# PROFESSIONAL CREENTIAL SERVICES, INC.



# Commonwealth of Virginia BOARD FOR BARBERS AND COSMETOLOGY

February 2018

# Cosmetology

# **Candidate Information Bulletin**

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

Professional Credential Services, Inc.

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### **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
- Upon approval, take Practical Examination on date scheduled with PCS

### CONTACT INFORMATION

#### **Professional Credential Services (PCS)**

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

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> Email: <u>bchoplicensing@dpor.virginia.gov</u>

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Candidate reviews requirements for licensure provided in Candidate Information Bulletin available at <u>http://www.pcshq.com</u>

Candidate creates an account; **completes** online registration; and then uploads desired application and required documents from the VA Cosmetology *Forms* page at www.pcshq.com.

PCS reviews application and documentation.

PCS notifies candidate via e-mail of any deficiencies with application

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Candidate submits missing information to PCS by uploading to PCS account.

#### PCS approves candidate for testing.

PCS e-mails candidate Theory Authorization to Test Letter within one business day after approval and Candidate schedules to test.

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PCS e-mails approved candidate Practical date within one business day after approval and an Admission Notice ten days prior to practical examination date.

Candidate takes examinations.

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PCS e-mails official score notice to candidate within 10 business days after exam

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PCS electronically notifies VA State Board office when candidate has met licensing requirements.

Candidate submits *Licensure Fee Notice* to DPOR upon receipt of *Notice Of Completion* from PCS

VA State Board issues license to candidate.

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#### 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 cosmetology 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 Cosmetology license in the Commonwealth of Virginia, you must pass both a NIC <u>Theory</u> and <u>Practical</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 cosmetology training program in a Virginia licensed cosmetology school or a Virginia public school cosmetology program approved by the Virginia Department of Education. *Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.*
- 2. Successful completion of 1500 hours of cosmetology training 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 the 1500 hours were received, any of which should indicate that you successfully completed 1500 hours of instruction.*
- 3. Completion of a substantially equivalent cosmetology course (consisting of less than 1500 hours of training) <u>and</u> six months of cosmetology work experience. Both training and experience 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 cosmetology course AND a completed Training and Experience Verification Form, which you can download from PCS' website and complete as directed.*
- 4. Completion of the Virginia apprenticeship program in cosmetology. *Required Documentation: A completed* Department of Labor and Industry Form available from your apprenticeship representative. The form may be uploaded to your PCS account if it is in color, to depict the red stamp. Copies will not be accepted.

- 5. Virginia licensed barber with two years of work experience. *Required Info: Please be prepared* to enter your VA Barber License # and Expiration Date on your Examination and License application. Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.
- 6. Virginia licensed barber or barber student (with less than two years of work experience) enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school. Required Info: Please be prepared to enter your VA Barber License # and Expiration Date on your Examination and License application. Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.
- 7. Cosmetology training obtained in any Virginia State Institution. *Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website and complete as directed.*
- 8. Two years of cosmetology experience in the United States Armed Forces. *Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website and complete as directed.*
- 9. Applying to take the Cosmetology *Instructor* examination. *Required Info: Please be prepared to enter your VA Cosmetology License # and Expiration Date on your Examination and License application.*
- 10. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). *Required Documentation: PCS will obtain 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 registration and paying fees.

Examination Type	Examination Fees
Theory & Practical	\$185
Theory	\$92
Practical	\$93

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. 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 registration processing fee of \$10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the registration 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 registration 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.

