CRESSIONAL SERVICES, INC.



New Mexico BOARD OF BODY ART PRACTITIONERS

April 2017

Tattoo / Permanent Cosmetic Tattoo / Body Piercing 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

- 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: cosandbar@pcshq.com Website: http://www.pcshq.com

PSI Exams

Scheduling: (800) 733-9267

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

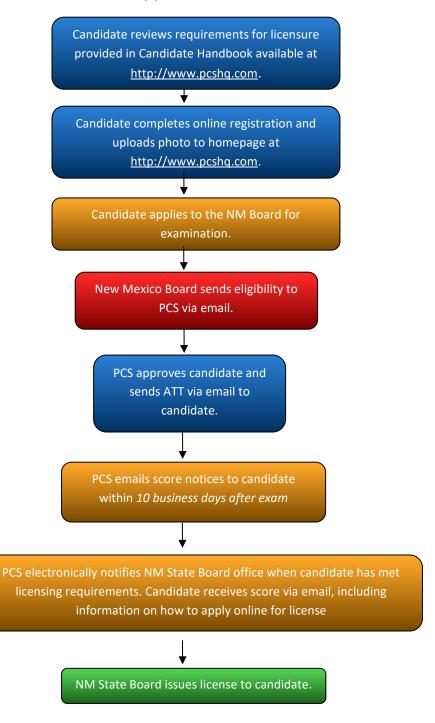
Email: nmbody.art@state.nm.us

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 24 months of the date training was completed.

After 24 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

Examination Type	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. <u>If testing is not</u> 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 <u>color</u> photo (selfies are not accepted).

Reinstatement

How to Reinstate an Expired License

- 1. 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

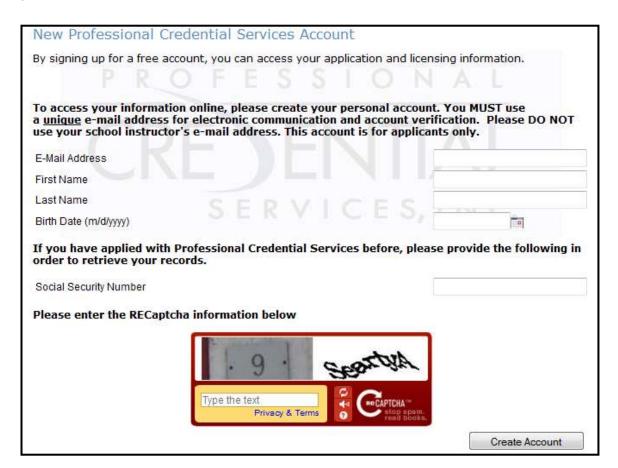
How to Reciprocate an Out of State License

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

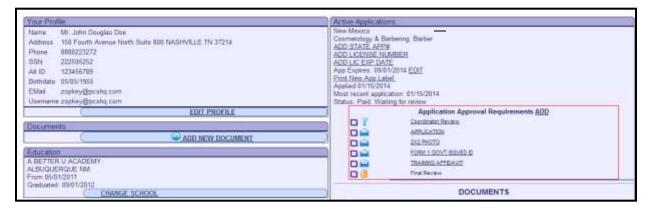
- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Tattoo, Permanent Cosmetic Tattoo or Body Piercing
- 6. Click **Create an Account** (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; 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 1-5 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 registration; select appropriate license type (i.e. Tattoo).
- 5. Continue with online registration 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 are allowed to 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. Incomplete 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

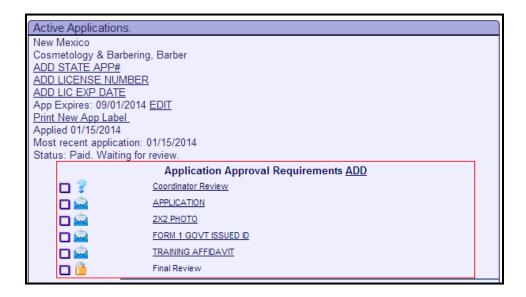
Logging into your Homepage

- 1. Go to http://www.pcshq.com
- 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?

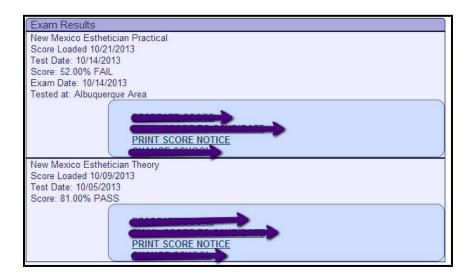
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



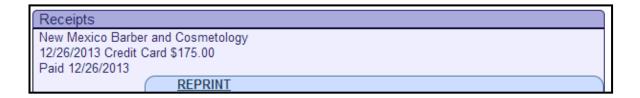
Reprinting Documents

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 (800) 733-9267 (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 (800) 733-9267.

