PROFESSIONAL CREDENTIAL SERVICES, INC.

South Carolina

BOARD OF COSMETOLOGY

Instructor

Candidate Handbook

November 2013

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: South Carolina Cosmetology
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: South Carolina Cosmetology
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272
Fax: (615) 846-0153
Email: sccos@pcshq.com
Website: http://www.pcshq.com

PSI Exams

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

South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

Regular Mailing Address

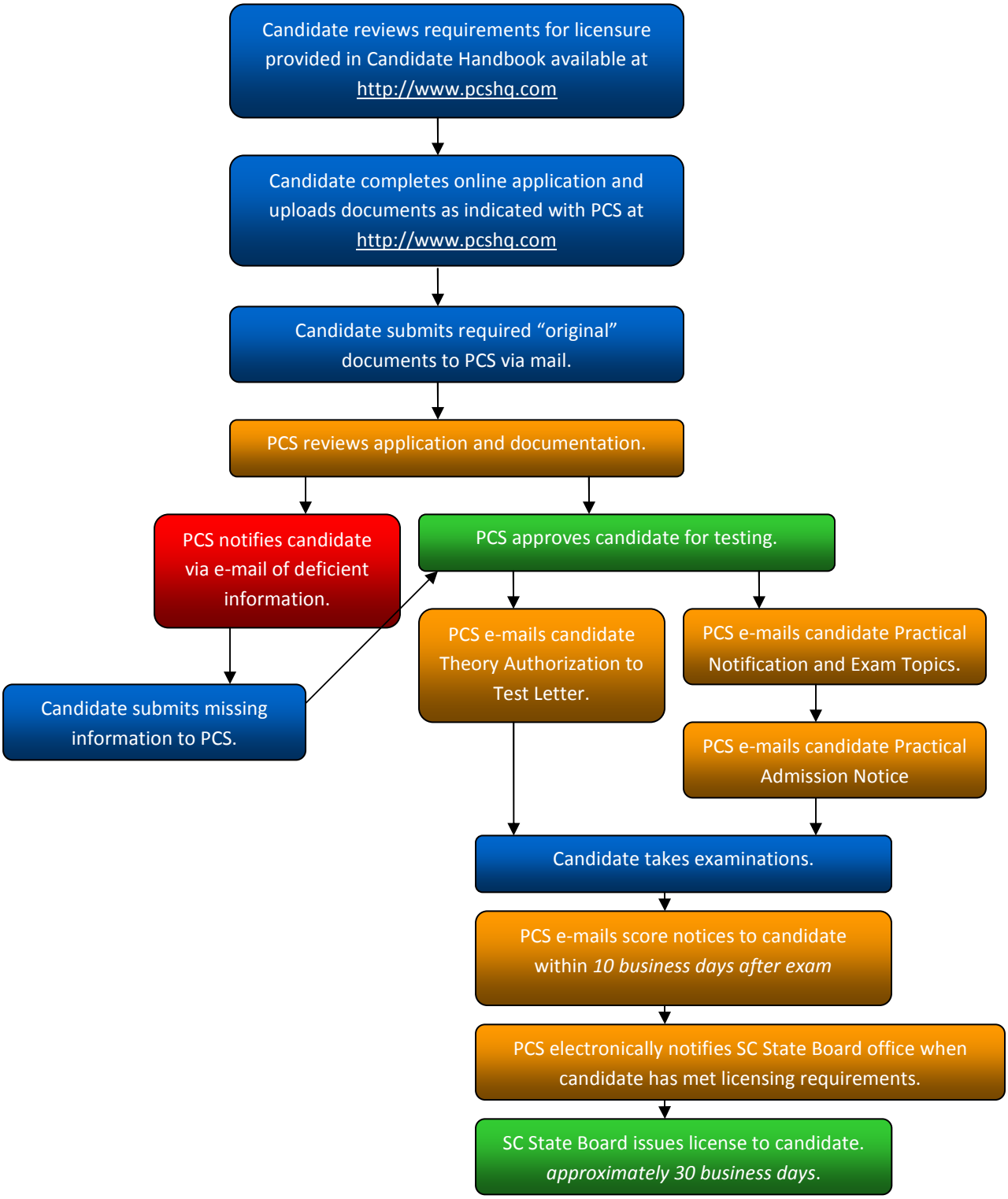
P.O. Box 11329
Columbia, South Carolina 29211-1329

