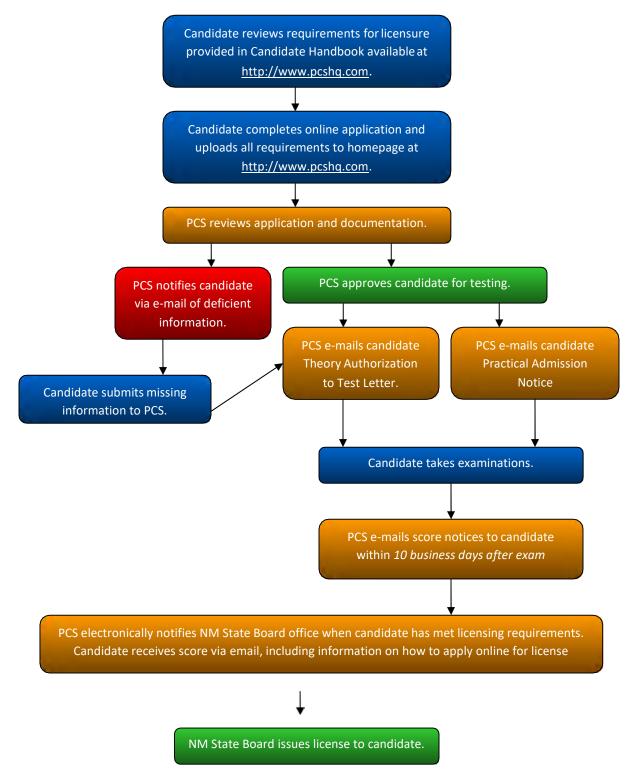
Regular Mailing Address

2550 Cerrillos Road, Second Floor P.O. Box 25101 Santa Fe, New Mexico 87504

Telephone: (505)476-4622 Fax: (505)476-4646 Website: <u>http://www.rld.state.nm.us/boards/Barbers-</u>__and__Cosmetolgists.aspx

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





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 Esthetics 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 an Esthetician 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 10th grade or equivalent.
- 3. Successfully complete a minimum of 600-hour course of instruction in a licensed school of esthetics.
- 4. Successfully pass the NIC theory & practical and State Law examinations.

Training Expiration Limit

Candidates will have 1 year (12 months from the date of completion of training 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
Esthetician Theory & Practical	\$ 203.00	\$ 203.00
Esthetician Theory	\$ 130.00	\$ 130.00
Esthetician 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 New Mexico state laws, rules and regulations prior to making payment.

All fees are non-refundable.

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

Practical Examination Dates

Please select your preferred practical location and **TBD** when completing your application. You will be assigned to the next practical examination date in the location you selected 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 <u>http://www.pcshq.com</u>.

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).
- 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 if 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_

http://www.rld.state.nm.us/boards/Barbers_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, please contact the New Mexico Board Office at 505-476-4622 for more information.
- 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 <u>http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx</u> 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)
- 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 Esthetician
- 6. Click Create an Account (if this is your first time)
- 7. Creating a PCS Account (first time users only); enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click the link in the e-mail to verify account information and create PCS password.
- 11. Click Enable Account

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

New Professional Credential Services Account	
By signing up for a free account, you can access your application and licens	ing information.
To access your information online, please create your personal account, a <u>unique</u> e-mail address for electronic communication and account verif use your school instructor's e-mail address. This account is for applican	ication. Please DO NOT
E-Mail Address	
First Name	
LastName	
Birth Date (m/d/yyyy)	a a
If you have applied with Professional Credential Services before, please order to retrieve your records.	e provide the following in
Social Security Number	
Please enter the RECaptcha information below	
Type the text Privacy: & Terms	

PCS Application

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

- 1. Complete steps 1-5 listed above.
- 2. Click LOGIN HERE (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option.
- 8. You may up-load your 2x2 photo and required documents that can be a "copy." Original required documents must be mailed.
- You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. <u>Incomplete</u> applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

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).