Chesapeake	Lynchburg	Richmond	Roanoke	Springfield
Exam Date				
1/8/2018	1/8/2018	1/8/2018	1/22/2018	1/8/2018
1/29/2018	1/22/2018	1/29/2018	1/29/2018	1/22/2018
2/12/2018	2/5/2018	2/12/2018	2/12/2018	2/5/2018
2/19/2018	2/19/2018	2/26/2018	2/26/2018	2/19/2018
3/12/2018	3/5/2018	3/12/2018	3/12/2018	3/5/2018
3/26/2018	3/19/2018	3/26/2018	3/26/2018	3/19/2018
4/9/2018	4/2/2018	4/9/2018	4/9/2018	4/2/2018
4/23/2018	4/16/2018	4/23/2018	4/23/2018	4/16/2018
5/14/2018	5/7/2018	5/14/2018	5/14/2018	5/7/2018
5/21/2018	6/4/2018	5/21/2018	6/11/2018	5/21/2018
6/11/2018	6/18/2018	6/11/2018	6/25/2018	6/4/2018
6/25/2018	7/2/2018	6/25/2018	7/9/2018	6/18/2018
7/9/2018	7/16/2018	7/9/2018	7/23/2018	7/2/2018
7/23/2018	8/6/2018	7/23/2018	8/13/2018	7/16/2018
8/13/2018	8/20/2018	8/13/2018	8/27/2018	8/6/2018
8/27/2018	9/10/2018	8/27/2018	9/17/2018	8/20/2018
9/17/2018	10/1/2018	9/17/2018	9/24/2018	9/10/2018
9/24/2018	10/15/2018	9/24/2018	10/8/2018	9/24/2017
10/8/2018	11/5/2018	10/8/2018	10/22/2018	10/1/2018
10/22/2018	11/19/2018	10/22/2018	11/12/2018	10/15/2018
11/12/2018	12/3/2018	11/12/2018	11/26/2018	11/5/2018
11/26/2018		11/26/2018	12/10/2018	11/19/2018
12/10/2018		12/10/2018	12/17/2018	12/3/2018
12/17/2018		12/17/2018		12/17/2018

### **2018 Practical Examination Dates and Cities**

### **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>.

### **Temporary Permits**

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete your application with the required sponsorship information and signatures in place. Once your application has been reviewed and approved, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. You can expect the temporary permit to be issued approximately five days following approval to take the exam. Temporary Permits are issued only once and are valid for 45 days following the date of your practical examination.

### **Criminal Convictions**

Any Candidate that has a conviction as an adult must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Juvenile convictions do not need to be reported on the application.

### **First Time Candidates**

### **Application Requirements**

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

- 1. DPOR's Examination and License Application.
- 2. 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.
- 3. **Examination 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.
- 4. A copy of Social Security Card or VA DMV Photo ID (Driver's License). Please upload the document that matches what you provided on the DPOR application.
- 5. Any required documents that coincide with your method of applying for Licensure (i.e. Virginia education requires Training and Experience and Verification form).

\*Individuals with criminal convictions as an adult are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form (*which you can download from the forms section on PCS' website*). The report must include all pages (including the cover sheet) and contain a **red stamp**. The report may be <u>uploaded</u> to your PCS account if it is **in color**, to depict the **red stamp**. Photos of documents will not be accepted.

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 Candidate Information Bulletin (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) may be <u>uploaded</u> to your PCS account.

### **Expired License**

#### How to Reinstate an Expired License

- 1. If your license has been expired for less than two years, contact the Board at (804) 367-8509.
- 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 both the current theory and practical examinations 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 registration with PCS, you must first become a registered user of our system. To do so, please follow the steps below:

- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Virginia
- 5. Click Create an Account
- 6. *Creating a PCS Account*, enter valid, unique e-mail address, the student's first and last name, date of birth, and Social Security number.
- 7. Enter RECaptcha information as prompted; click Create Account
- 8. Candidate should check their e-mail account for a PCS system generated e-mail.
- 9. Click link in e-mail to verify account information and create PCS password.
- 10. 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 & Term

### **PCS Registration Form**

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. Click Client Portal
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are at PCS Welcome Page
- 4. Click Virginia
- 5. Click on STEP 4 Register and pay for your Exam

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### **Application Approval Process**

Once your online registration has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your registration and that payment has been made. Complete and upload your DPOR application onto your PCS account. PCS will then review your DPOR application and enter any requirements which may be pending, no later than three business days after complete or your application. 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.

- In order to receive your desired practical examination date, the online registration, DPOR application, all required documents, payment and **final approval** must be completed 20 business days prior to the practical examination.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

### **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.
- 2. A Practical Scheduling Notice will be sent displaying your approved practical scheduled date within one business day.
- 3. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

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.

### **PCS Candidate Homepage**

#### **Application Status**

You may check the status of your online registration 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. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.

