

P R O F E S S I O N A L

CRE  **ENTIAL**
S E R V I C E S , I N C .



Arizona

BOARD OF COSMETOLOGY

Aesthetician

Candidate Handbook

October 2014

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Apply for Licensure with Arizona Board
- Review Candidate Handbook
- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI
- Take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Arizona Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Arizona Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

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

PSI Exams

Scheduling: (800) 733-9267
Fax: (702) 932-2666
Website: www.candidate.psiexams.com

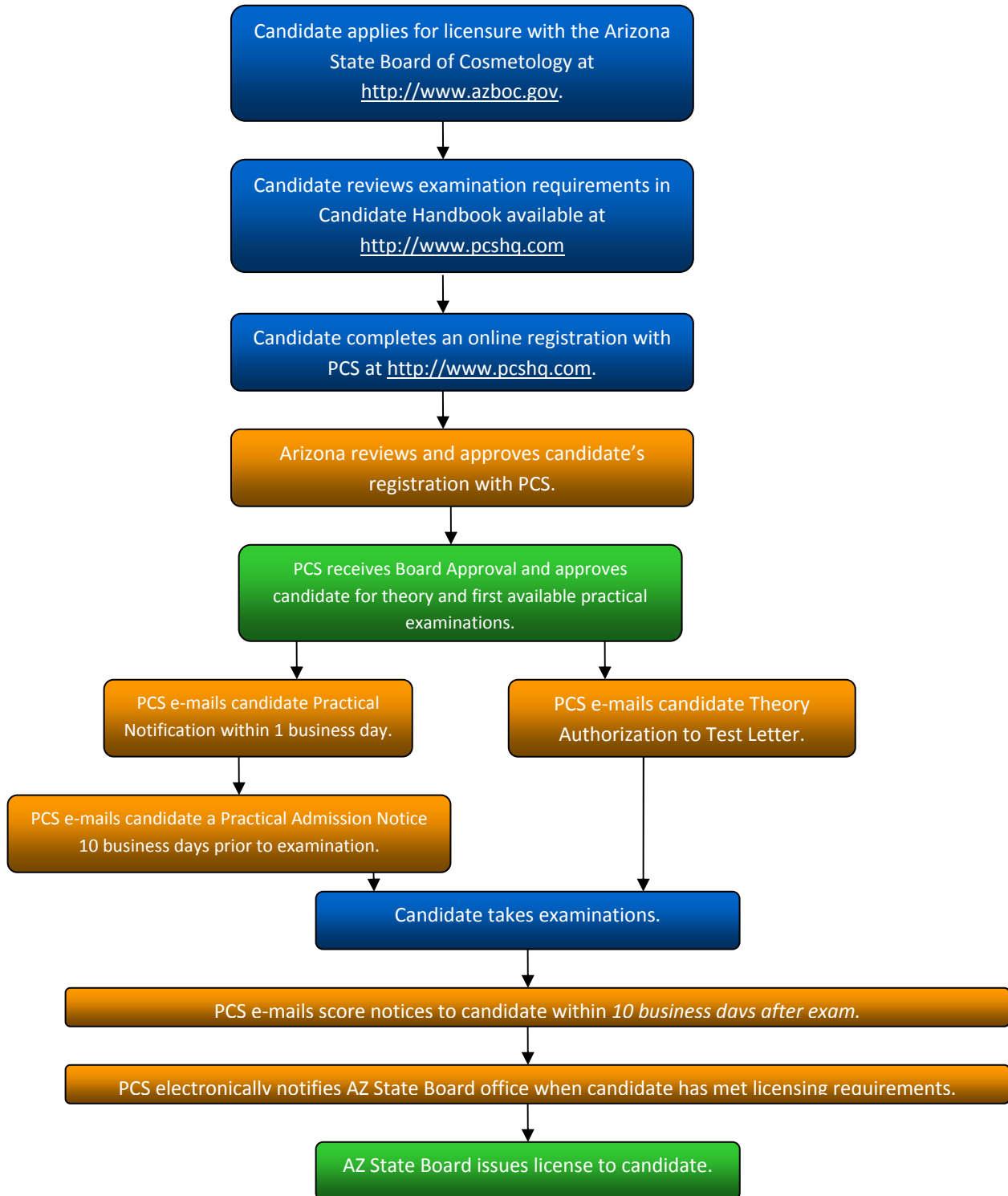
Arizona Board of Cosmetology

Regular Mailing Address

1721 East Broadway
Tempe, Arizona 85282-1611

Telephone: (480) 784-4539, ext. 240
Fax: (480) 784-4962
Website: <http://www.azboc.gov>
E-mail: cchelius@azboc.gov

