

# PROFESSIONAL CREDENTIAL SERVICES, INC.



## South Carolina BOARD OF BARBERING

April 2017

### Master Hair Care Specialist 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 PSI
- Upon approval, take Practical Examination on date scheduled with PCS

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

##### Regular Mailing Address

Attn: South Carolina Barbering  
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 Barbering

Department of Labor, Licensing, and Regulation

##### Regular Mailing Address

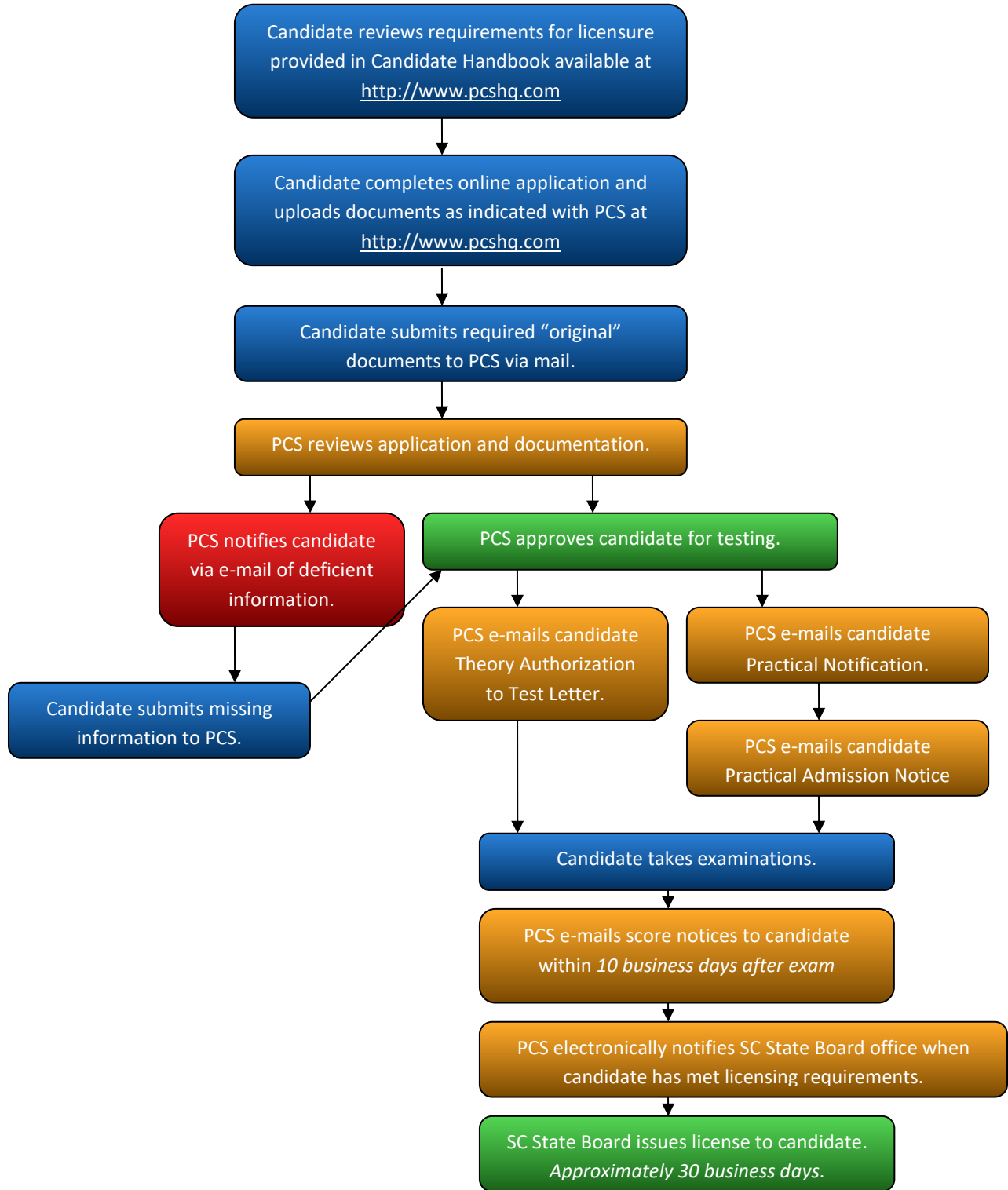
P.O. Box 11329  
Columbia, South Carolina 29211-1329

##### 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/Barber/>

## 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 Barbering (the "Board") is responsible for licensing and regulating the profession of barbering 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 Master Barber license in the State of South Carolina, you must meet the following requirements:

1. Be at least 17 years of age.
2. Have completed at least the 9<sup>th</sup> grade or equivalent.
3. Have completed at least 1,500 in state or out of state Barber training hours; or
4. On The Job Training (OJT) - Have completed twelve months of training under the personal supervision of a master hair care specialist who has been examined by the board and this practice must include at least 1,920 hours.
5. Successfully completed the NIC theory and practical examinations.

## Crossover License

If you hold a current South Carolina Cosmetology License and have held this license for at least two years, you may obtain a Master Hair Care License by taking the practical examination only.

## Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- |  |                |  |
|--|----------------|--|
| 1. Aequo International                   | 1-844-882-3786 | <a href="http://www.aequointernational.com">www.aequointernational.com</a> |
| 2. Educational Credential Evaluators     | (414) 289-3400 | <a href="http://www.ece.org">http://www.ece.org</a>                        |
| 3. International Consultants of Delaware | (215) 222-8454 | <a href="http://www.icdeval.com">http://www.icdeval.com</a>                |

## Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Master Hair Care Theory & Practical	\$ 175.00	\$ 130.00
Master Hair Care Theory	\$ 115.00	\$ 70.00
Master Hair Care 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 Virginia's 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.**

## 2017 Practical Examination Dates

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 Form section of the South Carolina Master Hair Care 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, email, 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 9<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.
7. Health Form (See Form Section on the PCS Webpage)
  - Must show negative 5TU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.

\* 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 uploaded to 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).

## Expired License

### How to Reinstate an Expired License

1. If you held a South Carolina license which has been expired for three years or less, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you had a South Carolina license which has been expired for more than three years, you must complete an online application with PCS and submit all required documents. You must take the practical examination.

### 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. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
5. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 9<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)

\* 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 to 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 Barber license.

- You hold a current out of state Barber 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 Barber 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 Barber 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

The following items must be submitted to PCS via mail or you can upload to your application by logging into your Homepage once an online application has been completed.

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
6. Health Form (See Form Section on the PCS webpage)
  - Must show negative 5TU-PPD Tuberculin Test / chest x-ray taken within a year of application date.

\* 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.

## 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 **Master Hair Care**
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**



Type the text

[Privacy & Terms](#)



## PCS Application

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

1. Complete steps 1-5 listed above.
2. Click **LOGIN HERE** (if you have already created an account)
3. Enter e-mail address and password provided during account set-up.
4. You are now in the online application; select appropriate license type (i.e. Registered Barber).
5. Continue with online application until all required fields have been completed.
6. Choose the examinations you wish to take.
7. Select Payment Option\*.
8. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

\* You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents and payment have been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

! **You must complete the online application using your legal name** – the name which appears on your current government issued photo identification (i.e. Driver's License).

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

! **If you are applying prior to the completion of training, you must indicate this on your online application**

## 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 right is the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. A large, faint watermark of the company logo is visible in the background. Below the input fields, there is a link for forgotten passwords: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, a note states: "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 as "South Carolina Barber, Registered Barber" and provides links to "ADD STATE APP#", "ADD LICENSE NUMBER", "ADD LIC EXP DATE", and "ADD APP EXP DATE". The application was applied for on 10/30/2013, and the most recent application is also dated 10/30/2013. The status is "Paid. Waiting for review." Below this is a table titled "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"/>	<a href="#">Final Review</a>

### 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  
Barber, Master Hair Care Specialist  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 11/01/2013  
Most recent application: 11/01/2013  
Status: Approved.

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

- [Coordinator Review](#)
- [2X2 PHOTO](#)
- [COPY OF PHOTO ID CARD](#)
- [COPY OF SIGNED SOCIAL SECURITY CARD](#)
- [TRAINING AFFIDAVIT/VERIF. OF LICENSURE](#)
- [AFFIDAVIT OF ELIGIBILITY](#)
- [HEALTH FORM](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)

### Reprinting Documents

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

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

Exam Results

South Carolina Cosmetology Practical  
Score Loaded 10/27/2011  
Test Date: 10/18/2004  
Score: 90.00% PASS  
[CHANGE SCHOOL](#)

South Carolina Crossover (COS to MB) Practical  
Score Loaded 10/18/2013  
Test Date: 10/14/2013  
Score: 87.00% PASS  
Language: English  
Exam Date: 10/14/2013  
Tested at: Columbia Area (bar)  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