0	VA Cosmetology
2	Registration
🚺 🗖 Applicati	Upload DPOR Licensing & Exam
Applicati	011
	Upload SS Card or VA DMV Card
	Upload 2x2 Passport Style Photo
	Upload Examination Agreement
	PCS Coordinator Review
	Status: Application Approved

#### 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.

2	VA Cosmetology		
2	Registration		
2	Upload DPOR Licensing & Exam		
Applicati	on		
2	Upload SS Card or VA DMV Card		
2	Upload 2x2 Passport Style Photo		
2	Upload Examination Agreement		
2	PCS Coordinator Review		
2	Status: Application Approved		

### **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

#### **Practical Examination Scheduling**

You will be assigned to the **next practical examination date in the location you selected** once your application has been approved.

#### **Practical Rescheduling Policy**

You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.

### **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 practical examination, click Reschedule Practical under the Active Registrations box.



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



#### **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. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. 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?

- Admission Notice (practical) or ATT Letter (theory) printed and/or via electronically on your phone is acceptable).
- One (1) form of identification –see list below
- Examination Supplies (if taking practical examination see NIC Content Outline page)

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

### **Acceptable Forms of Identification for Exam Day**

#### Your Identification must match the name on your application and exam registration.

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

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

### Arrival

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

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### **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 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 both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*, and a *Licensure Fee Notice*, which will need to be submitted to the DPOR prior to your license being issued.

#### **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 your license.

In Virginia, you must take and pass both the theory and practical examinations within one year of the date of your first scheduled examination. 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.

### **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

 Pending Examinations

 No examinations are pending.

 Exam Results

 Virginia Cosmetology Practical

 Test Date: 02/20/2017

 Score: 92.00% PASS

 PRINT SCORE NOTICE

 Virginia Cosmetology Theory

 Test Date: 02/14/2017

 Score: 87.00% PASS

 PRINT SCORE NOTICE

Click Reprint option next to item you wish to print

Receipts	
Virginia Board of Barbers and Cosmetologists 10791963-12-3-x 01/12/2017 Credit Card \$185.00	
PCS Fee(Theory) = \$92.00 10791984-12-3-x	
PCS Fee(Practical) = \$93.00 10791985-12-3-x	
(Cash) = \$185.00 10791966-12-3-x	
Paid 01/12/2017	
REPRINT	

### **Change of Information**

Complete the *Change of Address/Name 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 registration 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**

#### **Dress Code**

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Please see the attached NIC Candidate Information Bulletin (CIB) for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

#### **Theory Examination**

The Cosmetology NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, February 1, 2017:

http://www.dpor.virginia.gov/Boards/BarberCosmo/. Click on the "Laws and Regulations" tab.

Please note that the Virginia State Law questions are only provided in English.

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

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### NATIONAL COSMETOLOGY 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 Cosmetology Theory Examination is the licensure examination for Cosmetologists, 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 Cosmetology 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. <u>The references are always the same for the Theory and Practical examinations.</u>

### 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.

### COSMETOLOGY THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Cosmetology 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 1: SCIENTFIC CONCEPTS (30%)**

A. Infection Control and Safety Practices

- 1. Identify how disease and infection are caused and transmitted
- 2. Recognize purpose and/or effects of infection control principles
  - a. Levels of infection control:
    - i. Sanitation/Cleaning
    - ii. Disinfection
    - iii. Sterilization
    - b. Process of infection control:
      - i. Recognize when cross-contamination occurs
      - ii. Prevention of cross-contamination
      - iii. Differentiate between the purpose of single- and multi-use tools
- 3. Apply blood contact procedures
  - Identify requirements of government agencies:
    - a. OSHA standards
    - b. EPA
- B. Human Anatomy and Physiology

4.

- 1. Identify function and structure of the:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
- 2. Identify signs and symptoms of conditions, disorders, and diseases related to:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
- 3. Identify muscles and joints and their functions related to:
  - a. Head and face
  - b. Arms and hands
  - c. Legs and feet
- 4. Identify functions of:
  - a. Nervous system
    - b. Circulatory system
- C. Basic Chemistry of Products Used in Cosmetology
  - 1. Recognize purpose and effects of products and ingredients
  - 2. Recognize interaction between chemicals
  - 3. Recognize physical interactions with chemicals
  - 4. Recognize chemical reactions (e.g., overexposure, chemical burn)
  - 5. Recognize the chemical pH scale

#### NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

#### **DOMAIN 2: HAIR CARE AND SERVICES (40%)**

A. Client Consultation, Analysis and Documentation for Hair Care Services

- Evaluate condition of client's hair and scalp (i.e., assessment) 1.
- 2. Recognize conditions that would prohibit service (i.e., contraindications)
- 3 Determine services or products
- 4. Recognize purpose and interpret results of preliminary tests (e.g., predisposition and strand tests)
- Establish/Maintain client records (e.g., service history, client card, medical history) 5.
- B. Tools used in Hair Care Services
  - 1. Identify function, purpose and infection control procedures of tools used in hair services:
    - Equipment (e.g., chair, workstation) a.
    - b. Implements (e.g., razors, shears, combs/brushes)
    - Supplies and materials (e.g., towels, drape, neck strips) c.
    - Electrical tools (e.g. irons, blow dryers, clippers) d.
    - Proper disinfection procedures e.

2. Recognize safe practices for use of tools (i.e., equipment, implements, supplies, ergonomics)

### C. Hair Care

- 1. Apply knowledge of principles and procedures for shampooing and conditioning
- 2. Apply knowledge of principles and procedures for scalp treatments and scalp massage
- Apply knowledge of draping (e.g. chemical, shampoo, cutting) 3.

### D. Hair Design

- 1. Apply knowledge of principles, procedures and safety of hair cutting and shaping
- 2. Apply knowledge of principles, procedures and safety of hair styling:
  - a. Wet styling
  - b. Thermal styling
  - Natural hair styling (e.g., braiding) c.
- Apply knowledge of principles, procedures and safety related to hair enhancements: 3.
  - Extension application and removal: a
    - i. Braid and sew attachment
      - ii. Bonding
      - iii Fusion bonding
      - Tube shrinking iv.
      - v Linking
- 4. Apply principles of balance and design (e.g. facial shape, physical structure)

#### E. Chemical Services

- Apply knowledge of principles, procedures and safety for: 1.
  - Hair coloring (including corrective color) a.
  - b. Hair lightening
  - Foiling c.
  - d. Chemical hair relaxing/restructuring and curl reduction
    - Hydroxide i.
    - ii. Thio
    - iii. Keratin
  - Chemical waving/texturizing: e.
    - Alkaline i.
    - Acid ii
    - Non-thio iii.
    - iv. Keratin

### DOMAIN 3: SKIN CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for Skin Care Services

- 1. Evaluate condition of client's skin:
  - a. Skin type
  - b. Skin condition
- 2. Identify contraindications:
  - a. Disorders
  - b. Diseases
- 3. Determine services and products
- 4. Establish/Maintain client records (e.g., service history, client card, medical history)
- B. Tools used for skin care services

1.

- Identify function, purpose and infection control procedures of tools:
  - a. Equipment (e.g., chair, steamer)
  - b. Implements (e.g., tweezers, brushes, extractors)
  - c. Supplies, products, and materials (e.g., creams, masks, towels, body and hair drapes)
  - d. Proper disinfection procedures
- 2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

C. Facial skin care services

- 1. Apply knowledge of principles, procedures and safety for:
  - a. Cleansing
  - b. Steaming
  - c. Exfoliation
  - d. Extraction
  - e. Massage
  - f. Masks
  - g. Hair Removal:
    - i. Tweezing
    - ii. Depilatory
    - iii. Hard wax
    - iv. Soft wax
  - h. Makeup application
  - i. Electrical equipment

### DOMAIN 4: NAIL CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for nail care services

- 1. Evaluate condition of client's nails
- 2. Identify contraindications:
  - a. Disorders
  - b. Diseases
- 3. Determine services and products
- 4. Establish/Maintain client records (e.g., service history, client card, medical history)

## B. Tools used in nail care services

- Identify function, purpose and infection control procedures of tools:
  - a. Equipment (e.g., workstation, pedicure basin)
  - b. Implements (e.g., nippers, file)
  - c. Supplies, products, and materials (e.g., towels, creams, polish)
  - d. Proper disinfection procedures
- 2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