Application Process



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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 Arizona Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of Aesthetician in the State of Arizona. 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. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Arizona, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <http://www.azboc.gov>.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <http://www.azboc.gov>.

One Year Limit

Pursuant to Arizona law, if one year or more elapses between your initial examination and reexamination, you shall take both the written and practical parts of the examination. If you do not pass the theory and practical within one year of the first examination taken you must register with PCS for both examinations and apply with the Arizona State Board.

Examination Fees

Fees are due at the time you complete your online application with PCS. We accept Visa, Master Card, and Discover. All fees are **non-refundable**.

Examination Type	First Time Fees	Re-Exam Fees
Aesthetician Theory & Practical	\$ 177.00	\$ 177.00
Aesthetician Theory	\$ 100.00	\$ 100.00
Aesthetician Practical	\$ 77.00	\$ 77.00

! You must sit for at least one examination within one calendar year of your registration date with PCS or the examination fees are no longer valid.

Practical Examination Dates

Date	Date	Date	Date	Date
11/17/2014	02/16/2015	05/11/2015	08/10/2015	11/02/2015
11/24/2014	02/23/2015	05/18/2015	08/17/2015	11/09/2015
12/01/2014	03/02/2015	06/01/2015	08/24/2015	11/16/2015
12/08/2014	03/09/2015	06/08/2015	08/31/2015	11/23/2015
12/15/2014	3/16/2015	06/15/2015	09/14/2015	12/07/2015
12/22/2014	03/23/2015	06/22/2015	09/21/2015	12/14/2015
01/05/2015	04/06/2015	07/06/2015	09/28/2015	12/21/2015
01/12/2015	04/13/2015	07/13/2015	10/05/2015	
01/26/2015	04/20/2015	07/20/2015	10/12/2015	
02/02/2015	04/27/2015	07/27/2015	10/19/2015	
02/09/2015	05/04/2015	08/03/2015	10/26/2015	

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Arizona State Board office (480) -784-4539, ext. 240 or visit <http://www.azboc.gov>.

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.pcsq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Aesthetician**
6. Click **Create an Account** (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

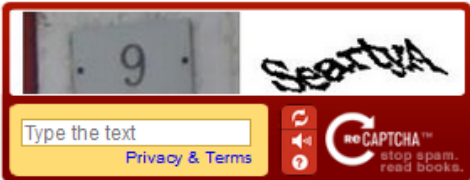
Last Name

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

noCAPTCHA™ 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 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option.

! 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).

Your Profile Name ██████████ Address ██████████ Phone ██████████ SSN ██████████ Birthdate ██████████ EMail ██████████ Username ██████████ EDIT PROFILE	Active Applications Arizona Cosmetology, Cosmetology ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 10/10/2014 EDIT Applied 10/10/2013 Most recent application: 12/05/2013 Status: Approved. <div style="border: 1px solid red; padding: 5px;">Application Approval Requirements ADD Board Review Coordinator Review Final Review</div> VIEW APPLICATION FORM
Documents ADD NEW DOCUMENT	DOCUMENTS Application Form 10/10/2013 Last Changed 12/05/2013 Application Form 12/05/2013 Last Changed 12/05/2013
Education EMPIRE BEAUTY SCHOOL - Tucson (Speedway Blvd) TUCSON AZ From 08/20/2012 Graduated: 09/20/2013 CHANGE SCHOOL	NEW APPLICATION
PCS Contact Information Professional Credential Services P.O. Box 198768 Nashville, TN 37219 (888) 822-3272 azcos@pcshq.com	Pending Examinations Arizona Cosmetology Theory Status Pending Schedule date: 10/10/2013 E-Mail containing ATT Letter sent PRINT ATT PDF (PSI) CANCEL
Application Information Arizona Board of Cosmetology	Arizona Cosmetology Practical Exam Date: 01/06/2014 Testing at: SHERATON PHOENIX AIRPORT HOTEL Schedule date: 12/05/2013 Waiting for scheduling CANCEL RESCHEDULE

PCS Candidate Homepage

Logging into your Homepage

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



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](#).

