PROFESSIONAL CREENTIAL SERVICES, INC.



Commonwealth of Virginia BOARD FOR BARBERS AND COSMETOLOGY

January 2017

Body Piercing

Candidate Information Bulletin

Examination Content/CIBs Developed and Owned© by: National-Interstate Council of State Boards of Cosmetology ("NIC")

Professional Credential Services, Inc.

Page 1

Contents

Quick Reference	3
Application Process	4
Introduction	5
State Licensure Requirements	5/6
Examination Fees	6
Refund Policy	6
Special Accommodations	6
First Time Candidates	7
Expired License	7
Endorsement License Requirements	8
PCS Account Set-Up	
PCS Application	
Logging into your Homepage	11
Application Status	11/12
Reprinting Documents	12
Examination Rescheduling	13
Application Approval Process	13/14
Examination Scheduling	14
Theory Examination Scheduling	14
Examination Day Requirements	14/15
General Examination Policies	16
Examination Results	
Change of Information	
Formal Complaints	18/19
Examination Guidelines	19

Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

Upon approval from PCS, schedule and take Theory Examination with Prometric

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address Attn: Virginia Cosmetology P.O. Box 198768 Nashville, Tennessee 37219-8768

Courier Mailing Address

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

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

Prometric

Scheduling: (800) 895-3926 Website: <u>www.prometric.com</u>

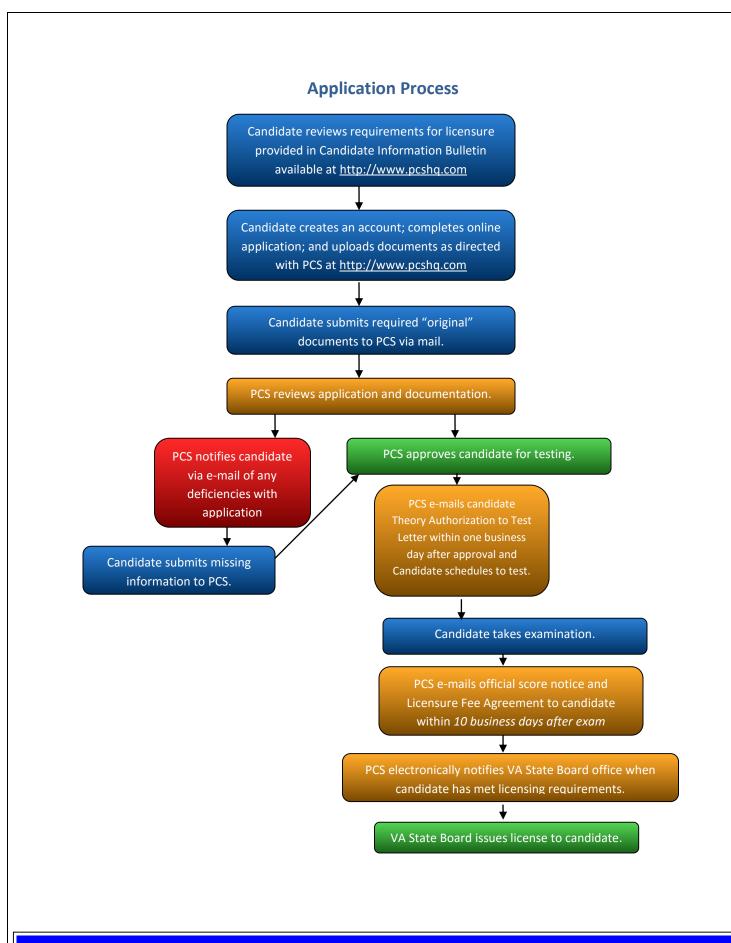
Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400 Richmond, Virginia 23233 Phone: (804) 367-8509 Fax: (866)245-9693

Web site: <u>www.dpor.virginia.gov</u> E-mail: <u>bchoplicensing@dpor.virginia.gov</u>

Professional Credential Services, Inc.

Page 3



Professional Credential Services, Inc.

