



Commonwealth of Virginia BOARD FOR BARBERS AND COSMETOLOGY

January 2017

Master Esthetics

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

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
Website: http://www.pcshq.com

Prometric

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

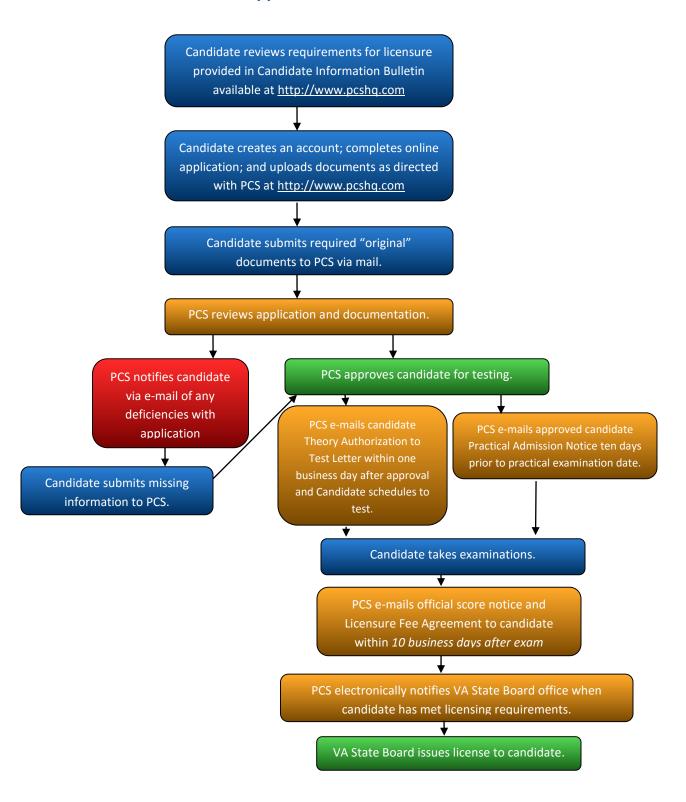
Virginia Department of Professional and Occupational Regulation

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

Web site: www.dpor.virginia.gov

E-mail: bchoplicensing@dpor.virginia.gov

Application Process



Introduction

The Candidate Information Bulletin 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 Master Esthetician 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 master esthetics technician training program in a Virginia licensed esthetics school. 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 600 hours of master esthetician training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia. Required Documents: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 600 hours were received, any of which should indicate that you successfully completed 600 hours of instruction.
- 3. Completion of a substantially equivalent master esthetician course (consisting of less than 600 hours of training) and six months of esthetician work experience. Both training and experience must be obtained outside the Commonwealth of Virginia. 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. Applying to take the Master Esthetician *Instructor* examination. **Required Info**: **Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
- 5. 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
Master Esthetics Theory & Practical	\$185
Master Esthetics Theory	\$92
Master Esthetics Practical	\$93

During the on-line application process, you will be prompted to pay your fees at the appropriate place within the application. Fees may be paid online with a credit card (MasterCard, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice.

Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of 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.

2017 Practical Examination Dates, Cites and Deadlines:

Chesapeake Area		
	Application	
Exam Date	Deadline	
2/13/2017	1/16/2017	
2/27/2017	1/30/2017	
3/13/2017	2/13/2017	
3/27/2017	2/27/2017	
4/10/2017	3/13/2017	
4/24/2017	3/27/2017	
5/8/2017	4/10/2017	
5/22/2017	4/24/2017	
6/12/2017	5/15/2017	
6/26/2017	5/29/2017	
7/10/2017	6/12/2017	
7/24/2017	6/26/2017	
8/14/2017	7/17/2017	
8/28/2017	7/31/2017	
9/11/2017	8/14/2017	
9/25/2017	8/28/2017	
10/9/2017	9/11/2017	
10/23/2017	9/25/2017	
11/13/2017	10/16/2017	
11/27/2017	10/30/2017	
12/11/2017	11/13/2017	
12/18/2017	11/20/2017	

