

P R O F E S S I O N A L  
**CRE**  **ENTIAL**  
S E R V I C E S , I N C .



**Commonwealth of Virginia**  
**BOARD FOR BARBERS AND COSMETOLOGY**

January 2017

**Instructor**

**Candidate Information Bulletin**

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

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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

### 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: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)  
Website: <http://www.pcshq.com>

#### Prometric

Scheduling: (800) 895-3926  
Website: [www.prometric.com](http://www.prometric.com)

#### Occupational Regulation

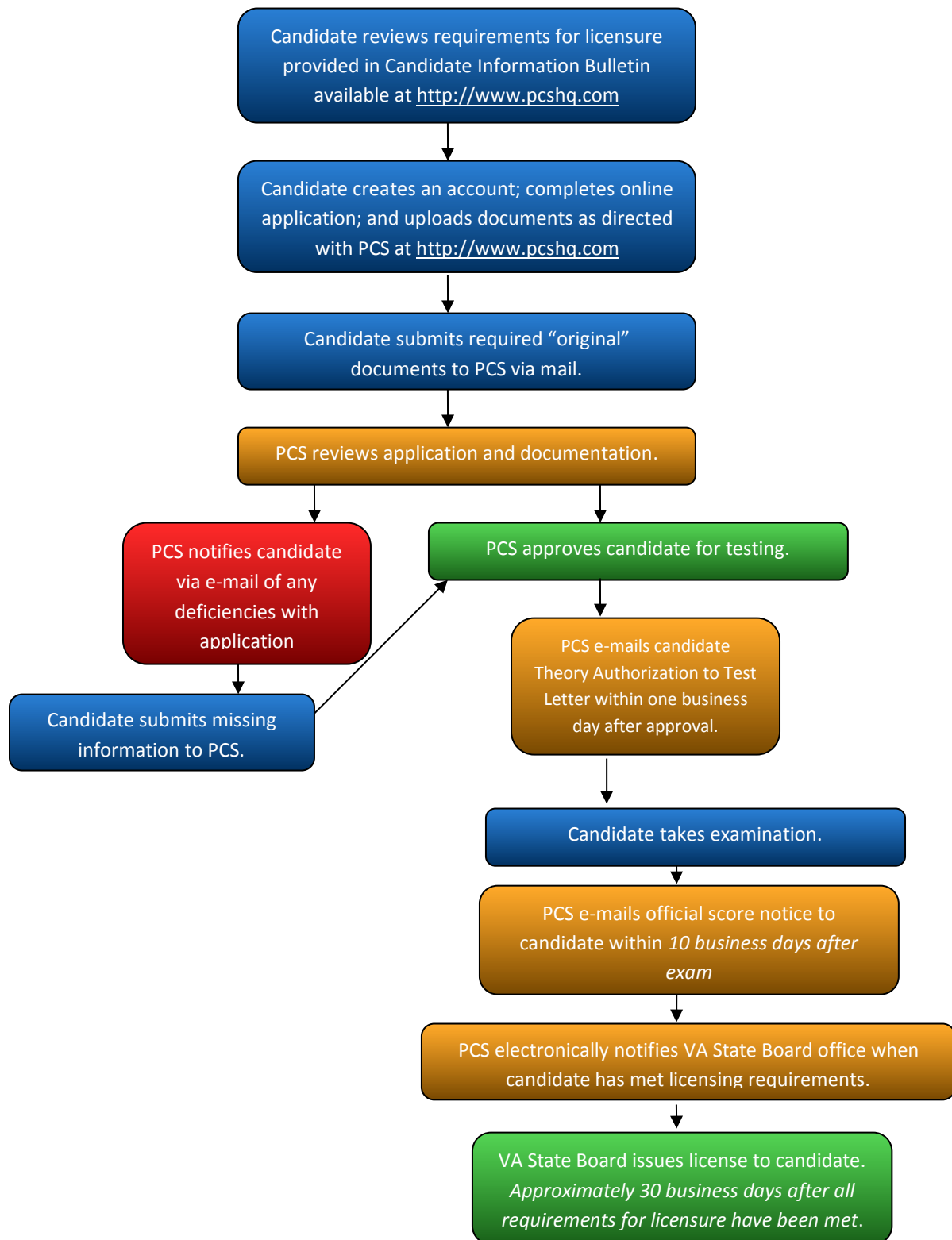
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233  
Phone: (804) 367-8509  
Fax: (866) 245-9693

