

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

---

C R E D E N T I A L  
S E R V I C E S , I N C .



The National-Interstate Council of State Boards of Cosmetology National Examination

**New Mexico**

**BOARD OF BODY ART PRACTITIONERS**

**Tattoo / Permanent Cosmetic Tattoo / Body Piercing**

Candidate Handbook

October 2016

## Quick Reference

### STEP ONE: COMPLETE APPLICATION

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

### STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

##### *Regular Mailing Address*

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

##### *Courier Mailing Address*

Attn: New Mexico Coordinator  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219  
Customer Service: (888) 822-3272  
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)

#### New Mexico Regulation and Licensing Board of Body Art Practitioners

##### *Regular Mailing address-*

NM Board of Body Art Practitioners  
P.O. Box 25101  
Santa Fe, NM 87504

##### *Courier Physical address-*

NM Board of Body Art Practitioners  
2550 Cerrillos Road, 2nd Floor  
Santa Fe, NM 87505  
(Do NOT send mail to the physical address.)

Telephone: (505) 476-4622

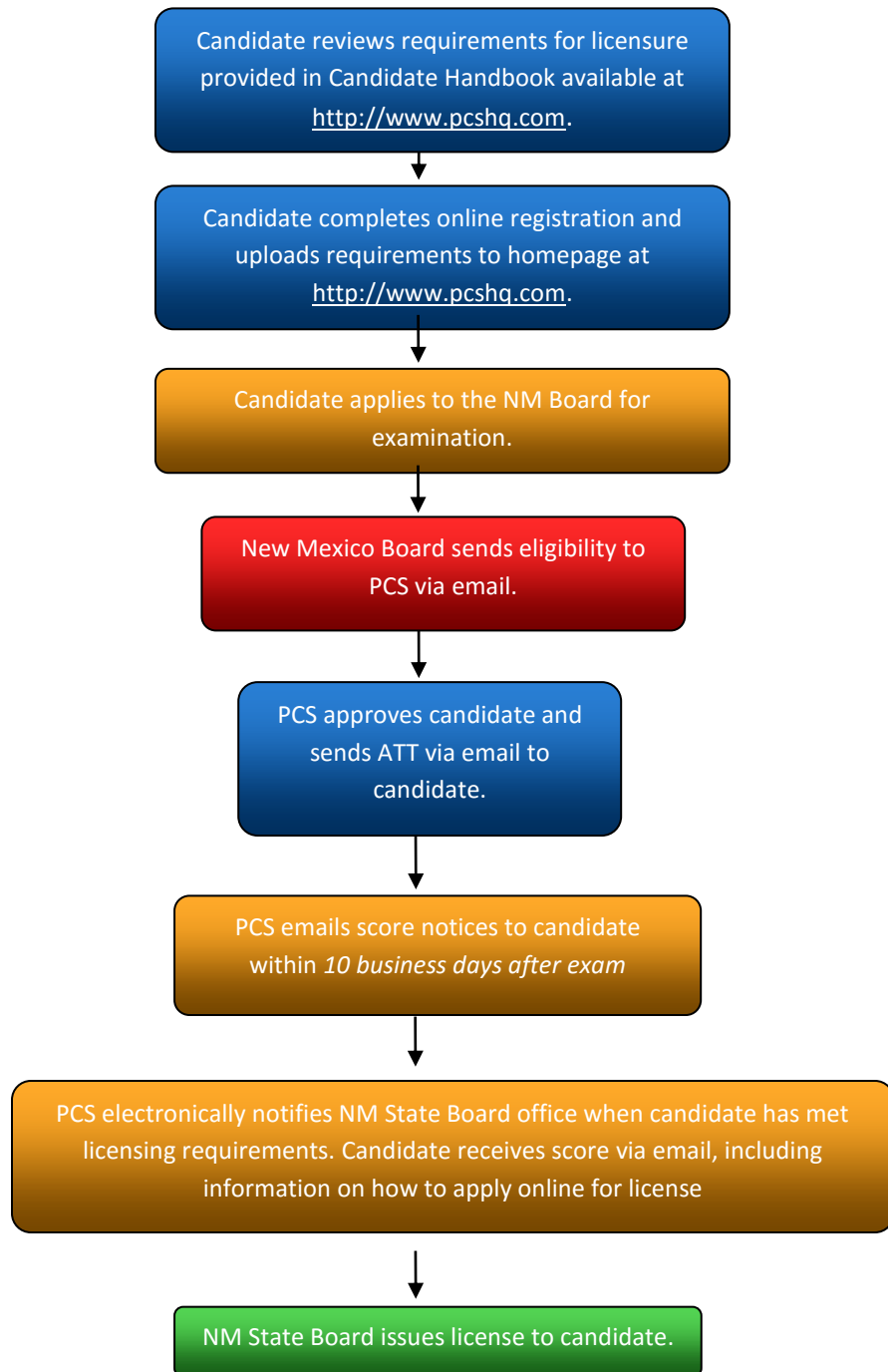
Fax: (505) 476-4645

Email: [nmbody.art@state.nm.us](mailto:nmbody.art@state.nm.us)

Website:

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

## Application Process



## Contents

|                                     |    |
|-------------------------------------|----|
| Quick Reference .....               | 2  |
| Application Process .....           | 3  |
| Introduction.....                   | 5  |
| State Licensure Requirements.....   | 5  |
| Examination Fees.....               | 5  |
| Refund Policy .....                 | 5  |
| Special Accommodations.....         | 6  |
| First Time Candidates .....         | 6  |
| Reinstatement .....                 | 6  |
| Reciprocity.....                    | 6  |
| PCS Account Set-Up.....             | 7  |
| PCS Online Registration .....       | 8  |
| Logging into your Homepage .....    | 9  |
| Application Status .....            | 9  |
| Reprinting Documents .....          | 10 |
| Examination Rescheduling .....      | 11 |
| Approval Process .....              | 11 |
| Examination Scheduling.....         | 12 |
| Theory Examination Scheduling ..... | 12 |
| Examination Day Requirements .....  | 12 |
| General Examination Policies .....  | 13 |
| Examination Results .....           | 14 |
| Change of Information.....          | 15 |
| Formal Complaints.....              | 16 |

## Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for scheduling your examination(s). The Board is responsible for licensing and regulating the professions of Body Art (Tattoo, Permanent Cosmetic Tattoo and Body Piercing) in the State of New Mexico. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. Candidates are required to apply directly to the Board. Any questions regarding your application or eligibility should be directed to the Board office. The Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

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

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

### Training Expiration Limit

Pursuant to New Mexico Regulation 16.34.2.8A(2)©, all required examinations must be taken and passed within 24 months of the date training was completed.

After 24 months have passed from the date training was completed you will be required to reapply with the Board.

### 3 x Exam Fail Limit

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

## Examination Fees

| Examination Type | First Time Fees | Re-Exam Fees |
|------------------|-----------------|--------------|
| Theory only      | \$ 130.00       | \$ 130.00    |

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

## Refund Policy

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

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

## Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms section of the New Mexico Body Art (Tattoo, PCT or Body Piercing) page at <http://www.pcshq.com>.

## First Time Candidates

### Application Requirements

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

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

## Reinstatement

### How to Reinstate an Expired License

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

## Reciprocity

### How to Reciprocate an Out of State License

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

## PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **New Mexico**
5. Click **Tattoo, Permanent Cosmetic Tattoo or Body Piercing**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click the link in the e-mail to verify account information and create PCS password.
11. Click **Enable Account**

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

### New Professional Credential Services Account

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

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

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

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

Social Security Number

**Please enter the REcaptcha information below**

1.9.1

Scartba

Type the text

Privacy & Terms

reCAPTCHA

stop spam.  
read books.