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

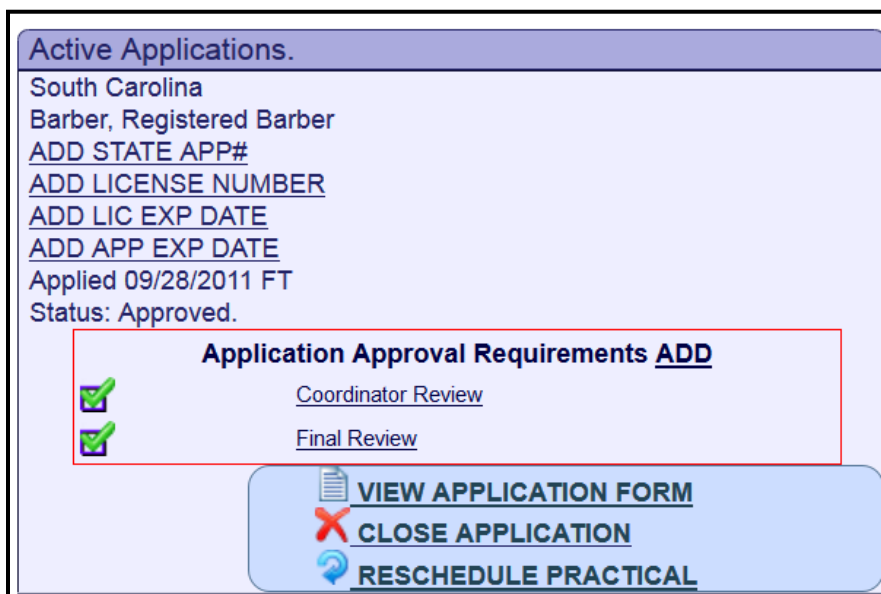
Receipts

South Carolina Board of Cosmetology  
08/29/2013 Credit Card \$100.00  
Paid 08/29/2013  
[REPRINT](#)

## Examination Rescheduling

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

- To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.






Active Applications.

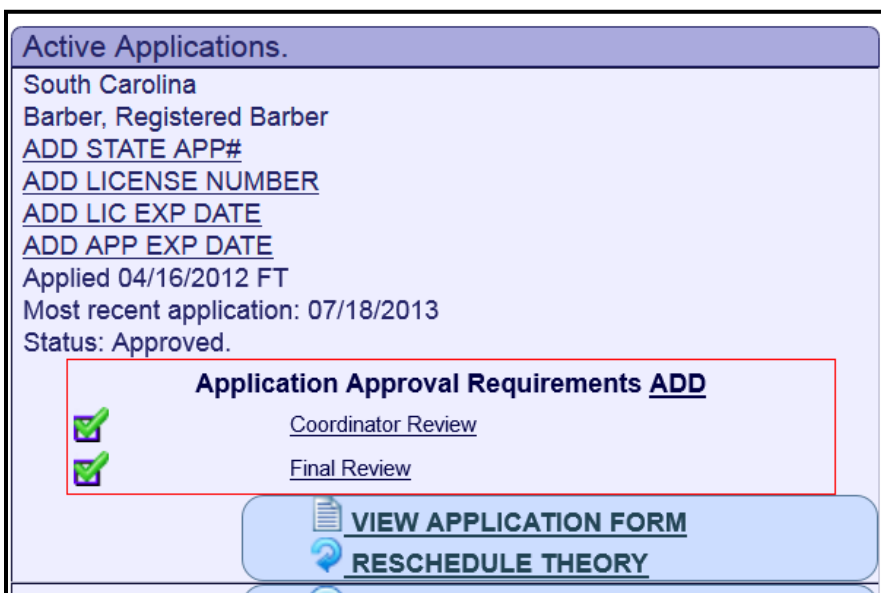
South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 09/28/2011 FT  
Status: Approved.

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

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

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

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





Active Applications.

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 04/16/2012 FT  
Most recent application: 07/18/2013  
Status: Approved.

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

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

 [VIEW APPLICATION FORM](#)  
 [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 receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received and application is approved.
- 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.

## 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, your request will be considered when you upload documentation onto your homepage.

### Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether 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) Photo copies will not be accepted

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

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

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

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

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

### Arrival

**!** You must arrive at the test center at least forty five (45) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

## General Examination Policies

### Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **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 ten 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 70. 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, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license.

## 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. Once completed, this form can be uploaded to your PCS Home Page, or sent to the coordinator via email.*

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

**Print your name as it appears on your Application below.**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Print your updated name or address below.**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Reason for Name Change:** \_\_\_\_ Divorced \_\_\_\_ Married \_\_\_\_ Other

**Print Social Security Number:** \_\_\_\_\_

**Sign and Date your Request:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Formal Complaints

### Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

### Send Complaint to:

Professional Credential Services, Inc.  
Attn: South Carolina Barbering  
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.

### Mannequins/Model

A **model** is required for the following services:

Set Up and Client Protection

Haircutting

Shaving with a Straight Razor (**MUST REMOVE FACIAL HAIR**)

A **model or mannequin** is permitted for the following services:

Chemical Waving

Hair Lightening/Coloring

Chemical Relaxing

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



NATIONAL BARBER STYLING  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY.**

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**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.*

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**BARBER STYLING THEORY EXAMINATION CONTENT OUTLINE**

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1. **SCIENTIFIC CONCEPTS (27%)**
  - A. Demonstrate an understanding of the principles and practice of infection control as it relates to:
    1. Microbiology
      - a. Bacteria
      - b. Viruses
      - c. Parasites
      - d. Immunity
      - e. Prevention
    2. Methods of infection control
      - a. Sanitation
      - b. Disinfection
      - c. Sterilization

