

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

Master Permanent Cosmetic Tattooing
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
Website: <http://www.pcshq.com>

Prometric

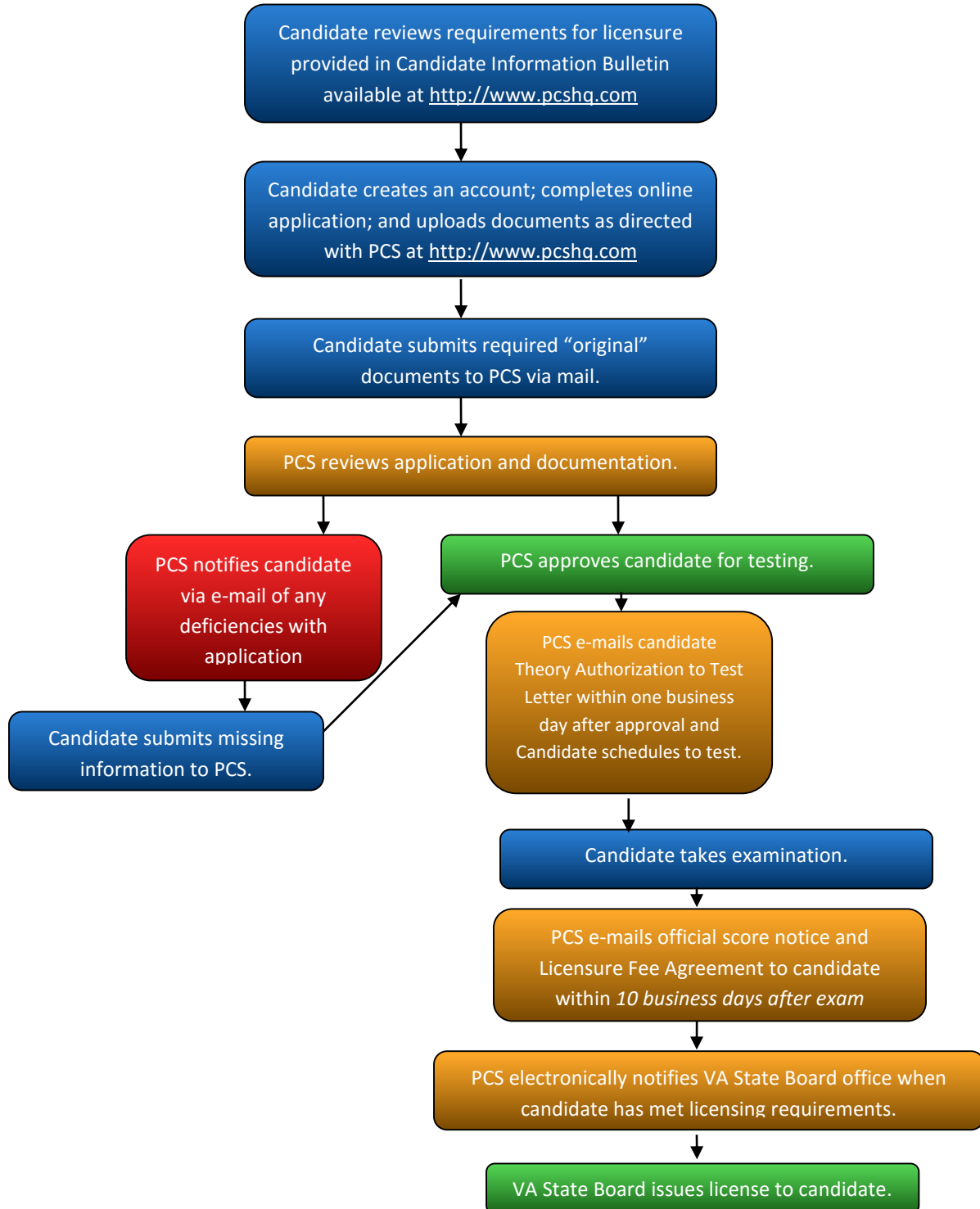
Scheduling: (800) 895-3926
Website: www.prometric.com

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 (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 Master Permanent Cosmetic Tattooing in the Commonwealth of Virginia. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. PCS first requires that candidates create an account and then submit an online Examination and License Application (Application). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Master Permanent Cosmetic Tattooing license in the Commonwealth of Virginia, you must pass the 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 a master permanent cosmetic tattooing training program.