You Prolie	Active Applications
Name MV. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 888223272 SSN 222505252 Arr ID 123456783 Binhdate 05/05/1565 EMail 20ptey@picthg.com Username.zopkey@picthg.com	New Mexico Cosmotology & Barbering, Barber ADD STATE APP# ADD LICENSE NUMBER ADD LICENSE NUMBER ADD LICENSE NUMBER Applied 01/15/2014 EDIT Print New App Eabel Applied 01/15/2014 Most recent application: 01/15/2014 Status: Paid Wating for review.
EDIT PROFILE	Application Approval Requirements ADD
Education ADD NEW DOCUMENT Education A BETTER U ACADEMY ALBUQUERQUE NM From 05/01/2011	CARDANAT REVAIN APPLICATION APPLICATION APPLICATION APPLICATION APPLICATION APPLICATION TRAINING AFFORMM TRAINING AFFORMM TRAINING AFFORMM
Graduated 09/01/2012 CHANGE SCHOOL	DOCUMENTS

PCS Candidate Homepage

Logging into your Homepage

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

	CREDENTIAL
4	Log into your account
E-Mail Address Password	
your personnel. Click mate.	d or your have received an email from PCS instructing you to create
	ACS account please go to your profession and state from page

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.

Active Application	IS.	
New Mexico		
Cosmetology & Ba	rbering, Barber	
ADD STATE APP#		
ADD LICENSE NU	MBER	
ADD LIC EXP DAT	E	
App Expires: 09/01	/2014 EDIT	
Print New App Lab	el	
Applied 01/15/2014		
Most recent application		
Status: Paid. Waiti	ng for review.	
	Application Approval Requirements ADI	<u>D</u>
	Coordinator Review	
	APPLICATION	
	2X2 PHOTO	
	FORM 1 GOVT ISSUED ID	
	TRAINING AFFIDAVIT	
	Final Review	

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.

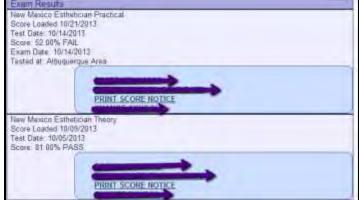
Active Application	INS.	
New Mexico		
Cosmetology & Ba	arbering, Barber	
ADD STATE APP#	#	
ADD LICENSE NU	JMBER	
ADD LIC EXP DAT	<u>TE</u>	
App Expires: 09/01	1/2014 EDIT	
Print New App Lab	bel	
Applied 01/15/2014		
Most recent application		
Status: Approved.		
	Application Approval Requirements ADD	
2	Coordinator Review	
	APPLICATION	
2	2X2 PHOTO	
2	FORM 1 GOVT ISSUED ID	
1000	TRAINING AFFIDAVIT	
2	Final Review	

Reprinting Documents

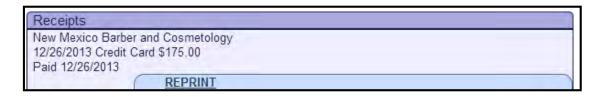
You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

Evany Rubbitts

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.

Active Applicatio	ons.	
New Mexico		
Cosmetology & B	Jarbering, Barber	
ADD STATE APP	<u>'#</u>	
ADD LICENSE NU	UMBER	
ADD LIC EXP DAT	<u>.TE</u>	
App Expires: 09/0)1/2014 EDIT	
Print New App Lal		
Applied 01/15/201		
	cation: 01/15/2014	
Status: Approved.		
	Application Approval Requirements ADD	
2	Coordinator Review	
5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	APPLICATION	
2	2X2 PHOTO	
2	FORM 1 GOVT ISSUED ID	
2	TRAINING AFFIDAVIT	
2	Final Review	
	RESCHEDULE PRACTICAL	
ie		

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

Active Application	ons.	
New Mexico		
Cosmetology & E	larbering, Barber	
ADD STATE APP	<u>/#</u>	
ADD LICENSE N	UMBER	
ADD LIC EXP DA	<u>TE</u>	
App Expires: 09/	01/2014 EDIT	
Print New App La		
Applied 01/15/201	14	
	cation: 01/15/2014	
Status: Approved		
	Application Approval Requirements ADD	
2	Coordinator Review	
2	APPLICATION	
2	2X2 PHOTO	
2	FORM 1 GOVT ISSUED ID	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TRAINING AFFIDAVIT	
2	Final Review	
	RESCHEDULE THEORY	

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, payment and approval from the New Mexico Board 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, your request will be considered when you upload documentation onto your homepage.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or 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 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) Photocopies will not be accepted

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

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

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

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

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

Arrival

You must arrive at the test center at least forty-five (45) minutes prior to your examination for registration. 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. <u>No visitors, guests or children are allowed in the test center</u>.

Copyrighted Examination Questions

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

Prohibited Items

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

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed 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.

Name:			
Street:			
City:	State:	Zip:	
Print your updated name or address below.			
Name:			
Street:			
City:	State:	Zip:	
Reason for Name Change:DivorcedMarried	dOther		
Print Social Security Number:		_	
Sign and Date your Request:			
Signature:		_Date:	

Print your name as it appears on your Application below.