3. Federal Regulations
    - a. Occupational Health and Safety Administration (OSHA) guidelines
    - b. Universal precautions
    - c. Material Safety Data Sheets (MSDS)
    - d. Environmental Protection Agency (EPA)
    - e. Food and Drug Administration (FDA)
  4. First Aid
    - a. Minor bleeding and wounds
    - b. Minor burns
    - c. Minor eye irritation
- B. Demonstrate an understanding of basic human anatomy as it relates to:
1. Cells
  2. Tissues
  3. Organs
- C. Demonstrate an understanding of basic physiology (body systems) as it relates to:
1. Skeletal system
    - a. Head
    - b. Face
    - c. Neck
  2. Muscular system
    - a. Head
    - b. Face
    - c. Neck
  3. Nervous system
    - a. Head
    - b. Face
    - c. Neck
  4. Circulatory system
  5. Endocrine system
  6. Digestive system
  7. Respiratory system
  8. Integumentary system
  9. Excretory system
- D. Demonstrate an understanding of basic principles of chemistry as it relates to:
1. Matter
  2. The pH scale
  3. Effects of nutrition on hair, scalp, and skin
  4. Compounds
  5. Mixtures
  6. Product ingredients
  7. Product labeling
  8. Product safety
- E. Demonstrate an understanding of basic principles of electricity as it relates to:
1. Electric current
  2. Electric measurements
  3. Electricity in barber-styling
    - a. Electrotherapy
    - b. Light therapy

**2. HAIR CARE SERVICES (40%)**

- A. Demonstrate an understanding of trichology as it relates to:
  - 1. Properties and structure of the hair and scalp
    - a. Shaft
      - i. Cuticle
      - ii. Cortex
      - iii. Medulla
    - b. Root
      - i. Follicle
      - ii. Bulb
      - iii. Papilla
      - iv. Arrector pili muscle
      - v. Sebaceous gland
  - 2. Hair analysis and hair quality
    - a. Porosity
    - b. Texture
    - c. Elasticity
    - d. Density
  - 3. Hair growth stages
  - 4. Hair loss
    - a. Types
    - b. Treatments
  - 5. Disorders of the hair and scalp
    - a. Types
    - b. Treatments
- B. Demonstrate an understanding of performing a client consultation as it relates to:
  - 1. Desired look
  - 2. Face shape
  - 3. Hair analysis
- C. Demonstrate an understanding of procedures for draping for all hair services
- D. Demonstrate an understanding of concepts needed for haircutting and styling as it relates to:
  - 1. Elements of hair design
    - a. Form
    - b. Shape
    - c. Line
    - d. Color
    - e. Wave pattern
  - 2. Principles of hair design
    - a. Proportion
    - b. Balance
    - c. Symmetry
  - 3. Facial shapes

- E. Demonstrate an understanding of procedures for shampooing, conditioning, massage, and brushing as it relates to:
  1. Shampooing
    - a. Product selection
    - b. Procedure
  2. Conditioning
    - a. Product selection
    - b. Procedure
  3. Scalp massage
    - a. Types of manipulations
    - b. Procedure
  4. Scalp treatments
    - a. Product selection
    - b. Procedure
    - c. Equipment
- F. Demonstrate an understanding of procedures for haircutting as it relates to:
  1. Basic principles of haircutting
    - a. Areas of the head
    - b. Elevation or projection
    - c. Lines and angles
    - d. Crosschecking
    - e. Texturizing
  2. Tools, implements, and equipment
    - a. Types
    - b. Selection
    - c. Care and maintenance
  3. Safety
  4. Body positioning
  5. Basic haircuts
    - a. Blunt
    - b. Layered
    - c. Tapered
  6. Haircutting procedures
  7. Neck shaving procedures
- G. Demonstrate an understanding of procedures for head shaving as it relates to:
  1. Preparation
  2. Shaving procedure
  3. Safety
- H. Demonstrate an understanding of procedures for hairstyling as it relates to:
  1. Wet Styling
    - a. Types of styles
    - b. Tools and implements
    - c. Procedures
    - d. Product selection
  2. Thermal styling
    - a. Types of styles
    - b. Tools and implements
    - c. Procedures
    - d. Product selection
  3. Natural hairstyling (e.g., braids, locks, etc.)
  4. Safety

- I. Demonstrate an understanding of wigs, hair pieces, and hair enhancements as it relates to:
  - 1. Materials and construction
  - 2. Supplies
  - 3. Sizing
  - 4. Attachment methods
  - 5. Styling
  - 6. Maintenance

- J. Demonstrate an understanding of procedures for chemical services as it relates to:
  - 1. Chemical Texture
    - a. Chemical waving
      - i Application procedures
      - ii Product selection
    - b. Reformation curls
      - i Application procedures
      - ii Product selection
    - c. Chemical relaxing
      - i Application procedures
      - ii Product selection
  - 2. Haircolor and lightening (including facial hair)
    - a. Color theory
      - i Law of color
      - ii Tone
      - iii Level
    - b. Application procedures
    - c. Product selection
  - 3. Safety

**3. FACIAL HAIR SERVICES (17%)**

- A. Demonstrate an understanding of performing a client consultation as it relates to:
  - 1. Skin analysis
  - 2. Health history
- B. Demonstrate an understanding of procedures for draping for all facial hair services
- C. Demonstrate an understanding of procedures for shaving and facial hair designing as it relates to:
  - 1. Tools and implements
  - 2. Facial shaving
    - a. Preparation
    - b. Positions and strokes
  - 3. Mustaches and beards
    - a. Preparation
    - b. Products
  - 4. Safety

