

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 .



New Mexico

**BOARD OF BARBERS and COSMETOLOGISTS**

**Cosmetology**

Candidate Handbook

September 2014

## Quick Reference

### STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to 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: 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: [nmcos@pcshq.com](mailto:nmcos@pcshq.com)

Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: [www.candidate.psiexams.com](http://www.candidate.psiexams.com)

#### New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

*Regular Mailing Address*

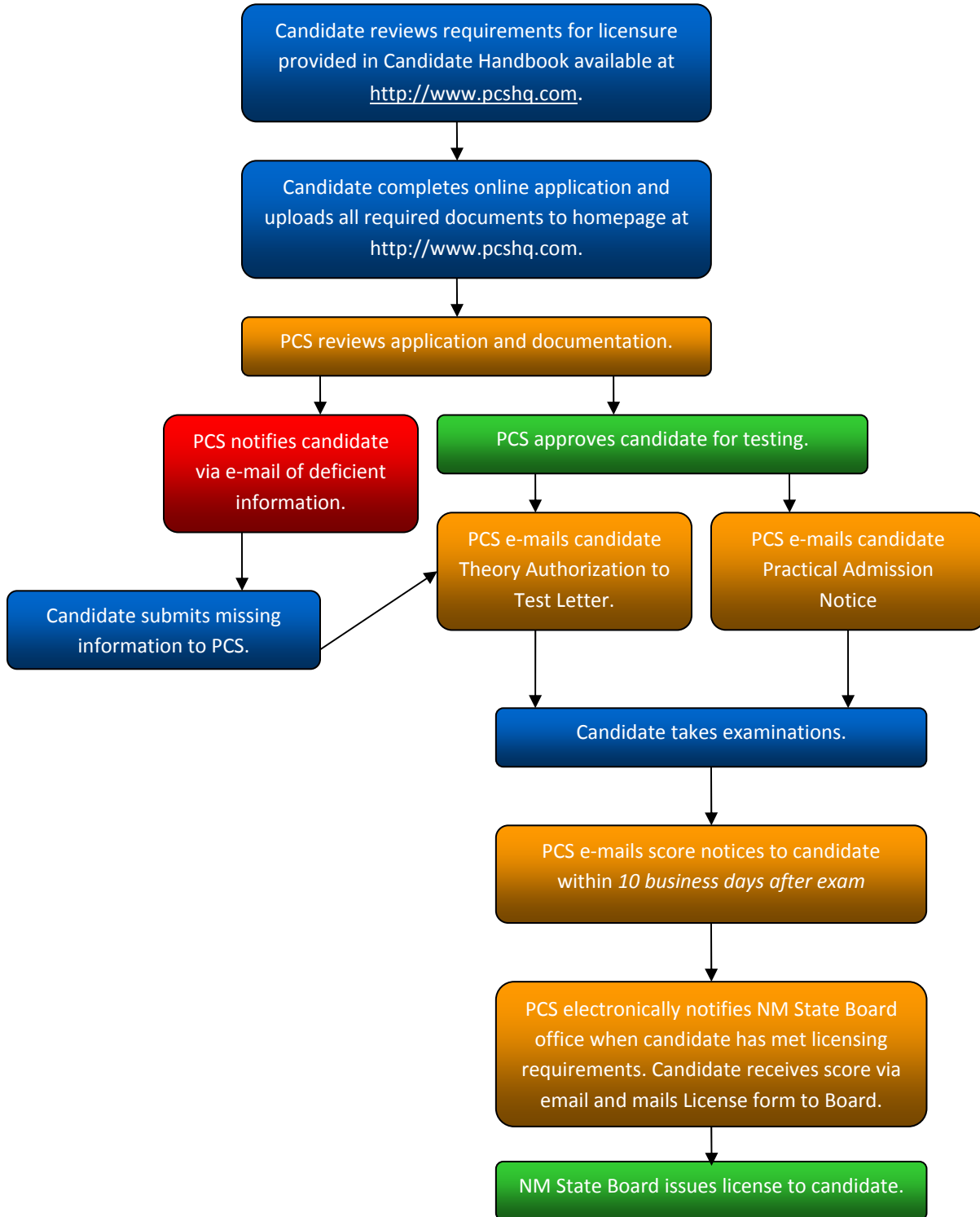
2550 Cerrillos Road, Second Floor  
P.O. Box 25101  
Santa Fe, New Mexico 87504

Telephone: (505) 476-4690

Fax: (505) 476-4646

Website: <http://www.rld.state.nm.us/boards/Barbers-and-Cosmetolgists.aspx>

## Application Process



## Contents

Quick Reference .....	2
Application Process .....	3
Introduction .....	6
State Licensure Requirements .....	6
Crossover License.....	6
Examination Fees .....	7
Practical Examination Dates .....	7
Special Accommodations .....	8
Application Requirements .....	8
Reinstatement/Reciprocity .....	8
Reciprocity .....	8
PCS Account Set-Up .....	9
PCS Application .....	10
Logging into your Homepage .....	11
Application Status .....	12
Reprinting Documents .....	13
Examination Rescheduling .....	14
Application Approval Process .....	15
Examination Scheduling .....	16
Theory Examination Scheduling.....	16
Practical Examination Scheduling .....	16
Examination Day Requirements.....	17
General Examination Policies.....	18
Examination Results.....	19
Change of Information .....	20
Formal Complaints .....	21