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.

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 Preparation, and Set up of Supplies (First Client)
- Client Preparation and Basic Facial
- Work Area Preparation for New Client and Set Up of Supplies (Second Client)
- New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing
- Facial Makeup
- Blood Exposure Procedure

Additional Services determined by the Board:

- Particle Microdermabrasion on the Forehead
- Eyelash Enhancement

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 ESTHETICS THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

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

The National Esthetics Theory Examination is the licensure examination for Estheticians, 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, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY

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 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 provides a list of references used to develop and support the content covered in the examination. <u>The references are always the same for the Theory and Practical examinations.</u>

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 reentry into examination</u>.
- 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, 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.

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics 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 I: SCIENTIFIC CONCEPTS (55%)

- A. Basic knowledge of microbiology (i.e., bacteria, viruses, parasites, fungi)
- B. Apply knowledge of infection control procedures related to:
 - 1. Levels of infection control (i.e., sanitation, disinfection, sterilization)
 - 2. Methods of infection control (i.e., heat, chemical agents)
- C. Apply knowledge of safety procedures and guidelines related to:
 - 1. Standard (Universal) Precautions
 - 2. Blood exposure procedures
 - 3. Safety Data Sheets (SDS) (e.g., manufacturer's labeling)
 - 4. Handling of chemicals
- D. Demonstrate a basic understanding of human physiology and anatomy related to:
 - 1. Cells and their functions
 - 2. Tissues (i.e., epithelial, connective, nerve, muscular)
 - 3. Organs and their function (e.g., skin, lungs, heart)
 - 4. Systems and their functions (e.g., muscular, integumentary, nervous, endocrine, skeletal)
- E. Demonstrate an understanding of histology and physiology of the skin related to:
 - 1. Structure and function of the layers of the skin
 - 2. Structure and function of the glands
 - 3. Functions of the skin (e.g., protection, temperature regulation, absorption)
- F. Recognize and understand skin disorders and diseases related to:
 - 1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
 - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhydrosis, anhidrosis)
 - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 - 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
 - 6. Skin growths (e.g., skin tags, moles, keratoma)
 - 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
 - 8. Primary and secondary skin lesions
- G. Understanding function and composition of the hair related to:
 - 1. Structure of the hair and its follicle
 - 2. Growth cycles
 - 3. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- H. Understanding basic chemistry as related to:
 - 1. Ingredients
 - 2. Labeling
 - 3. Function (e.g., hydration, protection, cleanse)
 - 4. Acidity/Alkalinity (i.e., pH)

Domain II: SKIN CARE AND SERVICES (45%)

A. Demonstrate an understanding of performing a client consultation and documentation (e.g., health history, intake form,

consultation chart, physician release)

- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks related to:
 - 1. Clay/Mud
 - 2. Gel
 - 3. Rubberized
 - 4. Cream
 - 5. Sheet mask (e.g., collagen, gauze, pre-cut)
 - 6. Thermal (e.g., paraffin, mineral)
- L. Demonstrate an understanding of the conclusion of facial services:
 - 1. Moisturize
 - 2. Sun protection
 - 3. Home care (i.e., after care)
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
 - 1. Principles (e.g., color theory)
 - 2. Product selection (e.g., lipstick, foundation)
 - 3. Application (e.g., contouring, highlighting, blending)
 - 4. Safety (e.g., bracing)
 - 5. Infection control (e.g., disposables, disinfection of tools)
- O. Demonstrate a basic knowledge of other services related to:
 - 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
 - 2. Body treatments (body wraps, body scrubs, sunless tanning)

3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)

4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)

5. Wellness programs

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

- 1. What is the term for the scientific study of the skin?
 - a. Myology
 - b. Angiology
 - c. Physiology
 - d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?

- a. Disinfection
- b. Sterilization
- c. Ionization
- d. Sanitation
- 3. Which of the following is also referred to as the basal layer?
 - a. Stratum granulosum
 - b. Stratum lucidum
 - c. Stratum germinativum
 - d. Stratum corneum
- 4. During the anagen phase of hair growth, the hair is
 - a. beginning to destroy itself.
 - b. actively growing.
 - c. shedding.
 - d. disconnecting from the papilla.
- 5. A new client schedules a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
 - a. Monthly
 - b. Annually
 - c. At the first treatment
 - d. At each treatment
- 6. Dilated capillaries that can be seen beneath the surface of the skin are known as
 - a. seborrhea.
 - b. keratoma.
 - c. telangectasia.
 - d. dehydrated.
- 7. Melanocytes that are more active will produce
 - a. lighter skin.
 - b. darker skin.
 - c. sebaceous skin.
 - d. dry skin.

