

# PROFESSIONAL CREDENTIAL SERVICES, INC.



## **South Carolina BOARD OF COSMETOLOGY**

April 2017

## **Cosmetology** Candidate Handbook

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



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## Quick Reference

### STEP ONE: READ CANDIDATE HANDBOOK

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

### STEP TWO: TAKE EXAMINATIONS

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

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

##### Regular Mailing Address

Attn: South Carolina Cosmetology  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272  
Fax: (615) 846-0153  
Email: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)  
Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267  
Fax: (702) 932-2666  
Website: [candidate.psiexams.com](http://candidate.psiexams.com)

#### South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

##### Regular Mailing Address

P.O. Box 11329  
Columbia, South Carolina 29211-1329

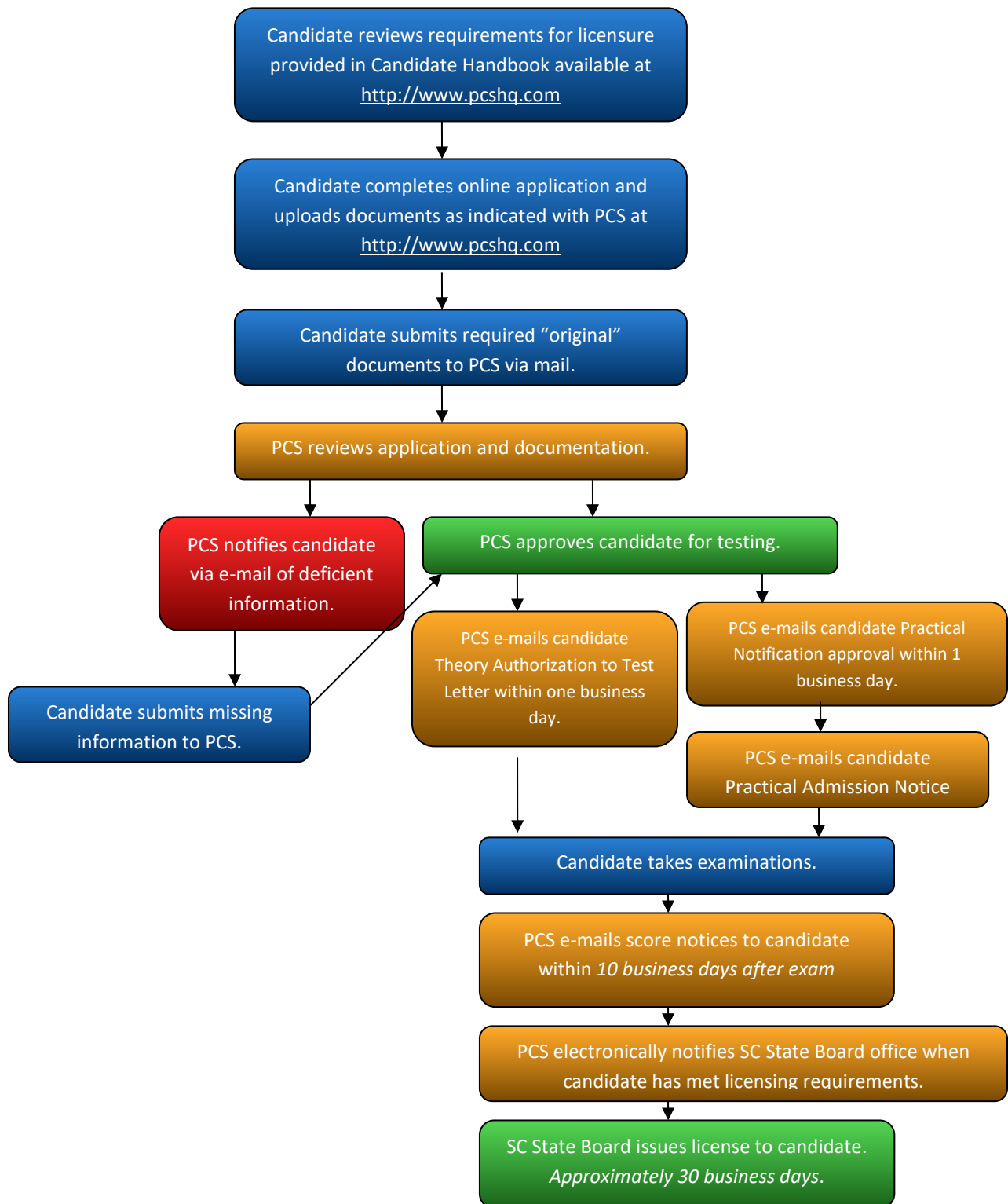
##### Courier Mailing Address

Synergy Business Park  
Kingstree Building  
110 Centerview Drive  
Columbia, South Carolina 29210

Telephone: (803) 896-4588  
Fax: (803) 896-4484  
Website: <http://www.llr.state.sc.us/POL/Cosmetology>



## Application Process





## 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 South Carolina Board for Cosmetology (the “Board”) is responsible for licensing and regulating the profession of cosmetology in the State of South Carolina. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

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

1. Be at least 16 years of age.
2. Have completed at least the 10<sup>th</sup> grade or equivalent.
3. Have completed at least 1,500 in state or out of state Cosmetology training hours.
4. Successfully completed the NIC theory and practical examinations.