**4. SKIN CARE AND FACIAL SERVICES (16%)**

- A. Demonstrate an understanding of skin histology as it relates to:
  - 1. Anatomy of the skin
    - a. Layers of the skin
    - b. Nerves of the skin
    - c. Glands of the skin
    - d. Types of skin
    - e. Skin pigmentation
    - f. Aging of the skin
  - 2. Functions of the skin
  - 3. Disorders of the skin

- B. Demonstrate an understanding of performing a client consultation as it relates to:
  - 1. Skin analysis
  - 2. Health history
- C. Demonstrate an understanding of procedures for draping for all skin care and facial services
- D. Demonstrate an understanding of procedures for facials as it relates to:
  - 1. Tools and implements
  - 2. Equipment
  - 3. Products and materials
  - 4. Types of facial massage manipulations
  - 5. Types of facial treatments
  - 6. Electrotherapy and light therapy
  - 7. Safety
- E. Demonstrate knowledge of types of temporary hair removal

### **BARBER STYLING SAMPLE QUESTIONS**

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

1. Anthrax and tetanus bacilli form which of the following types of spore?
  - a. Mitosis
  - b. Flagella
  - c. Spherical
  - d. Infectious
2. All French style shears
  - a. are cobalt metal.
  - b. have a finger brace.
  - c. are made in France.
  - d. have tight pivots.
3. Prior to a shaving service the headrest must be
  - a. washed and dried.
  - b. disinfected and covered.
  - c. washed and removed.
  - d. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
  - a. away from the origin of the muscle.
  - b. toward the origin of the muscle.
  - c. around the origin of the muscle.
  - d. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
  - a. Applying oil to the ends
  - b. Using a styling gel on the ends
  - c. Moistening the ends
  - d. Cutting the ends

6. The diameter of a single strand of hair is also called
- growth pattern.
  - porosity.
  - density.
  - texture.
7. What should be performed **FIRST** before applying permanent hair color?
- Strand test
  - Patch test
  - Curl test
  - Texture test
8. Before sodium hydroxide processing, hair should be analyzed to determine its
- acidity.
  - alkalinity.
  - texture, porosity and elasticity.
  - density, color and end bonds.

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



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## BARBER STYLING REFERENCES

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### PRIMARY REFERENCES

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*Milady's Standard Professional Barbering, 5<sup>th</sup> Ed. 2011*

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)

*NIC Infection Control and Safety Standards*

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

[http://nictesting.org/memberinfo/NIC\\_Health\\_&\\_Safety\\_Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf)

### SUPPORTING REFERENCES

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*Milady's Standard Professional Barbering, 2006*

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)



## NATIONAL BARBER STYLING PRACTICAL EXAMINATION

### CANDIDATE INFORMATION BULLETIN

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

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

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Barber Styling Practical Examination content and administration.**

**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 examination.
- Candidates are required to bring a 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 should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
  - If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
  - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
  - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).

- 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, 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.*
  - **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.
  - 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 your immediate dismissal from the examination and your 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-manufacturer, created labels must be English only.
  - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
  - 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 specific requirements for supplies and products.
  - Simulated products are NOT allowed for disinfectants and hand sanitizers.
  - No aerosols are allowed in the testing environment.
  - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

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### MODEL OR MANNEQUIN(S)

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Depending on the state, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

**\* Please refer to State guidelines.**

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

If you 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.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

**Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.**

**\*If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.
- The model must present a valid driver's license or State ID card for admittance to the examination.
- The model must be appropriate for examination purposes.
- The model must agree to submit to all areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination

**SPECIAL ATTENTION!**

The following information is vital and specific to the  
National Barber Styling Practical Examination:

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- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled "to be disinfected"
  - Container labeled "soiled linens"
  - Container labeled "trash"
- The Shaving with a Straight Razor section is UNTIMED.
- For the Haircutting section, the candidate is expected to complete a tapered haircut using shears and clippers, **with AND without guards.**
- The Virgin Hair Lightening and Haircolor Retouch section of the examination is 20 minutes consisting of two 10-minute segments.
- The Chemical Relaxing, Virgin and Retouch section of the examination is 20 minutes consisting of two 10-minute segments.

**BARBER STYLING PRACTICAL  
EXAMINATION CONTENT DOMAIN SECTIONS**

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The scope of the National Barber Styling Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis and denoted below with a \*.

1. Set Up and Client Protection (10 minutes)\*
2. Haircutting (30 minutes)\*
3. Shaving with a Straight Razor (Untimed)\*
4. Chemical Waving (20 minutes)\*
5. Virgin Hair Lightening and Haircolor Retouch (20 minutes, Two 10-minute segments)\*
6. Chemical Relaxing, Virgin and Retouch (20 minutes, Two 10-minute segments)\*

+Denotes Additional Sections for States that elect to test this/these sections. Confirm with your examination provider about which sections are required. Administration of any of these sections is recommended in the order outlined above.