C. Apply knowledge of principles, procedures and safety for basic manicure and pedicure

D. Apply knowledge of principles, procedures and safety for application, maintenance, and removal of nail enhancements:

- 1. Nail tips
- 2. Acrylics

### COSMETOLOGY THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Cosmetology 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. Which of the following will reinforce and reconstruct the hair shaft?
  - (A) Scalp treatment
  - (B) Balancing shampoo
  - (C) Hair brushing
  - (D) Protein conditioner
- 2. When damaged, which of the following will cause the hair growth to be inhibited?
  - (A) Papilla
  - (B) Shaft
  - (C) Cuticle
  - (D) Arrector pili
- 3. A condition caused by an infestation of head lice is
  - (A) tinea barbae.
  - (B) scabies.
  - (C) pediculous capitalis.
  - (D) tinea capitis.
- 4. Debris is removed from tools and implements using which of the following procedures?
  - (A) Cleaning
  - (B) Disinfection
  - (C) Sterilization
  - (D) Decontamination
- 5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
  - (A) Coarse file
  - (B) Metal file
  - (C) Nail brush
  - (D) Nail buffer
- 6. What is another name for the dermis layer of the skin?
  - (A) Spiny layer
  - (B) Horny layer
  - (C) True skin
  - (D) Basal cell
- 7. The massage movement intended to soothe muscles is
  - (A) petrissage.
  - (B) tapotement.
  - (C) friction.
  - (D) effleurage.

- 8. What product can be used to equalize the porosity of the hair?
  - (A) Shampoo
  - (B) Fillers
  - (C) Lightener
  - (D) Developer

KEY: 1: D, 2: A, 3: C, 4: A, 5: D, 6: C, 7: D, 8: B

To take the NIC Cosmetology Online Practice Exam (English Only) <u>CLICK HERE</u> or go to:

https://www.iqttesting.com/registrationv2008/quickregister.aspx (\$39.00 fee applies) For assistance, please call IQT at 1-866-773-1114.



### NATIONAL <u>COSMETOLOGY</u> PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

### National Cosmetology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

### This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology core services and additional sections.

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

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

The references will always be the same for both Theory and Practical examinations.

### 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. Picture ID is required for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use. ٠
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have 0 been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The 0 kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned 0 to the kit.
  - All examinations are administered in a testing environment. 0
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or 0 time has elapsed.
  - Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
    - The verbal instructions will be read twice for each section of the examination. 0
    - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. 0
    - Candidates requesting information during the examination will be told one of the following statements: 0
      - "Do the best you can with what you have available."
      - "Do as you were taught." •

- Examiners are not allowed to speak with candidates.
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards, which is included in this *Candidate Handbook*.

### Failure to do so may result in your dismissal from the examination.

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to <u>www.nictesting.org</u> for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.
- 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.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - 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 the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.
- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturers created labels must be only in English.
  - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
  - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the *"Suggested Examination Supplies"* section to see any further state specific requirements for supplies and products.
  - Simulated products are *not* allowed for disinfectants and hand sanitizers.
  - NO AEROSOLS are allowed in the testing environment
  - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin for items that a candidate may possibly utilize in a section.

### MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA

- Candidates are required to use a mannequin head(s), and it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are pre-marked or pre-sectioned are not allowed for any part of the practical examination.
- Candidates are required to use a mannequin hand(s). It is the candidate's responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

### SPECIAL ATTENTION

The following information is vital and specific to the NIC National Cosmetology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are <u>required</u> to bring and use the following supplies for the appropriate disposal of materials:
  - Container <u>labeled</u> "To be disinfected"
  - Container labeled "Soiled linens"
  - Container labeled "Trash"
- It is specified that there is <u>more than one client</u> represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- The following sections are new to the Cosmetology Practical Examination:
  - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 6)
  - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 7)
  - o Blood Exposure Procedure (Content Domain Section 10)

### Candidates are expected to brace any time they are working around the eye and mouth areas.

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

### COSMETOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The <u>Core Domain Sections</u> are based on the national job analysis and are noted in **bold**.

- 1. Work Area and Client Preparation, and Set Up of Supplies (First client (15 minutes)
- 2. Thermal Curling (10 minutes)
- 3. **Haircutting** (30 minutes)
- 4. Work Area and <u>New Client</u> Preparation, and Set Up of Supplies (Second client 15 minutes)
- 5. Chemical Waving (20 minutes)
- 6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
- 7. Highlighting with Foil, Virgin Application with Colored Simulated Product (15 minutes)
- 8. Hair Color Retouch with Colored Simulated Product (10 minutes)
- 9. Virgin Hair Relaxer Application with Colored Simulated Product (Untimed)
- 10. Blood Exposure Procedure (10 minutes)
- 11. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)

+Denotes Additional Section that VA elected to test on for the practical examination. Administration of any of these sections will be performed in the numerical order outlined.