## Training Hour Expiration

- Pursuant to South Carolina Law, all examinations must be taken and passed within 24 months of the date training was completed (or the said hours become invalid).

## Crossover License – Master Hair Care to Cosmetology

According to South Carolina Cosmetology regulation 35-26 a Master Hair Care Specialist licensee who wishes to crossover to a Cosmetology license must pass a Cosmetology Practical Examination.

Prerequisites to examination - complete an online application, submit applicable fee, and provide:

- Proof of holding a current Master Hair Care Specialist license for at least 2 years (*If less than 2 years, you must enroll in a barber school.*)

## Foreign Credentials

Effective January 12, 2016 all foreign credentials are required to be evaluated by the following South Carolina Board approved service.

Aequo International

1-844-882-3786

[www.aequointernational.com](http://www.aequointernational.com)



## Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Cosmetology Theory & Practical	\$ 175.00	\$ 130.00
Cosmetology Theory	\$ 115.00	\$ 70.00
Cosmetology Practical	\$ 105.00	\$ 60.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

## Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment.

**All fees are non-refundable.**

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

## Practical Examination Dates 2017

Location	Examination Date	Application Deadline
Columbia	1/23/2017	1/2/2017
	2/20/2017	1/30/2017
	3/20/2017	2/27/2017
	4/17/2017	3/27/2017
	5/22/2017	5/1/2017
	6/19/2017	5/29/2017
	7/17/2017	6/26/2017
	8/21/2017	7/31/2017
	9/18/2017	8/28/2017
	10/16/2017	9/25/2017
	11/20/2017	10/30/2017
	12/18/2017	11/27/2017

## 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 South Carolina Cosmetology page at <http://www.pcshq.com>.



## 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, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
6. Training Affidavit – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
  - Enrollment and Graduation dates must include month, day, and year (mm/dd/yyyy).
  - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject. Enrollment and Graduation dates must also be included.

\* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

**!** 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 to the South Carolina Coordinator, or up-loaded on your Homepage.

### Criminal Conviction

Information may be submitted via mail or you can upload to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit court documents as well as probation/parole documents and a SLED report which can be obtained by calling 803-737-9000 or visiting [www.sled.sc.gov](http://www.sled.sc.gov).
- If you have a conviction which occurred outside the state of South Carolina, you must submit court documents as well as probation/parole documents and a criminal history report from the local law enforcement office (in the state where the conviction occurred).



## Testing Prior to Completion of Training

- If you attend a private (non-vocational) school within South Carolina and you have completed at least 1,350 Cosmetology hours, you can take the examinations prior to completing the full 1,500 hour requirement. *Effective June 17<sup>th</sup> 2013.*
- Once you have completed the required 1500 Cosmetology Hours, your school must submit an Affidavit of Completion via mail (See Form Section on the PCS Webpage). *You will not receive a Notice of Completion and your application will not be forwarded to the South Carolina State Board Office until this form has been received by PCS.*

## Expired License

### How to Reinstate an Expired License

1. If you hold a South Carolina license which has been expired for less than three years, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you hold a South Carolina license which has been expired for three years or longer, you must complete a new online application with PCS and submit all required documents. The full examination must be repeated (practical and theory).

## 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 color photo. (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))

\* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

**!** 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 to the South Carolina Coordinator, or up-loaded on your Homepage.



## Endorsement License Requirements

**Method One:** No Examination Required. You must contact the South Carolina State Board Office at (803) 896-4588 for information on how to endorse your out-of-state Cosmetology license.

- You hold a current out of state Cosmetology license.
- You have passed the NIC theory and practical examinations.

! Endorsement candidates are encouraged to carefully review the qualifications for testing PRIOR to completing an online application with PCS. If testing is not required, fees are forfeited.

**Method Two:** Must complete an online application with PCS and take the NIC Theory and Practical Examinations through PCS.

- You hold a current out of state Cosmetology license.
- You have not passed the NIC Examinations. (Theory and Practical)

**Method Three:** Must complete an online application with PCS and take the NIC Examination not previously passed. (Theory or Practical)

- You hold a current out of state Cosmetology license.
- You have previously passed either the NIC Theory or Practical Examination.

## Endorsement Application Requirements

### Method One

1. Contact the South Carolina State Board office at (803) 896-4588

### Methods Two and Three

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 color photo. (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
5. Verification of Licensure from out of state

\* All documents that require a notary seal may be uploaded to your Home Page as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.



## 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 **South Carolina**
5. Click **Cosmetology**
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 link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

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

**New Professional Credential Services Account**

By signing up for a free account, you can access your application and licensing information.

**To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.**

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

**If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.**

Social Security Number

**Please enter the RECaptcha information below**

1.9.1

Scartys

Type the text

Privacy & Terms

reCAPTCHA™

stop spam.  
read books.



## 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. Once payment is made, further directions will be sent via email.

\*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.