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) Photo copies will not be accepted

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

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

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)
- Student ID and employment ID are NOT acceptable forms of Identification.
- If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS.**

Arrival

You must arrive at the test center at least 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 on a daily basis.

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 (800) 733-9267 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 below.				
Name:				
Street:				
City:	_State:	Zip:	_	
Print your updated name or address below.				
Name:				
Street:				
City:	_State:	Zip:	_	
Reason for Name Change: Divorced 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.

Attn: New Mexico Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Complaint Review Process

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



NATIONAL BODY PIERCING WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

The National Body Piercing examination is the national licensure examination for Body Piercing, 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 Body Piercing examination, sample questions and answers. The time allowed for the Body Piercing written examination is 90 minutes.

SCIENTIFIC CONCEPTS 60%

Anatomy & Physiology of Skin

- ♦ Identify & define the structures of the skin
 - Epithelial tissue
 - Connective tissue
 - Epidermis layer
 - Dermis layer
- Knowledge & ability to avoid damage to underlying blood vessels & nerves

Recognize Disorders, Anomalies, & Diseases of the Skin

- ♦ Burns, scars, or grafted skin
- ♦ Lesions
- ♦ Moles & freckles

Knowledge of Infection Control

- ♦ Pathology
 - Microbiology
- Disease transmission & cross contamination prevention
 - Sanitation & cleaning
 - Disinfection
 - Sterilization
 - Personal immunization
 - Single-use supplies
 - Waste disposal
 - Universal precautions

Knowledge of Equipment & Supply Storage

- ♦ OSHA
 - Training & operation
 - Maintenance
- ♦ MSDS
- ♦ Manufacturer's instructions
- Supply & equipment storage
- ♦ Job equipment & supplies setup
 - Antiseptic
 - Gloves
 - Single-use marking device
 - Corks
 - Forceps
 - Needles
 - Absorbent material
 - Opening & closing pliers
 - Taper pins
 - Calipers
 - Gauge wheels
 - Lubricant
 - Sharps container
 - Contaminated tool container
 - Rubberbands
 - Needle receiving tube
 - Piercing gun

PIERCING PROCEDURES 40%

Knowledge of Conducting Client Consultations

- ♦ Age verification
- ♦ Client record form
- ♦ Release form or waiver
 - Limited medical history
 - Allergies
 - Mental status
- Address client contraindications
- ♦ Inform client about procedure & expectations
- Address client concerns & answer questions
- ♦ Jewelry & location consultation
- ♦ Placement verification
- ♦ Aftercare
 - Verbal instructions
 - Written instructions
- ♦ Professional ethics

Knowledge of Use of Materials, Implements, & Supplies

- ♦ Identify & know function of equipment & implements
 - Antiseptic
 - Gloves
 - Single-use marking device
 - Corks
 - Forceps
 - Needles
 - Absorbent material
 - Opening & closing pliers
 - Taper pins
 - Calipers
 - Gauge wheels
 - Lubricant
 - Sharps container
 - Contaminated tool container

- Rubberbands
- Needle receiving tube
- First aid kit
- Identify jewelry types, styles, sizes, & materials
 - Gauge, diameter, and length
 - Types and styles
 - Material

Knowledge of Use of Antiseptic for Skin Preparation

Knowledge of Basic First Aid

Knowledge of Piercing Placement

- Head
 - Ear
 - Oral
 - Nose
 - Eyebrow
- ♦ Upper body
 - Navel
 - Nipple
 - Genitalia
 - Female
 - I Ciliaic
 - Male

Knowledge of Piercing Process

- Executing quick & precise piercing
 - Avoiding damage to underlying blood vessels
 - Avoiding damage to underlying nerves
- Inserting jewelry

Knowledge of Stretching Process

- ♦ Inspect piercing site
- Determine appropriate increase
- Determine appropriate jewelry
- ♦ Use appropriate insertion technique

SAMPLE QUESTIONS

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

- Which of the following is used to secure the skin when piercing?
 - a. Tapers
 - b. Rubber bands
 - c. Closing pliers
 - d. Forceps
- 2. Single-use marking devices are used for
 - a. indicating placement of the piercing site.
 - b. completing the release form.
 - c. outlining the after care procedure.
 - d. recording the customer appointment.
- 3. Which of the following should be disposed of in a biohazard receptacle?
 - a. Jewelry that has been dropped on the floor
 - b. Wet gloves that were used while disinfecting countertops
 - c. Gauze that will produce blood if compressed
 - d. Forceps used to hold the skin during a piercing