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### **CONTENT DOMAINS**

### 1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

### **Proctor – Verbal Instructions:** Read to all candidates:

"You will prepare your work area for your client."

"You will set up the universal supplies you will use throughout the examination."

"You will also set up the supplies for the following sections of the examination: Thermal Curling (in VA, only cold irons are used to demonstrate tasks)

Haircutting,

"You will prepare your client for services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **1.1** Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- **1.2** Sanitizes hands with product labeled in English
- 1.3 Universal supplies are labeled in English
- **1.4** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 2. THERMAL CURLING (10 minutes)

### Proctor – Verbal Instructions: Read to all candidates:

"You will perform Thermal Curling."

"You will form two curls on the top of the head and two curls on one side of the head."

"A complete curl must be formed from base to end."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Thermal curling supplies are labeled in English
- 2.2 Implements and supplies are visibly clean
- 2.3 Tests temperature of iron
- 2.4 Subsections hair for thermal curling
- 2.5 Demonstrates safe use of iron
- 2.6 Final appearance of four curls
- 2.7 Maintains drape throughout section
- 2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 3. HAIRCUTTING (30 minutes)

### Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Haircut."

"You will complete a basic layered haircut using razor and shears."

"You will cut at least 1 inch of hair throughout the haircut."

"Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."

### NIC Cosmetology Practical Examination – Haircutting (continued)

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 30 minutes to complete this section."

"You will be informed when you have 15 minutes remaining."

"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

- 3.1 Haircutting supplies are labeled in English
- **3.2** Implements and supplies are visibly clean
- **3.3** Subsections hair for Haircutting
- **3.4** Demonstrates safe use of razor
- **3.5** Demonstrates safe use of shears

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."* 

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."* 

**Examiner – Verbal Instructions:** Read to each candidate individually: *"May I please use your comb to check the haircut?"* 

- **3.6** Cuts entire nape line to a uniform length
- 3.7 Cuts sides uniform in length
- 3.8 Blends haircut

**Examiner – Verbal Instructions:** Read to each candidate individually after the final appearance of the haircut has been examined:

"Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given."

- 3.9 Removes hair from work area
- 3.10 Maintains drape throughout section
- **3.11** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor** – **Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

### 4. WORK AREA AND <u>NEW</u> CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

"You will breakdown your work area and dispose of supplies used in the previous sections of this examination."

"You will prepare your work area for a <u>NEW</u> client."

"You will set up the universal supplies you will use for the remainder of the examination."

"You will also set up the supplies for the following sections of the examination:

Chemical Waving,

Predisposition Test and Strand Test,

Highlighting with Foil, Virgin Application,

Hair Color Retouch,

Virgin Hair Relaxer Application."

"You will prepare your client for chemical services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

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

- 4.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 4.2 Sanitizes hands with product labeled in English
- 4.3 Universal supplies are labeled in English
- 4.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 5. CHEMICAL WAVING (20 minutes)

### **Proctor – Verbal Instructions:** Read to all candidates:

"You will perform Chemical Waving."

"You will wrap the entire center back section of the head, from crown to nape."

"Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

"Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so."

"Do not remove the remaining rods until you are instructed to do so."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 5.1 Chemical waving supplies are labeled in English
- 5.2 Implements and supplies are visibly clean
- 5.3 Subsections hair for chemical waving
- 5.4 Wraps hair
- 5.5 Correct rod placement used throughout entire section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."* 

**Examiner – Verbal Instructions:** Read to each candidate individually: *"Please demonstrate saturation"* 

### **5.6** Demonstrates saturation

**Examiner – Verbal Instructions:** Read to each candidate individually: *"Please demonstrate a test curl."* 

### 5.7 Demonstrates a test curl

**Examiner – Verbal Instructions:** Read to each candidate individually: *"Please remove one rod from the hair."* 

### NIC Cosmetology Practical Examination – Chemical Waving (continued)

**Examiner – Verbal Instructions:** Once rod is removed from the hair, read individually to candidate: *"Do not remove the remaining rods until instructed to do so."* 

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed: *"All examiners have indicated they are ready to proceed."* 

- "You will remove all remaining rods from the head and create 5 sections for the remaining chemical services."
- "You will be expected to follow all client protection, safety and infection control procedures."

