

P R O F E S S I O N A L  

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C R E D E N T I A L  
S E R V I C E S , I N C .



**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")

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

#### Prometric

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

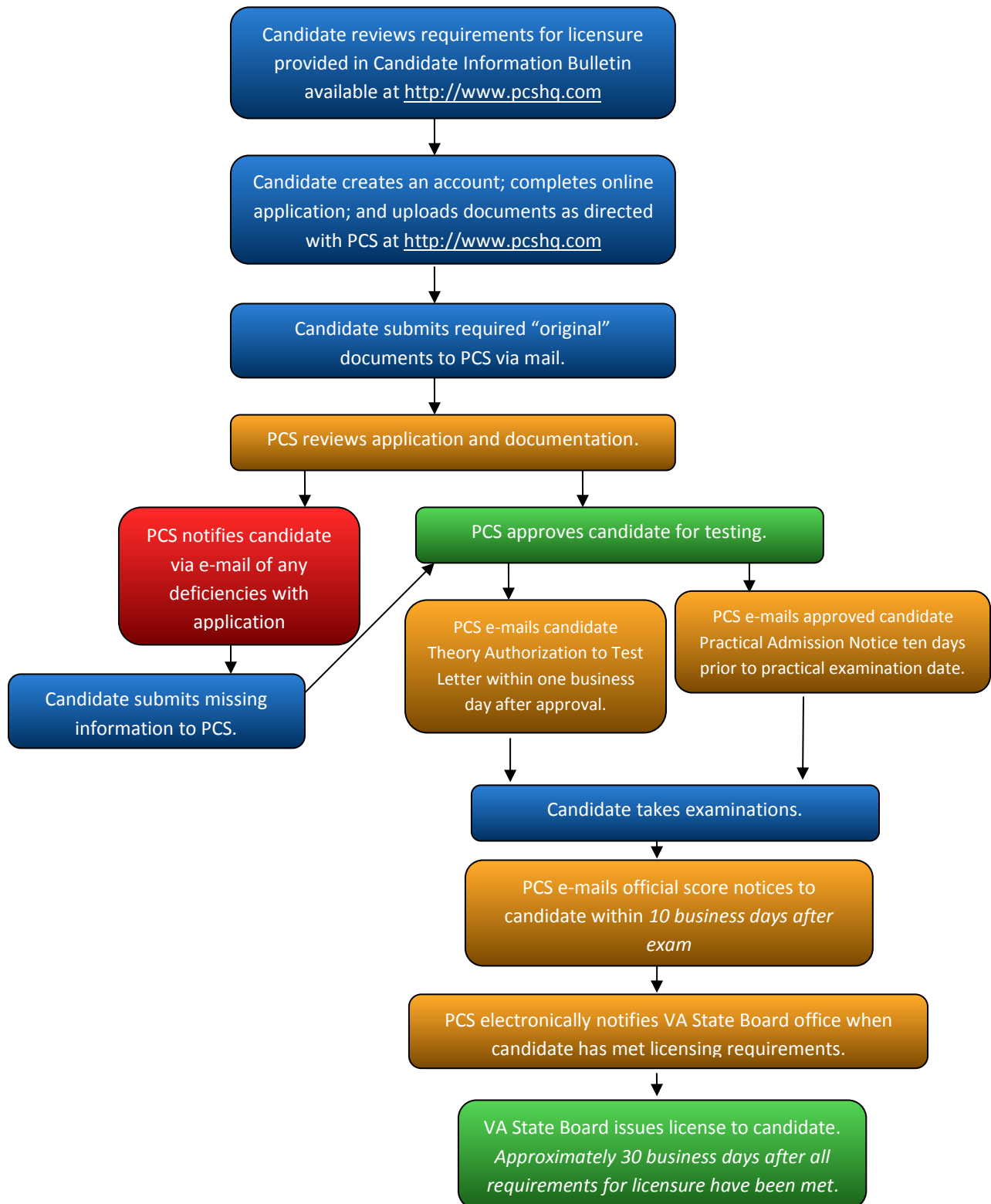
#### Virginia Department of Professional and

#### Occupational Regulation

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

Web site: [www.dpor.virginia.gov](http://www.dpor.virginia.gov)  
E-mail: [bchoplicensing@dpor.virginia.gov](mailto:bchoplicensing@dpor.virginia.gov)  
[dpor.virginia.gov](http://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 **Theory** and **Practical** examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

1. Completion of an approved 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	
Exam Date	Application 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	
Exam Date	Application 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

Richmond Area	
Exam Date	Application 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

Roanoke Area	
Exam Date	Application 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	
Exam Date	Application 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 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 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](http://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 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 more than **two years**, 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).

