# CRESSIONAL SERVICES, INC.



# New Mexico BOARD OF BODY ART PRACTITIONERS

# Permanent Cosmetic Tattooer Candidate Handbook

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

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Professional Credential Services, Inc.

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#### **Quick Reference**

#### STEP ONE: READ CANDIDATE HANDBOOK

- Apply with New Mexico Board for Examination Approval
- Register online with PCS

#### STEP TWO: TAKE EXAMINATIONS

Upon approval, schedule Theory Examination with PSI

#### **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 Board of Body Art Practitioners

#### Regular Mailing address-

NM Board of Body Art Practitioners P.O. Box 25101

Santa Fe, NM 87504

#### Courier Physical address-

NM Board of Body Art Practitioners 2550 Cerrillos Road, 2nd Floor Santa Fe, NM 87505

(Do NOT send mail to the physical address.)

Telephone: (505) 476-4622

Fax: (505) 476-4645

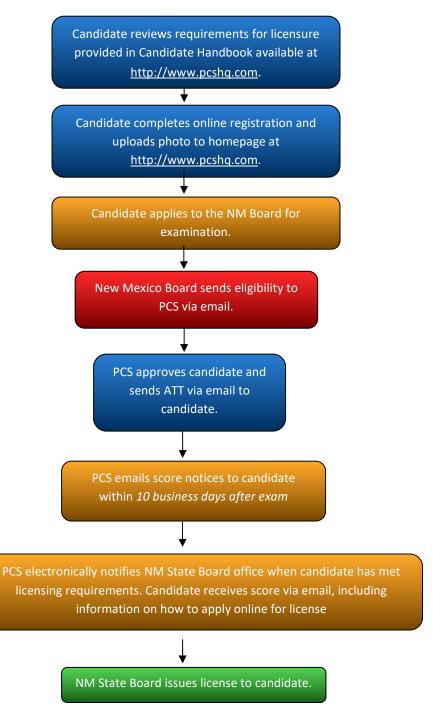
Email: nmbody.art@state.nm.us

Website:

http://www.rld.state.nm.us/boards/body-art-

practitioners.aspx

#### **Application Process**



#### Introduction

The Candidate Handbook is intended to help you to prepare and to understand the processes and procedures for scheduling your examination(s). The Board is responsible for licensing and regulating the professions of Body Art (Tattoo, Permanent Cosmetic Tattoo and Body Piercing) 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. Candidates are required to apply directly to the Board. Any questions regarding your application or eligibility should be directed to the Board office. The Board will have the final authority to approve the issuance of a license.

#### **State Licensure Requirements**

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

- > Receive Board Approval
- > Pass the NIC Theory (Written) and State Law examinations.

#### **Training Expiration Limit**

Pursuant to New Mexico Regulation 16.34.2.8A(2)©, all required examinations must be taken and passed within 12 months of the date training was completed.

After 12 months have passed from the date training was completed you will be required to reapply with the Board.

#### 3 x Exam Fail Limit

Pursuant to New Mexico Regulation 16.36.2.14(G) Any candidate who does not meet the minimum passing score after three attempts shall be required to enroll or re-enroll in an apprentice program.

#### **Examination Fees**

<b>Examination Type</b>	First Time Fees	Re-Exam Fees
Theory only	\$ 130.00	\$ 130.00

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 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.

#### **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 Body Art (Tattoo, PCT or Body Piercing) page at http://www.pcshq.com.

#### **First Time Candidates**

#### **Application Requirements**

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

1. A current 2" x 2" passport type color photo (selfies are not accepted).

#### Reinstatement

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

- If you hold a license that has been expired for less than one year, please contact the Board at (505) 476 4622
   or visit http://www.rld.state.nm.us/boards/body-art-practitioners.aspx for further information.
- 2. If you hold a license that has been expired for more than one year, you must reapply with the Board.

#### Reciprocity

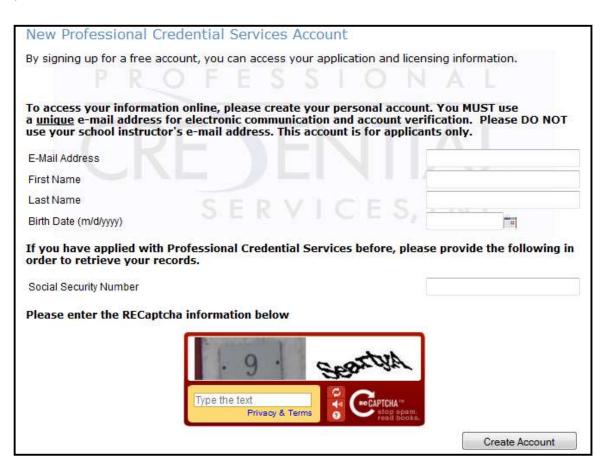
#### **How to Reciprocate an Out of State License**

 If you hold a license in another state and would like to obtain a NM license, contact the Board at (505) 476 4622 or visit <a href="http://www.rld.state.nm.us/boards/body-art-practitioners.aspx">http://www.rld.state.nm.us/boards/body-art-practitioners.aspx</a> for further information.