The screenshot displays the PCS Application web interface. On the left, the 'Your Profile' section includes fields for Name, Address, Phone, SSN, Alt ID, Birthdate, EMail, and Username. Below this is the 'Documents' section, which lists three documents: 'VA BA App Original Document.pdf' (Last Changed 08/21/2013), 'Personal Photo Personal Photo Document.pdf' (Last Changed 08/21/2013), and 'PA GMC 3 Documentation Original Document.pdf' (Last Changed 08/21/2013). An 'ADD NEW DOCUMENT' button is located at the bottom of this section. The 'Education' section lists 'SPECTRUM BEAUTY ACADEMY LLC' in 'ALEXANDRIA VA', with graduation on 07/23/2013 and school license expiration on 12/31/2014. The 'Application Information' section shows the user is applying to the 'Virginia Board of Barbers and Cosmetologists'. On the right, the 'Active Applications' section shows a 'Virginia Cosmetology & Barbering, Barbering' application applied on 08/19/2013, with the most recent application on 08/19/2013 and a status of 'Paid, Waiting for review'. Below this is the 'Application Approval Requirements' section, which lists several requirements: 'Coordinator Review', 'Personal Photo', 'Training & Experience Form', 'Examination Site Agreement', 'PCS Waiver', and 'ALL FORMS ARE CURRENT'. A note indicates that the 'GMC 3 - OFFICIAL Virginia document indicated by RED STAMP' is required. A text box contains a comment: 'DPOR - please review this out of state criminal history documentation. Since he does not reside in VA I am not requesting the VA criminal history.' Below the text box is a 'SELECT STATUS' dropdown menu and a 'Save' button. At the bottom of the right section is a 'VIEW APPLICATION FORM' button. The 'Pending Examinations' section at the bottom right lists 'Virginia Barbering Practical' with an exam date of 10/14/2013, testing at the Springfield Area, and a status of 'WAITING FOR APPLICATION APPROVAL'. It also lists 'Virginia Barbering Theory' with a status of 'Status Pending' and 'WAITING FOR APPLICATION APPROVAL'.



## 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**



The screenshot shows the login interface for Professional Credential Services, Inc. At the top, the company logo is displayed. Below it, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address:" and "Password:". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link for users who have forgotten their password or received an email from PCS. At the bottom, a note directs new users to their profession and state home page.

PROFESSIONAL  
CREDENTIAL  
SERVICES, INC.

Log into your account

E-Mail Address:

Password:

\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

If you have not previously created a PCS account please go to your [profession and state home 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.



The screenshot displays the "Active Applications" section. It lists the user's location as South Carolina and their profession as Barber, Registered Barber. It includes links to add state application number, license number, license expiration date, and application expiration date. The application was submitted on 10/30/2013, and the most recent application is also dated 10/30/2013. The status is "Paid. Waiting for review." Below this, the "Application Approval Requirements" section is shown, with a table of requirements and their status.

Active Applications.

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 10/30/2013  
Most recent application: 10/30/2013  
Status: Paid. Waiting for review.

**Application Approval Requirements [ADD](#)**

<input type="checkbox"/>		<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>		<a href="#">APPLICATION</a>
<input type="checkbox"/>		<a href="#">2X2 PHOTO</a>
<input type="checkbox"/>		<a href="#">FORM 1 ID (W/PHOTO)</a>
<input type="checkbox"/>		<a href="#">HEALTH FORM</a>
<input type="checkbox"/>		<a href="#">TRAINING AFFIDAVIT</a>
<input type="checkbox"/>		<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input type="checkbox"/>		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 Applications.

South Carolina  
Cosmetology, Cosmetology  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 08/14/2015 [EDIT](#)  
Applied 07/30/2013  
Status: License Ready

**Application Approval Requirements [ADD](#)**

- ☒ [Coordinator Review](#)
- ☒ [APPLICATION](#)
- ☒ [2X2 PHOTO](#)
- ☒ [FORM 1 ID \(W/PHOTO\)](#)
- ☒ [FORM 2 ID](#)
- ☒ [HIGH SCHOOL EDUCATION](#)
- ☒ [TRAINING AFFIDAVIT](#)
- ☒ [AFFIDAVIT OF ELIGIBILITY](#)
- ☒ [Prior to Hours \(VOC\)](#)
- ☒ [Final Review](#)

### Reprinting Documents

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 a score notice

Pending Examinations

No examinations are pending.

Exam Results

South Carolina Cosmetology Practical  
Score Loaded 09/27/2013  
Test Date: 09/23/2013  
Score: 91.00% PASS  
Exam Date: 09/23/2013  
Tested at: Columbia Area (cosmetology)  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

South Carolina Cosmetology Theory  
Score Loaded 09/03/2013  
Test Date: 08/28/2013  
Score: 84.00% PASS  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

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

Receipts

South Carolina Board of Cosmetology  
07/30/2013 Check \$165.00  
Paid 07/30/2013  
[REPRINT](#)



## Examination Rescheduling

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

- In order to reschedule your practical examination, click **Reschedule Practical** under the Active Applications box.




Active Applications.