Create Account

## PCS Application

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

1. Complete steps 1-5 listed above.
  2. Click **LOGIN HERE** (If you have already created an account))
  3. Enter e-mail address and password provided during account set-up.
  4. You are now in the online registration; select appropriate license type (i.e. Tattoo).
  5. Continue with online registration until all required fields have been completed.
  6. Choose the examinations you wish to take.
  7. Select Payment Option.
  8. You may up-load your 2x2 photo and required documents that are allowed to be a “copy.” Original required documents must be mailed.
- \* You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.
- ! **You must complete the online registration using your legal name** – the name which appears on your current government issued photo identification (i.e. Driver’s License).
- ! **A unique e-mail address must be provided to create a PCS Account** (i.e. more than one user cannot provide the same e-mail address).

|  |  |
|--|--|
| <b>Your Profile</b><br>Name Mr. John Douglas Doe<br>Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214<br>Phone 8888223272<br>SSN 222595252<br>Alt ID 123456789<br>Birthdate 05/05/1955<br>EMail zopkey@pcshq.com<br>Username zopkey@pcshq.com<br><a href="#">EDIT PROFILE</a> | <b>Active Applications</b><br>New Mexico<br>Cosmetology & Barbering, Barber<br><a href="#">ADD STATE APP#</a><br><a href="#">ADD LICENSE NUMBER</a><br><a href="#">ADD LIC EXP DATE</a><br>App Expires: 09/01/2014 <a href="#">EDIT</a><br><a href="#">Print New App Label</a><br>Applied 01/15/2014<br>Most recent application: 01/15/2014<br>Status: Paid. Waiting for review.<br><div><b>Application Approval Requirements</b> <a href="#">ADD</a><br/><input type="checkbox"/> <a href="#">Coordinator Review</a><br/><input type="checkbox"/> <a href="#">APPLICATION</a><br/><input type="checkbox"/> <a href="#">2X2 PHOTO</a><br/><input type="checkbox"/> <a href="#">FORM 1 GOVT ISSUED ID</a><br/><input type="checkbox"/> <a href="#">TRAINING AFFIDAVIT</a><br/><input type="checkbox"/> <a href="#">Final Review</a></div><br><b>DOCUMENTS</b> |
| <b>Documents</b><br><a href="#">ADD NEW DOCUMENT</a>   |  |
| <b>Education</b><br>A BETTER U ACADEMY<br>ALBUQUERQUE NM<br>From 05/01/2011<br>Graduated: 09/01/2012<br><a href="#">CHANGE SCHOOL</a>  |  |



## 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 centered in the background. Below the input fields, there is a link for users who have forgotten their password. At the bottom, a note directs new users to the profession and state home page.

PROFESSIONAL  
CRE SENTIAL  
SERVICES, INC.

### Log into your account

E-Mail Address

Password

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

If you have not previously created a PCS account please go to your [profession and state home page.](#)

### Application Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.



The screenshot displays the "Active Applications" section. It shows details for a New Mexico Cosmetology & Barbering application. The status is "Paid. Waiting for review." Below this is a table of "Application Approval Requirements".

| Application Approval Requirements <a href="#">ADD</a> |                                       |
|---|---------------------------------------|
| <input type="checkbox"/>                              | <a href="#">Coordinator Review</a>    |
| <input type="checkbox"/>                              | <a href="#">APPLICATION</a>           |
| <input type="checkbox"/>                              | <a href="#">2X2 PHOTO</a>             |
| <input type="checkbox"/>                              | <a href="#">FORM 1 GOVT ISSUED ID</a> |
| <input type="checkbox"/>                              | <a href="#">TRAINING AFFIDAVIT</a>    |
| <input type="checkbox"/>                              | Final Review                          |

### How do I know if my application is approved?

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

**Active Applications**

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Approved.