- 8. In addition to softening sebum, another function of a facial steamer is to
 - a. oxygenate the skin.
 - b. moisturize the skin.
 - c. decrease circulation.
 - d. detoxify the skin.

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



NATIONAL <u>ESTHETICS</u> PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration for Esthetics 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. Go to <u>www.nictesting.org</u> for a current downloadable copy of each of the following:

- *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. <u>The references will always be the same for both Theory and Practical examinations.</u>

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.
- <u>EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal,</u> <u>and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO</u> <u>LONGER ALLOWED IN THE TESTING ENVIRONMENT.</u>
- 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, they should 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 <u>before</u> 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 <u>www.nictesting.org</u> for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, 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.

- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturers' created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - <u>EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and</u> <u>virucidal properties must be used.</u> <u>DISINFECTANT SPRAYS ARE NO</u> <u>LONGER ALLOWED IN THE TESTING ENVIRONMENT.</u> 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 <u>OR DISINFECTANT SPRAYS</u> 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 National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - o Container labeled "to be disinfected"
 - Container <u>labeled</u> "soiled linens"
 - o Container <u>labeled</u> "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 Esthetics Practical Examination Content Domain Sections). All additional services (varies by state) will be performed on Client 2.
- 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.
- <u>Candidates are expected to brace any time they are working around the eye and mouth areas.</u>
- <u>In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection</u> procedures.

National-Interstate Council of State Boards of Cosmetology, Inc. – Esthetics Practical Examination CIB (CORE)
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ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Esthetics Practical Examination includes 6 (six) core domain services. The Core Domain Sections are based on the national job analysis.

- 1. Work Area Preparation and Set Up of Supplies (First client) (10 minutes)
- 2. Client Preparation and Basic Facial (25 minutes)
- 3. Work Area Preparation for New Client and Set Up of Supplies (Second client) (10 minutes)
- 4. New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing (5 minute set-up, Untimed procedure)
- 5. Facial Makeup (20 minutes)
- 6. **Blood Exposure Procedure** (10 minutes)
- 7. Particle Microdermabrasion on the Forehead (10 minutes) + ADDITIONAL SECTION (Performed on Client 2)+
- 8. Eyelash Enhancement (10 minutes) + ADDITIONAL SECTION (Performed on Client 2)+
- 9. Hair Removal of the Upper Lip Using Hard Wax (10 minutes) + ADDITIONAL SECTION (Performed on Client 2)+

CONTENT DOMAINS

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 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 Basic Facial section of the examination."

"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."

"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 disinfectant that is virucidal, bactericidal, and fungicidal
- 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 that 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. CLIENT PREPARATION AND BASIC FACIAL (25 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your CLIENT for services."

"You will perform a Basic Facial."

"The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask."

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

"You will have 25 minutes to complete this section."

"You will be informed when you have 12 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 Basic facial supplies are labeled in English
- 2.2 Implements and supplies are visibly clean
- 2.3 Cleanses entire face
- 2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips
- 2.5 Steams the face with towel and removes residual product completely
- 2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements
- 2.7 Demonstrates facial mask application and concludes the service
- 2.8 Maintains drape throughout section
- 2.9 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."

3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will break down 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 for the following sections of the examination: Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing, Facial Makeup."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will be informed when you have 5 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."

Additional verbal instruction specific to state guidelines for hard wax: "Plug in your wax pot at this time." (If additional hard wax section is administered)

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **3.1** Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal
- 3.2 Sanitizes hands with product labeled in English
- 3.3 Universal supplies are labeled in English
- **3.4** 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."

4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING (5 minute set up, Untimed procedure)

Proctor – Verbal Instructions: Read to all candidates:

"You have 5 minutes to prepare your CLIENT for the following sections of the examination:

Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing, Facial Makeup."

"Please do not begin 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."

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."

Proctor – Verbal Instructions: Read to all candidates:

"You will perform hair removal of the eyebrow using simulated soft wax and tweezing." "You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure."

"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 soft wax and tweezing procedures."

"This is an untimed section."

"Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

Candidates will be evaluated on the following tasks:

4.1 Hair removal of the eyebrow supplies are labeled in English

4.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually: *"Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow."*

4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow

Examiner – Verbal Instructions: Read to each candidate individually: "Please tweeze three hairs from the same evebrow and conclude the service."