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show “Board Review”
- Practical Exam Date will show “TBD” – no date has been assigned

The screenshot shows an application for Arizona Cosmetology. The status is "Application Approval Requirements ADD". Under "DOCUMENTS", there is a link for "Application Form 12/05/2013". Under "Pending Examinations", there is a link for "Arizona Cosmetology Practical" with a status of "WAITING FOR APPLICATION APPROVAL".

Approved Registration

- Once approved by both the State and PCS, “Final Review” will have a green check and a Practical Exam Date will be assigned.

The screenshot shows an application for Arizona Cosmetology. The status is "Approved". Under "Application Approval Requirements ADD", there are three items with green checkmarks: "Board Review", "Coordinator Review", and "Final Review". Under "DOCUMENTS", there are two links for "Application Form" with dates 10/10/2013 and 12/05/2013. Under "Pending Examinations", there is a link for "Arizona Cosmetology Theory" with a status of "Status Pending" and a scheduled date of 10/10/2013. There is also a link for "Arizona Cosmetology Practical" with a scheduled date of 01/06/2014.

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 a score notice.

Exam Results
Arizona Aesthetician Practical Score Loaded 12/05/2013 Test Date: 11/25/2013 PASS Exam Date: 11/25/2013 Tested at: SHERATON PHOENIX AIRPORT HOTEL
PRINT SCORE NOTICE CHANGE SCHOOL
Arizona Aesthetician Theory Score Loaded 11/19/2013 Test Date: 11/15/2013 PASS
PRINT SCORE NOTICE CHANGE SCHOOL

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

Receipts
Arizona Board of Cosmetology 11/04/2013 Credit Card \$145.00 Paid 11/04/2013
REPRINT ISSUE REFUND

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.

Arizona
Cosmetology, Aesthetician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 04/16/2014 [EDIT](#)
Applied 04/16/2013
Most recent application: 04/16/2013
Status: Approved.

Application Approval Requirements [ADD](#)

[Board Review](#)

[Coordinator Review](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [RESCHEDULE PRACTICAL](#)

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


Active Applications.


Arizona
Cosmetology, Cosmetology
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 07/18/2014 [EDIT](#)
Applied 07/18/2013
Status: Approved.


Application Approval Requirements [ADD](#)


[Board Review](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [CLOSE APPLICATION](#)

 [RESCHEDULE PRACTICAL](#)

 [RESCHEDULE THEORY](#)

Application Approval Process

Once an online registration has been completed, the State Board Office will receive notification to review your file. If eligible, the State Board Office will approve your registration and notify PCS. PCS will then assign you to the first available practical examination (date based on State Board approval date and seating availability) and forward a notification to PSI regarding your theory examination.

Examination Notification

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

1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
2. A Practical Notification providing you with the date of your assigned exam will be sent via e-mail within one business day.
3. 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.

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

When you register online, the board approval process will occur. Once you have been approved by the board, you will automatically be scheduled for the first available practical examination date. You **must** be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

Rescheduling Policy

Rescheduling is not permitted for the practical examination 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, e-mail documentation to your coordinator at azcos@pcshq.com or uploaded 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 photo
- Two (2) forms of identification with one form must be a government issued photo id (see below)
- Examination Supplies

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under the same name that is listed on your PCS account.

Primary ID (current, non-expired Governments Issued ID)

- 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)

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.

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, PCS will electronically notify the Arizona Board office of your status so that your license can be issued.

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 updated 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.