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

- ☒ [Coordinator Review](#)
- ☒ [APPLICATION](#)
- ☒ [2X2 PHOTO](#)
- ☒ [FORM 1 GOVT ISSUED ID](#)
- ☒ [TRAINING AFFIDAVIT](#)
- ☒ [Final Review](#)

### 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**

New Mexico Esthetician Practical  
Score Loaded 10/21/2013  
Test Date: 10/14/2013  
Score: 52.00% FAIL  
Exam Date: 10/14/2013  
Tested at: Albuquerque Area

[REPRINT SCORE](#)  
[REPRINT EXAM](#)  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

New Mexico Esthetician Theory  
Score Loaded 10/09/2013  
Test Date: 10/05/2013  
Score: 81.00% PASS

[REPRINT SCORE](#)  
[REPRINT EXAM](#)  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

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

**Receipts**

New Mexico Barber and Cosmetology  
12/26/2013 Credit Card \$175.00  
Paid 12/26/2013

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

Active Applications.

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Approved.

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

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <a href="#">Coordinator Review</a>    |
| <input checked="" type="checkbox"/> | <a href="#">APPLICATION</a>           |
| <input checked="" type="checkbox"/> | <a href="#">2X2 PHOTO</a>             |
| <input checked="" type="checkbox"/> | <a href="#">FORM 1 GOVT ISSUED ID</a> |
| <input checked="" type="checkbox"/> | <a href="#">TRAINING AFFIDAVIT</a>    |
| <input checked="" type="checkbox"/> | <a href="#">Final Review</a>          |

[RESCHEDULE THEORY](#)

## Approval Process

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

## Examination Notification

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

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day of your final review.

**!** If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

## Examination Scheduling

### Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System at (800) 733-9267.

### Examination Day Requirements

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

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

**!** If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS.**

#### Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

**Primary ID** (current, non-expired Governments Issued ID) Photo copies will not be accepted

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

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

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

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

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

#### Arrival

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

### Copyrighted Examination Questions

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

### Prohibited Items

Tobacco, food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, cell phones, calculator watches, reproduction equipment **are strictly prohibited in the examination room.** Failure to comply with any of these conditions may result in your immediate dismissal, and your actions reported to the proper authorities. PCS is not responsible for **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 examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online.

Once you pass the theory examination, you will receive a *Notice of Completion which will include information regarding how to apply online for your license.* It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

### Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

### Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited.

## Change of Information

### Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

*If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.*

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

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

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

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

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

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

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

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

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

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

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

**Sign and Date your Request:**

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

## Formal Complaints

### Directions

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

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

### Send Complaint to:

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

### Complaint Review Process

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





NATIONAL TATTOOING  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

---

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

---

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

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

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

- 
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. 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.*

## **TATTOOING THEORY EXAMINATION CONTENT OUTLINE**

---

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

### **DOMAIN 1: SCIENTIFIC CONCEPTS (55%)**

#### **A. Infection Control and Safety Practices**

1. Identify how disease and infection are caused and transmitted
2. Recognize purpose and/or effects of infection control
  - a. Levels of infection control:
    - i. Sanitation/Cleaning
    - ii. Disinfection
    - iii. Sterilization
  - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies):
    - ii. Prevent cross-contamination
    - iii. Differentiate between the purpose of single- and multi-use items (e.g., equipment, supplies, materials, tools)
3. Identify first aid and CPR procedures
4. Recognize requirements of federal agencies:
  - a. Blood exposure and contact procedures (OSHA, CDC)
  - b. Safety and Data Sheets (OSHA)

#### **B. Human Anatomy and Physiology**

1. Identify functions and structure of the skin
2. Identify signs and symptoms of conditions, disorders, and diseases of the skin

#### **C. Recognize Basic Chemistry of Inks Used in Tattooing**

### **DOMAIN 2: Tattoo Procedures and Services (45%)**

#### **A. Client Consultation, Analysis and Documentation for Tattoo Services**

1. Obtain informed consent
2. Recognize client expectations
  - a. Explain permanency of tattoo
  - b. Verify design, spelling and location of tattoo
3. Evaluate client's skin and identify contraindications:
  - a. General health
  - b. Skin disorders & diseases
4. Explain pre- and post-treatment instructions
5. Establish/Maintain client records (e.g., service history, client card, medical history)
6. Recognize skin preparation procedures