Web site: [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

E-mail: [bchoplicensing@dpor.virginia.gov](mailto:bchoplicensing@dpor.virginia.gov)  
[por.virginia.gov](mailto:por.virginia.gov)

**Virginia Department of Professional and**

## Application Process



## 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 State 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 a NIC **Theory** examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

1. 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) **and** 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 original form must be mailed directly to PCS. 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 when prompted during the application process.**

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 when prompted during the application process. Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**
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.**
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.**
9. Applying to take the Cosmetology *Instructor* examination. **Required Info: Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
10. 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	Examination Fees
Instructor Exam	\$92

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 <http://www.pcshq.com>.

## Temporary Permits

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete and submit the *Temporary Permit Form* to PCS with the required sponsorship information and signatures in place. You may download a copy of this form by going to the *Forms* Section of Virginia Cosmetology page at <http://www.pcshq.com>. Once the form is completed and uploaded to your account, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. Temporary Permits are issued only once and are valid for 45 days.

## 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 color 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 not 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.

\* All documents that require a notary seal may be uploaded 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 **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application 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) please mail all documents to PCS, Attn: VA Coordinator at PCS' address provided on page 3 of this CIB.

## 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.
2. If your license has been expired for **more** than **two years**, 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 <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Virginia**
5. Click **Instructor**
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 unique 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

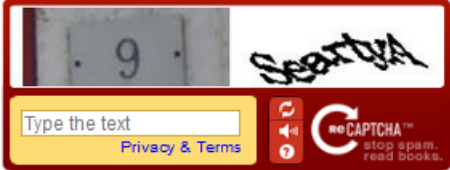
Last Name

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

reCAPTCHA™  
stop spam.  
read books.

## 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).

<b>Your Profile</b> Name Address Phone SSN Alt ID Birthdate EMail Username	<b>Active Applications</b> Virginia Cosmetology & Barbering, Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status: Paid, Waiting for review.
<b>Documents</b> VA BA App Original Document.pdf Last Changed 08/21/2013  Personal Photo Personal Photo Document.pdf Last Changed 08/21/2013  PA GMC 3 Documentation Original Document.pdf Last Changed 08/21/2013  <a href="#">ADD NEW DOCUMENT</a>	<b>Application Approval Requirements</b> <input checked="" type="checkbox"/> Coordinator Review <input checked="" type="checkbox"/> Personal Photo <input checked="" type="checkbox"/> Training & Experience Form <input checked="" type="checkbox"/> Examination Site Agreement <input checked="" type="checkbox"/> PCS Waiver <input checked="" type="checkbox"/> ALL FORMS ARE CURRENT <b>GMC 3 - OFFICIAL Virginia document indicated by RED STAMP (Click Here for Sample Image)-</b> <b>PLEASE NOTIFY DPOR FOR APPROVAL ONCE DOCUMENTATION</b> <b>IS COMPLETE</b> Please enter comments (optional), select if this item can be approved or denied, then click Save  DPOR - please review this out of state criminal history documentation. Since he does not reside in VA I am not requesting the VA criminal history.  -- SELECT STATUS -- <input type="button" value="Save"/> <input type="checkbox"/> Final Review <a href="#">VIEW APPLICATION FORM</a>
<b>Education</b> SPECTRUM BEAUTY ACADEMY LLC ALEXANDRIA VA From 10/15/2012 Graduated 07/23/2013 School License Expire: 12/31/2014	<b>Pending Examinations</b> Virginia Barbering Practical Exam Date: 10/14/2013 Testing at: Springfield Area <b>WAITING FOR APPLICATION APPROVAL</b>  Virginia Barbering Theory Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>
<b>Application Information</b> <a href="#">Virginia Board of Barbers and Cosmetologists</a>	