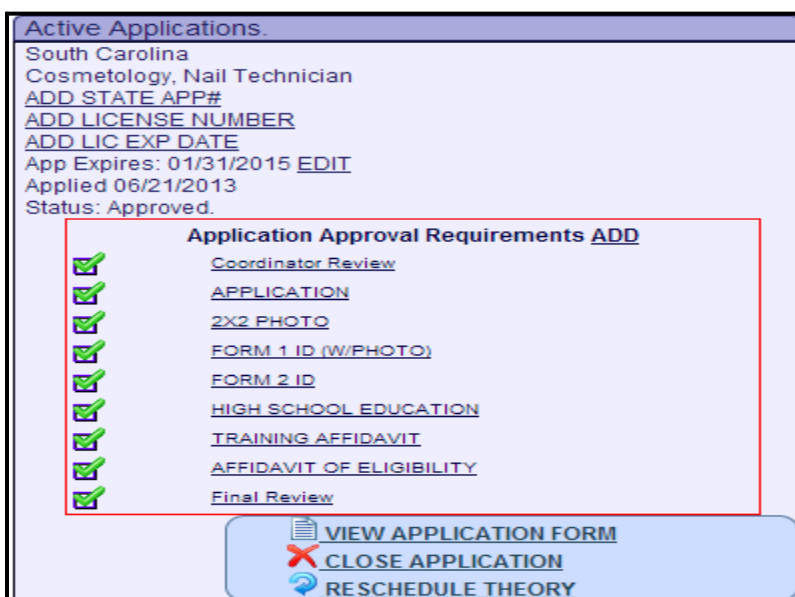
South Carolina  
Cosmetology, Nail Technician  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 11/09/2011 RI  
Status: Active

**Application Approval Requirements [ADD](#)**

☒ [Coordinator Review](#)  
☒ [Final Review](#)

 [CLOSE APPLICATION](#)  
 [RESCHEDULE PRACTICAL](#)

- In order to reschedule your theory examination, click **Theory Reschedule** under the Active Applications box.






Active Applications.

South Carolina  
Cosmetology, Nail Technician  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 01/31/2015 [EDIT](#)  
Applied 06/21/2013  
Status: Approved.

**Application Approval Requirements [ADD](#)**

☒ [Coordinator Review](#)  
☒ [APPLICATION](#)  
☒ [2X2 PHOTO](#)  
☒ [FORM 1 ID \(W/PHOTO\)](#)  
☒ [FORM 2 ID](#)  
☒ [HIGH SCHOOL EDUCATION](#)  
☒ [TRAINING AFFIDAVIT](#)  
☒ [AFFIDAVIT OF ELIGIBILITY](#)  
☒ [Final Review](#)

 [VIEW APPLICATION FORM](#)  
 [CLOSE APPLICATION](#)  
 [RESCHEDULE THEORY](#)



## Application Approval Process

Once an online application has been completed (**payment has been made**), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *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.*

- If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email 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 **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

## 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 e-mail 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 (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 during non-business hours at (800) 733-9267.

### Theory Rescheduling Policy

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

### Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information and approved by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the **next available** once your application has been approved.

### 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, you can upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to 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. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.



## Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type color 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) NO PHOTO COPIES 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)

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

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

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

### Arrival

**!** You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.



## General Examination Policies

### Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

### Copyrighted Examination Questions

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

### Prohibited Items

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

### Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.



## Examination Results

### Score Notices

An 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*.

### State Score Requirements

Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the South Carolina Department of Labor Licensing and Regulation (LLR) for the issuing of a permanent license. You may use your *Notice of Completion* to work until you receive your permanent license from LLR.

If you applied prior to completing your training course, an *Affidavit of Completion* must be submitted from your school to PCS before a final passing score notice (Notice of Completion) will be e-mailed to you, and your application will be forward to LLR.



## 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:

1. Professional Credential Services, Inc.  
Attn: South Carolina Cosmetology  
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.

## Examination Guidelines

### Dress Code

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

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Best wishes on passing your examinations and a successful career in your chosen profession!





NATIONAL COSMETOLOGY  
THEORY EXAMINATION  
CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

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

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

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

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*



**COSMETOLOGY THEORY EXAMINATION**  
**CONTENT OUTLINE**

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

**DOMAIN 1: SCIENTIFIC CONCEPTS (30%)**

**A. Infection Control and Safety Practices**

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

**B. Human Anatomy and Physiology**

1. Identify function and structure of the:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
2. Identify signs and symptoms of conditions, disorders, and diseases related to:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
3. Identify muscles and joints and their functions related to:
  - a. Head and face
  - b. Arms and hands
  - c. Legs and feet
4. Identify functions of:
  - a. Nervous system
  - b. Circulatory system

**C. Basic Chemistry of Products Used in Cosmetology**

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



**DOMAIN 2: HAIR CARE AND SERVICES (40%)**

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

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

**B. Tools used in Hair Care Services**

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

**C. Hair Care**

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

**D. Hair Design**

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

**E. Chemical Services**

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



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

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

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

B. Tools used for skin care services

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

C. Facial skin care services

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

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

A. Client Consultation, Analysis and Documentation for nail care services

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

B. Tools used in nail care services

1. Identify function, purpose and infection control procedures of tools:
  - a. Equipment (e.g., workstation, pedicure basin)
  - b. Implements (e.g., nippers, file)
  - c. Supplies, products, and materials (e.g., towels, creams, polish)
  - d. Proper disinfection procedures
2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)