Page 4

Introduction

The *Candidate Information Bulletin* ("CIB") 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 Virginia Board for Barbers and Cosmetology (the Board) is responsible for licensing and regulating the profession of Body Piercing in the Commonwealth of Virginia. 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 create an account and then submit an online 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 Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Body Piercer license in the Commonwealth of Virginia, you must pass a NIC <u>Theory</u> examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

- Completion of an approved body-piercing apprenticeship program in a Virginia licensed bodypiercing salon. *Required Documentation: Completed Body-Piercing Apprenticeship Completion Form, which you can download from PCS' website, complete as directed and upload to your PCS account. The original form must be mailed directly to PCS. Copies will not be accepted*
- 2. Successful completion of a body-piercing training or apprenticeship program which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. *Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where received. The original form verifying apprenticeship completion must be mailed directly to PCS. Copies will not be accepted*
- 3. Completion of a substantially equivalent body-piercing training or apprenticeship program (consisting of less than 1500 hours of training) and five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both training and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the training or apprenticeship and documentation verifying successful completion of the required health education. The original form verifying apprenticeship completion must be mailed directly to PCS. Copies will not be accepted
- 4. Three years of body-piercing work experience within the previous five years <u>and</u> completion of at least five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both work experience and education must be obtained outside the Commonwealth of Virginia, but within the United States

and its territories. *Required Documentation: Upload to your PCS account a completed Body-Piercing Training & Experience Verification Form and documentation verifying successful completion of required health education.*

 Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). *Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.*

Examination Fees

Please carefully review this CIB and Virginia's state laws, rules and regulations prior to starting the application and paying fees.

Examination Type	First Time Fees
Theory	\$93

During the on-line application process, you will be prompted to pay your fees at the appropriate place within the application. Fees may be paid online with a credit card (MasterCard, 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.

Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

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 Virginia Cosmetology page at <u>http://www.pcshq.com</u>.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following items must be uploaded to your account with PCS:

- 1. A current 2" x 2" passport <u>color</u> photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are <u>not</u> accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
- Examination Site Conduct Agreement Form: Please select a practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's Forms section online at www.pcshq.com.

* All documents that require a notary seal may be <u>uploaded</u> to your PCS account as long as the form is notarized with an ink stamp and must be in color. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! If you are <u>not</u> 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 to PCS at the address located on page 3 of this CIB, please also make note of this on your home page within your PCS account.

! 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 to PCS, Attn: VA Coordinator at PCS' address provided on page 3 of this CIB or up-loaded to your account.

Expired License

How to Reinstate an Expired License

- 1. If your license has been expired for <u>less</u> than <u>two years</u>, contact the Board at (804) 367-8509.
- 2. If your license has been expired for <u>more</u> than <u>two years</u>, apply directly with PCS and follow the prompts. You will be required to take the current theory examination again.

Endorsement License Requirements

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

PCS Account Set-Up

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

- 1. Go to <u>http://www.pcshq.com</u>
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Virginia
- 5. Click Body Piercing
- 6. Click Create an Account (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- **!** A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account
By signing up for a free account, you can access your application and licensing information.
To access your information online, please create your personal account. You MUST use a <u>unique</u> e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.
E-Mail Address
First Name
Last Name SERVICES,
Birth Date (m/d/yyyy)
If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.
Social Security Number
Please enter the RECaptcha information below
Type the text Privacy & Terms
Create Account

PCS Application

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

- 1. Complete steps 1-5 listed above.
- 2. Click LOGIN HERE (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the Virginia online registration page; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online registration until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. 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).
- 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).