Required Documentation: Upload to your PCS account a completed Training & Experience Verification Form.

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
Theory	\$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>.

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.
2. Examination Site Conduct Agreement Form: Please select a practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's Forms section online at www.pcshq.com.

* All documents that require a notary seal may be 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 make note of this on your home page within your PCS account.

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed to PCS, Attn: VA Coordinator at PCS' address provided on page 3 of this CIB or up-loaded to your account.

Expired License

How to Reinstate an Expired License

1. If your license has been expired for 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 **Master Permanent Cosmetic Tattooing**
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

1. 9. 1

Type the text

Privacy & Terms

RECAPTCHA

stop spam, read books.

Create Account

PCS Application

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

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

! **You must complete the online application using your legal name** – the name which appears on your current government issued photo identification (i.e. Driver's License).

! **A unique e-mail address must be provided to create a PCS Account** (i.e. more than one user cannot provide the same e-mail address).

The screenshot displays the Virginia PCS Application portal interface. It is divided into several sections:

- Your Profile:** Fields for Name, Address, Phone, SSN, Alt ID, Birthdate, Email, and Username.
- Documents:** A list of uploaded documents including 'VA BA App Original Document.pdf' (last changed 08/21/2013), 'Personal Photo Personal Photo Document.pdf' (last changed 08/21/2013), and 'PA GMC 3 Documentation Original Document.pdf' (last changed 08/21/2013). An 'ADD NEW DOCUMENT' button is at the bottom.
- Education:** Information about 'SPECTRUM BEAUTY ACADEMY LLC' in 'ALEXANDRIA VA', including dates for graduation (07/23/2013) and school license expiration (12/31/2014).
- Application Information:** A link to the 'Virginia Board of Barbers and Cosmetologists'.
- Active Applications:** Shows the current application for 'Virginia Cosmetology & Barbering, Barbering', applied on 08/19/2013. The status is 'Paid, Waiting for review'.
- Application Approval Requirements:** A checklist of requirements with checkboxes for 'Coordinator Review', 'Personal Photo', 'Training & Experience Form', 'Examination Site Agreement', and 'PCS Waiver'. Below this, it states 'ALL FORMS ARE CURRENT'. A red stamp indicates 'GMC 3 - OFFICIAL Virginia document indicated by RED STAMP'. A text box contains a comment: '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.' Below the comment is a 'SELECT STATUS' dropdown and a 'Save' button.
- Pending Examinations:** Lists 'Virginia Barbering Practical' (Exam Date: 10/14/2013, Testing at: Springfield Area) and 'Virginia Barbering Theory' (Status: Pending, WAITING FOR APPLICATION APPROVAL).

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 interface for Professional Credential Services, Inc. At the top right is 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 to the right of the password field. A large, faint watermark of the company logo is visible in the background. Below the login fields, there is a link for users who have forgotten their password or need to create a new one. At the bottom, there is a link for users who have not previously created an account.

PROFESSIONAL
CRE CREDENTIAL
SERVICES, INC.

Log into your account

E-Mail Address

Password

*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

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 the state as "Virginia" and the application type as "Cosmetology & Barbering, Cosmetology". Below this, there are links for "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". A red box highlights the "Application Approval Requirements" section, which includes a list of requirements, each with a green checkmark icon and a link to "ADD" the requirement.

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"/>	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"/>	ADA
<input checked="" type="checkbox"/>	Final Review

How do I know if my application is approved?

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

Active 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"/>	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"/>	ADA
<input type="checkbox"/>	Final Review

Reprinting Documents

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

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

▼ Exam Results

Virginia Cosmetology Practical
Score Loaded 02/07/2014
Test Date: 02/03/2014
Score: 87.00% PASS
Exam Date: 02/03/2014
Tested at: Richmond Area

[RECREATE SCORE](#)
[EMAIL SCORE TO CANDIDATE](#)
[PRINT SCORE NOTICE](#)
[CHANGE SCHOOL](#)

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

Receipts

Invoice for Virginia Board of Barbers and Cosmetologists
03/12/2013 \$155.00

[REPRINT](#)

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

[REPRINT](#)

Examination Rescheduling

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

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

The screenshot displays a web interface titled "Active Applications." The main content area lists application details for "Virginia Cosmetology & Barbering, Cosmetology." Below this, there are several links: "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 includes a checklist of 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.