Courier Mailing Address

Synergy Business Park
Kingstree Building
110 Centerview Drive
Columbia, South Carolina 29210

Telephone: (803) 896-4588
Fax: (803) 896-4484
Website: http://www.llr.sc.us/POL/Cosmetology

Application Process



Contents

Quick Reference 2

Application Process 3

Introduction 6

State Licensure Requirements 6

- Foreign Credentials 6

Examination Fees 7

Practical Examination Dates 7

Special Accommodations 7

Application Requirements 8

- Criminal Conviction 8

Expired License 9

Endorsement License Requirements 10

- Endorsement Application Requirements 10

PCS Account Set-Up 11

PCS Application 12

PCS Candidate Homepage 13

- Logging into your Homepage 13
- Application Status 14
- Reprinting Documents 15
- Examination Rescheduling 16

Application Approval Process 17

Examination Scheduling 18

- Theory Examination Scheduling 18
- Practical Examination Scheduling 18

Examination Day Requirements 19

General Examination Policies 20

Examination Results 21

Change of Information 22

Formal Complaints 23

National Instructor Written Examination 24

State Practical Examination Guidelines 27

National Instructor Practical Examination 28

Frequently Asked Questions 32

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 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 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 South Carolina, you must meet the following requirements:

1. Be at least 16 years of age.
2. Have completed at least the 12th grade or equivalent.
3. Hold 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
4. 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.
5. Successfully completed the NIC theory and practical examinations.

Training Hour Expiration (does not apply to 45 Hour Course in Methods of Teaching)

- Pursuant to South Carolina Law, all examinations must be taken and passed within 24 months of the date training was completed. *Effective January 1st 2011.*

Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

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

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Instructor Theory & Practical	$ 205.00	$ 160.00
Instructor Theory	$ 115.00	$ 70.00
Instructor Practical	$ 135.00	$ 90.00

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

First Time Examination Fees include your license fee. **All fees are non-refundable.**

Practical Examination Dates

Location	Examination Date	Application Deadline
Columbia	01/27/2014	01/06/2014
Columbia	02/17/2014	01/27/2014
Columbia	03/17/2014	02/24/2014
Columbia	04/21/2014	03/31/2014
Columbia	05/19/2014	04/28/2014
Columbia	06/16/2014	05/26/2014
Columbia	07/21/2014	06/30/2014
Columbia	08/18/2014	07/28/2014
Columbia	09/15/2014	08/25/2014
Columbia	10/20/2014	09/29/2014
Columbia	11/17/2014	10/27/2014
Columbia	12/15/2014	11/24/2014

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 South Carolina Instructor page at http://www.pcshq.com.

Application Requirements

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
   - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 12th grade.
5. Affidavit of Eligibility (See Form Section on the PCS Webpage)
   - All areas of form must be completed with information contained on the photo identification submitted.

The following item **must** be submitted via mail to PCS once an online application has been completed.

Proof of completing Instructor Training Course(s) **– Original**

Criminal Conviction

Information may be submitted via mail or you can up-load to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit a SLED report which can be obtained by calling 803-737-9000 or visiting www.sled.sc.gov.
- If you have a conviction which occurred outside the state of South Carolina, you must submit a criminal history report from the local law enforcement office (in the state where the conviction occurred).

Expired License

How to Reinstate an Expired License

1. If you held a South Carolina license which has been expired for less than three years, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you had a South Carolina license which has been expired for three years but less than four years, you must complete an online application with PCS and submit all required documents. You must take the theory examination.
3. If you had a South Carolina license which has been expired for four years or more, you must complete an online application with PCS and submit all required documents. You must take the theory and practical examination.

Application Requirements

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
   - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility (See Form Section on the PCS Webpage)
   - All areas of form must be completed with information contained on the photo identification submitted.