C. Apply knowledge of principles, procedures and safety for basic manicure and pedicure

D. Apply knowledge of principles, procedures and safety for application, maintenance, and removal of nail enhancements:

1. Nail tips
2. Acrylics

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## **COSMETOLOGY THEORY EXAMINATION SAMPLE QUESTIONS**

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

1. Which of the following will reinforce and reconstruct the hair shaft?  
(A) Scalp treatment  
(B) Balancing shampoo  
(C) Hair brushing  
(D) Protein conditioner
2. When damaged, which of the following will cause the hair growth to be inhibited?  
(A) Papilla  
(B) Shaft  
(C) Cuticle  
(D) Arrector pili
3. A condition caused by an infestation of head lice is  
(A) tinea barbae.  
(B) scabies.  
(C) pediculous capitalis.  
(D) tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?  
(A) Cleaning  
(B) Disinfection  
(C) Sterilization  
(D) Decontamination
5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?  
(A) Coarse file  
(B) Metal file  
(C) Nail brush  
(D) Nail buffer
6. What is another name for the dermis layer of the skin?  
(A) Spiny layer  
(B) Horny layer  
(C) True skin  
(D) Basal cell
7. The massage movement intended to soothe muscles is  
(A) petrissage.  
(B) tapotement.  
(C) friction.  
(D) effleurage.



**NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB**

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8. What product can be used to equalize the porosity of the hair?
- (A) Shampoo
  - (B) Fillers
  - (C) Lightener
  - (D) Developer

<b>KEY: 1: D, 2: A, 3: C, 4: A, 5: D, 6: C, 7: D, 8: B</b>
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To take the NIC Cosmetology Online Practice Exam (English Only) [CLICK HERE](https://www.iqttesting.com/registrationv2008/quickregister.aspx) or go to:  
<https://www.iqttesting.com/registrationv2008/quickregister.aspx> (\$39.00 fee applies)

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





**NATIONAL COSMETOLOGY  
PRACTICAL EXAMINATION**

**CANDIDATE INFORMATION BULLETIN (CIB)**

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

*Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org), for the most current bulletin prior to testing.*

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

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

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

- ***Important Instructions and Examination Core Domain Content***– This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- ***Additional Services*** – These individual documents 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 document provides a list of references used to develop and support the content covered in NIC examinations.  
The references will always be the same for both Theory and Practical examinations.

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.



- 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.
  - 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.”
  - Examiners are not allowed to speak with candidates.
  - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.

**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 Health and Safety standards, OR go to [www.nictesting.org](http://www.nictesting.org) for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
  - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.



## NIC National Cosmetology Practical Examination

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- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. 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** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

### **MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN SC**

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

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

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

### **SPECIAL ATTENTION**

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

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

**Candidates are expected to brace any time they are working around the eye and mouth areas.**

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.



## COSMETOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes)
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (30 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer Application with Colored Simulated Product** (Untimed)
10. **Blood Exposure Procedure** (10 minutes)
11. +Basic Facial (20 minutes)
12. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)
13. +Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)
14. + Manicure and Polish Application (20 minutes)
15. + Nail Tip Application and Blending (20 minutes)

**+Denotes Additional Sections for States that elect to test these sections. Administration of any of these sections will be performed in the numerical order outlined.**



## **CONTENT DOMAINS**

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

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

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

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

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

*Thermal Curling,*

*Haircutting,*

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

*“You will prepare your client for services.”*

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

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

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

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

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

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

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

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

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

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

*“Please stop working.”*

### **2. THERMAL CURLING (10 minutes)**

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

*“You will perform Thermal Curling.”*



*“You will form two curls on the top of the head and two curls on one side of the head.”*  
*“A complete curl must be formed from base to end.”*  
*“You will be expected to follow all client protection, safety and infection control procedures.”*  
*“You will have 10 minutes to complete this section.”*  
*“You will be informed when you have 5 minutes remaining.”*  
*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*  
(2) *“You may begin.”*

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

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

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

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

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

### **3. HAIRCUTTING (30 minutes)**

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

*“You will perform a Haircut.”*  
*“You will complete a basic layered haircut using razor and shears.”*  
*“You will cut at least 1 inch of hair throughout the haircut.”*  
*“Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so.”*

**NIC Cosmetology Practical Examination – Haircutting (continued)**

*“You will be expected to follow all client protection, safety and infection control procedures.”*  
*“You will have 30 minutes to complete this section.”*  
*“You will be informed when you have 15 minutes remaining.”*  
*“Step back to indicate you have finished.”*



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

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

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

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

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

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

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

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

*"May I please use your comb to check the haircut?"*

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

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

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

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

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

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

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

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

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



*"You will prepare your work area for a NEW client."*

*"You will set up the universal supplies you will use for the remainder of the examination."*

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

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application."*

*\*Additional verbal instruction specific to state guidelines\**

*"Plug your wax pot in at this time." (Review your state examination guidelines)*

