



STATE OF SOUTH CAROLINA  
**COSMETOLOGY, ESTHETICS, INSTRUCTOR  
 and NAIL TECH EXAMINATIONS**



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The South Carolina Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of cosmetology in the State of South Carolina. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. PCS first requires the submission of an Examination & 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. \*\*

**(U.S. Postal Service)**

Professional Credential Services  
 South Carolina Cosmetology Coordinator  
 P.O. Box 198768  
 Nashville, Tennessee 37219-8689  
 Toll-free: (888) 822-3272  
 E-mail: [sccos@pcshq.com](mailto:sccos@pcshq.com)

**(Courier Delivery)**

Professional Credential Services  
 South Carolina Cosmetology Coordinator  
 150 Fourth Avenue North, Suite 800  
 Nashville, Tennessee 37219  
 Fax: (615) 846-0153  
 Web site: <http://www.pcshq.com>

South Carolina Department of Labor,  
 Licensing, and Regulation  
 P.O. Box 11329  
 Columbia, South Carolina 29211  
 Phone: (803) 896-4588  
 Fax: (803) 896-4484  
 Web site: <http://www.llr.state.sc.us/POL/cosmetology>

**Eligibility Requirements:** A candidate who wishes to obtain a cosmetology, esthetician, or nail technology license must pass both a **theory** and a **practical** examination. To qualify to take these examinations, a candidate **must**:

1. Be at least 16 years old;
2. Have a 10th grade education or equivalent;
  - **Cosmetology** – have successfully completed a **1,500** hour course of instruction in a board-approved school of cosmetology.
  - **Crossover to Cosmetology** – have a current **Master Hair Care** license for at least two (2) years (must take practical examination only)
  - **Esthetician** – have successfully completed a **450** hour course of instruction in a board-approved school of cosmetology.
  - **Nail Technician** – have successfully completed a **300** hour course of instruction in a board-approved school of cosmetology.

**Required Documentation:** Must submit with the Application:

1. **Proof of Identification** (two forms): Copy of a driver's license, birth certificate, passport or social security card. One form of identification must include a photo (driver's license or passport).
2. **Proof of passing 10<sup>th</sup> Grade:** Copy of a high school transcript, diploma, or GED.
3. **Training Affidavit:** All areas of the form must be completed. This form can be downloaded online at <http://www.pcshq.com>.
4. **Affidavit of Eligibility:** All areas of the form must be completed. This form can be downloaded online at <http://www.pcshq.com>.

**Instructor Eligibility Requirements:** A candidate who wishes to obtain an instructor license must pass both a **theory** and a **practical** examination. To qualify to take these examinations, a candidate **must**:

1. Be at least 16 years old;
2. Have a 12<sup>th</sup> grade education or equivalent;
  - Be currently licensed and practicing cosmetologist, nail technician, or esthetician;
  - Provide proof of a current cosmetology, nail technology, or esthetic's license for at least two (2) years and complete a 45 hour course in Methods of Teaching; or
  - Hold a current cosmetology, nail technology, or esthetic's license and have completed both the 750 hour Instructor Training course, and a 45 hour course in Methods of Teaching.

**Required Documentation:** Must submit with the examination application:

1. **Proof of Identification** (two forms): Copy of a driver's license, birth certificate, passport or social security card. One form of identification must include a photo (driver's license or passport).
2. **Proof of passing 12<sup>th</sup> Grade:** Copy of a high school transcript, diploma, or GED.
3. **Proof of license or completing course(s):** Please see above bulleted items under Eligibility Requirements.
4. **Affidavit of Eligibility:** All areas of the form must be completed. This form can be downloaded online at <http://www.pcshq.com>.

**!** If the name on your application differs from any of the above information, legal proof of name change is required (marriage certificate, divorce decree, or court order).

**!** A current Application and Forms must be submitted to PCS. If an **outdated** Application or form is received by PCS it will be considered deficient until the current document(s) are received. The most current Application and Forms can be printed online by going to <http://www.pcshq.com>.

**Foreign Credentials:**

The State of South Carolina requires that all foreign credentials must be evaluated through one of the following services before submitting documentation to PCS.