"You will have 5 minutes to complete this section."

"You will be informed when you have 2 minutes remaining."

"Step back to indicate you have finished."

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

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

### 5.8 Maintains drape throughout section

5.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

### Proctor – Verbal Instructions: Read to all candidates:

"You will perform the Predisposition Test and Strand Test for permanent hair color."

"You will demonstrate the predisposition test behind the ear."

"You will demonstrate the strand test process on any single subsection of hair."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

### NIC Cosmetology Practical Examination – Predisposition Test and Strand Test (continued)

"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

- 6.1 Predisposition test and strand test supplies are labeled in English
- 6.2 Implements and supplies are visibly clean
- 6.3 Demonstrates predisposition test behind the ear
- 6.4 Demonstrates strand test process
- 6.5 Maintains drape throughout section
- 6.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"You will perform Highlighting with Foil, Virgin Application."

"You will place four foils on the top of the head from the front hairline to the apex."

"You will apply simulated highlighting product from upper edge of foils to hair ends."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

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Candidates will be evaluated on the following tasks:

### 7.1 Highlighting with foil supplies are labeled in English

7.2 Implements and supplies are visibly clean

### 7.3 Subsections hair for highlighting with foils

### 7.4 Uses correct foil placement

### NIC Cosmetology Practical Examination –Highlighting with Foil, Virgin Application (continued)

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."* 

### 7.5 Final result of simulated product application

**Examiner – Verbal Instructions:** Read to candidate individually once the final appearance of the foil has been examined:

"Please do nothing until the next verbal instructions are given."

### 7.6 Maintains drape throughout section

7.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

"All examiners have indicated they are ready to proceed."

### 8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

"You will perform a Hair Color Retouch Application."

"You will apply simulated hair color product to one section of the back of the head."

"The client has 1 inch of regrowth."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

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

NIC CIB Cosmetology Practical Examination Core Sections (Rev.07/20/2016, Eff.05/2016)

NIC Cosmetology Practical Examination – Hair Color Retouch (continued)

- 8.1 Hair color retouch supplies are labeled in English
- 8.2 Implements and supplies are visibly clean
- 8.3 Subsections hair for hair color retouch
- 8.4 Applies simulated hair color product
- 8.5 Final result of hair color retouch application
- 8.6 Maintains drape throughout section
- 8.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 9. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)

### Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Virgin Hair Relaxer Application."

"You will apply simulated relaxer product on a single subsection of hair."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application" "This is an untimed section."

"Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

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

- 9.1 Virgin hair relaxer supplies are labeled in English
- 9.2 Implements and supplies are visibly clean

**Examiner – Verbal Instructions:** Read to each candidate individually: *"Please demonstrate the virgin relaxer application procedure."* 

- 9.3 Subsections hair for relaxer application
- 9.4 Applies simulated relaxer product

NIC CIB Cosmetology Practical Examination Core Sections (Rev.07/20/2016, Eff.01/2017)

### NIC Cosmetology Practical Examination –Virgin Hair Relaxer (continued)

**Examiner – Verbal Instructions:** Read to each candidate individually after virgin relaxer application has been examined:

"Please do nothing until the next verbal instructions are given."

- 9.5 Maintains drape throughout section
- 9.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment: *"All examiners have indicated they are ready to proceed."* 

### **10. BLOOD EXPOSURE PROCEDURE (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates: *"You will demonstrate the Blood Exposure Procedure."* 

"You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"You are expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **10.1** Blood exposure supplies are labeled in English
- **10.2** Removes materials from first aid kit
- 10.3 Supplies and materials are visibly clean
- 10.4 Cleans injured area with antiseptic
- 10.5 Covers with dressing that is absorbent and secured
- 10.6 Candidate wears glove or finger guard
- 10.7 Disposes of all contaminated supplies

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination; we will now proceed."

NIC CIB Cosmetology Practical Examination Core Sections (Rev.07/20/2016, Eff.05/2016)

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working."* 

### 11. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

### **Proctor – Verbal Instructions:** Read to all candidates:

"You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given."