- 4. Which of the following client information should be verified prior to a piercing?
 - a. Height
 - b. Age
 - c. Weight
 - d. Eye color
- 5. A sharps container is used to
 - a. store clean needles.
 - b. store marking devices.
 - c. dispose of used absorbent materials.
 - d. dispose of used needles.
- 6. Typically, when piercing both nipples, it is important to
 - a. numb the entire chest
 - b. match the placement of the piercings.
 - c. perform the piercings simultaneously.
 - d. massage the tissue vigorously.
- 7. Which of the following gauges is **MOST** appropriate for an eyebrow piercing?
 - a. 2 gauge
 - b. 8 gauge
 - c. 16 gauge
 - d. 22 gauge
- 8. Hard surfaces are cleaned with an appropriate Environmental Protection Agency registered
 - a. witch hazel.
 - b. antibacterial soap.
 - c. isopropyl alcohol.
 - d. disinfecting solution.

2

- 9. A piercer should **NOT** pierce through a mole because it can
 - a. heal too quickly.
 - b. multiply in number.
 - c. become cancerous.
 - d. go away.
- 10. Which of the following signs and symptoms is associated with the normal healing process?
 - a. Itching
 - b. Redness
 - c. Pus
 - d. Swelling

	Answers
	Allswers
1. d.	6. b.
2. a.	7. c.
3. c.	8. d.
4. b.	9. c.
5. d.	10. a.

RECOMMENDED REFERENCES

www.cdc.gov

www.osha.gov

www.infectioncontroltoday

www.nictesting.org

Revised 06/2008



NATIONAL TATTOOING 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 Tattooing Theory Examination is the licensure examination for Tattooing practitioners, 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 Tattooing 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.

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 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, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - 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.

TATTOOING THEORY EXAMINATION CONTENT OUTLINE

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

- 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
 - a. Levels of infection control:
 - i. Sanitation/Cleaning
 - ii. Disinfection
 - iii. Sterilization
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies):
 - ii. Prevent cross-contamination
 - iii. Differentiate between the purpose of single- and multi-use items (e.g., equipment, supplies, materials, tools)
 - 3. Identify first aid and CPR procedures
 - 4. Recognize requirements of federal agencies:
 - a. Blood exposure and contact procedures (OSHA, CDC)
 - b. Safety and Data Sheets (OSHA)
- B. Human Anatomy and Physiology
 - 1. Identify functions and structure of the skin
 - 2. Identify signs and symptoms of conditions, disorders, and diseases of the skin
- C. Recognize Basic Chemistry of Inks Used in Tattooing

DOMAIN 2: Tattoo Procedures and Services (45%)

- A. Client Consultation, Analysis and Documentation for Tattoo Services
 - 1. Obtain informed consent
 - 2. Recognize client expectations
 - a. Explain permanency of tattoo
 - b. Verify design, spelling and location of tattoo
 - 3. Evaluate client's skin and identify contraindications:
 - a. General health
 - b. Skin disorders & diseases
 - 4. Explain pre- and post-treatment instructions
 - 5. Establish/Maintain client records (e.g., service history, client card, medical history)
 - 6. Recognize skin preparation procedures
- B. Tools and Equipment Used for Tattoo Services
 - 1. Maintenance and storage of equipment, supplies, materials
 - 2. Comprehend function and operation
 - a. Hand/Manual
 - b. Rotary/Pen
 - c. Coil

- 3. Differentiate between needle options and selections
 - a. Magnified needle inspection (eye loupe)
 - b. Needle grouping types
 - c. Needle properties
 - d. Needle making
- 4. Recognize tattoo application concepts
 - a. Outlining
 - b. Shading
 - c. Coloring
 - d. Application of design to skin

TATTOOING THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Tattooing 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. What is occurring when the autoclave is venting?
 - (A) Release of pressure
 - (B) Pressure is building
 - (C) Machine is warming up
 - (D) Machine is operating at full capacity
- 2. A sterilized bottle of tattoo ink remains sterile until it is
 - (A) placed on the station.
 - (B) opened.
 - (C) touched.
 - (D) placed in storage.
- 3. An effective consent or release form should disclose
 - (A) client professional occupation.
 - (B) client dietary preferences.
 - (C) client medical conditions.
 - (D) client financial information.
- 4. What are the basic ingredients in tattoo ink?
 - (A) Pigment, oil, witch hazel, alcohol
 - (B) Distilled water, pigment, glycerin, alcohol
 - (C) Dye, distilled water, alcohol, witch hazel
 - (D) Food coloring, glycerin, witch hazel, alcohol
- 5. Building up the thickness of line work is known as?
 - (A) line weight.
 - (B) shading.
 - (C) color packing.
 - (D) outline.