## PCS Candidate Homepage

### Logging into your Homepage

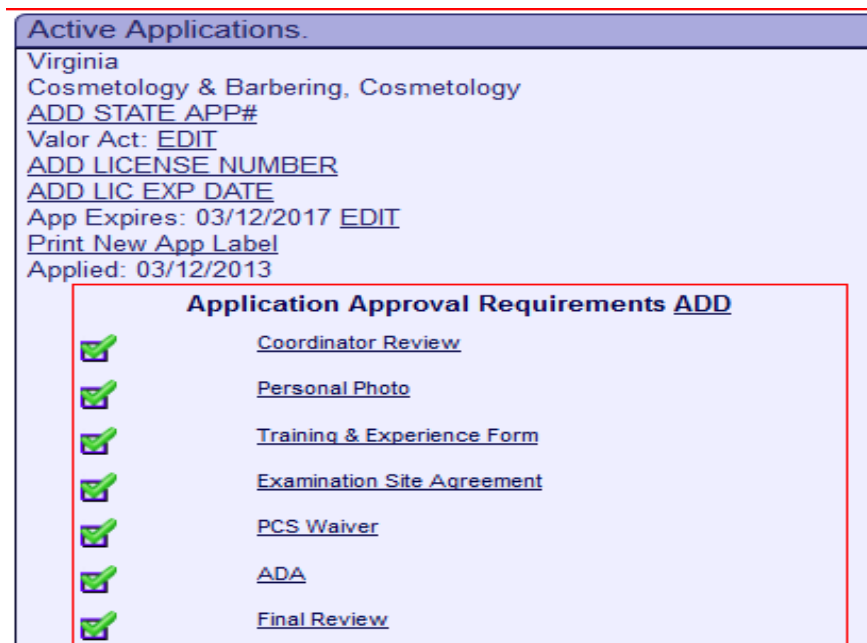
1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



The screenshot shows the login page for Professional Credential Services, Inc. The header features the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A note states: "\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)." At the bottom, it says: "If you have not previously created a PCS account please go to your [profession and state home page](#)."

### 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.



The screenshot displays the "Active Applications" section. It lists "Virginia Cosmetology & Barbering, Cosmetology" with various links: "ADD STATE APP#", "Valor Act: EDIT", "ADD LICENSE NUMBER", "ADD LIC EXP DATE", "App Expires: 03/12/2017 EDIT", "Print New App Label", and "Applied: 03/12/2013". Below this is a table titled "Application Approval Requirements ADD" with a red border. Each requirement has a green checkmark in a box to its left.

Application Approval Requirements <b>ADD</b>	
<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">Personal Photo</a>
<input checked="" type="checkbox"/>	<a href="#">Training &amp; Experience Form</a>
<input checked="" type="checkbox"/>	<a href="#">Examination Site Agreement</a>
<input checked="" type="checkbox"/>	<a href="#">PCS Waiver</a>
<input checked="" type="checkbox"/>	<a href="#">ADA</a>
<input checked="" type="checkbox"/>	<a href="#">Final Review</a>

## 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 Applications.

Virginia  
Cosmetology & Barbering, Cosmetology  
ADD STATE\_APP#  
Valor Act: [EDIT](#)  
ADD LICENSE NUMBER  
ADD LIC EXP DATE  
App Expires: 03/12/2017 [EDIT](#)  
[Print New App Label](#)  
Applied: 03/12/2013

**Application Approval Requirements [ADD](#)**

<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">Personal Photo</a>
<input checked="" type="checkbox"/>	<a href="#">Training &amp; Experience Form</a>
<input checked="" type="checkbox"/>	<a href="#">Examination Site Agreement</a>
<input checked="" type="checkbox"/>	<a href="#">PCS Waiver</a>
<input checked="" type="checkbox"/>	<a href="#">ADA</a>
<input type="checkbox"/>	<a href="#">Final Review</a>