National Cosmetology Written Examination ..... 22

State Practical Examination Guidelines ..... 28

Practical Examination Supplies ..... 29

National Cosmetology Practical Examination ..... 30

Frequently Asked Questions ..... 39

## 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 New Mexico Board of Barbers and Cosmetologists (the “Board”) is responsible for licensing and regulating the profession of Cosmetology 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. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

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

1. Be at least 17 years of age.
2. Successfully complete a minimum of 1,600-hour course of instruction in a licensed school of Cosmetology.
3. Successfully pass the NIC theory & practical and State Law examinations.

## Crossover License

1. Hold a current New Mexico Barber license.
2. Have at least one year of full time, verified work experience in a licensed establishment
3. Complete 175 course hours or applicable credit hours in a license school
4. Successfully pass the NIC “basic manicure” portion of the Manicurist/Pedicurist Examination

## 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 you are required to complete a minimum of 150 hours of remedial education; upon completion, you must submit a new application to PCS along with proof of completing these additional hours. *Examination scores are only valid within 24 months of training completion date.*

## Examination Fees

Fees are due at the time you submit your application to PCS. We accept Money Orders, Certified Checks, Visa, Master Card, or Discover. All fees are **non-refundable**.

Examination Type	First Time Fees	Re-Exam Fees
Cosmetology Theory & Practical	\$ 203.00	\$ 203.00
Cosmetology Theory	\$ 130.00	\$ 130.00
Cosmetology Practical	\$ 73.00	\$ 73.00

## Practical Examination Dates

### 2014

Location	Examination Date	Application Deadline
Albuquerque	1/13/2014	12/23/2013
Albuquerque	2/10/2014	1/20/2014
Albuquerque	3/10/2014	2/17/2014
Albuquerque	4/14/2014	3/24/2014
Albuquerque	5/12/2014	4/21/2014
Albuquerque	6/9/2014	5/19/2014
Albuquerque	7/14/2014	6/23/2014
Albuquerque	8/11/2014	7/21/2014
Albuquerque	9/8/2014	8/18/2014
Albuquerque	10/13/2014	9/22/2014
Albuquerque	11/10/2014	10/20/2014
Albuquerque	12/8/2014	11/17/2014

Location	Examination Date	Application Deadline
Las Cruces	1/27/2014	1/6/2014
Las Cruces	3/24/2014	3/3/2014
Las Cruces	5/19/2014	4/28/2014
Las Cruces	7/28/2014	7/7/2014
Las Cruces	9/29/2014	9/8/2014
Las Cruces	11/24/2014	11/3/2014

Location	Examination Date	Application Deadline
Farmington	6/9/2014	5/19/2014
Roswell	8/25/2014	8/4/2014

### 2015

Location	Examination Date	Application Deadline
Albuquerque	1/5/2015	12/15/2014
Albuquerque	2/9/2015	1/19/2015
Albuquerque	3/9/2015	2/16/2015
Albuquerque	4/20/2015	3/30/2015
Albuquerque	5/11/2015	4/20/2015
Albuquerque	6/15/2015	5/25/2015
Albuquerque	7/13/2015	6/22/2015
Albuquerque	8/10/2015	7/20/2015
Albuquerque	9/14/2015	8/24/2015
Albuquerque	10/19/2015	9/28/2015
Albuquerque	11/9/2015	10/19/2015
Albuquerque	12/14/2015	11/23/2015

Location	Examination Date	Application Deadline
Las Cruces	1/26/2015	1/5/2015
Las Cruces	3/16/2015	2/23/2015
Las Cruces	5/18/2015	4/27/2015
Las Cruces	7/20/2015	6/29/2015
Las Cruces	9/21/2015	8/31/2015
Las Cruces	11/16/2015	10/26/2015

Location	Examination Date	Application Deadline
Farmington	6/1/2015	5/11/2015
Roswell	8/24/2015	8/3/2015

## 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 Cosmetology page at <http://www.pcsqh.com>.

## Application Requirements

### Professional Training Hours

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail.

1. A current 2x2 passport type photo. *This may be up-loaded onto your PCS Homepage.*
2. A copy of current Driver's License, Birth Certificate, Visa or Passport. *This may be up-loaded onto your PCS Homepage.*
3. A PCS Training Affidavit (must be notarized or include official school seal)
4. A New Mexico Transcript of Training (must be notarized or include official school seal)

! 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, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

## Reinstatement/Reciprocity

### 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 Office at (505) 476 4690 or visit [http://www.rld.state.nm.us/boards/Barbers\\_and\\_Cosmetologists.aspx](http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx) for further information.
2. If you hold a license that has been expired for more than one year but less than five years, you must complete an online application with PCS. You are required to take and pass the practical examination.
3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass both the theory and practical examinations.