Endorsement License Requirements

Method One: No Examination Required. You must contact State Board Office at (803) 896-4588 for information on how to endorse your out of Instructor state license.

- You hold a current out of state Instructor license for at least two years.
- You have taken at least a 45 Hour Course in Methods of Teaching.
- You have passed the National Interstate Council (NIC) theory and practical examinations.

Method Two: Must complete online application with PCS and take NIC Examinations with PCS.

- You hold a current out of state Instructor license for less than two years.
- You have taken at least a 45 Hour Course in Methods of Teaching.
- You have taken at least a 750 course Instructor Training Course
- You have not passed the NIC Examinations or have passed part of the NIC Examinations.

Endorsement Application Requirements

Method One

1. Contact the South Carolina State Board office at (803) 896-4588.

Method Two

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
   - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10th grade.
5. Affidavit of Eligibility (See Form Section on the PCS webpage)
   - All areas of form must be completed with information contained on the photo identification submitted.

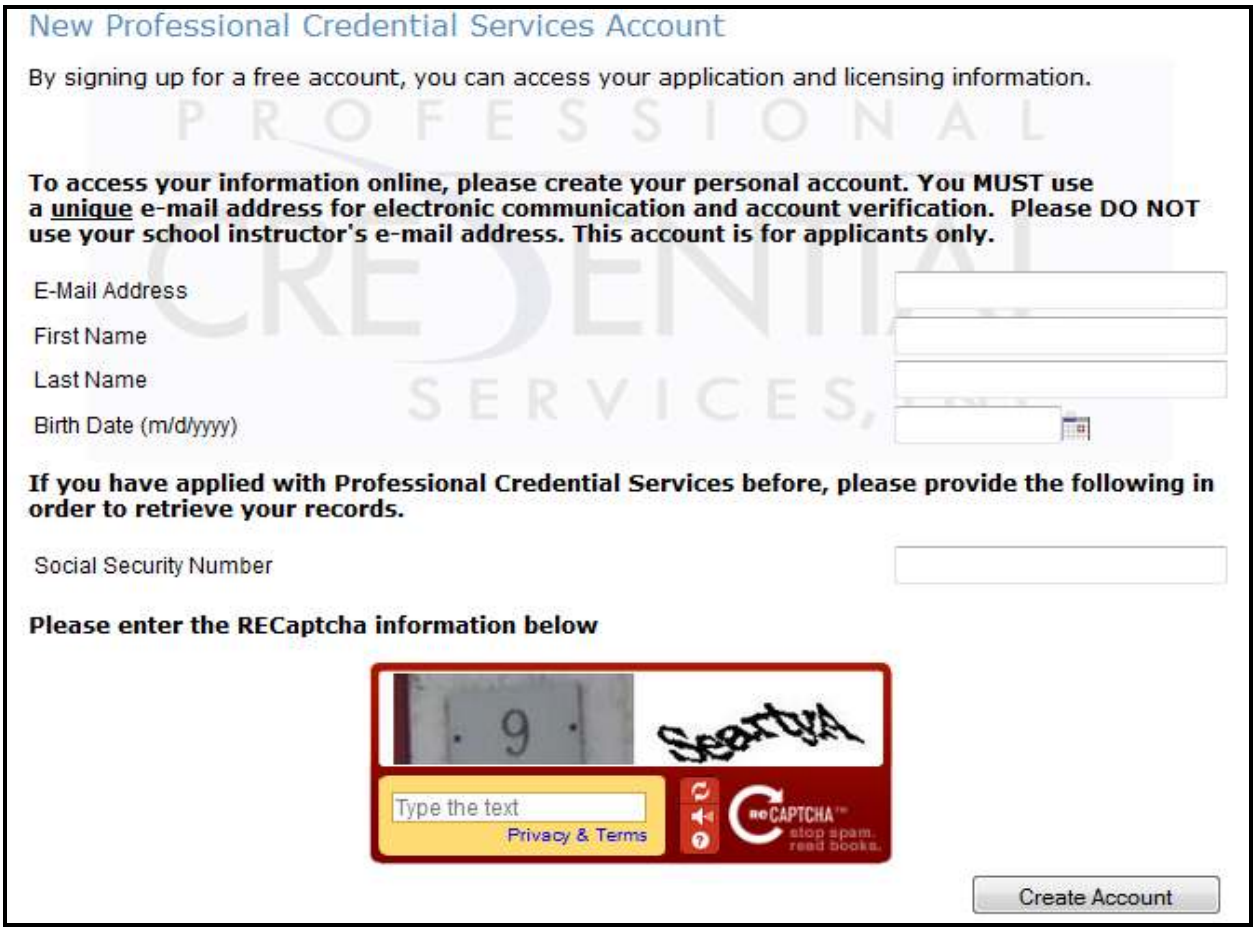
The following item must be submitted via mail to PCS once an online application has been completed.