Email: azcos@pcshq.com

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: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints should be filed with PCS within 48 hours of incident. Please include the following information along with a detailed description of the incident:

- First and Last Name
- Candidate ID# or email address
- State in which you are applying for a license
- Date and location of incident

(1) E-Mail Complaint to:

azcos@pcshq.com

(2) Mail Complaint to:

Professional Credential Services, Inc.
Attn: Arizona Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

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

National Aesthetics Written Examination

Scientific Concepts – 60%

Sanitation and Infection Control

- ◇ Microbiology
 - Pathogenic & non-pathogenic bacteria
 - Viruses
 - Animal and plant parasites (e.g., lice, fungi)
- ◇ Levels of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Methods of infection control
- ◇ Safety procedures
 - OSHA bloodborne pathogen standards
 - Material Safety Data Sheets (MSDS)
 - Blood spill procedures

Human Physiology and Anatomy

- ◇ Cells
 - Structure
 - Growth & reproduction
- ◇ Tissues
- ◇ Organs
- ◇ Systems and their functions
 - Skeletal
 - Muscular
 - Nervous
 - Vascular/circulatory

Integumentary System and Skin Histology

- ◇ Structure and function of the layers of the skin
 - Epidermis
 - Dermis
 - Subcutaneous
- ◇ Glands
 - Sebaceous
 - Sudoriferous
- ◇ Functions of the skin
 - Protection
 - Sensation
 - Temperature regulation
 - Excretion
 - Secretion

- Absorption

Disorders of the Sebaceous and Sudoriferous Glands

Skin Conditions, Disorders, and Diseases

- ◇ Inflammation and rashes
- ◇ Pigmentation
- ◇ Skin growths and lesions

Hair, Follicle, and its Growth Cycle

Basic Chemistry

- ◇ Acidity/Alkalinity (pH)
- ◇ Organic and inorganic

Skin Care Products

- ◇ Ingredients
- ◇ Composition

Factors that Affect the Skin

- ◇ Intrinsic factors
- ◇ Extrinsic factors

Aesthetics Practices – 40%

Skin Analysis and Implementation Procedures related to Consultation, Documentation, and Treatment

- ◇ Client consultation
- ◇ Draping
- ◇ Skin analysis
 - Skin types
 - Fitzpatrick Scale
- ◇ Treatment protocol and contraindications
- ◇ Documentation

Product Application and Removal Procedures

Cleansing Procedures

National Aesthetics Written Examination

Aesthetics Practices – 40%

Steaming Procedures

Exfoliation Procedures

- Chemical
- Physical

Extraction Procedures

Massage Manipulations and Their Effects

- ◇ Effleurage
- ◇ Petrissage
- ◇ Friction
- ◇ Tapotement
- ◇ Vibration
- ◇ Dr. Jacquet

Appropriate Use for Masks

Electricity and Use of Electrical Devices

Hair Removal Procedures

Color Theory and Makeup Application

General Knowledge of Specialized Services

- ◇ Face and body treatments (e.g., body wraps, aromatherapy, body scrubs, lymphatic drainage, reflexology, camouflage makeup, hydrotherapy)
- ◇ Terminology related to cosmetic procedures

Sample Questions

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

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

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

Answer Key

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

National Aesthetics Written Examination

Aesthetics References

The National Aesthetics examination is the national licensure examination for Aesthetics, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

Milady's Standard Fundamentals for Aestheticians 10th Ed., 2009

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Aesthetics 2007, 2005, 2004, 2002

Pivot Point International, Inc.
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

Milady's Standard Fundamentals for Aestheticians 9th Ed., 2004, 2003

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Modern Aesthetics, Gambino, 1992

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Cosmetology, 2004

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

NIC Health and Safety Standards

NIC, Inc., October 2008
www.nictesting.org

State Practical Examination Guidelines

The Arizona Board of Cosmetology requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

Mannequins

A mannequin is required for all services. Please see *Practical Examination Supplies*

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under table areas.

Dress Code

The Arizona State Board of Cosmetology requires all candidates to dress projecting a professional image. Lab coats or smocks must be worn at state examinations. **NO APRONS ALLOWED.** Candidates who fail to adhere to this dress code will not be admitted into the examination room (must reschedule – fee required).