## Reciprocity

### How to Reciprocate an Out of State License

1. If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4690 or visit [http://www.rld.state.nm.us/boards/Barbers\\_and\\_Cosmetologists.aspx](http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.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.pcshg.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **New Mexico**
5. Click **Cosmetology**
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

RECAPTCHA™ stop spam. read books.

## PCS Application

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

1. Complete steps 1-6 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).

<b>Your Profile:</b> Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8888223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com <a href="#">EDIT PROFILE</a>	<b>Active Applications:</b> New Mexico Cosmetology & Barbering, Barber <a href="#">ADD STATE_APP#</a> <a href="#">ADD LICENSE_NUMBER</a> <a href="#">ADD LIC_EXP_DATE</a> App Expires: 09/01/2014 <a href="#">EDIT</a> <a href="#">Print New App Label</a> Applied 01/15/2014 Most recent application: 01/15/2014 Status: Paid. Waiting for review. <div style="border: 1px solid red; padding: 5px;"><b>Application Approval Requirements</b> <a href="#">ADD</a> <a href="#">Coordinator Review</a> <a href="#">APPLICATION</a> <a href="#">2X2 PHOTO</a> <a href="#">FORM 1 GOV'T ISSUED ID</a> <a href="#">TRAINING AFFIDAVIT</a> <a href="#">Final Review</a></div> <a href="#">DOCUMENTS</a>
<b>Documents</b> <a href="#">ADD NEW DOCUMENT</a>	
<b>Education</b> A BETTER U ACADEMY ALBUQUERQUE NM From 05/01/2011 Graduated: 09/01/2012 <a href="#">CHANGE SCHOOL</a>	

## 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](#).

## 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.

**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: Paid. Waiting for review.

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

<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.

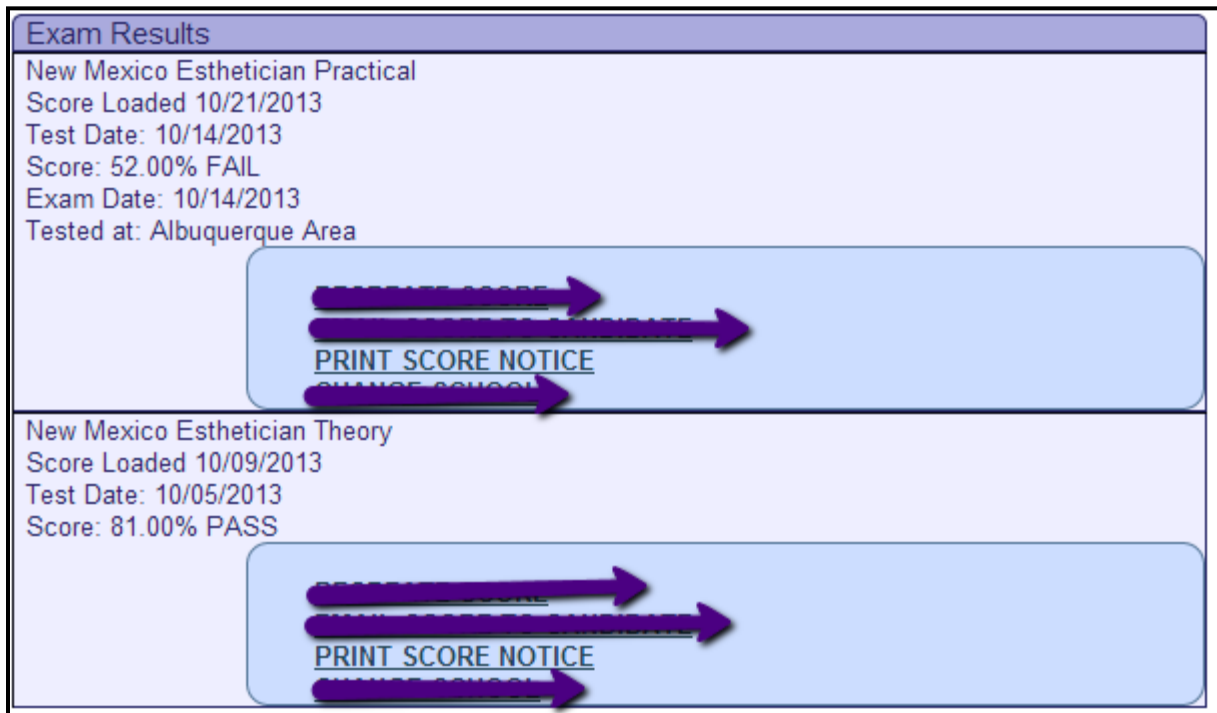
**Application Approval Requirements [ADD](#)**