Your Profi		Activ	və An	nications
		Active Applications.		
Name				gy & Barbering, Barbering
Address	Charles of the excitation and			/19/2013
Phone				t application: 08/19/2013
SSN		Statu	is: Pai	d. Waiting for review.
AILID				Application Approval Requirements
Birthdate			6	Coordinator Review
EMail	Normal Conference of the Confe		1	Personal Photo
Username	NUMBER OF CONTRACTOR		2	Training & Experience Form
Document	8		2	Exemination Site Agreement
Diamon Ballace	J		2	PCS Waiver
CET State	VA BA App		2	ALL FORMS ARE CURRENT
	Original Document odf			GMC 3 - OFFICIAL Virginia document indicated by RED STAMP (Click Here for Sample Impoel-
	Last Changed 08/21/2013			otherwise NOTIFY DPOR FOR APPROVAL ONCE DOCUMENTATION Please enter comments (optional), select if this item can be approved or denied, then click Save
10.0000000				DPOR - please review this out
	Personal Photo			of state criminal history
	Personal Photo			documetation. Since he does
10 m	Document pdf Last Changed 08/21/2013		0	not reside in VA I am not
	Last Granged doz inzo i S		_	requesting the VA criminal
	PA GMC 3 Documentation			history.
The Street of	Original			
Contraction of the local division of the loc	Document.pdf			h
A //	Last Changed 08/21/2013			SELECT STATUS Save
			n a	Final Review
	ADD NEW DOCUMENT			
Education				
	I BEAUTY ACADEMY LLC			Examinations
ALEXANDR				rbering Practical
From 10/15 Graduated				: 10/14/2013 Springfield Area
	nse Expire: 12/31/2014			OR APPLICATION APPROVAL
				rbering Theory
Application information Status Per		ding		
Virginia	Board of Barbers and Cosmetologists	WAI	TING FO	OR APPLICATION APPROVAL

PCS Candidate Homepage

Logging into your Homepage

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

PROFESSIONAL CREDENTIAL SERVICES, INC.
Log into your account
E-Mail Address POFESSION Password Log In
*If you have forgotten your password or you have received an email from PCS instructing you to create your password, <u>Click Here.</u>
If you have not previously created a PCS account please go to your <u>profession and state home page</u> .

Application Status

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

Active Applica	tions.	
Virginia		
Cosmetology & Barbering, Cosmetology ADD STATE APP#		
Valor Act: EDIT	<u> </u>	
ADD LICENSE N	IUMBER	
ADD LIC EXP DA		
App Expires: 03/ Print New App La		
Applied: 03/12/20		
	blication Approval Requirements ADD	
Z	Coordinator Review	
2	Personal Photo	
2	Training & Experience Form	
2	Examination Site Agreement	
2	PCS Waiver	
2	ADA	
2	Final Review	

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications and you will also receive an email notifying you that your application has been approved.

(
Active Applica	tions.			
Virginia	irginia			
Cosmetology & E	osmetology & Barbering, Cosmetology			
ADD STATE APP	<u>2#</u>			
Valor Act: EDIT				
ADD LICENSE N	<u>IUMBER</u>			
ADD LIC EXP DA	<u>ATE</u>			
App Expires: 03/	(12/2017 EDIT			
Print New App La	abel			
Applied: 03/12/20	013			
Арр	Application Approval Requirements ADD			
2	Coordinator Review			
2	Personal Photo			
2	Training & Experience Form			
2	Examination Site Agreement			
2	PCS Waiver			
2	ADA			
□ ?	Final Review			

Reprinting Documents

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

Click **Print Score Notice** option next to item you wish to reprint

Exam Results
Virginia Cosmetology Practical Score Loaded 02/07/2014 Test Date: 02/03/2014 Score: 87.00% PASS Exam Date: 02/03/2014 Tested at: Richmond Area
RECREATE SCORE EMAIL SCORE TO CANDIDATE PRINT SCORE NOTICE CHANGE SCHOOL

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

Receipts
Invoice for Virginia Board of Barbers and Cosmetologists
03/12/2013 \$155.00
(<u>REPRINT</u>
Virginia Board of Barbers and Cosmetologists
03/26/2013 Check \$155.00
Paid 03/26/2013
(<u>REPRINT</u>

Examination Rescheduling

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

 In order to reschedule your theory examination, click Theory Reschedule under the Active Applications box.