1. Education Credential Evaluators (414) 289-3400 (<http://www.ece.org>)
2. International Consultants of Delaware (215) 222-8454 (<http://www.icdeval.com>)

**Endorsement:** (Out-of-State Candidate Seeking a License in the State of South Carolina.)

1. If you hold a license in another state or country where the requirements (hours) are greater than or equal to those in the state of South Carolina and if you sat for an NIC theory and practical examination, please contact the South Carolina State Board office at (803) 896-4588. (No examination required)
2. If you hold a license in another state or country where the requirements (training hours) are less than those requirements in the state of South Carolina, (and you did not sit for a NIC Theory **and** Practical examination, you must provide the following to PCS:
  - Proof of two (2) years of work experience (copy of W2).
  - Verification of Licensure from the state the candidate holds a license.  
(Once these required documents are submitted to PCS and if approved by the Board, examination(s) will be required)

**Reinstatement:**

1. If you have a license that has been expired for less than three (3) years, you must contact the South Carolina State Board office at (803) 896-4588.
2. If you have a license that has been expired three (3) years but less than four (4) years, you must complete a First Time application and take the theory examination.
3. If you have a license that has been expired for four (4) years or more, you must complete a First Time application and take the theory and practical examinations.

**How to Apply:** Complete all areas on the Application and attach required documentation.

**!** Fees should be submitted with the examination application and made payable to PCS in the form of a Certified Check, Money order or credit card.

**Personal checks are not accepted.**

**!** Application and required documentation must be received by PCS prior to the deadline date of the practical examination you wish to take. (View list of current practical examination dates and deadlines online at PCSHQ.COM)

**Special Accommodations Requests**

If you need special accommodations under the *Americans with Disabilities Act*, you must submit an ADA request form along with supporting medical documentation. (ADA request form can be downloaded online at PCSHQ.COM)

**Fees:** Fees will be paid to PCS and submitted with your examination application. First-time fees do include LLR fees.

**First-Time Practical: \$100**

**First-Time Theory: \$110**

**First-Time Theory and Practical: \$165**

**Re-Examination Practical: \$55**

**Re-Examination Theory: \$65**

**Re-Examination Practical and Theory: \$120**

**INSTRUCTOR FEES**

**First-Time INSTRUCTOR Practical: \$130**

**First-Time INSTRUCTOR Theory: \$110**

**First-Time Theory and Practical: \$195**

**Re-Examination INSTRUCTOR Practical: \$85**

**Re-Examination INSTRUCTOR Theory: \$65**

**Re-Examination INSTRUCTOR Practical and Theory: \$150**

**!** Reinstatement (by examination) candidates are required to pay first time fees as listed above.

**Approval Process:** If approved, you will receive notification from PCS.

**Practical Examination:** You will receive an **Admission Notice** approximately 10 days prior to your approved practical examination date. If you do not receive your Admission Notice 10 days prior to your approved practical examination date, please call PCS for further instructions. Any questions regarding the scheduling of your examination should be directed to PCS. Do **not** call the Board office.

**!** **Instructor** candidates will receive topics for their practical examination Lesson Plan via mail within 7 days of the date their application is approved.

**Theory Examination:** You will receive an **Authorization to Test (ATT)** for the theory examination as soon as you have been approved to test. If you do not receive your ATT via mail within 7 days, please call PCS to verify your mailing address is correct.

**!** If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application, please make reference to this on your information.

**YOUR APPLICATION FOR EXAMINATION AND LICENSURE WILL NOT BE CONSIDERED UNTIL THE ENTIRE PACKET IS COMPLETE.**

**How To Schedule For and Take the Theory Examination:** Upon receipt of your ATT, you may request to take the theory examination by contacting PSI at <http://www.psiexams.com> or at 800-733-9267.

**Internet Scheduling**

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. Candidates register online by accessing PSI's registration website at <http://www.psiexams.com>. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

Log onto PSI's website. Complete the associated registration form online and submit your information to PSI via the internet.

Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date and location.

### Telephone Scheduling

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call 800-733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30am and 8:00pm and Saturday, between 11:00am and 5:00pm, Eastern Time, to schedule your appointment for the examination.

Theory examinations are offered on a daily basis using a computer-based testing platform. Since PSI tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several PSI Testing Centers throughout South Carolina, however, you can examine at any PSI test center located throughout the United States. You may access test center information at <http://www.psiexams.com>. Maps and test center hours are available from this web site as well.

You will take your theory examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit <http://www.psiexams.com> for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of **75** or higher to achieve a passing score on the theory examination. Exception: Instructor candidates must attain a score of **80** or higher to achieve a passing score on the theory examination. PSI personnel have no knowledge of, are not responsible for, and cannot answer questions about the content of the examinations, references, passing scores, etc.