<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"/>	Final Review

## Reprinting Documents

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

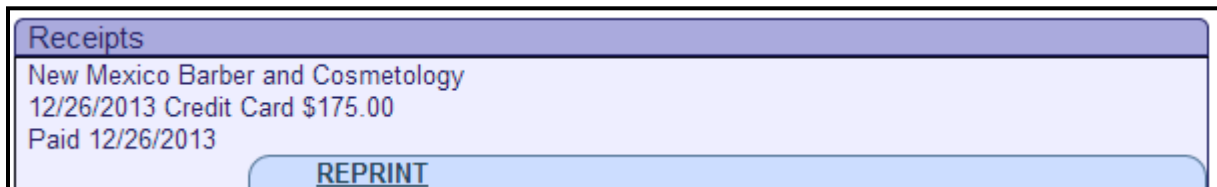
- Click **Print Score Notice** option next to item you wish to reprint a score notice



The screenshot shows a section titled "Exam Results" with two entries. Each entry has a button labeled "PRINT SCORE NOTICE" which is highlighted with a purple arrow. The first entry is for "New Mexico Esthetician Practical" with a score of 52.00% FAIL. The second entry is for "New Mexico Esthetician Theory" with a score of 81.00% PASS.

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

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



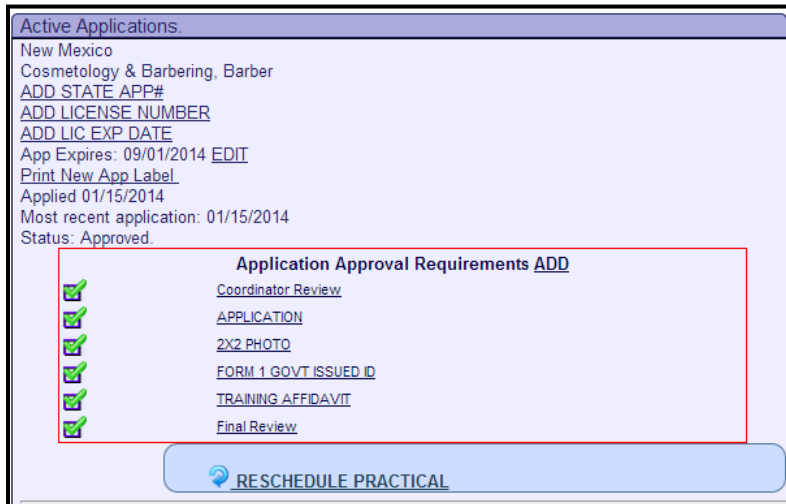
The screenshot shows a section titled "Receipts" with one entry for "New Mexico Barber and Cosmetology" dated 12/26/2013 for \$175.00. A button labeled "REPRINT" is highlighted with a purple arrow.

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

## Examination Rescheduling

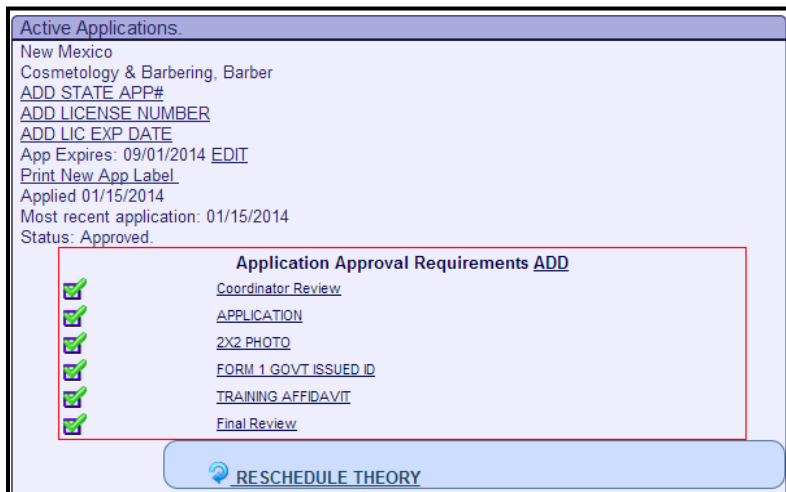
If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

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



The screenshot shows the 'Active Applications' section for a user in New Mexico, specifically for Cosmetology & Barbering. The page lists application details such as 'ADD STATE APP#', 'ADD LICENSE NUMBER', and 'ADD LIC. EXP. DATE'. It also shows the application expiration date as 09/01/2014 and the status as 'Approved'. A red box highlights the 'Application Approval Requirements' section, which includes 'Coordinator Review', 'APPLICATION', '2X2 PHOTO', 'FORM 1 GOVT ISSUED ID', 'TRAINING AFFIDAVIT', and 'Final Review'. Below this list is a blue button labeled 'RESCHEDULE PRACTICAL'.

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



This screenshot is identical to the one above, showing the 'Active Applications' page for a user in New Mexico. The 'Application Approval Requirements' section is highlighted with a red box, and the button at the bottom is labeled 'RESCHEDULE THEORY'.

## Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, and payment must be received in our office on or 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.

### 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 in 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 exam once your application has been approved.

### 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, documentation may be e-mailed to your coordinator at [nmcos@pcshq.com](mailto:nmcos@pcshq.com) or uploaded to 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 (must be color)
- 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 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.

### State Score Requirements

Once you pass both the theory and practical examination, you will receive a *Notice of Completion and a Licensure Fee Notice*. Mail this form with the required fees to the Board Office so that your license can be issued. It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

## 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:** [nmcoss@pcshq.com](mailto:nmcoss@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:

nmcos@pcshq.com

### (2) Mail 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 written reply will be sent to you within 5-7 business days.