### 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 PCS Candidate Homepage with a sidebar on the left and a main content area on the right. The sidebar includes sections for 'Your Profile' (Name, Address, Phone, SSN, Alt ID, Birthdate, Email, Username), 'Documents' (VA BA App, Personal Photo, PA GMC 3 Documentation), 'Education' (SPECTRUM BEAUTY ACADEMY LLC), and 'Application Information' (Virginia Board of Barbers and Cosmetologists). The main content area features 'Active Applications' for Virginia Cosmetology & Barbering, 'Application Approval Requirements' (Coordinator Review, Personal Photo, Training & Experience Form, Examination Site Agreement, PCS Waiver), and 'Pending Examinations' (Virginia Barbering Practical, Virginia Barbering Theory). A red box highlights the 'Application Approval Requirements' section, which includes a 'DPOR' (Driver's Permit of Record) section with a text area for comments and a 'SELECT STATUS' dropdown menu.

## 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**

PROFESSIONAL  
**CRE**DENTIAL  
SERVICES, INC.

### Log into your account

E-Mail Address

Password

Log In

\*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.

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](#)

☒
Coordinator Review

☒
Personal Photo

☒
Training & Experience Form

☒
Examination Site Agreement

☒
PCS Waiver

☒
ADA

☒
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															
<a href="#">ADD STATE APP#</a>															
Valor Act: <a href="#">EDIT</a>															
<a href="#">ADD LICENSE NUMBER</a>															
<a href="#">ADD LIC EXP DATE</a>															
App Expires: 03/12/2017 <a href="#">EDIT</a>															
<a href="#">Print New App Label</a>															
Applied: 03/12/2013															
<div> <b>Application Approval Requirements</b> <a href="#">ADD</a> </div> <table> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Coordinator Review</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Personal Photo</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Training &amp; Experience Form</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Examination Site Agreement</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">PCS Waiver</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">ADA</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">Final Review</a></td> </tr> </table>		<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>	<input checked="" type="checkbox"/>	<a href="#">Personal Photo</a>	<input checked="" type="checkbox"/>	<a href="#">Training &amp; Experience Form</a>	<input checked="" type="checkbox"/>	<a href="#">Examination Site Agreement</a>	<input checked="" type="checkbox"/>	<a href="#">PCS Waiver</a>	<input checked="" type="checkbox"/>	<a href="#">ADA</a>	<input type="checkbox"/>	<a href="#">Final Review</a>
<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>														
<input checked="" type="checkbox"/>	<a href="#">Personal Photo</a>														
<input checked="" type="checkbox"/>	<a href="#">Training &amp; Experience Form</a>														
<input checked="" type="checkbox"/>	<a href="#">Examination Site Agreement</a>														
<input checked="" type="checkbox"/>	<a href="#">PCS Waiver</a>														
<input checked="" type="checkbox"/>	<a href="#">ADA</a>														
<input type="checkbox"/>	<a href="#">Final Review</a>														

## Reprinting Documents

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

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

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

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

Receipts	
Invoice for Virginia Board of Barbers and Cosmetologists 03/12/2013 \$155.00	<a href="#">REPRINT</a>
Virginia Board of Barbers and Cosmetologists 03/26/2013 Check \$155.00 Paid 03/26/2013	<a href="#">REPRINT</a>

## 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.

**Active Applications.**

Virginia  
Cosmetology & Barbering, Cosmetology  
[ADD STATE APP#](#)  
Valor Act: [EDIT](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/10/2017 [EDIT](#)  
[Print New App Label](#)  
Applied: 07/08/2003 RE

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

- ☐ ? [Coordinator Review](#)
- ☐ [Check School Expiration Date](#)
- ☐ [Final Review](#)

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

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

**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.
- 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](http://www.prometric.com). Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as *Candidate ID#* on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at (800)895-3926.