1. Submit a Verification of Licensure. Original Verification must be mailed directly from the State Board office to PCS.

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 **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Instructor under Cosmetology Related Professions**
6. Click **Apply Online (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**



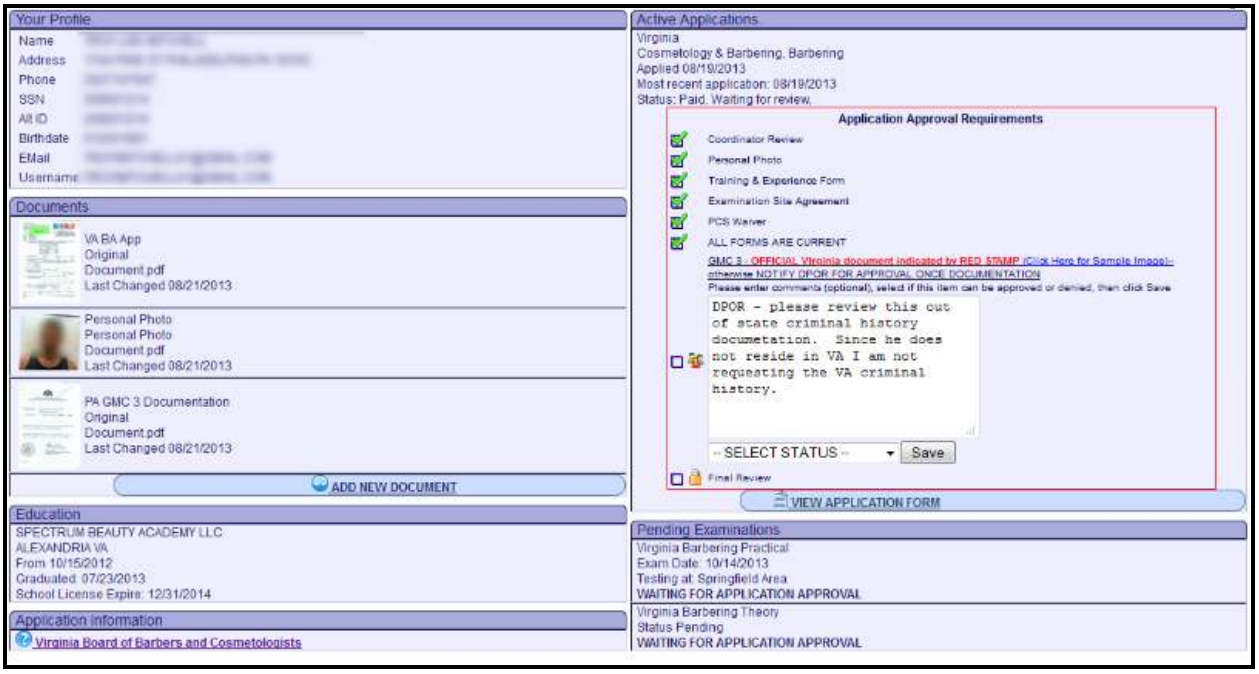
PCS Application

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*.
7. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

*You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents and payment have been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

- 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).
- 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).
- If you are applying prior to the completion of training, you must indicate this on your online application.