Lynchburg Area			
Application			
Deadline			
1/9/2017			
1/23/2017			
2/6/2017			
2/20/2017			
3/6/2017			
3/20/2017			
4/3/2017			
4/17/2017			
5/8/2017			
5/22/2017			
6/12/2017			
6/19/2017			
7/10/2017			
7/24/2017			
8/14/2017			
8/21/2017			
9/4/2017			
9/18/2017			
10/9/2017			
10/23/2017			
11/6/2017			
11/20/2017			

Richmo	nd Area
	Application
Exam Date	Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Roanol	ce Area
	Application
Exam Date	Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Springfield Area		
	Application	
Exam Date	Deadline	
2/6/2017	1/9/2017	
2/20/2017	1/23/2017	
3/6/2017	2/6/2017	
3/20/2017	2/20/2017	
4/3/2017	3/6/2017	
4/17/2017	3/20/2017	
5/1/2017	4/3/2017	
5/15/2017	4/17/2017	
6/5/2017	5/8/2017	
6/19/2017	5/22/2017	
7/10/2017	6/12/2017	
7/17/2017	6/19/2017	
8/7/2017	7/10/2017	
8/21/2017	7/24/2017	
9/11/2017	8/14/2017	
9/18/2017	8/21/2017	
10/2/2017	9/4/2017	
10/16/2017	9/18/2017	
11/6/2017	10/9/2017	
11/20/2017	10/23/2017	
12/4/2017	11/6/2017	
12/18/2017	11/20/2017	

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 following the date of your practical examination.

First Time Candidates

Application Requirements

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

- 1. A current 2" x 2" passport <u>color</u> photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are 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.
- Examination Site Conduct Agreement Form: Please select practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's Forms section online at www.pcshq.com.
- * All documents that require a notary seal may be <u>uploaded</u> to your PCS account as long as the form is notarized with an ink stamp and must be in color. If a raised seal is used by the notary public, then this document must be mailed to PCS.
- ! If you are <u>not</u> approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this CIB, please also make note of this on your home page within your PCS account.
- ! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) please mail that 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 <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.

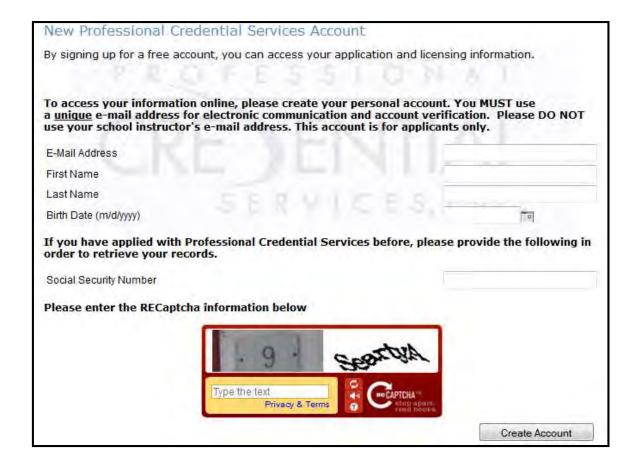
Endorsement License Requirements

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 application with PCS, you must first become a registered user of our system. To do so, please follow the steps below:

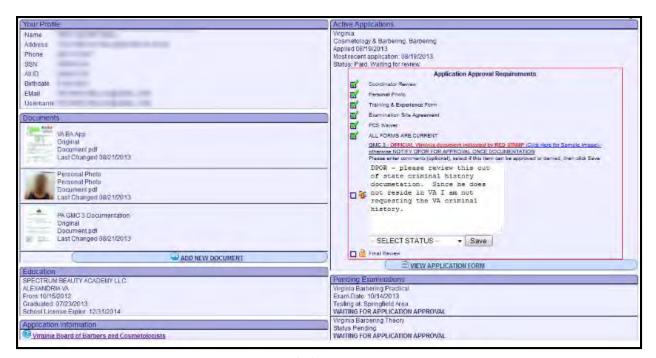
- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Virginia
- 5. Click Master Esthetician
- 6. Click **Create an Account** (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, 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).



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).



PCS Candidate Homepage

Logging into your Homepage

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



Application Status

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



How do I know if my application is approved?

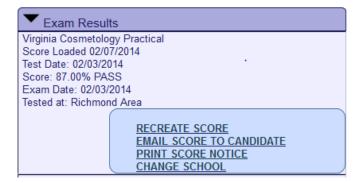
If an application has been approved, a green check will appear in the Final Review Box under Active Applications and you will also receive an email notifying you that your application has been approved.