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 02/28/2017 [EDIT](#)
[Print New App Label](#)
Applied: 12/26/2013

Application Approval Requirements [ADD](#)

- ☒ [Coordinator Review](#)
- ☒ [Personal Photo](#)
- ☒ [Training & Experience Form](#)
- ☒ [Examination Site Agreement](#)
- ☒ [PCS Waiver](#)
- ☒ [ALL FORMS ARE CURRENT](#)
- ☒ [Check School Expiration Date](#)
- ☒ [Final Review](#)

[CLOSE APPLICATION](#)
 [RESCHEDULE THEORY](#)

Application Approval Process

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

- If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email and your file will remain pending until all necessary information has been received.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.

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

Examination Scheduling

Theory Examination Scheduling

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at 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. 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)

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

Acceptable Forms of Identification

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

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

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

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

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

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

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

Arrival

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

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and your actions will be reported directly to the Board and to NIC. The Board will make all final decisions on examination score invalidations or cancellations.

No visitors, guests or children are allowed in the test center.

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment is allowed. Smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for 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 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 the theory examination within one year of initial examination date. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if after application is made and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

Change of Information

Directions

Complete the *Change of Information Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, 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 examination.

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



NATIONAL ADVANCED PRACTICE MICROPIGMENTATION WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

The National Advanced Practice Micropigmentation examination is the national licensure examination for AP Micropigmentation, 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 Practice Micropigmentation examination, sample questions and answers. The time allowed for the Advanced Practice Micropigmentation written examination is 90 minutes.

SCIENTIFIC CONCEPTS 40%

Knowledge of Infection Control

- ◇ Pathology and Microbiology
 - Bacteria
 - Virus
 - Fungi
 - Parasites
- ◇ Prevention of cross contamination and disease transmission procedures
 - Levels of infection control
 - Personal immunization
 - OSHA bloodborne Pathogen Standards and Universal precautions

Knowledge of the Structure of the Skin

- ◇ Epidermis
- ◇ Dermis
- ◇ Subcutaneous layer

Knowledge of the Structure of Various Tissue

- ◇ Mucosal (i.e., lip and eye)
- ◇ Scar
- ◇ Breast

Knowledge of Human Physiology/Anatomy

- ◇ Nervous system
- ◇ Vascular system
 - Blood
 - Lymph
- ◇ Muscles of the head and face
- ◇ Glands of the eye

Knowledge and Recognition of Disorders, Anomalies, and Diseases of the Skin

Knowledge of Safe Use and Storage of Equipment and Supplies

- ◇ Documentation
 - Material Safety Data Sheets
 - Manufacturer's instructions
 - Exposure control plans
- ◇ Single-use supplies

Work area setup Knowledge of Storage and Care of Pigment

- ◇ Expiration
- ◇ Mixing
- ◇ Rehydration

MICROPIGMENTATION PROCEDURES 55%

Knowledge of Client Communication and Documentation

- ◇ Record keeping and documentation
 - Client history and record
 - Informed consent
 - Photo documentation
 - Supply and equipment documentation
 - Post care instructions
- ◇ Client consultation
 - Procedure and expectations
 - Skin typing/classification
 - Contraindications
 - Allergies

Knowledge of Skin Preparation

- ◇ Selection of appropriate antiseptic
- ◇ Specific preparation for eye and lip procedures
- ◇ Topical anesthetic

Knowledge of Color Theory and Correction

- ◇ Pigment and skin undertone
- ◇ Titanium dioxide
- ◇ Organic and inorganic
- ◇ Ink vs. pigment
- ◇ Methods of pigment lightening
- ◇ Characteristics of pigment

Knowledge of Pre-application Procedure for Client Approval

- ◇ Design, pattern, or shape on client
 - Measurement
 - Symmetry
- ◇ Appropriate materials
- ◇ Color selection