Active Appli	cations.		
Virginia			
Cosmetology & Barbering, Cosmetology			
ADD STATE APP#			
Valor Act: EDI			
ADD LICENSE			
ADD LIC EXP			
	02/28/2017 EDIT		
Print New App Applied: 12/26			
A A	application Approval Requirements ADD		
2	Coordinator Review		
2	Personal Photo		
	Training & Experience Form		
2	Examination Site Agreement		
2	PCS Waiver		
	ALL FORMS ARE CURRENT		
2	Check School Expiration Date		
2	Final Review		
	CLOSE APPLICATION		

Application Approval Process

Once your online application has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your application. This does not mean your application has been approved, but rather that you have completed the on-line application successfully. PCS will then review your application and enter any requirements which may be pending, no later than three business days after completion of your application. *If documents are submitted/uploaded 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 email 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 email within one business day.

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

Examination Scheduling

Theory Examination Scheduling

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at <u>www.prometric.com</u>. Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as *Candidate ID#* on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at (800)895-3926.

Theory Examination Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting Prometric **at least 5 business days** prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at (800)895-3926 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 Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

Examination Day Requirements

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

- ATT Letter (theory) (printed and/or via electronically on your phone is acceptable).
- Two (2) forms of identification one form must be a government issued photo ID (see below)

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

Acceptable Forms of Identification

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

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

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

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

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

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

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

Arrival

You must arrive at the test center at least thirty (30) minutes prior to the time that is on your ATT. If you arrive later, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies Security Policy

Suspected security breaches during either the theory 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 your actions will be reported directly to the Board and to NIC. 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 is allowed. 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 emailed to you at least 10 business days after your examination date. *An* **unofficial** pass or fail notice will be provided to you by Prometric after you take the theory examination. If you do not receive your score 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. Once you pass the theory examination, you will receive a *Notice of Completion*.

State Score Requirements

Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of a permanent license.

In Virginia, you must take and pass the theory examination within one year of initial examination date. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if after application is made and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

Change of Information Directions

Complete the *Change of Information Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, <u>www.pcshq.com</u>. All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

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

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

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 10 days from the date of the event warranting the complaint. Written complaints 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
- Details of complaint

Send Complaint to:

Professional Credential Services, Inc. Attn: Virginia Coordinator / COMPLAINT 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.

Examination Guidelines

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for your theory examination and references used for the examination.

Best wishes on passing your examination and a successful career in your chosen profession!



NATIONAL BODY PIERCING THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

• Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. <u>Picture ID is required for re-entry into examination</u>.

• With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.

- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.

BODY PIERCING THEORY EXAMINATION CONTENT OUTLINE

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

DOMAIN I: Scientific Concepts (55%)

- A. Infection Control and Safety Practices
 - 1. Comprehend basic concepts of microbiology related to piercing
 - 2. Identify how disease and infection are caused and transmitted
 - 3. Recognize purpose and/or effects of infection control
 - a. Levels of infection control
 - i. Sanitation/Cleaning (e.g., housekeeping)
 - ii. Disinfection
 - iii. Sterilization
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials)
 - i. Prevent cross-contamination
 - ii. Differentiate between the purpose of single- and multi-use items (e.g., supplies, materials, tools)
 - iii. Operation and maintenance of related equipment (e.g., autoclave, ultrasonic)
 - 4. Indicate first aid and CPR procedures
 - 5. Recognize requirements of federal agencies
 - a. Occupational exposure and contact procedures (OSHA, CDC)
 - b. Safety Data Sheets (OSHA)
- B. Human Anatomy and Physiology
 - 1. Identify functions, structure of the skin, and underlying anatomy
 - 2. Comprehend anomalies, signs and symptoms of conditions and disorders of relevant tissue
- C. Distinguish Classifications and Composition of Body Jewelry Used for Piercings

DOMAIN II: Piercing Procedures and Services (45%)

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

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

B. Tools and Equipment Used for Piercing and Services

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

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

BODY PIERCING THEORY EXAMINATION SAMPLE QUESTIONS

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

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

KEY: 1: D, 2: D, 3: A, 4: B, 5: C

NATIONAL BODY PIERCING EXAMINATION REFERENCES

The following sources are used by NIC to develop and support National Body Piercing Theory Examination content. References are listed alphabetically with the most recent copyright date presented first. NIC uses the most recent versions for item and examination development.