#### **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.

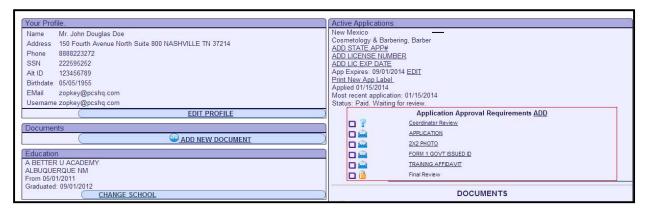
- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Tattoo, Permanent Cosmetic Tattoo or Body Piercing
- 6. Click **Create an Account** (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; 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).



#### **PCS Application**

Once you have created your PCS account, you are then ready to complete the online registration page.

- 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 registration; select appropriate license type (i.e. Tattoo).
- 4. Continue with online registration until all required fields have been completed.
- 5. Choose the examinations you wish to take.
- 6. Select Payment Option.
- 7. 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. <a href="Incomplete">Incomplete</a> 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 registration 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**

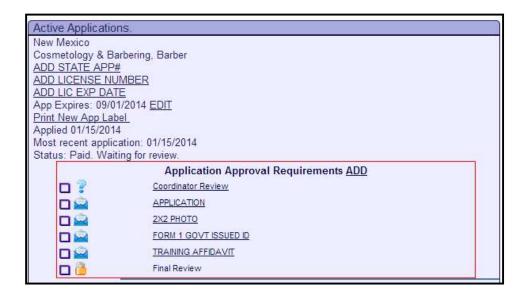
#### **Logging into your Homepage**

- 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 registration 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?

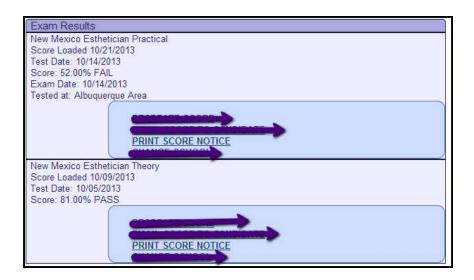
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



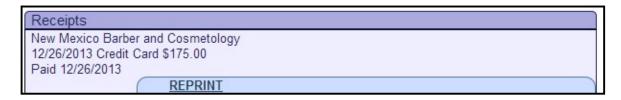
#### **Reprinting Documents**

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



#### **Approval Process**

Once the online registration page has been completed (payment has been made), the coordinator will receive notification. PCS will review the Eligibility List to see if you name has been received from the NM Board as eligible to sit for the examination you have applied for. If you name appears on the Eligibility List and all eligibility requirements have been met, you will be approved to take the examination.

#### **Examination Notification**

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

- 1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day of your final review.
- If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

#### **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 at (855) 746-8173.

#### **Examination Day Requirements**

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

- ATT Letter (theory)
- Two (2) forms of identification one form must be a government issued photo ID (see below)

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 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 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**

Tobacco, 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, cell phones, calculator watches, reproduction equipment <u>are strictly prohibited in the examination room</u>. Failure to comply with any of these conditions may result in your immediate dismissal, 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 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 the theory 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.

#### **Theory Rescheduling Policy**

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 to 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.

#### **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.

#### **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	n below.		
Name:			
Street:			
City:	State:	Zip:	
Print your updated name or address below.			
Name:			
Street:			
City:	State:	Zip:	
Reason for Name Change: Divorced I	Married Other		
Print Social Security Number:			
Sign and Date your Request:			
Signature:		Date:	

#### **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

#### Send Complaint to:

Professional Credential Services, Inc. examcomplaints@virtualinc.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.