### Theory Examination Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting Prometric at least 5 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

### 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 **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 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](http://www.pcshq.com). All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

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

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

## Formal Complaints

### Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 10 days from the date of the event warranting the complaint. Written complaints must include the following information:

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable
- Details of complaint

### Send Complaint to:

Professional Credential Services, Inc.  
Attn: Virginia Coordinator / COMPLAINT  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

## Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

## Examination Guidelines

### 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.

### Theory Examination

The Master Esthetics NIC Theory Examination includes Virginia State Laws and Regulations.

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

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

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

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



NATIONAL ESTHETICS ADVANCED PRACTICE (AP)  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

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

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The National Esthetics Advanced Practice Theory Examination is the licensure examination for Advanced Practice and Master Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Esthetics AP Theory Examination Content. The time allowed for the Esthetics AP Theory Examination is 90 minutes.

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

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

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
  - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

## ESTHETICS AP THEORY EXAMINATION CONTENT OUTLINE

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

### DOMAIN 1: SCIENTIFIC CONCEPTS (30%)

- A Apply Knowledge of Infection Control Procedures
  - 1 Identify how disease and infection are caused (e.g., viral, bacterial, parasitical, fungal)
  - 2 Identify how disease and infection are transmitted (e.g., direct/indirect contact, communicable, cross-contamination)
  - 3 Recognize purpose and/or effect of infection control principles
    - a Determine levels of infection control (i.e. cleansing/sanitation, disinfection, sterilization)
    - b Determine methods of infection control (e.g. chemical, heat)
    - c Demonstrate blood exposure and contact incidence and response
- B Apply and demonstrates knowledge of safety practices in:
  - 1 Procedure environment
  - 2 Products, ingredients and equipment
  - 3 Protocols
- C Apply knowledge of products and ingredients
  - 1 Recognize purpose and effects
  - 2 Interpret labeling
- D Recognize intrinsic and extrinsic factors and their effects on the skin (e.g. hormonal, environmental)
- E Recognize and understand concepts in advanced therapies (e.g. cryogenic, ayurveda, phytotherapy, algotherapy)
- F Apply knowledge of practicing in a medical setting
  - 1 Recognize purpose and effect of medical procedures (e.g., injectables, light modalities, surgery)
  - 2 Define relevant medical terminology

### DOMAIN 2: ESTHETIC ADVANCE PRACTICE SERVICE (70%)

- A Apply knowledge for protocol development
  - 1 Identify procedure environment
    - a. Clinical
    - b. Spa
    - c. Home
  - 2 Determine contraindications for protocol
  - 3 Document protocol
- B Apply knowledge of exfoliation procedures
  - 1 Recognize purpose and effect of methods
    - a. Chemical (e.g., alpha and beta hydroxy, TCA, enzymes)
    - b. Physical (e.g. microdermabrasion, ultrasonic)
  - 2 Determine product or machine selection
  - 3 Demonstrate competent use of products and machines
- C Apply knowledge of extraction procedures
  - 1 Determine method of extraction
  - 2 Competent use of implement (e.g., comedone extractor, lancet)
- D Apply knowledge of lymphatic drainage
  - 1 Recognize purpose and effect of methods
  - 2 Determine method of lymphatic drainage (e.g., manual, machine-aided)
  - 3 Demonstrate competent lymphatic drainage

- E Apply knowledge of use of devices and machines (e.g. laser, IPL, radio frequency)
- F Apply knowledge of hair removal procedures
  - 1 Recognize purpose and effect of methods (e.g., waxing, sugaring, electrolysis)
  - 2 Determine considerations for body region (e.g., ears, Brazilian, underarm)
  - 3 Determine product selection
  - 4 Competent product application and removal
- G Apply knowledge of body treatments (e.g., body wraps, body scrubs, cellulite treatments, hydrotherapy)
  - 1 Recognize purpose and effect of methods
  - 2 Determine product selection
  - 3 Demonstrate product application and removal
- H Apply knowledge of LED procedure
  - 1 Recognize purpose and effect of methods (e.g., red and blue)
  - 2 Determine color selection
  - 3 Demonstrate product application and removal
  - 4 Demonstrate competent use of machine
- I Apply knowledge of microcurrent procedure
  - 1 Recognize purpose and effect of modalities
  - 2 Determine settings
  - 3 Demonstrate product application and removal
  - 4 Demonstrate competent use of machine and applicators
- J Apply knowledge of aromatherapy treatment
  - 1 Recognize purpose and effect of products (e.g., essential oils, botanicals)
  - 2 Recognize competent use of product and application