Milady Standard Esthetics: Fundamentals 2013, Edition: 11 Milady 5 Maxwell Drive Clifton Park, NY 12065-2919 www.milady.cengage.com Procedure Manual 2013 Edition Association of Professional Piercers (APP) P.O. Box 1287 Lawrence, KS 66044 http://www.safepiercing.org/publications/procedure-manual/

The Piercing Bible: The Definitive Guide to Safe Body Piercing Elayne Angel 2009 Random House/Crossing Press http://www.infinitebody.com/shop/the-piercing-bible.html

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician 2016 Melior, Inc. <u>https://www.todaysclass.com/index.html</u> 877-224-0435

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2012 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2013, 2nd Edition, 8th printing, December 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

Milady's Standard Professional Barbering 2011, 5th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering 2006 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

BODY PIERCING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers <u>safepiercing.org</u> Customer Service: <u>info@safepiercing.org</u> 1.888.888.1277

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

The Piercing Bible March 2009 Elayne Angel http://piercingbible.com/

ELECTROLOGY

REFERENCES *Milady's Hair Removal Techniques: A Comprehensive Manual* 2004 Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2009, 10th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

ESTHETICS

REFERENCES Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

NIC Approved Textbooks

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2009, 10th Edition Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced 2013 2nd edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u>

800.998.7498 ext. 2700

Skin Care: Beyond the Basics 2012, 4th Edition Mark Lees Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator Student Course Book 2014, 3rd Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u>

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u>

MANAGER

REFERENCES Successful Salon & Spa Management 2012, 6th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com

NIC Approved Textbooks

Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

Today's Class: Nail Technician 2016 Melior, Inc. <u>https://www.todaysclass.com/index.html</u> 877-224-0435

Milady's Standard Nail Technology 2015, 7th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Nails 2013, 1st Edition, 10th printing, June 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Nails – Exhibits of Art 2007, 2.1 Edition CLIC International 2014 Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady's Standard Nail Technology 2011, 6th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u>

NIC Approved Textbooks

800.998.7498 ext. 2700

Salon Fundamentals Nails 2011, 1st Edition, 7th Printing, October 2011 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Nails – Exhibits of Art 2007, 1st Edition Author: Randy Rick CLIC International 2014 Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding 2014 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

TATTOOING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers <u>safepiercing.org</u> Customer Service: <u>info@safepiercing.org</u> 1.888.888.1277

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

WAX TECHNOLOGY (CURRENT) & HAIR REMOVAL TECHNOLOGY (NEW)

REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Milady Standard Esthetics: Advanced 2013 2nd edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

NIC Approved Textbooks

2009, 10th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual 2004 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.

~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

<u>Client</u>

- 1. Stop Service.
- 2. Put gloves on.
- 3. If appropriate, assist client to sink and rinse the injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Offer/apply antiseptic & adhesive bandage.
- 6. Place all single use items in a bag and place in a trash receptacle.
- 7. Remove all implements from station and properly clean and disinfect.
- 8. Clean and disinfect work area.
- 9. Remove and dispose of gloves.
- 10. Wash hands.
- 11. Return to service.

<u>Licensee</u>

- 1. Stop Service.
- 2. Explain the situation and excuse yourself from the service.
- 3. If appropriate, rinse injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Apply antiseptic & adhesive bandage.
- 6. Put gloves on.
- 7. Place all single use items in a bag and place in a trash receptacle.
- 8. Remove all implements from the work area and properly clean and disinfect.
- 9. Clean & disinfect work area.
- 10. Remove and dispose of gloves.
- 11. Wash hands.
- 12. If necessary cover injured area with a protective finger cot or new glove.
- 13. Return to service.