# National Cosmetology Written Examination

## Scientific Concepts – 30%

### Infection Control

- ◇ Microbiology
  - Bacteria
  - Viruses
  - Parasites
  - Immunity
  - Prevention
- ◇ Methods of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Federal regulations
  - OSHA guidelines
  - Material Safety Data Sheets (MSDS)
  - Environmental Protection Agency (EPA)
  - Food and Drug Administration (FDA)
  - Universal precautions
- ◇ First Aid
  - Minor bleeding
  - Minor burns
  - Minor eye irritation

### Human Anatomy

- ◇ Cells
- ◇ Tissue
- ◇ Organs
  - Heart
  - Lungs
  - Skin

### Basic Physiology (Body Systems)

- ◇ Skeletal system
  - Skull
  - Bones of the face
  - Bones of the neck
  - Bones of the shoulders
  - Bones of the arms and hands
  - Bones of the legs and feet

- ◇ Muscular system
  - Scalp muscles
  - Mastication muscles
  - Mouth muscles
  - Muscles of the eye and nose
  - Muscles of the arms and hands
  - Muscles of the legs and feet
  - Muscles of the neck
  - Muscles of the shoulders and upper back
- ◇ Types of joints
- ◇ Circulatory system
  - Blood-vascular or cardiovascular system
  - Lymph-vascular system
- ◇ Endocrine system
- ◇ Respiratory system
- ◇ Integumentary system
- ◇ Nervous system
- ◇ Excretory system

### Ergonomics/Body Positioning

### Basic Principles of Chemistry

- ◇ Matter
- ◇ The pH scale
- ◇ Nutrition
- ◇ Medication
- ◇ Compounds
- ◇ Mixtures
- ◇ Product ingredients
- ◇ Product labeling
- ◇ Product safety

### Basic Principles of Electricity

- ◇ Electric current
- ◇ Electricity in cosmetology
  - Electrotherapy
  - Light therapy

## National Cosmetology Written Examination

### Hair Care and Services – 40%

#### Trichology

- ◇ Properties and structure of the hair and scalp
  - Shaft
  - Root
  - Keratinization
- ◇ Hair analysis and hair quality
  - Porosity
  - Elasticity
  - Texture
  - Density
- ◇ Stages of hair growth
- ◇ Hair loss
- ◇ Conditions of the scalp and hair
  - Disorders
  - Diseases

#### Draping Procedures

- ◇ Shampooing
- ◇ Haircutting
- ◇ Chemical services
- ◇ Thermal

#### Shampooing, Conditioning, Massaging and Brushing Procedures

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Shampooing
  - Product selection
  - Procedure
- ◇ Conditioning
  - Product selection
  - Procedure
- ◇ Scalp treatments
- ◇ Scalp massage

#### Principles of Hair Design

- ◇ Elements of hair design
  - Form
  - Line/Direction
  - Growth pattern
  - Texture
  - Color

- ◇ Principles of balance and design
- ◇ Facial shapes

#### Haircutting Procedures

- ◇ Client consultation
  - Desired look
  - Face shape
  - Lifestyle and/or climate
  - Hair analysis
- ◇ Principles of haircutting
  - Areas of the head
  - Elevation or projection
  - Lines and angles
  - Crosschecking
  - Texturizing
- ◇ Tools and safety
  - Electrical
  - Manual
- ◇ Basic haircuts
  - Solid form or blunt haircut
  - Graduated form
  - Layered form
  - Combination form

#### Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
- ◇ Thermal styling
- ◇ Braiding

#### Wigs, Hair Enhancements and Extensions

- ◇ Client consultation
- ◇ Wigs and hair enhancements
  - Wig composition (e.g., human or synthetic)
  - Wig construction (e.g., cap and capless)
  - Wig care
- ◇ Hair extensions and additions

#### Chemical Services Consultation

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

## National Cosmetology Written Examination

### Hair Care and Services – 40%

#### Chemical Services

- ◇ Chemical waving
  - pH balance of chemical waves
  - Chemical waving procedures
- ◇ Chemical hair relaxers
  - pH balance of chemical hair relaxers
  - Chemical hair relaxing procedures

#### Haircoloring Procedures

- ◇ Law of color
- ◇ Types of haircolor
  - Temporary haircolor
  - Semi-and demi-permanent haircolor
  - Permanent
  - Lighteners
- ◇ Haircolor applications
  - Virgin
  - Retouch
  - Color correction

### Skin Care and Services – 15%

#### Skin Histology

- ◇ Composition of the skin
  - Layers of the skin
  - Nerves of the skin
  - Glands of the skin
  - Types of skin
  - Skin pigmentation
- ◇ Conditions of the skin
  - Disorders
  - Diseases
- ◇ Functions of the skin

#### Skin Care Services Consultation

- ◇ Skin analysis
- ◇ Health history

#### Draping Procedures for Facial Services

#### Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

#### Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

#### Facial Procedures

- ◇ Skin care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Facial treatments
  - Electrical therapy
  - Massage manipulations
  - Topical applications