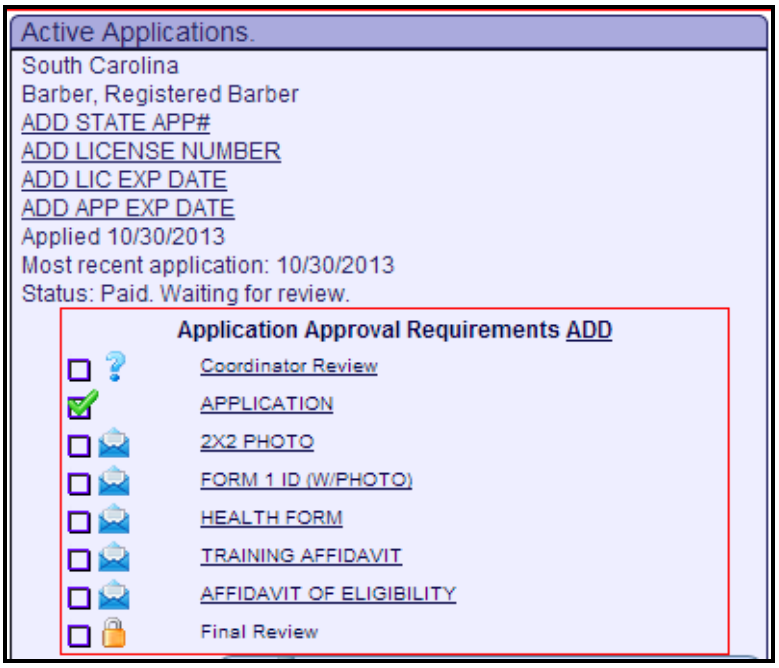
PCS Candidate Homepage

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**

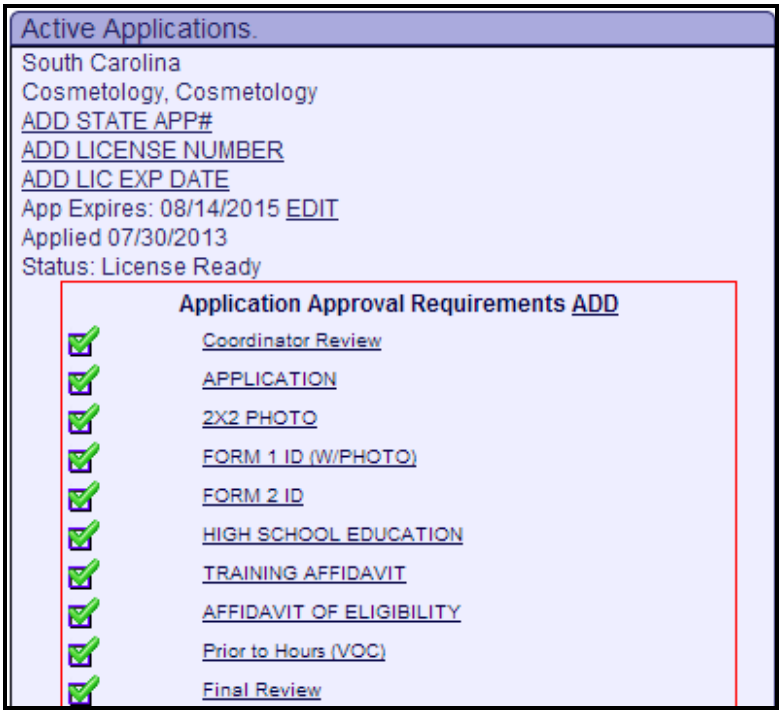
Application Status

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?