Knowledge of Micropigmentation Application Procedures and Equipment

- ◇ Needle selection
- ◇ Lining
- ◇ Shading
- ◇ Long term maintenance (e.g. laser)
- ◇ Repigmentation

SIDE EFFECTS AND POSSIBLE COMPLICATIONS OF TREATMENT 5%

Knowledge of Side Effects and Possible Complications of Treatment

SAMPLE QUESTIONS

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

1. Cross contamination is greatly reduced by
 - a. receiving immunizations.
 - b. practicing asepsis.
 - c. using an aerosol disinfectant.
 - d. using barrier film and gloves.
2. While working with clients, what is one of the **most** important hazards for a technician?
 - a. Mold
 - b. Fungus
 - c. Airborne pathogens
 - d. Bloodborne pathogens
3. Implanting pigment within the deeper reticular dermis will cause
 - a. graying.
 - b. bluing.
 - c. melanin.
 - d. keratin.

4. To understand color theory as it applies to micropigmentation, the technician must
 - a. know pigmentation formulations.
 - b. understand the color will appear softer.
 - c. work in florescent light.
 - d. have knowledge of pigment and skin tone.
5. Scars that usually respond well to repigmentation are
 - a. vitiligo.
 - b. pale and flat.
 - c. hypertrophic.
 - d. keloid.
6. What is the palpebral?
 - a. The inner canthus of the eye
 - b. A fold of skin over the eye
 - c. A mucous membrane
 - d. The tear duct
7. Verruca is the technical term for
 - a. mole.
 - b. cyst.
 - c. skin tag.
 - d. wart.
8. What is the main reason for keeping formula records when mixing colors?
 - a. Insurance purposes
 - b. Future appointments
 - c. Physicians records
 - d. Manufacturer's requirements
9. A physical disorder from hyper-sensitivity to substances is known as
 - a. an immunity.
 - b. an allergy.
 - c. a disease.
 - d. a migration.
10. In order to make a design line stay longer, clean the client's skin with
 - a. petroleum jelly.
 - b. green soap.
 - c. alcohol.
 - d. baby wipes.

**ADVANCED PRACTICE
MICROPIGMENTATION
REFERENCES**

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Permanent Makeup: Tips and Techniques-
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Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

*Milady's Standard Comprehensive Training
for Estheticians Ed, 2003*

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

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Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

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5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

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Permanent Cosmetic Instructors Associates
P.O. Box 453
Tehachapi, California 93561
(661) 822-1508
permanentcosmeticsinstructorsassoc.com

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Elizabeth Finch-Howell

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69 North Broadway
Des Plaines, IL 60016
Phone: 847-635-1330
www.spcp.org

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Eleonora Habnit, Anne Marie Glasheen
4880 Lower Valley Rd.
Atglen, PA 19310
610-593-1777
www.schifferbooks.com

*Mosby's Medical Dictionary
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www.us.elsevierhealth.com

Breast Book, Ed, 2004

Pat Pavik

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Connie Lord

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Val Glover

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Charles Zuerling, MD

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Revised August 2014

National-Interstate Council of State Boards
of Cosmetology

http://nictesting.org/memberinfo/NIC_Health_Safety_Standards- Aug 2014.pdf

Answers

- | | | |
|------|------|-------|
| 1. d | 5. b | 9. b |
| 2. d | 6. b | 10. c |
| 3. b | 7. d | |
| 4. d | 8. b | |

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

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Milady

www.miladypro.com

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800.998.7498 ext. 2700

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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

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

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Elayne Angel
<http://piercingbible.com/>

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www.miladypro.com

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www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

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2009, 10th Edition

Milady

www.miladypro.com

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800.998.7498 ext. 2700

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

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800-886-4247

ESTHETICS

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

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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

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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

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2014, 3rd Edition

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2011, 13th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

MANAGER

REFERENCES

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2012, 6th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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<https://www.todaysclass.com/index.html>
877-224-0435

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www.miladypro.com
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800.998.7498 ext. 2700

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Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

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CLIC International
2014
Pottsville, PA 17901

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Milady's Standard Nail Technology
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800.998.7498 ext. 2700

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Pivot Point International, Inc.

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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

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Milady

www.miladypro.com

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Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

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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

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

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Milady's Standard Esthetics: Fundamentals

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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.