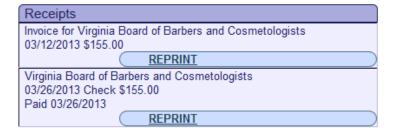
Reprinting Documents

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



Click Reprint option next to item you wish to print



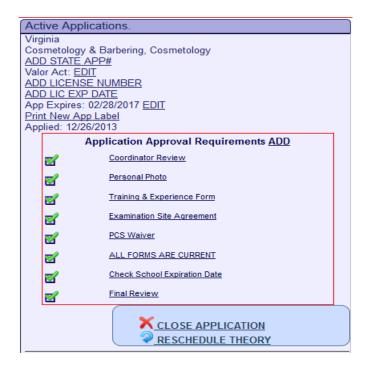
Examination Rescheduling

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 Applications box.



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



Application Approval Process

Once your online application has been completed and <u>payment has been made</u>, 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.

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- 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 application, required documents, payment and **final approval** must be received before the examination deadline.
- 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 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.

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. 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 request a practical date and location when completing your on-line application. As long as you have all required information and are approved by the deadline date for the examination date selected as outlined in this CIB previously, you will be scheduled to take your examination on the date requested. Otherwise, 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.

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).
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination see NIC Content Outline page)
- If you fail to 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 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*.

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 and practical 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. 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

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* 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.

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



NATIONAL ADVANCED ESTHETICS (AP) THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Advanced Esthetics (AP) theory examination is the national licensure examination for Advanced Estheticians, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Advanced Esthetics (AP) examination, sample questions and answers. The time allowed for the Advanced Esthetics theory examination is 90 minutes.

SCIENTIFIC CONCEPTS 40%

Sanitation and Infection Control Procedures

- ♦ Microbiology
- ♦ Methods of infection control
- ♦ Levels of infection control
- ♦ Safety procedures

Advanced Knowledge of Human Physiology and Anatomy

- ♦ Cells
- ♦ Tissues
- ♦ Organs
- Sody systems and their functions

Skin Histology

- ♦ Structure and function of the layers of the skin
 - Epidermis
 - Dermis
 - Subcutaneous
- ♦ Glands
 - Sebaceous
 - Sudoriferous
- ♦ Functions of the skin
 - Protection
 - Sensation
 - Temperature regulation
 - Excretion
 - Secretion
 - Absorption

Advanced Knowledge of Skin Conditions and Disorders

Chemistry

Cosmetic Ingredients

Factors that Affect the Skin

Dermatological Terms

Plastic Surgery Terms

SERVICES 60%

Skin Analysis

- ♦ Consultation
- ♦ Skin typing/classification
- ♦ Documentation
- ♦ Treatment

Exfoliation Methods

- ♦ Chemical
- ♦ Physical/mechanical

Electricity and Use of Various Electrical Equipment

- ♦ Types of electrical current
- ♦ Principals of electricity
- Advanced electrical equipment
- ♦ Contraindications and electrical equipment safety

Advanced Methods of Hair Removal

- ♦ Laser
- ♦ Light

Advanced Facial Treatments

Advanced Body Treatments

Lymphatic Drainage

Pre/Post Operative Treatments

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Advanced Esthetics Theory Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

- Melanocytes, Merkel cells, and Langerhans cells are found in
 - a. adipose tissue.
 - b. liquid tissue.
 - c. epithelial tissue.
 - d. endothelial tissue.
- A gland associated with a hair follicle is
 - a. sebaceous.
 - b. endocrine.
 - c. eccrine.
 - d. adrenal.
- 3. The medical term for wrinkle is
 - a. fold.
 - b. rhytid.
 - c. gene.
 - d. depression.
- 4. The simplest form of a chemical is known as
 - a. an element.
 - b. a molecule.
 - c. an atom.
 - d. a compound.
- 5. A product used to dilute an essential oil is known
 - as

C.

- a. a carrier.
- b. a surfactant.
- d. a humectant.

an ointment.