*"You will prepare your client for chemical services."*

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

*"You will have 15 minutes to complete this section."*

*"You will be informed when you have 8 minutes remaining."*

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

*"Step back to indicate you have finished."*

*(1) "The instructions will be repeated."*

*(2) "You may begin."*

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

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

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

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

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

*"Please stop working."*

## **5. CHEMICAL WAVING (20 minutes)**

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

*"You will perform Chemical Waving."*

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

*"Once you are finished wrapping, please step back and do nothing until the next verbal instructions"*



*are given.”*

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

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

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

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

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**5.1 Chemical waving supplies are labeled in English**

**5.2 Implements and supplies are visibly clean**

**5.3 Subsections hair for chemical waving**

**5.4 Wraps hair**

**5.5 Correct rod placement used throughout entire section**

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

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

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

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

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

*“Please demonstrate saturation”*

**5.6 Demonstrates saturation**

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

*“Please demonstrate a test curl.”*

**5.7 Demonstrates a test curl**

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

*“Please remove one rod from the hair.”*

**NIC Cosmetology Practical Examination –Chemical Waving (continued)**

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

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

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



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

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

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

*"You will have 5 minutes to complete this section."*

*"You will be informed when you have 2 minutes remaining."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

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

**5.8 Maintains drape throughout section**

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

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

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

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

*"Please stop working."*

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

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

*"You will perform the Predisposition Test and Strand Test for permanent hair color."*

*"You will demonstrate the predisposition test behind the ear."*

*"You will demonstrate the strand test process on any single subsection of hair."*

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

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**NIC Cosmetology Practical Examination –Predisposition Test and Strand Test (continued)**

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

**6.1 Predisposition test and strand test supplies are labeled in English**

**6.2 Implements and supplies are visibly clean**



- 6.3 Demonstrates predisposition test behind the ear
- 6.4 Demonstrates strand test process
- 6.5 Maintains drape throughout section
- 6.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

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

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

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

*“Please stop working.”*

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

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

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

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

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

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

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

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

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

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

- 7.1 Highlighting with foil supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Subsections hair for highlighting with foils
- 7.4 Uses correct foil placement

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

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

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



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

**7.5 Final result of simulated product application**

**Examiner – Verbal Instructions:** Read to candidate individually once the final appearance of the foil has been examined:  
*“Please do nothing until the next verbal instructions are given.”*

**7.6 Maintains drape throughout section**

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

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:  
*“All examiners have indicated they are ready to proceed.”*

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

**Proctor – Verbal Instructions:** Read to all candidates:  
*“You will perform a Hair Color Retouch Application.”*  
*“You will apply simulated hair color product to one section of the back of the head.”*  
*“The client has 1 inch of regrowth.”*  
*“You will be expected to follow all client protection, safety and infection control procedures.”*  
*“You will have 10 minutes to complete this section.”*  
*“You will be informed when you have 5 minutes remaining.”*  
*“Step back to indicate you have finished.”*

- (1) *“The instructions will be repeated.”*  
(2) *“You may begin.”*

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

**8.1 Hair color retouch supplies are labeled in English**

**8.2 Implements and supplies are visibly clean**

**8.3 Subsections hair for hair color retouch**

*NIC Cosmetology Practical Examination –Hair Color Retouch (continued)*

**8.4 Applies simulated hair color product**

**8.5 Final result of hair color retouch application**

**8.6 Maintains drape throughout section**

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



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

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

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

*“Please stop working.”*

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

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

*“You will perform a Virgin Hair Relaxer Application.”*

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

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

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

*“This is an untimed section.”*

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

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

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

**9.1 Virgin hair relaxer supplies are labeled in English**

**9.2 Implements and supplies are visibly clean**

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

*“Please demonstrate the virgin relaxer application procedure.”*

**9.3 Subsections hair for relaxer application**

**9.4 Applies simulated relaxer product**

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

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

**NIC Cosmetology Practical Examination –Virgin Hair Relaxer (continued)**

**9.5 Maintains drape throughout section**

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

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



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

## **10. BLOOD EXPOSURE PROCEDURE (10 minutes)**

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

*"You will demonstrate the Blood Exposure Procedure."*

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

*"You are expected to follow all client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

*"Step back to indicate you have finished."*

*(1) "The instructions will be repeated."*

*(2) "You may begin."*

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

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

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

## **11. BASIC FACIAL (20 minutes)**

**+ ADDITIONAL SECTION +**

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

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

*"Step back to indicate you have finished."*



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

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

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

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

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

- "You will perform a Basic Facial."*
- "You will be expected to follow all client protection, safety and infection control procedures."*
- "You will have 20 minutes to complete this section."*
- "You will be informed when you have 10 minutes remaining."*
- "Step back to indicate you have finished."*

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

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

- 11.1 Basic facial supplies are labeled in English
- 11.2 Implements and supplies are visibly clean
- 11.3 Cleanses eye area completely
- 11.4 Cleanses lips completely
- 11.5 Distributes cleanser over face
- 11.6 Removes residual cleanser
- 11.7 Applies toner/astringent
- 11.8 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
- 11.9 Steam towel is applied and removed
- 11.10 Removes residual product
- 11.11 Distributes massage product over face
- 11.12 Demonstrates effleurage movement
- 11.13 Demonstrates petrissage movement
- 11.14 Demonstrates tapotement movement