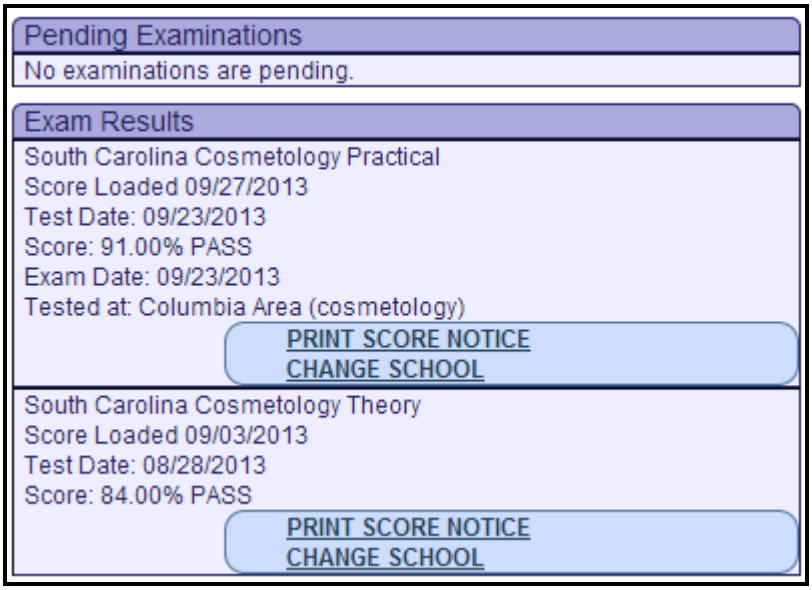
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



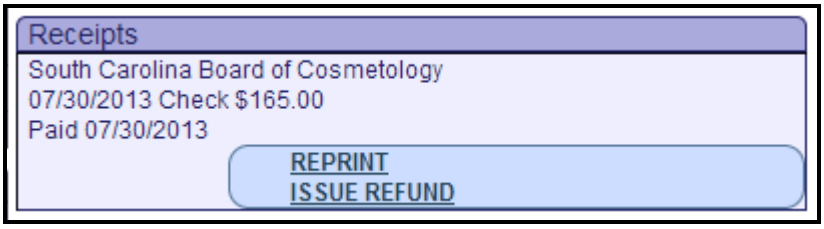
Reprinting Documents

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.

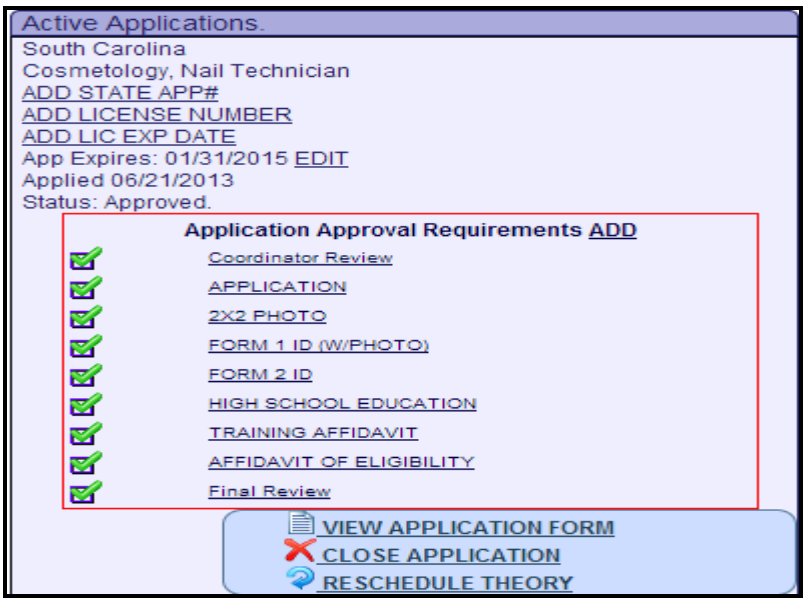


Examination Rescheduling

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

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

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



Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *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 receive 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 Examination Notification informing you of your approved date will be sent via e-mail within one business day as well as exam topics.
3. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

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

Examination Scheduling

Theory Examination Scheduling

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

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

Rescheduling Policy

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

Practical Examination Scheduling

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 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 must be either faxed to (615) 846-0153 to the attention of the SC Coordinator; e-mail ed to your coordinator at sccos@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 2x2 passport type photo
- Two (2) forms of identification with 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 then 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)

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, 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.