- Systemic hyaluronic acid is a strong water-binder that helps retain fluid content in the
 - a. corpuscles.
 - b. dermis.
 - c. stratum corneum.
 - d. lymph.
- Acrochordons are also referred to as
 - a. actinic keratosis.
 - b. skin tags.
 - c. miliaria rubra.
 - d. age spots.
- 8. A face lift is also referred to as a
 - a. rhinoplasty.
 - b. blepharoplasty.
 - c. rhytidectomy.
 - d. submandibular lipectomy.
- Prior to receiving a chemical peel, a client predisposed to herpes simplex should begin a prescribed treatment of
 - a. Renova®.
 - b. an antibiotic.
 - c. Retin A<math> .
 - d. an antiviral.
- 10. The first step of every body treatment protocol is
 - a. deep breathing.
 - b. gentle stroking.
 - c. dry brushing.
 - d. sanitize hands.

Answers				
1. c	4. a	7. b	10. d	
2. a	5. a	8. c		
3. b	6. b	9 d		

PRIMARY REFERENCES (formerly referred to as Esthetics-AP References)

Milady Standard Esthetics Advanced 2013 2nd Edition Efrain Arroyave, MD, Anne Beauchamp, Linda Bertaut, et al Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

Skin Care Beyond the Basics 2012 4th Edition Mark Lees Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology http://nictesting.org/memberinf o/NIC Health & Safety Stand ards- Aug 2014.pdf

SUPPORTING REFERENCES (formerly referred to as Optional References)

Skin Care: Beyond the Basics 2007 3rd Edition Mark Lees Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

Milady's Standard Esthetics Advanced 2010, 1st Edition Efrain Arroyave, Linda Bertaut, Helen Bickmore, et al Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com



NATIONAL ADVANCED PRACTICE ESTHETICS 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.

The NIC National Advanced Practice Esthetics Practical Examination is the licensure examination for Advanced Practice Esthetics, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Advanced Practice Esthetics Practical Examination content and administration for Advanced Practice Esthetics core 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 Core 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.
- Additional Services These individual documents provide information about additional sections
 offered by NIC for examination. Check with your State regulatory agency or examination
 administration vendor to determine which of these sections your State requires as part of their
 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.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL 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 the examination.
- Candidates are required to bring a supply kit for their own use.
 - o It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - O The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - o Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit
 - All examinations are administered in a testing environment.
 - o Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - o The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
 - Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
 - o Examiners are not allowed to speak with candidates.
 - o 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 candidates have 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.
 - o 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.

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 www.nictesting.org for a current downloadable copy.
- o 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:
 - O Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - o Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - o Exhibiting disruptive behavior.
 - o 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 candidates actions reported to the proper authorities.
- All supplies must be labeled in English. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.

- o Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
- o 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.
- o Simulated products are *not* allowed for disinfectants and hand sanitizers.
- o **NO AEROSOLS** are allowed in the testing environment
- O 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.

NIC MODEL AND MANNEQUIN REQUIREMENTS

Please refer to your state guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s)

- our state requires that you use a mannequin head(s)
- If candidates are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination vendor or state prior to admittance into examination.
- Advanced Practice Esthetics practical examination mannequins are required to have a décolletage.

SPECIAL ATTENTION

The following information is vital and specific to the NIC National Advanced Practice Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "To be disinfected"
 - o Container labeled "Soiled linens"
 - o Container labeled "Trash"
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Advanced Practice Esthetics Practical Examination Content Domains Sections).
- The following sections are *NEW* to the Advanced Practice Esthetics Practical Examination:
 - o Work Area and New Client Preparation, and Set Up of Supplies (Content Domain Section 6)
 - o Body Treatment-Dry Exfoliation and Mud Mask (Content Domain Section 10)
 - o Blood Exposure Procedure (Content Domain Section 11)
- 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.

ADVANCED PRACTICE ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Advanced Practice Esthetics Practical Examination includes 11 (eleven) core domain sections. The Core Domain Sections are based on the national job analysis.