**BARBER STYLING PRACTICAL EXAMINATION TASK LINES  
AND VERBAL INSTRUCTIONS**

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**1. SET UP AND CLIENT PROTECTION (10 minutes)**

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

*“You will now set up the general supplies that you will use throughout your examination.”*

*“You will also set up supplies to perform a haircut.”*

*“You will be observed for 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 set up.”*

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

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands **PRIOR** to setting up work area
- 1.3 Sets up work area with supplies labeled in English
- 1.4 Sets up implements that are visibly clean and sanitary
- 1.5 Uses neck strip or towel and applies drape for haircut
- 1.6 Practices infection control procedures safely throughout setup
- 1.7 Maintains work area in a safe manner throughout setup
- 1.8 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 that they have completed the section before the timing has elapsed:

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

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

*“Please stop working.”*

**2. HAIRCUTTING (30 minutes)**

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

*“You will now perform the haircutting section of this examination.”*

*“You will complete a tapered haircut using clippers with and without guards and shears.”*

*“You will be expected to complete and blend the haircut.”*

*“Do not clean up the hair until you are instructed to do so.”*

*“You will be observed for 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:**

- 2.1 Sanitizes hands **PRIOR** to starting haircut
- 2.2 Uses clipper and comb **without** guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers **with** guard to perform a tapered haircut from the front of the ear to the parietal ridge
- 2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
- 2.5 Establishes outline around ears and sides of neck that follows natural hairline
- 2.6 Handles shears safely at all times
- 2.7 Handles clippers safely at all times

**Examiner – Verbal Instructions:** Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed:

*“May I please use your comb to check your haircut?”*

- 2.8 Hair in front of ear (sideburns) is uniform in length
- 2.9 Haircut blended evenly **without** weight line
- 2.10 At least ½ inch of hair is cut throughout

**Examiner – Verbal Instructions:** Read to each candidate individually after checking their haircut:

*“You may clean up only your hair at this time.”*

- 2.11 Removes hair clippings from skin, drape, and work area
- 2.12 Removes hair from floor completely
- 2.13 Maintains neck strip or towel and drape for protection throughout service
- 2.14 Practices infection control procedures safely throughout service
- 2.15 Maintains work area in a safe manner throughout service
- 2.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

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

*“All candidates have indicated that 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. SHAVING WITH A STRAIGHT RAZOR (Untimed)**

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“You have 2 minutes to remove the supplies from your kit for the shaving with a straight razor section of this examination.”*

*“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.”*

*“You may begin set up.”*

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

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

**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 now perform the shaving with a straight razor section of this examination.”*

*“You will drape your model/mannequin for the shave.”*

*“You will prepare the face for shaving by lathering and steaming.”*

*“Please step back to indicate you are ready to demonstrate the shave.”*

*“You will be instructed individually when to remove the towel, re-lather, and begin the shave.”*

*“Do not remove the steam towel or demonstrate any strokes until instructed.”*

*“You will be observed for client protection, safety and infection control procedures.”*

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

**(2)** *“You may begin.”*

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

- 3.1 Sets up implements that are visibly clean and sanitary
- 3.2 Sets up work area with supplies labeled in English
- 3.3 Sanitizes hands to include wrist
- 3.4 Applies drape across front of model covering shoulders but not touching the skin of the neck
- 3.5 Applies towel securely by tucking into neckband
- 3.6 Places residue towel across chest/shoulder area
- 3.7 Lathers beard and mustache area using a circular motion with cushion of fingers evenly and safely
- 3.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel around face folding ends over forehead and leaving nostrils exposed

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

“All candidates have stepped back to indicate they have completed their preparation. Please do nothing until instructed individually by the examiner.”

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

*“Please remove the steam towel, re-lather, and demonstrate the shave.”*

- 3.9 Removes steam towel and lather together in a continuous motion
- 3.10 Re-lathers beard and mustache area using a circular motion with cushion of fingers safely
- 3.11 Uses freehand stroke in areas 1, 3, and 4
- 3.12 Holds straight razor in correct freehand position with palm facing toward model/mannequin safely while shaving
- 3.13 Uses backhand stroke in area 2
- 3.14 Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- 3.15 Uses reverse freehand stroke in area 5
- 3.16 Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely

**Examiner – Verbal Instructions:** Read to each candidate individually after shave is evaluated:

*“Please complete your shave at this time.”*

- 3.17 Keeps stretching hand dry and lather-free to prevent slipping
- 3.18 Strokes straight razor at 20°- 40° angle
- 3.19 Performs shaving stroke(s) with leading point of straight razor safely
- 3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
- 3.21 Applies toner or astringent safely
- 3.22 Maintains drape for protection throughout service

- 3.23 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 3.24 Practices infection control procedures safely throughout service
- 3.25 Maintains work area in a safe manner throughout service

**Examiner – Verbal Instructions:** Read to each candidate individually after they have completed the shave:  
*“Please step back and wait for further instruction.”*

**Proctor – Verbal Instructions:** – Read to entire group when all examiners have graded the shave:  
*“All examiners have indicated they have completed their assessment.”*