Practical Examination Supplies

Recommended General Supplies

All supplies must be labeled in English

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked mannequins are NOT permitted)
- body drape
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

Cleansing and Steaming the Face Supplies

- cleansing cream
- cloth towel(s)
- astringent or toner
- container or thermos of water

Massaging the Face Supplies

- massage cream
- astringent or toner

Manual Extraction on the Forehead Supplies

- eye protection
- gloves
- appropriate material
- astringent or toner

Hair Removal of the Eyebrows Supplies

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product

Facial Mask Supplies

- mask product
- astringent or toner
- moisturizer

Facial Makeup Supplies

- hair drape/cover
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color

National Aesthetics Practical Examination

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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back 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.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Mannequin

You are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

National Aesthetics Practical Examination

Setup and Client Protection (15 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the cleansing and steaming supplies and perform proper draping." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Cleansing and Steaming the Face (15 minutes)

Verbal Instructions:

"You will now perform the cleansing and steaming the face section of this examination." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Massaging the Face (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the massaging the face section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the massaging the face section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will be given 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

National Aesthetics Practical Examination

Massaging the Face continued

Candidates will be evaluated on the following tasks:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Manual Extraction on the Forehead

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform a manual extraction on the forehead." "Do not demonstrate the manual extraction until instructed."

"You will be instructed individually once you have completed preparation." "You will be observed for client protection, safety and infection control procedures." (1) "The instructions will be repeated." (2) "You may begin preparation."

Candidates will be evaluated on the following tasks:

Preparation

- Applies eye protection to client safely
- Wears gloves

Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

"Please demonstrate a manual extraction procedure on the forehead."

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Hair Removal of the Eyebrows

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

National Aesthetics Practical Examination

Hair Removal of the Eyebrows continued

Verbal Instructions:

You will now perform the hair removal of the eyebrows section of this examination. “You will be instructed individually to demonstrate the tweezing and soft wax procedure.” “Do not demonstrate hair removal until instructed.” “You will be observed for client protection, safety and infection control procedures.” (1) “The instructions will be repeated.” (2) “You may begin preparation.”

Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

Examiners will read the following to each candidate:

“Please demonstrate the tweezing procedure.”

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Facial Mask (10 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the application of the facial mask section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the facial mask section of this examination.” “You will be observed for client protection, safety and infection control procedures.” “You will be given 10 minutes to complete this section.” “You will be informed when you have 5 minutes remaining.” (1) “The instructions will be repeated.” (2) “You may begin.”

National Aesthetics Practical Examination

Facial Mask (10 minutes)

Candidates will be evaluated on the following tasks:

Preparation

- Removes mask product from container using infection control procedures

Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Facial Makeup (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the facial makeup section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the facial makeup section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to perform this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Protects shoulders with protective covering
- Secures hair off face

Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please 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."

National Aesthetician Practical Examination

Aesthetician References

Milady's Standard Fundamentals for Aestheticians 10th Ed., 2009

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Aesthetics 2007, 2005, 2004, 2002

Pivot Point International, Inc.
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

Milady's Standard Fundamentals for Aestheticians 9th Ed., 2004, 2003

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Modern Aesthetics, Gambino

1992
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Cosmetology, 2004

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

National Aesthetician Practical Examination

NIC Health and Safety Standards Blood Spill Procedure

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN**

CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.

- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

Wet Disinfection Standard

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology, and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English. The NIC theory examination is administered in English only.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Aesthetics Practical Questions

1. **Can I use a mannequin for the Aesthetics practical examination?**
 - All services in the Aesthetics must be performed on a mannequin.
2. **Do I need to cover the eyes when applying products or spray toner?**
 - You should use a spray toner or astringent they should cover the eyes for protection. Product should not enter the eyes, nose or mouth.
3. **Am I required to wear eye protection during the manual extraction on the forehead?**
 - Eye protection is to be applied to the mannequin only.
4. **How should I bring the towels for the steaming section of the examination?**
 - You can bring towels in a container and pour water from a thermos or you can bring towels that are pre-saturated but they must demonstrate wringing the towels.
5. **Do I need to test the temperature of the steam towel? Will the examiner evaluate the temperature of the steam towel?**
 - You must test the temperature of the steam towel on the wrist prior to applying. The examiners will not evaluate the temperature of the towels.
6. **Does my mannequin need to have a blemish for the manual extraction?**
 - Your mannequin does not have to have a blemish; the examiners will evaluate the procedure according to NIC.