- 1. Work Area and Client Preparation, and Set Up of Supplies (First client, 15 minutes)
- 2. Cleansing the face with Product (10 minutes)
- 3. Manual Lymphatic Drainage (10 minutes)
- 4. Particle Microdermabrasion on the Forehead (10 minutes)
- 5. LED Treatment (10 minutes)
- 6. Work Area and New Client Preparation, and Set Up of Supplies (Second client, 15 minutes)
- 7. Ultrasonic Treatment of Forehead and Upper Lip (10 minutes)
- 8. Beta Hydroxy Acid (BHA) Treatment (10 minutes)
- 9. Microcurrent Treatment to Upper Orbicularis Oculi. (10 minutes)
- 10. Body Treatment-Dry Exfoliation and Mud Mask (15 minutes)
- 11. Blood Exposure Procedure (10 minutes)

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:

Cleansing of the Face with Product,

Manual Lymphatic Drainage,

Particle Microdermabrasion on the Forehead,

LED Treatment."

- (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 Applies protective covering to model's hair and body
- 1.5 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."

[&]quot;You will prepare your client for services."

[&]quot;You will be expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 15 minutes to complete this section."

[&]quot;You will be informed when you have 8 minutes remaining."

[&]quot;Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

[&]quot;Step back to indicate you have finished."

2. CLEANSING OF THE FACE WITH PRODUCT (10 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform Cleansing of the Face."
- "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 Cleansing of the face with product supplies are labeled in English
- 2.2 Implements and supplies are visibly clean
- 2.3 Cleanses eye area completely
- 2.4 Cleanses lips completely
- 2.5 Distributes cleanser over face
- 2.6 Removes residual makeup and cleanser
- 2.7 Applies toner/astringent
- 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 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. MANUAL LYMPHATIC DRAINAGE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform Manual Lymphatic Drainage."
- "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:

- 3.1 Manual lymphatic drainage supplies are labeled in English
- 3.2 Implements and supplies are visibly clean
- 3.3 Applies massage product
- 3.4 Demonstrates slow, stationary circles with pads of fingers, between thyroid cartilage and sternocleidomastoid muscle for at least one minute on both sides of the neck simultaneously
- 3.5 Demonstrates slow, stationary circles with pads of fingers between ear lobe and masseter muscle for one minute on both sides of the face simultaneously
- 3.6 Place the pads of the fingers flat over the eyebrows, curl the fingertips down below the eyebrows to massage the supraorbital ridge for one minute simultaneously.
- 3.7 Removes residual massage product
- 3.8 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 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.*"

4. PARTICLE MICRODERMABRASION ON THE FOREHEAD (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform Particle Microdermabrasion."
- "You will demonstrate horizontal and vertical strokes on the forehead."
- "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:

- 4.1 Particle microdermabrasion supplies are labeled in English
- 4.2 Implements and supplies are visibly clean
- 4.3 Applies degreaser/prep solution
- 4.4 Dries excess moisture
- 4.5 Applies eye protection to model
- 4.6 Candidate wears eye protection and mask that covers nose and mouth
- 4.7 Candidate wears gloves
- 4.8 Holds skin taut
- 4.9 Demonstrates vertical strokes with simulated hand piece across entire forehead. Cord must be attached to hand piece.
- 4.10 Demonstrates horizontal stroke with simulated hand piece across entire forehead. Cord must be attached to hand piece.
- 4.11 Removes particles from treated area
- 4.12 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. LED TREATMENT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform an LED Treatment."
- "You will demonstrate the treatment on the entire face."
- "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:

- 5.1 LED treatment supplies are labeled in English
- 5.2 Implements and supplies are visibly clean
- 5.3 Applies degreaser/prep solution
- 5.4 Dries excess moisture
- 5.5 Applies eye protection to model
- 5.6 Holds hand piece so light strikes skin. Cord must be attached to hand piece.
- 5.7 Moves light around face, pausing to ensure entire face is treated. Cord must be attached to hand piece.
- 5.8 Applies sunscreen to face

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 turned the hand:

Proctor – Verbal Instructions: Read to all candidates:

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

[&]quot;Please stop working. Please do nothing until the next verbal instructions are given."

[&]quot;You will breakdown your work area and dispose of supplies used in the previous sections of the examination."

[&]quot;You will be expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 5 minutes to complete this section."

[&]quot;You will be informed when you have 2 minutes remaining."

[&]quot;Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin."

[&]quot;Step back to indicate you have finished."

NIC National AP Esthetics Practical Examination – LED Treatment (continued)

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read to all candidates:

Ultrasonic Treatment of Forehead and Upper Lip,

Beta Hydroxy Acid (BHA) Treatment,

Microcurrent Treatment to Upper Orbicularis Oculi,

Body Treatment-Dry Exfoliation and Mud Mask."