# NATIONAL MICROPIGMENTATION WRITTEN EXAMINATION

#### CANDIDATE INFORMATION BULLETIN

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

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

#### SCIENTIFIC CONCEPTS 47%

#### **Infection Control**

- ♦ Pathology
  - Microbiology
- Prevention of cross contamination and disease transmission procedures
  - Levels of infection control
  - Personal immunization
  - OSHA bloodborne pathogen standards and universal precautions

#### Structure of the Skin

- ♦ Epidermis
- ♦ Dermis

# Basic Knowledge of Human Physiology/Anatomy

- ♦ Nervous system
  - Sensory
  - Motor
- ♦ Vascular system
  - Blood
  - Lymph
- Muscles of the head and face
- ♦ Glands of the eye

# Knowledge and Recognition of Disorders, Anomalies, & Diseases of the Skin

#### Safe Use and Storage of Equipment and Supplies

- ♦ Documentation
  - Material safety data sheets (MSDS)
  - Manufacturer's instructions
  - Exposure control plans
- ♦ Properties of pigment
- ♦ Single-use supplies
- ♦ Work area setup

# MICROPIGMENTATION PROCEDURES 43%

## **Conducting a Client Consultation**

- Record keeping and documentation
  - Client record
  - Informed consent
  - Photo documentation
- ♦ Client consultation
  - Procedure and expectations
  - Skin typing/classification
  - Contraindications
  - Allergies
- Post care instructions

#### **Skin Preparation**

- ♦ Selection of appropriate antiseptic
- ♦ Hair removal procedures
- Specific preparation for eye and lip procedures
- Topical anesthetic

# Pre-application Procedure for Client Approval

- Placement of design, pattern, or shape on client
- Drawing of design, pattern, or shape on client
  - Appropriate materials
  - Color selection
  - Shading/tinting

#### Characteristics of Different Types of Equipment

- ◊ Non-motorized
- ♦ Motorized
- ♦ Other

## Micropigmentation Application Procedures

- ♦ Lining
- ♦ Shading
- Conclusion of treatment procedures

#### CAUSES OF & RESPONSES TO TREATMENT CONSEQUENCES, SIDE EFFECTS, COMPLICATIONS 10%

#### Consequences

- ♦ Swelling
- ♦ Redness
- ♦ Discomfort

#### Side Effects

- ♦ Bruising
- ♦ Rashes and allergic reactions
- Nausea and vomiting

#### Complications

- ♦ Eye injuries
- ♦ Client dissatisfaction
- ♦ Infections and scarring
- ♦ Migration
- ♦ Cold sores

#### SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Micropigmentation Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

- 1. The purpose of material safety data sheets (MSDS) is to
  - a. inventory payments and who makes them.
  - b. record items sterilized in the autoclave.
  - c. compare machine manufacturer specs.
  - d. provide information about the properties of chemicals.
- 2. The subcutaneous layer of the skin consists of
  - a. hair follicles and pores.
  - b. scarred or grafted skin.
  - c. fat and connective tissue.d. lesions or moles.

- 3. What is the muscle surrounding the eye?
  - a. Orbicularis femur
  - b. Orbicularis oris
  - c. Orbicularis occuli
  - d. Orbicularis orbit
- 4. If a customer has a large, dark mole, the technician should
  - a. apply color over it.
  - b. not apply color.
  - c. burn it off.
  - d. attempt to shave it.
- 5. When should the technician mix different colors of pigment brands together?
  - a. Always
  - b. Never
  - c. Only when using white
  - d. Only when using the same colors
- If a client has cold sores, the technician should
  - a. sterilize the area with alcohol.
  - b. cover the area with antiseptic.
  - c. refer the client to a physician.
  - d. tell the client to return when the skin heals.
- 7. When should the client's lipstick color be removed for a lip procedure?
  - a. Before taking preprocedure photo
  - b. After applying topical anesthetic
  - c. While applying pigment
  - d. Before scheduled appointment
- 8. When mixing red and yellow together, it becomes
  - a. pink.
  - b. flesh.
  - c. orange.
  - d. bright red.

- 9. If a technician encounters a client with excessive hair before a procedure, what is the best hair removal process?
  - a. Laser
  - b Shaving
  - c Electrolysis
  - d Chemical
- 10. Going too far outside of the vermillion line can result in a
  - a. black line.
  - b. clown-like appearance.
  - c. blurring line.
  - d. small scar.

#### Answers

1. d. 5. b. 9. b.

2. c. 6. c 10. b.

3. c. 7. a

4. b. 8. c

# MICROPIGMENTATION REFERENCES

Milady's Standard Comprehensive Training for Estheticians Ed, 2003 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707

Fundamentals of Permanent Cosmetics, Ed, 2005 Permanent Cosmetic Instructors Associates P.O. Box 453 Tehachapi, California 93561

www.Milady.com

(661) 822-1508

permanentcosmeticsinstructorsassoc.com

Milady's Aesthetician Series Permanent Makeup: Tips and Techniques-Pamela Hill Ed, 2007 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

#### www.osha.gov

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology <a href="http://nictesting.org/memberinfo/NIC Health & Safety Standards">http://nictesting.org/memberinfo/NIC Health & Safety Standards</a> - Aug 2014.pdf