#### **B. Tools and Equipment Used for Tattoo Services**

1. Maintenance and storage of equipment, supplies, materials
2. Comprehend function and operation
  - a. Hand/Manual
  - b. Rotary/Pen
  - c. Coil

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

---

## TATTOOING THEORY EXAMINATION SAMPLE QUESTIONS

---

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

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

|  |
|--|
| <b>KEY: 1: C, 2: B, 3: C, 4: B, 5: A</b> |
|--|



NATIONAL BODY PIERCING  
THEORY EXAMINATION  
CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

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

---

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

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

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

---

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. 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.*

## BODY PIERCING THEORY EXAMINATION CONTENT OUTLINE

---

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

### DOMAIN I: Scientific Concepts (55%)

#### A. Infection Control and Safety Practices

1. Comprehend basic concepts of microbiology related to piercing
2. Identify how disease and infection are caused and transmitted
3. Recognize purpose and/or effects of infection control
  - a. Levels of infection control
    - i. Sanitation/Cleaning (e.g., housekeeping)
    - ii. Disinfection
    - iii. Sterilization
  - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials)
    - i. Prevent cross-contamination
    - ii. Differentiate between the purpose of single- and multi-use items (e.g., supplies, materials, tools)
    - iii. Operation and maintenance of related equipment (e.g., autoclave, ultrasonic)
4. Indicate first aid and CPR procedures
5. Recognize requirements of federal agencies
  - a. Occupational exposure and contact procedures (OSHA, CDC)
  - b. Safety Data Sheets (OSHA)

#### B. Human Anatomy and Physiology

1. Identify functions, structure of the skin, and underlying anatomy
2. Comprehend anomalies, signs and symptoms of conditions and disorders of relevant tissue

#### C. Distinguish Classifications and Composition of Body Jewelry Used for Piercings

### DOMAIN II: Piercing Procedures and Services (45%)

#### A. Client Consultation, Analysis, and Documentation for Piercing Services

1. Obtain informed consent and maintain client records
2. Manage client expectations
  - a. Explain procedure, process, and risks
  - b. Verify location of piercing and jewelry selection
3. Evaluate client and identify contraindications
  - a. General health and suitability
  - b. Tissue anomalies and disorders
  - c. Allergies and sensitivities
4. Distribute aftercare instructions and explain healing considerations for various types of piercings

#### B. Tools and Equipment Used for Piercing and Services

1. Maintenance, storage, and use of equipment, supplies, materials, and chemicals
2. Comprehend function, operation, and use of tools (e.g., forceps, needles, receiving tubes, pliers, calipers, etc.)
3. Differentiate between body jewelry options for initial and healed piercings
4. Identify piercing procedures

- a. Placement
    - i. Ear and facial
    - ii. Oral
    - iii. Torso
  - b. Execution of piercing
    - i. Marking and skin preparation
    - ii. Avoiding damage to underlying structures
5. Stretching and insertion
- a. Suitable amount of increase
  - b. Jewelry selection
  - c. Procedure

## BODY PIERCING THEORY EXAMINATION SAMPLE QUESTIONS

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

1. A sharps container is used to
  - (A) store clean needles.
  - (B) store marking devices.
  - (C) dispose of used absorbent materials.
  - (D) dispose of used needles.
2. Which of the following is used to secure the skin when piercing?
  - (A) Tapers
  - (B) Rubber bands
  - (C) Closing pliers
  - (D) Forceps
3. Which of the following signs and symptoms is associated with the normal healing process?
  - (A) Itching
  - (B) Redness
  - (C) Pus
  - (D) Swelling
4. Hard surfaces are cleaned with an appropriate EPA registered
  - (A) witch hazel.
  - (B) disinfecting solution.
  - (C) isopropyl alcohol.
  - (D) antibacterial soap.
5. Which of the following gauges is **MOST** appropriate for an eyebrow piercing?
  - (A) 2 gauge
  - (B) 8 gauge
  - (C) 16 gauge
  - (D) 22 gauge

|  |
|--|
| <b>KEY: 1: D, 2: D, 3: A, 4: B, 5: C</b> |
|--|