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

[&]quot;You will prepare your work area for a NEW client."

[&]quot;You will set up the universal supplies you will use for the remainder of the examination."

[&]quot;You will also set up the supplies for the following sections of the examination:

[&]quot;You will prepare your client for the services."

[&]quot;You will be expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 15 minutes to complete this section."

[&]quot;You will be informed when you have 8 minutes remaining."

[&]quot;Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

[&]quot;Step back to indicate you have finished."

NIC National AP Esthetics Practical Examination – Work Area and Client Preparation, and Set Up of Supplies (continued)

Candidates will be evaluated on the following tasks:

- 6.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 6.2 Sanitizes hands with product labeled in English
- 6.3 Universal supplies are labeled in English
- 6.4 Applies new protective covering to model's hair and body
- 6.5 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. ULTRASONIC TREATMENT OF FOREHEAD AND UPPER LIP (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

[&]quot;You will perform an Ultrasonic Treatment."

[&]quot;You will demonstrate the ultrasonic treatment on the forehead and upper lip."

[&]quot;You will be expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 10 minutes to complete this section."

[&]quot;You will be informed when you have 5 minutes remaining."

[&]quot;Step back to indicate you have finished."

NIC National AP Esthetics Practical Examination – Ultrasonic Treatment of Forehead and Upper Lip (continued)

Candidates will be evaluated on the following tasks:

- 7.1 Ultrasonic treatment supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Attaches wristband to model
- 7.4 Applies ear and eye protection to model
- 7.5 Applies solution to the area to be treated
- 7.6 Performs horizontal strokes across forehead. Cord must be attached to hand piece
- 7.7 Performs vertical strokes across forehead. Cord must be attached to hand piece
- 7.8 Performs strokes in a downward motion across the upper lip. Cord must be attached to hand piece
- 7.9 Removes residual product
- 7.10 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.*"

8. BETA HYDROXY ACID (BHA) TREATMENT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

[&]quot;You will perform a Beta Hydroxy Acid (BHA) Treatment."

[&]quot;You will demonstrate the Beta Hydroxy Treatment on the entire face."

[&]quot;You will be expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 10 minutes to complete this section."

[&]quot;You will be informed when you have 5 minutes remaining."

[&]quot;Upon completion of this section, you will be instructed by the Proctor to remove any residue from the face."

[&]quot;Step back to indicate you have finished."

NIC National AP Esthetics Practical Examination – Beta hydroxyl Acid (BHA) Treatment (continued)

Candidates will be evaluated on the following tasks:

- 8.1 Beta hydroxy acid (BHA) treatment supplies are labeled in English
- 8.2 Implements and supplies are visibly clean
- 8.3 Candidate wears gloves
- 8.4 Applies degreaser/prep solution
- 8.5 Apply occlusive barrier
- 8.6 Applies eye protection to model
- 8.7 Applies the BHA solution to the entire face
- 8.8 Neutralizes treatment area

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."

Proctor – Verbal Instructions: Read to all candidates:

"Please remove all remaining residue from the face."

8.9 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."

9. MICROCURRENT TREATMENT TO THE UPPER ORBICULARIS OCULI (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform a Microcurrent Treatment."
- "You will demonstrate Microcurrent Treatment on one upper orbicularis oculi."
- "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:

- 9.1 Microcurrent treatment supplies are labeled in
- 9.2 Implements and supplies are visibly clean
- 9.3 Applies conducting gel/lotion
- 9.4 Moistens conductors
- 9.5 Begin treatment at the corrugator moving toward the outer area of the eyebrow. Cord must be attached to hand piece.
- 9.6 Applies sunscreen to face
- 9.7 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.*"

10. BODY TREATMENT - DRY EXFOLIATION AND MUD MASK (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform a Body Treatment Dry Exfoliation and Mud Mask."
- "You will demonstrate the Body Treatment on the décolletage."
- "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."

Candidates will be evaluated on the following tasks:

- 10.1 Body treatment supplies are labeled in English
- 10.2 Implements and supplies are visibly clean
- 10.3 Dry exfoliate the décolletage
- 10.4 Apply mask and wrap the area
- 10.5 Unwrap model, remove mask with steam towel and complete service
- 10.6 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."

