PROFESSIONAL

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SERVICES, INC.



New Mexico

BOARD OF BARBERS and COSMETOLOGISTS

Instructor

Candidate Handbook
October 2015

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to 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: nmcos@pcshq.com

Website: http://www.pcshq.com

PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: 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) 476-4622 Fax: (505) 476-4646

Website: http://www.rld.state.nm.us/boards/Barbers-

and Cosmetolgists.aspx

Application Process Candidate reviews requirements for licensure provided in Candidate Handbook available at http://www.pcshq.com. Candidate completes online application and uploads all requirements to homepage at http://www.pcshq.com. PCS reviews application and documentation. PCS notifies candidate PCS approves candidate for testing. via e-mail of deficient information. PCS e-mails candidate Theory Authorization to Test Letter. Candidate submits missing information to PCS. Candidate takes examinations. PCS e-mails score notices to candidate within 10 business days after exam office when candidate has met licensing requirements. Candidate receives score via email and mails License Form to Board.

NM State Board issues license to candidate.

Contents

Quick Reference	2
Application Process	3
Introduction	5
State Licensure Requirements	5
Examination Fees	6
Refund Policy	6
Special Accommodations	6
First Time Candidates	6
Expired License	7
Reciprocity	7
Foreign Trained Candidates	7
PCS Account Set-Up	8
PCS Application	9
PCS Candidate Homepage	9
Logging into your Homepage	9
Application Status	10
Reprinting Documents	11
Examination Rescheduling	12
Application Approval Process	13
Examination Scheduling	13
Theory Examination Scheduling	13
Examination Day Requirements	14
General Examination Policies	15
Examination Results	16
Change of Information	17
Formal Complaints	18
National Instructor Written Examination	19

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 Instructor 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 an Instructor license in the State of New Mexico, you must meet the following requirements:

- 1. Be at least 17 years of age.
- 2. Have completed at least the 10th grade or equivalent.
- 3. Hold a current license in New Mexico as a practitioner in the field in which you seek license as an instructor.
- 4. Successfully complete a minimum of 1,000-hour course of instruction in a licensed school or have two years of current working experience.
- 5. Successfully pass the NIC theory and State Law examinations.

Exam Attempt Limit

! Pursuant to New Mexico law, if you are applying to take the Instructor Exam based on two years of current work experience or a Provisional License, and fail any portion of the exam, you <u>cannot</u> take the exam again until completing a 1,000 hour Instructor Course at a Board Approved School. Upon completion, you must submit a new application to PCS along with proof of completing these additional hours.

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

Examination Type	First Time Fees	Re-Exam Fees
Instructor 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 considered complete 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 Barbering page at http://www.pcshq.com.

First Time Candidates

Application Requirements

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

- 1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. A New Mexico Transcript of Training*. (must be notarized or have official school seal)

 This needs to be up-loaded to your PCS homepage and sent via mail directly to the New Mexico Board Office.
 - (If unable to up-load: please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)

 > Out of State candidates may submit an official transcript as long as the transcript provides a
 - breakdown of hours by subject.
- * All documents that require a notary seal may be <u>uploaded</u> to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.
- ! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

Expired License

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 4622 or visit 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 theory 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 the theory examination.

Application Requirements

- 1. A current 2" x 2" passport type photo. (must be in color)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Expired License.
- 4. If expired for more than 5 years, Transcript of Training showing 150 Hours Remedial Education is required.

Reciprocity

How to Reciprocate an Out of State License

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 4622 or visit http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx for further information.

Foreign Trained Candidates

Foreign candidates who meet the requirements set forth by the New Mexico Board may apply for a license by examination.

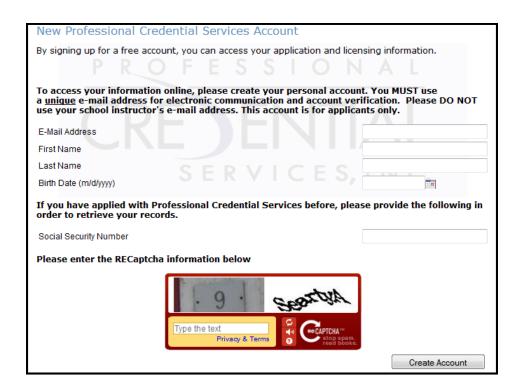
Application Requirements

- 1. A current 2" x 2" passport type photo. (must be in color)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Notarized translation of a valid license or certificate from another nation.
- 4. Notarized translation of certified transcript of training from school or nation.
- 5. Notarized translation of any other documents that may be required by the Board.
- ! Translation is only required for documents not written in English.