#### Facial Makeup Application

- Makeup color theory
- ◇ Cosmetic application procedures
  - Basic
  - Specialty
  - Corrective
- ◇ Artificial eyelashes
  - Predisposition test
  - Application
- ◇ Eyelash and eyebrow coloring



## National Cosmetology Written Examination

### Nail Care and Services – 15%

#### Nail Structure

- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
  - Disorders
  - Diseases

#### Manicure and Pedicure Procedures

- ◇ Nail care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Types of manicures and pedicures
  - Basic manicure and pedicure
  - Specialty manicures and pedicures
- ◇ Massage procedures
  - Hand and arm massage
  - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

#### Advanced Nail Care

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
  - Acrylics
  - Gels
- ◇ Nail art

### Sample Questions

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

1. Which of the following substances is usually contained in a toner?
  - a. Metallic dye
  - b. Compound dye
  - c. Vegetable tint
  - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
  - a. A caustic
  - b. Deodorant
  - c. An antiseptic
  - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. rinsed in cold water.
  - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
  - a. Clipping
  - b. Slithering
  - c. Razor cutting
  - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
  - a. stop growing.
  - b. harden and set.
  - c. form new curls.
  - d. soften and swell.
6. When should a predisposition test be performed?
  - a. When the scalp has cuts
  - b. Before applying peroxide
  - c. Before every application of oxidizing tints
  - d. Before any application of vegetable coloring
7. At what part of the nail does growth start?
  - a. Wall
  - b. Matrix
  - c. Lunula
  - d. Cuticle
8. What is the function of sebum?
  - a. To dry the skin
  - b. To harden the skin
  - c. To cleanse the skin
  - d. To lubricate the skin
9. Sterilization is the process of
  - a. keeping bacteria alive.
  - b. destroying offensive odors.
  - c. destroying beneficial microorganisms only.
  - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
  - a. On a clean shelf
  - b. In any convenient place
  - c. In a closed cabinet or drawer
  - d. In neat stacks by the shampoo bowl

## National Cosmetology Written Examination

The National Cosmetology examination is the national licensure examination for Cosmetology, 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.

### Answer Key

1. d   4. b   7. b   10. c

2. c   5. d   8. d

3. d   6. c   9. d

### References

#### PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

*Salon Fundamentals Cosmetology*

December, 2013, 8<sup>th</sup> Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

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

*Milady's Standard Cosmetology: Fundamentals*

2012

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

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

NIC Health and Safety Standards

NIC, Inc., October 2002

[www.nictesting.org](http://www.nictesting.org)

NIC Cleaning and Disinfecting of Circulating and Non  
Circulating Tubs and Spa's for All Industry Modalities  
NIC, Inc., August 2007

[www.nictesting.org](http://www.nictesting.org)

#### SUPPORTING REFERENCES

(formerly referred to as Optional References)

*Salon Fundamentals Cosmetology*

2011, 2nd Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

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

*Milady's Standard Cosmetology: Fundamentals*

2008

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2912

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

## National Cosmetology Written Examination

### Cleaning & Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
  - a. Add appropriate disinfectant into the water according to the following:
    - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
    - ii. **If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS** at minimum, 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 shall be used.
  - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. **At the end of the day remove all removable parts (filters, screens drains, jets, etc)** clean and disinfect the removable parts as follows:
  - a. Scrub with a brush and soap or detergent until free from debris.
  - b. Rinse.
  - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
  - d. Rinse.
  - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with 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. Storage as in number 5 above.

**Adopted August 2007**

## State Practical Examination Guidelines

The New Mexico Board of Barbers and Cosmetologists require you to be examined on the following services during the practical examination:

### Core Domain Services

- Set Up and Client Protection
- Thermal Curling (cold iron will be used to demonstrate)
- Haircutting
- Chemical Waiving
- Virgin Hair Lightening Application and Hair Color Retouch
- Virgin Relaxer Application and Relaxer Retouch
- Basic Facial
- Manicure

### Mannequins:

A mannequin is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination. Note: A mannequin hand is required during the manicure section.

### Thermal Curling Irons:

Candidates will use a cold curling iron for the Thermal Curling section of the practical examination.

### Aerosol Products:

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

### Kit Size:

Recommended kit size is no larger than 30"x30". For safety reason all kits must be able to fit completely under the table area.

### MMA:

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

## 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)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container/bag for soiled/trash items
- container or bag for items to be disinfected
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aide supplies (blood spill kit)
- tape

### Thermal Curling Supplies

- thermal curling iron
- comb(s)
- material for testing temperature of iron

### Haircutting Supplies

- haircutting shears
- razor
- comb(s)

### Chemical Waving Supplies

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)

### Hair Lightening/Coloring Supplies

- tint brush and bowl or bottle applicator

- thick gel or colored cholesterol
- comb(s)
- hair clips

### Chemical Relaxing Supplies

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

### Basic Facial Supplies

- hair drape
- cleansing cream
- massage cream
- toner or astringent

### Manicuring Supplies

- mannequin hand(s) with artificial nails attached (Trainer hands are NOT permitted.)
- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil
- base coat
- top coat
- red polish
- polish remover

### Sculptured Nail Supplies

- Mannequin hand(s) with artificial nails attached (Trainer hands are NOT permitted.)
- cuticle pusher
- sculptured nail products (powder, primer, liquid) The product must be sealed and in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

## National Cosmetology 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 10 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.
- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- 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(s)

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).

**Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

You are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

## National Cosmetology Practical Examination

### Set Up and Client Protection (10 minutes)

#### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination." "You will also set up the thermal curling supplies." "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." (1) "The instructions will be repeated." (2) "You may begin set up."*

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

- 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
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

### Thermal Curling (10 minutes)

#### Verbal Instructions:

*"You will now perform the thermal curling section of this examination." "You will form three curls on the top of the head and four curls on one side of the head." "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." (1) "The instructions will be repeated." (2) "You may begin."*

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

#### Demonstration of Curling

- Tests temperature of iron PRIOR to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb

- Forms curl so that the hair is smooth and unmarked

#### Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Haircutting (30 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting 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 haircutting section of this examination."*

*"You will complete a basic layered haircut using shears and a razor." "You will cut the nape section with a razor." "You will complete the haircut using the shears." "Please do not sweep the hair from the floor until you are instructed." "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." "The instructions will be repeated." "You may begin."*

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

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

## National Cosmetology Practical Examination

### Haircutting Continued

#### Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: *(Individually)*

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

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

#### Safety and Infection Control

The following will be read to each candidate after checking their haircut: *(Individually)*

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

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Chemical Waving (20 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the chemical waving 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 chemical waving section of this examination." "You will wrap the center back section of the head, from crown to nape." "You will be instructed to apply simulated waving lotion." "You will be instructed to demonstrate a test curl."*

*"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and 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." (1) "The instructions will be repeated." (2) "You may begin."*

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

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

#### Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: *(Individually)*

*"Please demonstrate saturation."*

- Applies cotton and/or protective cream at nape



## National Cosmetology Practical Examination

### Chemical Waving Continued

- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

**The following will be read to each candidate:  
(Individually)**

*"Please demonstrate a test curl."*

- Unwraps rod at least 1 1/2 turns and hair is held to relax

#### Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**The following will be read to the entire group of candidates when the timer goes off:** *"Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them."*

**The following will be read 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."*

### Virgin Hair Lightening Application and Hair Color Retouch (20 minutes, in two 10 minute segments)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections 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 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." (1) "The instructions will be repeated." (2) "You may begin."*

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

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

#### Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

## National Cosmetology Practical Examination

### Virgin Hair Lightening Application and Hair Color Retouch continued

Candidates will be asked to step back until the hair color retouch begins.

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: "You have 10 minutes to complete the hair coloring section. "You will be informed when you have 5 minutes remaining." "You may begin."

#### Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

#### Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Virgin Relaxer Application and Relaxer Retouch (20 minutes, in two 10 minute segments)

#### Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch 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 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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

#### Demonstration of Virgin Relaxer Application (10 minutes)

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

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back: "You have 10 minutes to complete the relaxer retouch section. "You will be informed when you have 5 minutes remaining." "You may begin."

#### Demonstration of Relaxer Retouch (10 minutes)

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

## National Cosmetology Practical Examination

### Virgin Relaxer Application and Relaxer Retouch continued

The following will be read to each candidate: *(Individually)*

*"Please demonstrate smoothing the relaxer retouch product."*

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

#### Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Basic Facial (10 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the basic facial 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 basic facial section of this examination."*

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

Candidates will be evaluated on the following tasks:

#### Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies hair drape to completely cover hair
- Re-sanitizes hands

#### Demonstration of Facial

- Removes cleanser from container using infection control procedures and applies it to the entire face safely
- Removes cleanser from face without dragging or pulling skin
- Removes massage product from container using infection control procedures and applies it to entire face safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner/astringent safely

#### Safety and Infection Control

- Maintains hair drape throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## National Cosmetology Practical Examination

### Manicure (20 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the manicure 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 manicure section of this examination." "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." "Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished." (1) "The instructions will be repeated." (2) "You may begin."*

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

##### Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sanitizes hand to be manicured

##### Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

##### Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely

- Applies cuticle oil using infection control procedures

##### Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers while maintaining continuous contact
- Cleanses massage product from each nail plate

##### Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

##### Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

##### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- 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 Cosmetology Practical Examination

### References

#### PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

*Salon Fundamentals Cosmetology*  
December, 2013, 8<sup>th</sup> Edition  
Pivot Point International, Inc.  
World Headquarters  
1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
800-886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Cosmetology: Fundamentals*  
2012  
Milady  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.cengage.com](http://www.milady.cengage.com)

NIC Health and Safety Standards  
NIC, Inc., October 2002  
[www.nicesting.org](http://www.nicesting.org)

NIC Cleaning and Disinfecting of Circulating and Non  
Circulating Tubs and Spa's for All Industry Modalities  
NIC, Inc., August 2007  
[www.nicesting.org](http://www.nicesting.org)