11. 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, your client has sustained a minor cut to the forehead. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

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

Candidates will be evaluated on the following tasks:

- 11.1 Blood exposure supplies are labeled in English
- 11.2 Removes materials from first aid kit
- 11.3 Supplies and materials are visibly clean
- 11.4 Candidate wears gloves
- 11.5 Cleans injured area with antiseptic
- 11.6 Covers with dressing that is absorbent and secured
- 11.7 Disposes of all contaminated supplies

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."

[&]quot;You are expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 10 minutes to complete this section."

[&]quot;You will be informed when you have 5 minutes remaining."

[&]quot;Step back to indicate you have finished."

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

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

"Make sure that all kit supplies and disposable materials are taken with you."

"This concludes the National Interstate Council of State Boards of Cosmetology, National Advanced Practice Esthetics Practical Examination."

"Thank you for your participation."

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

- mannequin head (MUST have a décolletage)
- 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
- cloth and paper towel(s)
- tissues
- cotton rounds
- sponges
- gauze pads
- disposable applicators
- disposable protective gloves
- spatula(s)
- container of water (if needed)
- degreaser/prep solution
- sunscreen

CLEANSING THE FACE WITH PRODUCT SUPPLIES

- cleanser
- astringent/toner

MANUAL LYMPHATIC DRAINAGE SUPPLIES

massage product

PARTICLE MICRODERMABRASION ON THE FOREHEAD SUPPLIES

- hand piece with at least a 4-foot tubing (may be simulated)
- dry material for brushing
- face mask
- safety glasses (prescription glasses acceptable)
- goggles

LED TREATMENT SUPPLIES

- hand piece that emits light and has at least a 4 ft. cord (may be simulated)
- eye protection

ULTRASONIC TREATMENT OF THE FORHEAD AND UPPER LIP SUPPLIES

- hand piece with at least a 4 ft. cord
- wristband (may be simulated)
- eye protection
- ear protection
- cleanser

BETA HYDROXY ACID (BHA) TREATMENT SUPPLIES

- occlusive product
- degreaser/prep solution
- eye protection
- neutralizer

MICROCURRENT TREATMENT TO UPPER OBICULARIS OCULI SUPPLIES

- conducting probes with at least a 4 ft. cord (may be simulated)
- conducting gel

BODY TREATMENT - DRY EXFOLIATION AND MUD MASK SUPPLIES

- mud mask
- plastic wrap
- steam towels
- dry exfoliator
- hydrating product

BLOOD EXPOSURE PROCEDURE SUPPLIES

bag for disposal of blood-contaminated materials

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology 2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2012

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2013, 2nd Edition, 8th printing, December 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

Milady's Standard Professional Barbering 2011, 5th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering 2006 Milady www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

BODY PIERCING

REFERENCES

APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

ELECTROLOGY

REFERENCES

Milady's Hair Removal Techniques: A Comprehensive Manual

2004 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

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800-886-4247

NIC Approved Textbooks

Updated 11.21.2016

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Skin Care: Beyond the Basics

2012, 4th Edition Mark Lees Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator Student Course Book 2014, 3rd Edition Milady

www.miladypro.com

Customer Service: info@milady.com

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

MANAGER

REFERENCES

Successful Salon & Spa Management 2012, 6th Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

Today's Class: Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

Milady's Standard Nail Technology

2015, 7th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Nails

2013, 1st Edition, 10th printing, June 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art

2007, 2.1 Edition

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady's Standard Nail Technology 2011, 6th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

NIC Approved Textbooks

Updated 11.21.2016

800.998.7498 ext. 2700

Salon Fundamentals Nails

2011, 1st Edition, 7th Printing, October 2011

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

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

Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding 2014 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

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Contact: Debbie Mack, dmack@pivotpoint.com

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Cosmetology Career Concepts

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2014

Pottsville, PA 17901

TATTOOING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

NIC Approved Textbooks

Updated 11.21.2016

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual

2004 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

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

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

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

HAND WASHING

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

NAIL TECHNOLOGY

- ~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.
- ~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

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

Who is bleeding?

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.