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."* 

Proctor - Verbal Instructions: Read to all candidates:

"You will perform Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax."

"You will demonstrate hair removal from one eyebrow by tweezing."

"You will demonstrate hair removal from the other eyebrow using simulated soft wax."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures."

"This is an untimed section."

"Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

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

- 11.1 Hair removal supplies are labeled in English
- 11.2 Implements and supplies are visibly clean

### HAIR REMOVAL OF EYEBROWS – TWEEZING

**Examiner – Verbal Instructions:** Read to each candidate individually: *"Please demonstrate hair removal of the eyebrow by tweezing."* 

NIC Cosmetology Practical Examination – Hair Removal of the Eyebrows by using Tweezing and Simulated Soft Wax (continued)

- **11.3** Candidate wears gloves
- 11.4 Applies antiseptic to eyebrow area
- 11.5 Holds skin taut
- 11.6 Demonstrates tweezing of hair in direction of hair growth
- **11.7** Applies antiseptic to treated area

### HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

**Examiner – Verbal Instructions:** Read to each candidate individually: "Please demonstrate hair removal of the evebrow using simulated soft wax."

- 11.8 Applies antiseptic to eyebrow area
- Uses absorbent material or product to dry eyebrow area 11.9
- 11.10 Tests temperature of simulated soft wax product on wrist
- 11.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 11.12 Smoothes wax strip over simulated soft wax product
- 11.13 Holds skin taut
- 11.14 Removes wax strip in opposite direction of hair growth
- **11.15** Applies antiseptic to treated area
- 11.16 Applies post-epilation product to treated area

**Examiner – Verbal Instructions:** Read to candidate individually after hair removal of the eyebrows by tweezing and using simulated soft wax has been examined:

"Please do nothing until the next verbal instructions are given."

### 11.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

### CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor - Verbal Instructions: Read at the conclusion of the examination:

"All examiners have indicated they have completed their assessment."

"This concludes the National Cosmetology Practical Examination."

"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."

NIC CIB Cosmetology Practical Examination Core Sections (Rev.07/20/2016, Eff.05/2016)

### SUGGESTED EXAMINATION SUPPLIES

### Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

### EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

### HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

- mannequin head(s) and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- protective capes (child size capes may be used)
- neck strip(s)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- cotton
- gloves

### THERMAL CURLING SUPPLIES

- thermal curling iron with cord unbound and/or unaltered
- material for testing temperature of iron

### HAIRCUTTING SUPPLIES

- shears
- razor

### CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- simulated waving lotion (water)

# PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- hair color-colored simulated product
- skin cleanser

# HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- colored simulated product
- foils

### HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush and bowl or bottle applicator
- colored simulated product

# VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES

- brush bowl or bottle applicator
- colored simulated product

### **BLOOD EXPOSURE PROCEDURE SUPPLIES**

additional bag for disposal of blood-contaminated materials

# HAIR REMOVAL OF THE EYEBROWS BY TWEEZING USING SIMULATED SOFT WAX SUPPLIES

- hair band or drape
- antiseptic
- tweezers
- wax strips
- wax applicators
- simulated soft wax product
- post-epilation product

### NIC NATIONAL COSMETOLOGY EXAMINATION REFERENCES

CLiC INTERNATIONAL Cosmetology Career Concepts 2014 CLiC INTERNATIONAL 396 Pottsville / Saint Clair Highway Pottsville, PA 17901 www.clicusa.com

Milady Standard Cosmetology 2016 Milady 20 Channel Center Street Boston MA 02210 www.milady.cengage.com

Milady Standard Cosmetology 2012 Milady 5 Maxwell Drive Clifton Park, NY 12065-2919 www.milady.cengage.com

Salon Fundamentals Cosmetology 2014, 1st printing, 3rd Edition, September 2014 Pivot Point International, Inc. World Headquarters 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 800-886-4247 www.pivot-point.com

Salon Fundamentals Cosmetology 2011, 4th printing, 2nd Edition, December 2011 Pivot Point International, Inc. World Headquarters 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 800-886-4247 www.pivot-point.com

# 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?

### Client

- 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.

NIC CIB Cosmetology Practical Examination Core Sections (Rev.07/20/2016, Eff.05/2016)

11. Return to service.

### Licensee

- 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.

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