*NIC Cosmetology Practical Examination – Basic Facial (continued)*

- 11.15 Demonstrates friction movement
- 11.16 Removes residual massage product
- 11.17 Applies toner/astringent
- 11.18 Applies moisturizer
- 11.19 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section



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

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

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

*“Please stop working.”*

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

**+ ADDITIONAL SECTION +**

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

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

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

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

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

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

*“You will perform Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax.”*

*“You will demonstrate hair removal from one eyebrow by tweezing.”*

*“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”*

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

*“You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures .”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so.”*

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

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

**12.1 Hair removal supplies are labeled in English**

**12.2 Implements and supplies are visibly clean**



## HAIR REMOVAL OF EYEBROWS – TWEEZING

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

*“Please demonstrate hair removal of the eyebrow by tweezing.”*

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

- 12.3 Candidate wears gloves
- 12.4 Applies antiseptic to eyebrow area
- 12.5 Holds skin taut
- 12.6 Demonstrates tweezing of hair in direction of hair growth
- 12.7 Applies antiseptic to treated area

## HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

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

*“Please demonstrate hair removal of the eyebrow using simulated soft wax.”*

- 12.8 Applies antiseptic to eyebrow area
- 12.9 Uses absorbent material or product to dry eyebrow area
- 12.10 Tests temperature of simulated soft wax product on wrist
- 12.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 12.12 Smooths wax strip over simulated soft wax product
- 12.13 Holds skin taut
- 12.14 Removes wax strip in opposite direction of hair growth
- 12.15 Applies antiseptic to treated area
- 12.16 Applies post-epilation product to treated area

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

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

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

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

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

## 13. HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (Untimed)

+ ADDITIONAL SECTION +



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

*“You have 2 minutes to set up the supplies for the Hair Removal of the Upper Lip Using Hard Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

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

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

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

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

*“You will perform Hair Removal of the Upper Lip.”*

*“You will use real hard wax.”*

*“You will demonstrate the procedure on the entire upper lip”*

*“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 hard wax procedure.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the hard wax procedure until instructed individually by the examiner to do so.”*

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

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

**13.1 Hair removal supplies are labeled in English**

**13.2 Implements and supplies are visibly clean**

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

*“Please demonstrate hair removal of the upper lip using hard wax.”*

**13.3 Candidate wears gloves**

**13.4 Cleanse area to be waxed**

**13.5 Uses absorbent material or product to dry area to be waxed**

**13.6 Tests temperature of hard wax on wrist**

*NIC Cosmetology Practical Examination – Hair Removal of the Upper Lip using Hard Wax (continued)*

**13.7 Applies hard wax along upper lip area**

**13.8 Holds skin taut**



**13.9 Removes hard wax**

**13.10 Applies antiseptic to treated area**

**13.11 Applies post-epilation product to treated area**

**Examiner – Verbal Instructions:** Read to candidate individually after hair removal of the upper lip using hard wax has been examined:

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

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

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

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

## **14. MANICURE AND POLISH APPLICATION (20 minutes)**

+ ADDITIONAL SECTION +

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

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

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

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

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

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

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

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

*“You will perform a Manicure and Polish Application.”*

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

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

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

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

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



- 14.1 Manicure and polish supplies are labeled in English
- 14.2 Implements and supplies are visibly clean
- 14.3 Sanitizes hand to be manicured with product labeled in English
- 14.4 Shapes free edges to establish uniform length and shape
- 14.5 Immerses all fingernails in bowl of water
- 14.6 Applies cuticle remover
- 14.7 Pushes back cuticles
- 14.8 Cleans under free edge
- 14.9 Brushes or wipes nails to remove product or remaining debris
- 14.10 Buffs nails
- 14.11 Applies cuticle oil
- 14.12 Applies massage product
- 14.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements

*NIC Cosmetology Practical Examination –Manicure and Polish Application (continued)*

- 14.14 Cleanse each nail plate with appropriate solution
- 14.15 Applies basecoat to cover entire nail plate
- 14.16 Applies red polish to cover entire nail plate
- 14.17 Applies topcoat to cover entire nail plate

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

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

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

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

- 14.18 Final appearance of polish is smooth and even
- 14.19 Nail plate is entirely covered with red polish
- 14.20 Cuticle and surrounding skin are free of polish and free of injury

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

*“Please do nothing until further instructions are given.”*

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

*“All examiners have indicated they are ready to proceed with the examination.”*

*“You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”*

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

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

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

*“Turn the hand toward the examiner to indicate you have finished.”*



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

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

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

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

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

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

**15. NAIL TIP APPLICATION AND BLENDING (20 minutes)**

+ *ADDITIONAL SECTION* +

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

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

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

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

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

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

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:  
*"Please stop working. Please do nothing until the next verbal instructions are given."*