#### SUPPORTING REFERENCES

(formerly referred to as Optional References)

*Salon Fundamentals Cosmetology*  
2011, 2nd Edition  
Pivot Point International, Inc.  
World Headquarters  
1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
800-886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Cosmetology: Fundamentals*  
2008  
Delmar Learning  
5 Maxwell Drive  
Clifton Park NY 12065-2912  
[www.milady.cengage.com](http://www.milady.cengage.com)

## National Cosmetology 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 and state law examination is administered in English, Spanish, and Vietnamese.
- 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. This 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 Cosmetology Practical Questions

- 1. Does the mannequin have to be brand new?**
  - Candidates should **not** bring a brand new mannequin. The mannequin should be prepped prior to the examination with color or a perm to provide texture to the hair. Candidates should leave the hair long enough so that 1 inch of hair can be removed throughout the haircut and still be long enough to complete all remaining areas of the examination.
- 2. Why are pre-marked mannequins not allowed?**
  - NIC does not permit pre-marked mannequins because the mannequin heads have been pre-sectioned to indicate the sections by various colors and/or notches. Pre-marked mannequins are intended for teaching purposes but are not permitted during examinations.
- 3. Can I drape my mannequin during the 10 minute set up time?**
  - Candidates are given 10 minutes to set up the general supplies and to perform client protection. Your mannequin should be considered one client throughout all services but candidates must maintain their work area in a safe and sanitary manner. It is helpful to use a towel under the drape instead of a neck strip because it will stay in place better. Candidates may use one cape (fabric or plastic) throughout the entire examination but, if the cape slides down it must be re-applied. Child size capes are recommended for mannequins.
- 4. Why do I need two separate bags or receptacle?**
  - One bag or receptacle must be labeled "items to be disinfected" and a second bag or receptacle must be labeled "items to be discarded"
- 5. Do I need to roll the iron from base to ends while clicking during the thermal curling section of the Cosmetology examination?**
  - The Cosmetology examination does not require feeding and guiding the hair but candidates must establish a base and form a complete curl.
- 6. Does the haircut need to be at a 90 degree angle and do I start in the nape section?**
  - Candidates must demonstrate elevation. NIC does not evaluate the level of elevation but it must be layered and cannot be all one length. Candidates may start the haircut in any area of the head but, most candidates start with the razor in the nape section. NIC does not evaluate candidates sectioning of the head. The only tasks that are evaluated are listed in this Candidate Handbook.
- 7. Do I need a guard on my razor?**
  - Guards are not required but you must handle your razor in a safe manner at all times.
- 8. Can I go back over the nape section with the shears after I have finished with the razor?**
  - After cutting the entire nape section with the razor candidates may go back over the nape section with the shears.
- 9. Can I sweep my hair after completing the haircut or do I have to wait for the examiner to instruct me? Do I need to bring a broom and dustpan for my practical examination?**
  - The examiners will instruct candidates to clean up their hair after they have checked the haircut. PCS provides brooms and dustpans.



## Frequently Asked Questions

10. **Should I section the head for chemical waving?**
  - Candidates do not have to section the head as they are only evaluated on the center back section of the head from crown to nape.
11. **Do I need to use a particular size rod for chemical waving?**
  - NIC does not require a specific rod size but candidates must demonstrate subsections that are the same size as the rod used and the hair must be long enough to wrap around the rod at least 1 ½ times.
12. **Will the examiner tell me when to demonstrate saturation and a test curl?**
  - The examiners instruct each candidate to demonstrate saturation and a test curl. If a candidate finishes before the time has elapsed the candidate must wait for the examiner to instruct them. If a candidate is not finished before the time has elapsed the examiner will instruct them to stop the service, demonstrate saturation and a test curl before continuing to the next section of the exam.
13. **Does the examiner expect to see an “S” formation when a test curl is demonstrated?**
  - The examiners do not expect to see an “S” formation because a simulated product is being applied for a very short period of time. Candidates should allow the hair to relax when demonstrating a test curl and should not push the hair.
14. **What product should I use to demonstrate the Predisposition/Patch Test, Hair Lightening, Hair Coloring and Chemical Relaxing?**
  - Candidate should use something with color like cholesterol or conditioner, etc... We recommend **not** using a clear gel.
15. **Can I use the same simulated product for Predisposition/Patch Test, Hair Lightening, Hair Coloring and Chemical Relaxing?**
  - Candidates may use one product with a label for Patch Test and Lightener over another label that states Hair Color and then a label for Chemical Relaxing. They can remove the labels as they move from section to section without having to have multiple products or containers.
16. **Can I apply the protective cream for all sections at once?**
  - Candidates may apply the protective cream around the hairline for all 4 sections at once.
17. **Why is NIC requiring a 2 inch hair color retouch and a 2 inch relaxer retouch?**
  - NIC requires a 2 inch retouch to allow plenty of coverage for the examiners to evaluate without having to invade the candidate’s space.
18. **Will the examiner tell me to demonstrate smoothing the relaxer product?**
  - The examiner instructs each candidate to demonstrate smoothing the relaxer retouch product.