#### 4. CHEMICAL WAVING (20 minutes)

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:  
*“You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination.”*  
*“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.”*  
*“You may begin set up.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:  
*“All candidates have indicated that 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 now perform the chemical waving section of this examination.”*  
*“You will wrap the center back section of the head, from crown to nape.”* *“Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl.”*  
*“You will be instructed to demonstrate saturation.”*  
*“You will be instructed to demonstrate a test curl.”*  
*“Do not remove the perm rods until the examiner instructs you to remove them.”*  
*“You will be observed for 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:**

- 4.1 Sets up implements that are visibly clean and sanitary
- 4.2 Sets up work area with supplies labeled in English
- 4.3 Sanitizes hands **PRIOR** to subsectioning hair
- 4.4 Subsections hair straight and evenly
- 4.5 Subsections hair no longer than length of rod
- 4.6 Subsections hair same width as rod
- 4.7 Wraps hair evenly and smoothly around rod
- 4.8 Distributes hair evenly across end paper
- 4.9 Extends end papers beyond hair ends

- 4.10 Places bands correctly
- 4.11 Uses same rod base placement throughout section
- 4.12 Wraps hair around rod at least 1½ times

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

*“All candidates have indicated that they have completed this section of the examination.”*

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

*“Please stop working.”*

**Examiner – Verbal Instructions:** Read to each candidate individually after all candidates have stepped back or timing has elapsed:

*“Please demonstrate saturation.”*

- 4.13 Applies cotton and/or protective cream at nape
- 4.14 Wears gloves during application of simulated product
- 4.15 Applies simulated product across length of all rods safely

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

*“Please demonstrate a test curl.”*

- 4.16 Unwraps rod at least 1 ½ turns and hair is held to relax to demonstrate test procedure

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

*“Please step back and do not remove the perm rods until instructed to do so.”*

- 4.17 Maintains neck strip or towel and drape for protection throughout service
- 4.18 Practices infection control procedures safely throughout service
- 4.19 Maintains work area in a safe manner throughout service
- 4.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read the following to the entire group of candidates after examiners have finished checking all candidates:

*“Please remove all rods from the head and brush the hair straight back.”*

## 5. VIRGIN HAIR LIGHTENING AND HAIRCOLOR RETOUCH (20 minutes, Two 10-minute segments)

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“You have 2 minutes to remove the supplies from your kit for the hair lightening and haircolor retouch section of this examination.”*

*“You may begin sectioning the head into 4 equal sections.”*

*“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.”*

*“You may begin set up.”*

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

*“All candidates have indicated that 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 now perform the virgin hair lightening application section of this examination.”*

*“You will be observed for client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete the virgin hair lightening section.”*

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

*“Upon completion, you will step back until instructed to apply the hair coloring retouch section.”*

*“You will have 10 minutes to complete the hair coloring retouch 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:**

- 5.1 Sets up implements that are visibly clean and sanitary
- 5.2 Sets up work area with supplies labeled in English
- 5.3 Sanitizes hands **PRIOR** to performing the predisposition test
- 5.4 Performs predisposition test with simulated product behind the ear
- 5.5 Divides head into four equal sections
- 5.6 Applies protective cream around hairline
- 5.7 Wears gloves during application of simulated lightener and hair color products

#### **Demonstration of Virgin Hair Lightening Application**

- 5.8 Subsections hair 1/4 inch wide or less
- 5.9 Applies simulated product 1/2 inch from scalp
- 5.10 Applies simulated product up to but not including last 1 inch of hair
- 5.11 Completely covers midshaft with simulated product

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

*“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”*

**Proctor – Verbal Instructions:** Read to entire group if timer goes off:

*“Please step back.”*

#### **Demonstration of Haircolor Retouch (10 minutes)**

**Proctor – Verbal Instructions:**

*“You have 10 minutes to complete the hair color retouch section.”*

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

*“You may begin.”*

- 5.12 Outlines hair color retouch quadrant with simulated product
- 5.13 Subsections hair 1/2 inch wide or less
- 5.14 Applies simulated product on the scalp out to 2 inches
- 5.15 Completely covers new growth with simulated product

- 5.16 Keeps perimeter skin free of product
- 5.17 Maintains neck strip or towel and drape for protection throughout service
- 5.18 Practices infection control procedures safely throughout service
- 5.19 Maintains work area in a safe manner throughout service
- 5.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

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

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

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

*“Please stop working.”*

## **6. CHEMICAL RELAXING, VIRGIN AND RETOUCH** **(20 minutes, Two 10-minute segments)**

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination.”*

*“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.”*

*“You may begin set up.”*

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

*“All candidates have indicated that 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:**

*“You will now perform the virgin relaxer application section of this examination.”*

*“You will be observed for client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete the virgin relaxer section.”*

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

*“Upon completion, you will step back until instructed to apply the relaxer retouch section.”*

*“You will have 10 minutes to complete the relaxer retouch 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:**

**(First 10-minute segment)**

- 6.1 Sets up implements that are visibly clean and sanitary
- 6.2 Sets up work area with supplies labeled in English
- 6.3 Sanitizes hands **PRIOR** to applying protective cream