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

**(Note: Proctor will assign the finger for application of the nail tip)**

*"You will perform Nail Tip Application and Blending."*

*"Apply the nail tip to the \_\_\_\_\_ finger."*

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

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

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

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



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

- 15.1 Nail tip application and blending supplies are labeled in English
- 15.2 Implements and supplies are visibly clean
- 15.3 Sanitizes model's hand with product labeled in English
- 15.4 Removes residual nail polish from nail plate with appropriate solution
- 15.5 Removes shine from nail plate
- 15.6 Removes dust from nail plate
- 15.7 Applies nail dehydrator product to nail plate
- 15.8 Selects full well tip and attaches to nail plate of assigned finger
- 15.9 Trims and shapes nail tip
- 15.10 Blends and finishes nail tip

*NIC Cosmetology Practical Examination –Nail Tip Application and Blending (continued)*

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

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

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

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

- 15.11 Result of tip selection and application
- 15.12 Cuticle and surrounding skin are free of adhesive
- 15.13 Appearance of finished nail tip

**Examiner – Verbal Instructions:** Read to candidate individually after the nail tip application and blending has been examined:

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

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

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

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



## ***SUGGESTED EXAMINATION SUPPLIES***

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### **Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

### **EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

### **HAIR CARE – UNIVERSAL/GENERAL SUPPLIES**

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

### **THERMAL CURLING SUPPLIES**

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

### **HAIRCUTTING SUPPLIES**

- shears
- razor

### **CHEMICAL WAVING SUPPLIES**

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



**PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT SUPPLIES**

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

**HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES**

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

**HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush and bowl or bottle applicator
- colored simulated product

**VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush bowl or bottle applicator
- colored simulated product

**BLOOD EXPOSURE PROCEDURE SUPPLIES**

- additional bag for disposal of blood-contaminated materials

**BASIC FACIAL SUPPLIES**

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

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

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



### HAIR REMOVAL OF UPPER LIP USING HARD WAX SUPPLIES

- hair band or drape
- Antiseptic
- wax heater
- actual hard wax (only enough to wax the upper lip)
- post-epilation product

### MANICURE AND POLISH APPLICATION SUPPLIES

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

### NAIL TIP APPLICATION AND BLENDING SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- nail file(s) and/or buffer(s)
- full-well nail tips
- nail clipper
- adhesive



## **COSMETOLOGY & HAIR DESIGN**

### **REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto: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, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing. September 2014

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

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*Cosmetology Career Concepts*

CLIC International

2014

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### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2012

Milady

[www.miladypro.com](http://www.miladypro.com)

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*Salon Fundamentals Cosmetology*

2013, 2<sup>nd</sup> Edition, 8<sup>th</sup> printing, December 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

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## **BARBERING (BARBER STYLING, BARBER, BARBER 1)**

### **REFERENCES**

*Milady's Standard Professional Barbering*  
2011, 5<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Professional Barbering*  
2006  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

## **BODY PIERCING**

### **REFERENCES**

*APP Procedure Manual*  
2013 Edition  
Association of Professional Piercers  
[safepiercing.org](http://safepiercing.org)  
Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)  
1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*  
2013, 11<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto: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](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

Pivot Point International, Inc.

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### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2009, 10<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

Pivot Point International, Inc.

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## **ESTHETICS**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

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800.998.7498 ext. 2700

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## **SUPPLEMENTAL REFERENCES**

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## **ESTHETICS-ADVANCED PRACTICE (AP)**

## **REFERENCES**

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Skin Care: Beyond the Basics*

2012, 4<sup>th</sup> Edition

Mark Lees

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800.998.7498 ext. 2700

## **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

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800.998.7498 ext. 2700



## **INSTRUCTOR**

### **REFERENCES**

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*  
2014, 14<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto: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](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

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### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator*

*Student Course Book*

2014, 3<sup>rd</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*  
2011, 13<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

## **MANAGER**

### **REFERENCES**

*Successful Salon & Spa Management*

2012, 6<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

[www.miladypro.com](http://www.miladypro.com)



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800.998.7498 ext. 2700

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Pivot Point International, Inc.  
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800-886-4247

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2014  
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## **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, 7<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

*Salon Fundamentals Nails*  
2013, 1<sup>st</sup> Edition, 10<sup>th</sup> printing, June 2013  
Pivot Point International, Inc.  
[www.pivot-point.com](http://www.pivot-point.com)  
Contact: Debbie Mack, [dmack@pivotpoint.com](mailto: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, 6<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)



800.998.7498 ext. 2700

*Salon Fundamentals Nails*

2011, 1<sup>st</sup> Edition, 7<sup>th</sup> Printing, October 2011

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

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800-886-4247

*Nails – Exhibits of Art*

2007, 1<sup>st</sup> Edition

Author: Randy Rick

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## **NATURAL HAIR STYLING**

### **REFERENCES**

*Milady Standard Natural Hair Care and Braiding*

2014

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016

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## **TATTOOING**

### **REFERENCES**

*APP Procedure Manual*

2013 Edition

Association of Professional Piercers

[safepiercing.org](http://safepiercing.org)

Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)

1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

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

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*



2009, 10<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady's Hair Removal Techniques: A Comprehensive Manual*

2004

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto: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.