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.

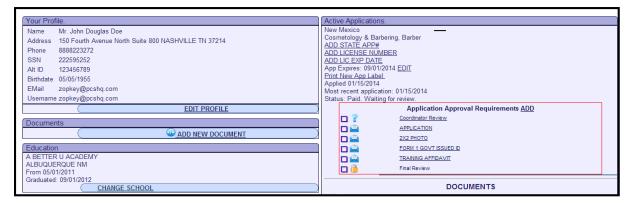
- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click **Instructor**
- 6. Click Create an Account (First Time)
- 7. Creating a PCS Account (first time users only); enter valid, unique e-mail address, your first and last 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).



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).



PCS Candidate Homepage

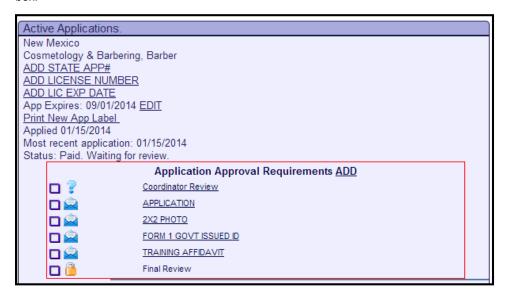
Logging into your Homepage

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



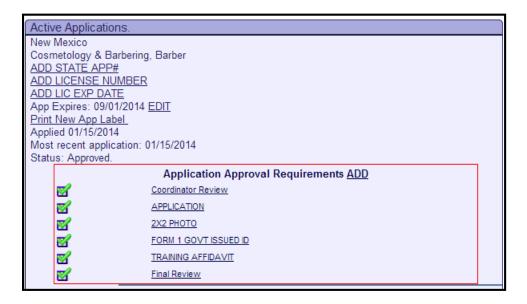
Application Status

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.



How do I know if my application is approved?

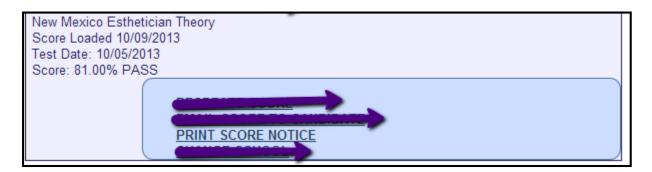
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



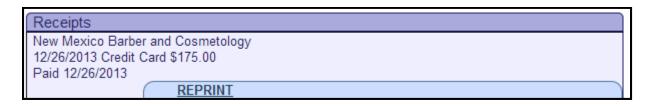
Reprinting Documents

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



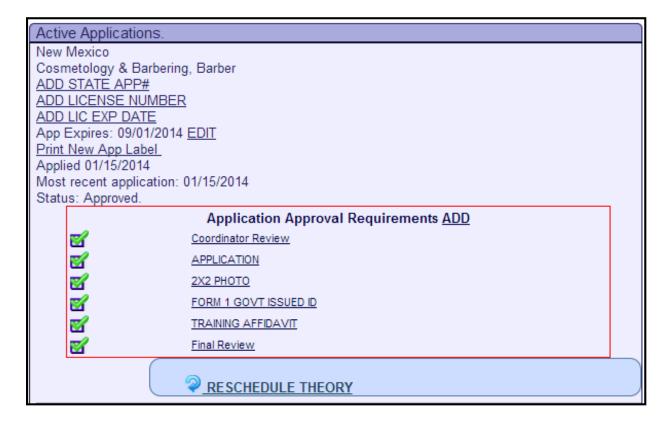
Click Reprint option next to item you wish to print a receipt.



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.



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.

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.

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.

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.

Examination Day Requirements

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

- ATT Letter (theory)
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- 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.

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)

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

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)
- Student ID and employment ID are NOT acceptable forms of Identification.
- If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required.

Arrival

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

General Examination Policies

Security Policy

Suspected security breaches during 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

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 <u>any</u> 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 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.

State Score Requirements

Once you passed the theory 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 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.

Email: nmcos@pcshq.com

Print your name as it appears on your Application I	pelow.		
Name:			
Street:			
City:			
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

Directions

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

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

Send Complaint to:

- 1. Email: nmcos@pcshq.com
- 2. Professional Credential Services, Inc.