## 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

[REPRINT](#)

Virginia Board of Barbers and Cosmetologists  
03/26/2013 Check \$155.00  
Paid 03/26/2013

[REPRINT](#)

## Examination Rescheduling

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

The screenshot displays the 'Active Applications' section of a web portal. At the top, it shows the state 'Virginia' and the profession 'Cosmetology & Barbering, Cosmetology'. Below this, there are several links for managing the application: 'ADD STATE APP#', 'Valor Act: EDIT', 'ADD LICENSE NUMBER', 'ADD LIC EXP DATE', 'App Expires: 02/28/2017 EDIT', 'Print New App Label', and 'Applied: 12/26/2013'. A red-bordered box highlights the 'Application Approval Requirements' section, which lists several items, each with a green checkmark icon: 'Coordinator Review', 'Personal Photo', 'Training & Experience Form', 'Examination Site Agreement', 'PCS Waiver', 'ALL FORMS ARE CURRENT', 'Check School Expiration Date', and 'Final Review'. At the bottom of the interface, there are two buttons: 'CLOSE APPLICATION' with a red 'X' icon and 'RESCHEDULE THEORY' with a blue circular arrow icon.

## 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.
- Late or incomplete applications will be processed for the next available theory 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.

**!** 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 [www.prometric.com](http://www.prometric.com). 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. PCS will verify the information you have provided and reschedule you for the next theory 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?

- ATT Letter (theory)
- 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 Admission Notice or 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 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 **any** 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 both 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 both the theory examinations 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, [www.pcshq.com](http://www.pcshq.com). 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 theory examination.

### Theory Examination

The Instructor 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.

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



NATIONAL INSTRUCTOR  
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 Instructor Theory Examination is the licensure examination for Instructors, 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 Instructor 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. The references are always the same for the Theory and Practical examinations.

**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. Picture ID is required for re-entry into examination.
- 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.*

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## INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

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The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 85 items of which 75 items are weighted and contribute to the candidate's final score.

### **DOMAIN 1: INSTRUCTIONAL PLANNING (31%)**

- A. Understand the curriculum delivery process
  - 1. Understand syllabus
  - 2. Understand course outline
  - 3. Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
  - 4. Develop lesson plans
  - 5. Deliver course content
  - 6. Identify/define instructional outcomes (e.g., course goals, instructional objectives)
  - 7. Assess performance using goals and objectives (e.g., theoretical, lab/clinic)
- B. Understand student learning styles and needs
  - 1. Understand types of learners (e.g., kinesthetic, visual, audio)
  - 2. Adapt instruction based on learning styles (e.g., theoretical, lab/clinical application)
  - 3. Identify the learning needs of students (e.g., international, at-risk, physically-challenged, adult and educationally disadvantaged learners)
- C. Understand the advantage and purpose of instructional materials (e.g., technology, tools, products, and equipment)
  - 1. Understand types of instructional materials and develop guidelines for appropriate use:
    - a. Printed (e.g., textbooks, handouts)
    - b. Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
    - c. Demonstration
    - d. Technology
  - 2. Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- D. Understand assessment methods of student learning
  - 1. Written
  - 2. Practical
  - 3. Oral

### **Domain 2: INSTRUCTIONAL METHODS (37%)**

- A. Demonstrate appropriate use and knowledge of methods of instruction
  - 1. Lecture
  - 2. Demonstration (e.g., role play, hands-on assignment)
  - 3. Group learning (e.g., projects, peer teaching, presentations)
- B. Recognize obstacles to learning
  - 1. Identify obstacles (e.g., ability level, behavior)
  - 2. Adapt instructional practices
- C. Demonstrate appropriate use and knowledge of communication
  - 1. Verbal skills:
    - a. Language skills (e.g., pronunciation, grammar, vocabulary)
    - b. Voice control (e.g., modulation, projection, tone)
  - 2. Non-verbal skills (e.g., body mechanics, facial expression)
  - 3. Listening skills (e.g., active listening)
- D. Utilize time management techniques