### Theory and Practical Examination Admission Requirements:

**You must register for your examination with your LEGAL first and last name as it appears on your government issued identification. All required identification below must match the first and last name under which you registered.** Candidates are required to bring **a recent 2"x2" passport type photo** and **two (2) forms of valid (non-expired) identification** to the test site. One of the identifications presented must be Government issued identification with photograph and signature. Photocopies of identification will **NOT** be accepted. Candidates must present two forms of ID: One Primary and One Secondary.

#### **PRIMARY IDENTIFICATION – Choose One**

- 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 IDENTIFICATION – Choose One**

- Credit card (must be signed)
- Social Security Card
- US issued Birth Certificate

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

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

It is your responsibility to arrive at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination in order to become familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

### **General Policies and Procedures for Theory and Practical Examinations:**

**Security Policies:** 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, walkmans, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for **any** personal items brought into 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.

**Emergency 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.

## Rescheduling Policies

- **Theory Examination** - You may reschedule for the theory examination without forfeiting your fee **if** your cancellation notice is received by PSI 2 days before the scheduled examination date. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666.  
**!** Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.  
**!** If you miss an appointment due to medical emergency, you must fax documentation to the attention of Rebecca Siebers at PSI at (360) 294-5068.
- **Practical Examination** - Rescheduling is **not** permitted for the practical examination unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time. Refunds are **not** issued nor are fees transferable for either the theory or practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** The minimum score to pass either the theory or practical examination is 75. The minimum score to pass either the INSTRUCTOR theory or INSTRUCTOR practical examination is 80. When you complete the theory examination, the computer will print out an unofficial "Pass" or "Fail" Score Report. For failing candidates, this will include a strength and weakness report by major content areas. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test.

**Confidentiality:** Test results are confidential and are not provided over the telephone.

### **!** When will I receive my official examination results?

The official pass or fail results of the theory and practical examination will be mailed to you 10 business days after you take the examination.

**Passing Candidates:** When you have passed all required examinations, PCS will notify the Board electronically and mail your original file to the Board office. \*\*The State Board will have the final authority to approve the issuance of a license. \*\* You can use your "**official**" **Notice of Completion (final passing score report)** to practice until you receive your official license via mail from the Board. We appreciate your patience as your license will be processed and issued as quickly as possible. The candidate is responsible for notifying PCS and the Board of any mailing address changes.

**Failing Candidates:** Failing candidates will receive a strength and weakness report, as well as information on how to retest.

**Two Year Limit** (from training): Pursuant to South Carolina Law, all required examinations must be taken and passed within 24 months of the date that training was completed. (EFFECTIVE JANUARY 1, 2011)

**IT IS THE CANDIDATES RESPONSIBILITY TO FAX, MAIL, OR E-MAIL ANY CHANGE OF ADDRESS TO THE SOUTH CAROLINA COSMETOLOGY COORDINATOR AT PCS AND THE SOUTH CAROLINA BOARD OF COSMETOLOGY.**

\*\*\*\*\***STATE GUIDELINES**\*\*\*\*\*

**National-Interstate Council of State Boards of Cosmetology (NIC):**

Please visit <http://www.nictesting.org/> for the most current theory and practical content outline of all NIC examinations.

**Practical Examination:**

The South Carolina State Board of Cosmetology requires candidates to be examined in the following services:

<b><u>Cosmetology</u></b>	<b><u>Esthetics</u></b>
Set Up and Client Protection Thermal Curling Haircutting Chemical Waving Virgin Hair Lightening Application and Hair Color Retouch Virgin Relaxer Application and Relaxer Retouch Basic Facial Manicure	Set Up and Client Protection Cleansing and Steaming the Face Massaging the Face Manual Extraction on the Forehead Hair Removal of the Eyebrows Facial Mask Facial Makeup
<b><u>Instructor</u></b>	<b><u>Nail Technician</u></b>
Theory Lesson Plan Theory Lecture Demonstration Lesson Plan Demonstration Lecture	Set Up and Client Protection Manicure Nail Tip Nail Wrap Sculptured Nail Polish

**Mannequins:**

- **Cosmetology:** A mannequin head is required for all services as well as the necessary clamp to properly secure the mannequin head to a table during the examination. For the MANICURE section of the cosmetology examination, the candidate is also responsible for bringing a mannequin hand and the necessary clamp to properly secure to a table.
- **Nail Tech:** A mannequin hand is required for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.

**Models:**

- **Esthetics:** A model is required for all esthetics practical examination services.

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering and/or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

**Thermal Curling Irons:**

Cold thermal curling irons are now required. No heat or electricity is necessary. Candidates will be asked to "demonstrate" testing the temperature of your **cold** curling iron.

**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.