Attn: New Mexico Cosmetology

P.O. Box 198768

Nashville, Tennessee 37219-8768

Complaint Review Process

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

National Instructor Written Examination

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

Instructional Planning - 45%

Understand the Curriculum Delivery Process

- ♦ Understand course outline
- ♦ Understand syllabus
- Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- ♦ Develop lesson plans
- Define instructional outcomes (e.g., course goals, instructional objectives)
- Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- Evaluate levels of performance (e.g., comprehension, application)
- ♦ Orientate new students

Understand Student Learning Styles

- Understand types of learners (e.g., kinesthetic, visual, audio)
- Apply types of learning styles (e.g., theoretical, lab/clinical application)

Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)

- Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- ♦ Understand types of materials available
 - Printed (e.g., textbooks, handouts)
 - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
 - Tools of the trade
 - Web-based technology (e.g., podcasts, Internet)
- $\lozenge \qquad \text{Establish guidelines for effective use of materials in lessons}$

Understand Assessment Methods of Student Learning

- ♦ Written
- ♦ Practical
- ♦ Oral

Instructional Methods - 35%

Utilize Methods of Instruction

- ♦ Lecture (e.g., formal, interactive, group process)
- ♦ Demonstration (e.g., role play, hands-on assignment)
- Discussion (e.g., question & answer, reflective, summarization, case/scenario study)
- Assignments (e.g., projects, homework, reports, resumes)
- ♦ Distance learning (e.g., Internet, web-based)

Recognize Obstacles to Learning

- Identify obstacles (e.g., ability level, behavior)
- Adapt instructional practices to accommodate obstacles to learning

Apply Communication Skills (e.g., lesson delivery)

- ♦ Verbal skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice control (e.g., modulation, projection, tone)
- ♦ Non-verbal skills (e.g., body mechanics, facial expression)
- ♦ Listening skills (e.g., active listening)

Utilize Time Management Techniques

Assess Student Learning

- ♦ Implement steps in assessment
- ♦ Evaluate assessment results
- Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

Classroom and Clinic Management - 20%

Manage Learning Environment

- Physical environment
 - Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
 - Understand effect of physical environment (e.g., temperature, lighting, sound)
- Understand Instructor responsibilities as related to

- Professional conduct (e.g., image, ethics, leadership)
- Academic advising and counseling (e.g., attendance, progress reports)
- Administrative responsibilities (e.g., recordkeeping, inventory)

Maintain a Safe Learning Environment

- Promote safety procedures
- ♦ Observe universal precautions
- Maintain classroom control (e.g., enforce rules and routines)

Sample Questions

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

- 1. A demonstration should be immediately followed by
 - a. student practice.
 - b. a change of subject.
 - c. a student rest period.
 - d. a complete lecture period.
- The most important part of the instructor's responsibility is to create and develop student
 - a. organizations.
 - b. course of study.
 - c. extracurricular programs.
 - d. willingness and desire to learn.
- If instruction methods are to be properly employed, they must be
 - a. flexible.
 - b. impersonal.
 - c. strictly enforced.
 - d. followed without deviation.
- To be most effective, videos should be selected on the basis of
 - a. availability.
 - b. running time.
 - c. subject matter.
 - d. abilities of the students.

- A properly organized workbook should be coordinated with the
 - a. curriculum.
 - b. lesson plan.
 - c. text material.
 - d. course of study.
- 6. The discussion method is useful because it develops
 - a. spirited review lessons.
 - b. student interpersonal relations.
 - c. ideas and expressions from students.
 - d. manipulative techniques and skills of students.
- An instruction sheet is important because it gives pertinent facts about
 - a. clinic patrons.
 - b. tools and materials.
 - c. rules and regulations.
 - d. student attendance rules.
- 8. In planning a lesson, careful consideration must be given to the
 - a. objectives of the lesson.
 - b. student to instructor relations.
 - c. extracurricular activities.
 - d. various student organizations.

Answer Key

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

Instructor References

PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers

2014, 14th Edition

Authors: Wilbert J. McKeachie & Marilla D. Svinicki

Wadsworth 20 Davis Drive Belmont, CA 94002-3098 (800) 354-9706

http://www.cengage.com/us/#

Mindful Teaching Pro eBook 101.1 – 701.6 2013 Pivot Point International 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 (800) 886-4247 http://www.pivot-point.com/

SUPPORTING REFERENCES

(formerly referred to as Optional References)

Milady's Master Educator Student Course Book 2014, 3rd Edition Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.milady.com

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition

Authors: Wilbert J. McKeachie & Marilla D. Svinicki Wadsworth
20 Davis Drive
Belmont, CA 94002-3098
(800) 354-9706
http://www.cengage.com/us/#

NIC Health and Safety Standards NIC, Inc., October 2002 www.nictesting.org