- E. Assess student learning
  - 1. Determine method of assessment
  - 2. Implement steps in assessment
  - 3. Evaluate assessment results
  - 4. Understand reliability and validity of assessment results

**Domain 3: THEORY AND PRACTICAL CLASSROOM MANAGEMENT (32%)**

- A. Learning environment
  - 1. Organize physical learning environment (e.g., seating arrangement, instructional space)
  - 2. Recognize the conditions of the physical environment (e.g., temperature, lighting, sound)
  - 3. Adapt instructional practices to accommodate obstacles to learning
- B. Understand Instructor responsibilities as related to:
  - 1. Professional conduct (e.g., image, ethics, leadership)
  - 2. Academic advising and counseling to help learners:
    - a. Identify areas in need of improvement (e.g., assessments, progress reports)
    - b. Identify obstacles to learning (e.g., lack of attendance, classroom behavior)
    - c. Identify causes of obstacles (e.g., financial, personal issues)
  - 3. Administrative responsibilities (e.g., attendance, grades, inventory)
- C. Maintain a safe learning environment
  - 1. Identify characteristics of a safe learning environment
  - 2. Identify safety hazards in the learning environment
  - 3. Maintain environment in a safe manner (e.g., enforce rules and routines)
  - 4. Practice infection control procedures

**INSTRUCTOR THEORY EXAMINATION  
SAMPLE QUESTIONS**

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The following sample questions are similar to those presented in the NIC Instructor 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 should be recorded in an educator's time utilization log?
  - a. Planned work
  - b. Clocked hours
  - c. Students' grades
  - d. Disciplinary actions
- 2. To ensure educational content is kept current, the educator would utilize which of the following materials?
  - a. Workbook
  - b. Dictionary
  - c. Reference book
  - d. Social network
- 3. Which of the following should be considered with visual integrity?
  - a. Vocabulary
  - b. Introduction
  - c. Gestures
  - d. Emphasis
- 4. When a large group of students is divided for group discussions, an effective arrangement is the
  - a. cluster.
  - b. chevron.
  - c. theatre.
  - d. boardroom.

**NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB**

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5. An educator informs a student that the electrical cord is sitting in water and needs to be moved. Whose responsibility is it to correct the situation?
- a. Maintenance
  - b. Instructor
  - c. Administrator
  - d. Student
6. Students who benefit the MOST from processing tactile information and movement are
- a. kinesthetic learners.
  - b. auditory learners.
  - c. visual learners.
  - d. disruptive learners.
7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
- a. Theory concepts are always more interesting.
  - b. Practical skills cannot be learned without theory concepts.
  - c. Theory provides the basic concepts.
  - d. Practical skills always take longer to present than theory.
8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
- a. Cut score
  - b. Rubric
  - c. Rating scale
  - d. Point grading

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





## NATIONAL INSTRUCTOR EXAMINATION PROGRAM

### CANDIDATE INFORMATION BULLETIN (CIB)

#### REFERENCES

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

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The National Instructor Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

**This document contains IMPORTANT INFORMATION regarding the NIC National Instructor Examination References.**

**PLEASE NOTE: THE THEORY AND PRACTICAL EXAMINATION CIBS ARE PROVIDED AS SEPARATE DOCUMENTS. BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

#### **NATIONAL INSTRUCTOR EXAMINATION REFERENCES**

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*The following sources are used by NIC to develop and support National Instructor Theory and Practical 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.*

##### **REFERENCES**

*McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*  
2014, 14<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

*Mindful Teaching Pro eBook 101.1 – 701.6*  
2013  
Pivot Point International, Inc.  
[www.pivot-point.com](http://www.pivot-point.com)  
Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)  
800-886-4247

##### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator Student Course Book*  
2014, 3<sup>rd</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)

*McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*  
2011, 13<sup>th</sup> Edition  
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[www.miladypro.com](http://www.miladypro.com)  
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# **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.
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.