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 80. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion.*

State Score Requirements

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license. You may use your *Notice of Completion* to work until you receive your license from the South Carolina Board Office

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.

Fax: 615-312-3788

Email: sccos@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

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 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

Mail Complaint to:

Professional Credential Services, Inc.
Attn: South Carolina 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 written reply will be emailed to you within three (3) business days.

National Instructor Written Examination

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)
- ◊ 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)

National Instructor Written Examination

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.

2. 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.

3. If instruction methods are to be properly employed, they must be
   a. flexible.
   b. impersonal.
   c. strictly enforced.
   d. followed without deviation.

4. 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.

5. 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.

7. 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

National Instructor Written Examination

The National Cosmetology 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.

Instructor References

Milady's Master Educator Student Course Book Second Edition, 2009
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Master Educator Student Course Book, 2001
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Optional References

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Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

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

State Practical Examination Guidelines

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

Core Domain Services

- Theory Lesson Plan
- Theory Lecture
- Demonstration Lesson Plan
- Demonstration Lecture

Aerosol Products

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

Kit Size

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

National Instructor 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.
- 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 must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must prepare and submit an originally developed lesson plan. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.) *Please refer to State guidelines.
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each 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, 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 the candidate being dismissed immediately, and the actions reported to the proper authorities. The examiners have been instructed not to answer any questions concerning the examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Theory Lesson Plan

Verbal Instructions:

"Please hand the examiner one copy of the theory lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the theory lecture." "Do not begin the theory lecture until verbal instructions have been read." **(1)** *"The instructions will be repeated."* **(2)** *"You may begin set up."*

Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to…" or "We will be able to…")
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Outlines sequence of lecture
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

Theory Lecture (20 minutes)

Verbal Instructions:

"You will perform the theory lecture section of this examination." "You will be expected to convey proper safety and infection control procedures." "You will have 20 minutes to complete this section." **(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to…" or "We will be able to…")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Presents topic in the sequence outlined in lesson plan
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout lecture
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout lecture
- Maintains work area in a safe manner throughout lecture
- Lectures for at least 15 minutes

Verbal Instructions after Instructor has concluded the Theory Lecture:

"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."

Demonstration Lesson Plan

Verbal Instructions:

"Please hand the examiner one copy of the demonstration lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the demonstration lecture." "Do not begin the demonstration lecture until verbal instructions have been read." **(1)** *"The instructions will be repeated."* **(2)** *"You may begin set up."*

Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to…"or "We will be able to…")
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists steps of procedure for topic in correct order
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

Demonstration (30 minutes)

Verbal Instructions:

*"You will perform the demonstration lecture section of this examination." "You will be expected to convey proper safety and infection control procedures." "You will have 30 minutes to complete this section." **(1)** "The instructions will be repeated." **(2)** "You may begin."*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to…" or "We will be able to…")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstration can be observed by all students
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Simultaneously demonstrates and explains assigned topic
- Demonstrates steps of procedure for topic in correct order
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout demonstration
- Confines demonstration and explanation to assigned topic
- Covers complete content of lesson plan
- Summarizes demonstration (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout demonstration
- Maintains work area in a safe manner throughout demonstration
- Demonstrate for at least 25 minutes

Candidate Summary and 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."

Instructor References

Milady's Master Educator Student Course Book Second Edition, 2009
Author: Letha Barnes
Milady
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NIC Health and Safety Standards
NIC, Inc., October 2002
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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**. NIC offers the written examinations in other languages as mandated by State legislation. Please refer to your state's requirements. Many states do not offer alternate languages because the students are learning in English. The pass rate on foreign language examinations is very low.

3. **What if I do not know what a task means on the NIC practical examination?**
   - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.

4. **Will I be evaluated on technique?**
   - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.

5. **What if I have an emergency during the practical examination?**
   - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.

6. **What if I need to use the restroom during the practical examination?**
   - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.

7. **What should I do if I cut myself during the examination?**
   - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.

8. **What if I forgot to pack something that I need for the practical examination?**
   - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.

9. **Do kits need to have a cover and does it have to be kept closed during the examination?**
   - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.