- 4.4 **Demonstrates tweezing procedure**
- Maintains drape throughout section 4.5
- Items to be disinfected, soiled linens, and trash are disposed of in a correct 4.6 manner throughout section

Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined: "Please step back and do nothing until the next verbal instructions are given."

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

"All examiners have indicated they are ready to proceed."

5. FACIAL MAKEUP (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform Facial Makeup."

"You will be expected to apply facial makeup in the following order: foundation, powder, blush, eyeshadow, eyeliner, mascara, and lip color."

"You are expected to brace when working around the eye and mouth areas."

"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."

Additional verbal instruction specific to state guidelines for Hard Wax: "Please check the temperature of your wax pot at this time." (if additional Hard Wax section is administered)

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 5.1 Facial makeup supplies are labeled in English
- 5.2 Implements and supplies are visibly clean
- 5.3 Applies foundation to cover face
- 5.4 Applies powder
- 5.5 Applies blush
- 5.6 Applies eyeshadow
- 5.7 Applies eyeliner
- 5.8 Applies mascara
- 5.9 Applies lip color
- 5.10 Maintains drape throughout section
- 5.11 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. 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, your client has sustained a minor cut to the chin. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"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 Blood exposure supplies and materials are labeled in English
- 6.2 Removes materials from the first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Candidate wears gloves
- 6.5 Cleans injured area with antiseptic
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 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. 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."

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is ONLY 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 simulated products 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)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- bag or container labeled "to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- head and body drapes
- gloves
- bowl or container of water (if used)
- paper towels
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit
- disposable bag for blood contaminated materials

CLIENT 1

- cleanser
- toner
- manual exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- massage product
- mask product with color (not clear)
- mask applicator
- moisturizer/sun protection

CLIENT 2

- tweezers
- pre-epilation product
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product
- empty makeup palette
- disposable makeup applicator(s)

- foundation
- powder
- blush
- eye shadow
- eyeliner
- sharpener
- mascara
- lip color

7. PARTICLE MICRODERMABRASION ON THE FOREHEAD (10 minutes)

+ADDITIONAL SECTION (Performed on Client 2)+

Proctor – Verbal Instructions: Read to all candidates:

"You have 2 minutes to set up the supplies for the Particle Microdermabrasion section of this examination."

"Please do not begin 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."

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."

Proctor – Verbal Instructions: Read to all candidates:

"You will perform particle microdermabrasion."

"You will demonstrate horizontal strokes across the entire forehead."

"You will then demonstrate vertical strokes across the entire forehead and conclude the service."

"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 that you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 7.1 Particle microdermabrasion supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Prepares client and candidate for particle microdermabrasion procedure
- 7.4 Performs particle microdermabrasion procedure
- 7.5 Concludes particle microdermabrasion procedure
- 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 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."

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

+PARTICLE MICRODERMABRASION SUPPLIES+

- hand piece or simulated hand piece with at least a 4-foot tubing or simulated tubing attached
- bowl and water (if used)
- gloves, tissue, gauze, or cotton rounds, sponges
- eye protection (for model)
- eye protection (for candidate) (prescription eyeglasses are suitable)
- face mask (for candidate)
- moisturizer/sun protection
- simulated degreaser/prep solution
- dry material for brushing

8. EYELASH ENHANCEMENT (10 minutes)

+ADDITIONAL SECTION (Performed on Client 2)+

Proctor – Verbal Instructions: Read to all candidates:

"You have 2 minutes to set up the supplies for the Eyelash Enhancement section of this examination."

"Please do not begin 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."

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."

Proctor – Verbal Instructions: Read to all candidates:

"You will apply eyelash enhancement."

"You will add a complete eyelash band to the full length of the lash line of both eyes." "You are expected to brace when working around the eyes."

"You are expected to perform a patch test."

"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 Eyelash enhancement supplies are labeled in English
- 8.2 Implements and supplies are visibly clean
- 8.3 Performs patch test
- 8.4 Prepares client and eyelash band for enhancement
- 8.5 Performs eyelash application procedure
- 8.6 Final appearance of eyelash application on both eyes
- 8.7 Maintains drape throughout section
- 8.8 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."

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

+EYELASH ENHANCEMENT SUPPLIES +

- head band/drape
- cotton/cotton rounds
- cleanser
- lash brush
- eyelash bands (must be a length longer than natural lash line)
- eyelash adhesive
- tweezers
- scissors
- spatulas

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. <u>The references are always the same for the Theory and Practical examinations.</u>

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals 2020, 12th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivot-point.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivot-point.com</u> 800-886-4247

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