KEY: 1: C, 2: B, 3: C, 4: B, 5: A

NATIONAL TATTOOING EXAMINATION REFERENCES

The following sources are used by NIC to develop and support National Tattooing Theory Examination content. References are listed alphabetically with the most recent copyright date presented first. NIC uses the most recent versions for item and examination development.

Milady Standard Esthetics: Fundamentals Procedure Manual

2013, Edition: 11 2013 Edition

Milady Association of Professional Piercers (APP)

5 Maxwell Drive P.O. Box 1287 Clifton Park, NY 12065-2919 Lawrence, KS 66044

<u>www.milady.cengage.com</u> <u>http://www.safepiercing.org/publications/procedure-manual/</u>

NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology

http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf



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.
- eous layer of sists of 8. When mixing red and yellow
 - a. pink.
 - b. flesh.
 - c. orange.
 - d. bright red.

What is the muscle

b.

c.

should

b.

c.

b.

surrounding the eye?

Orbicularis femur

Orbicularis occuli

Orbicularis orbit

If a customer has a large,

dark mole, the technician

apply color over it.

attempt to shave it.

When should the technician

Only when using white

Only when using the

If a client has cold sores, the

sterilize the area with

cover the area with

refer the client to a

tell the client to return

when the skin heals.

When should the client's lipstick color be removed for

Before taking pre-

procedure photo

topical anesthetic

Before scheduled

appointment

While applying

pigment

together, it becomes

After applying

a lip procedure?

mix different colors of

same colors

technician should

alcohol.

antiseptic.

physician.

Always

Never

pigment brands together?

not apply color.

burn it off.

Orbicularis oris

Revised 06/2008 Ref. Rev. 10.2014

- 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 http://nictesting.org/memberinfo/NIC Health & Safety Standards - Aug 2014.pdf

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology 2016 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2012 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2013, 2nd Edition, 8th printing, December 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

Milady's Standard Professional Barbering 2011, 5th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering 2006 Milady www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

BODY PIERCING

REFERENCES

APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

The Piercing Bible
March 2009
Elayne Angel
http://piercingbible.com/

ELECTROLOGY

REFERENCES

Milady's Hair Removal Techniques: A Comprehensive Manual

2004 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

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.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

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Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

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.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Skin Care: Beyond the Basics

2012, 4th Edition Mark Lees Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator Student Course Book 2014, 3rd Edition Milady

www.miladypro.com

Customer Service: info@milady.com

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

MANAGER

REFERENCES

Successful Salon & Spa Management 2012, 6th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

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800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

Today's Class: Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

Milady's Standard Nail Technology

2015, 7th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Nails

2013, 1st Edition, 10th printing, June 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art

2007, 2.1 Edition

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady's Standard Nail Technology 2011, 6th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

NIC Approved Textbooks

Updated 11.21.2016

800.998.7498 ext. 2700

Salon Fundamentals Nails

2011, 1st Edition, 7th Printing, October 2011

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art 2007, 1st Edition Author: Randy Rick CLIC International 2014

Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding 2014 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

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Contact: Debbie Mack, dmack@pivotpoint.com

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2014

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TATTOOING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

WAX TECHNOLOGY (CURRENT) & HAIR REMOVAL TECHNOLOGY (NEW)

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual

2004 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

- ~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.
- ~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

- ~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.
- ~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

Client

- 1. Stop Service.
- 2. Put gloves on.
- 3. If appropriate, assist client to sink and rinse the injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Offer/apply antiseptic & adhesive bandage.
- 6. Place all single use items in a bag and place in a trash receptacle.
- 7. Remove all implements from station and properly clean and disinfect.
- 8. Clean and disinfect work area.
- 9. Remove and dispose of gloves.
- 10. Wash hands.
- 11. Return to service.

Licensee

- 1. Stop Service.
- 2. Explain the situation and excuse yourself from the service.
- 3. If appropriate, rinse injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Apply antiseptic & adhesive bandage.
- 6. Put gloves on.
- 7. Place all single use items in a bag and place in a trash receptacle.
- 8. Remove all implements from the work area and properly clean and disinfect.
- 9. Clean & disinfect work area.
- 10. Remove and dispose of gloves.
- 11. Wash hands.
- 12. If necessary cover injured area with a protective finger cot or new glove.
- 13. Return to service.