- 6.4 Applies protective cream around hairline
- 6.5 Wears gloves during application of simulated relaxer product

### Demonstration of Virgin Relaxer Application

- 6.6 Subsections hair 1/4 inch wide or less
- 6.7 Applies simulated product 1/2 inch from scalp
- 6.8 Applies simulated product up to but not including last 1 inch of hair
- 6.9 Completely covers midshaft with simulated product

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

*“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”*

**Proctor – Verbal Instructions:** Read to entire group if timer goes off:

*“Please step back.”*

### Demonstration of Relaxer Retouch (10 minutes)

**Proctor – Verbal Instructions:**

*“You have 10 minutes to complete the relaxer retouch section.”*

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

*“You may begin.”*

- 6.10 Subsections hair 1/4 inch wide or less
- 6.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- 6.12 Completely covers new growth with simulated product

**Examiner – Verbal Instructions:** Read to each candidate individually after timing is completed or all candidates have stepped back:

*“Please demonstrate smoothing the relaxer retouch product.”*

- 6.13 Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension
- 6.14 Keeps perimeter skin free of product
- 6.15 Maintains neck strip or towel and drape for protection throughout service
- 6.16 Practices infection control procedures safely throughout service
- 6.17 Maintains work area in a safe manner throughout service
- 6.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section.

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

*“Please stop working.”*

### CANDIDATE SUMMARY AND FINAL CLEAN UP

**Proctor – Verbal Instructions:** Read at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“This concludes the National Barber Styling Practical Examination.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*

## SUGGESTED EXAMINATION SUPPLIES

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*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*

*\* Please refer to State guidelines*

### UNIVERSAL SUPPLIES (Also known as General Supplies)

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- ☐ dry storage kit/container\*
- ☐ hand sanitizer with manufacturer's label
- ☐ mannequin head(s) and a table clamp\* (pre-marked mannequin head(s) are NOT permitted)
- ☐ a towel to place between the clamp and the table\*
- ☐ EPA-registered, hospital-grade disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used\*
- ☐ astringent or toner
- ☐ container labeled "to be disinfected"
- ☐ container labeled "soiled linens"
- ☐ container labeled "trash"
- ☐ cloth towel(s)
- ☐ paper towel(s)
- ☐ neck strip(s)
- ☐ protective drape(s) (child size is appropriate for mannequin)
- ☐ hair clip(s)
- ☐ comb(s)
- ☐ hair brush(es)
- ☐ spray bottle with water
- ☐ protective cream
- ☐ spatula(s)
- ☐ protective cotton
- ☐ protective gloves
- ☐ tape
- ☐ first aid kit

### HAIRCUTTING SUPPLIES

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- ☐ haircutting shears
- ☐ clippers
- ☐ comb(s)
- ☐ guard(s)

### SHAVING SUPPLIES

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- ☐ shaving cream (non-aerosol)
- ☐ straight razor
- ☐ wet steam towels

### CHEMICAL WAVING SUPPLIES

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

**HAIRCOLORING AND LIGHTENING SUPPLIES**

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- ☐ tint brush(es) and bowl or bottle applicator
- ☐ thick gel or colored cholesterol\*
- ☐ comb(s)
- ☐ hair clips

**CHEMICAL RELAXING SUPPLIES**

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- ☐ tint brush(es) and bowl or bottle applicator
- ☐ thick gel or colored cholesterol\*
- ☐ comb(s)

## BARBER STYLING REFERENCES

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### PRIMARY REFERENCES

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*Milady's Standard Professional Barbering, 5<sup>th</sup> Ed. 2011*

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)

*NIC Infection Control and Safety Standards*

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf)

### SUPPORTING REFERENCES

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*Milady's Standard Professional Barbering, 2006*

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)

## **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

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2016

Melior, Inc.

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

877-224-0435

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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)

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

800-886-4247

*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

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Milady

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

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

800.998.7498 ext. 2700

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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

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

### **REFERENCES**

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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

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[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
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Elayne Angel  
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### **REFERENCES**

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2004

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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

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

800-886-4247

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

800-886-4247

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

## **REFERENCES**

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2013 2<sup>nd</sup> edition

Milady

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

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

Mark Lees

Milady

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

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

800.998.7498 ext. 2700

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

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

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)

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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

### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator*

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Milady

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

## **MANAGER**

### **REFERENCES**

*Successful Salon & Spa Management*

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

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

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### **REFERENCES**

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<https://www.todaysclass.com/index.html>  
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Pottsville, PA 17901

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800.998.7498 ext. 2700

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

800-886-4247

*Nails – Exhibits of Art*

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Author: Randy Rick

CLIC International

2014

Pottsville, PA 17901

## **NATURAL HAIR STYLING**

### **REFERENCES**

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2014

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

800.998.7498 ext. 2700

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2016

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

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

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800-886-4247

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CLIC International

2014

Pottsville, PA 17901

## **TATTOOING**

### **REFERENCES**

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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

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

*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

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

*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.