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## **ESTHETICS AP THEORY EXAMINATION SAMPLE QUESTIONS**

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

- 1. Melanocytes, Merkel cells, and Langerhans cells are found in
  - (A) adipose tissue.
  - (B) liquid tissue.
  - (C) epithelial tissue.
  - (D) endothelial tissue.
- 2. Which of the following is a gland associated with a hair follicle?
  - (A) Sebaceous
  - (B) Endocrine
  - (C) Eccrine
  - (D) Adrenal
- 3. What is the medical term for wrinkle?
  - (A) Fold.
  - (B) Rhytid
  - (C) Gene.
  - (D) Depression.



4. The first step of each body treatment protocol is
- (A) deep breathing.
  - (B) gentle stroking.
  - (C) dry brushing.
  - (D) sanitize hands.
5. 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®.
  - (D) an antiviral.

<b>KEY: 1: C, 2: A, 3: B, 4: D, 5: D</b>
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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](http://www.nictesting.org), for the most current bulletin prior to testing.*

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**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.
  - 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.
  - 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.
  - 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.
  - 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:
  - 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.”
  - Examiners are not allowed to speak with candidates.
  - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before 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](http://www.nictesting.org) for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*
- **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.
  - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

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## NIC National Advanced Practice Esthetics Practical Examination

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- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

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### MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA

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Please refer to your state guidelines for model and mannequin requirements.

If your 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:

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- 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**”
  - Container labeled “**Soiled linens**”
  - 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:
  - Work Area and New Client Preparation, and Set Up of Supplies (Content Domain Section 6)
  - Body Treatment-Dry Exfoliation and Mud Mask (Content Domain Section 10)
  - 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.

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## ADVANCED PRACTICE ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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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.”*

*“You will prepare your client for services.”*

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

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

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

*“Step back to indicate you have finished.”*

*(1) “The instructions will be repeated.”*

*(2) “You may begin.”*

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

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 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.”*

## 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:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

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

*“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.”*

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

*“You will have 5 minutes to complete this section.”*

*“You will be informed when you have 2 minutes remaining.”*

*“Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

*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 NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)**

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

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

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

*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.”*

*“You will prepare your client for the services.”*

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

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

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

*“Step back to indicate you have finished.”*

*(1) “The instructions will be repeated.”*

*(2) “You may begin.”*

*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:

*“You will perform an Ultrasonic Treatment.”*

*“You will demonstrate the ultrasonic treatment on the forehead and upper lip.”*

*“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.”*

*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:

*“You will perform a Beta Hydroxy Acid (BHA) Treatment.”*

*“You will demonstrate the Beta Hydroxy 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.”*

*“Upon completion of this section, you will be instructed by the Proctor to remove any residue from the face.”*

*“Step back to indicate you have finished.”*

*(1) “The instructions will be repeated.”*

*(2) “You may begin.”*

*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.”*

*“You are expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

*(1) “The instructions will be repeated.”*

*(2) “You may begin.”*

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

- 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.”*

## 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.”

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## SUGGESTED EXAMINATION SUPPLIES

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### 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 FOREHEAD 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 ORBITALIS 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](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto: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, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing. September 2014

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2012

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Cosmetology*

2013, 2<sup>nd</sup> Edition, 8<sup>th</sup> printing, December 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **BARBERING (BARBER STYLING, BARBER, BARBER 1)**

### **REFERENCES**

*Milady's Standard Professional Barbering*  
2011, 5<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Professional Barbering*  
2006  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

## **BODY PIERCING**

### **REFERENCES**

*APP Procedure Manual*  
2013 Edition  
Association of Professional Piercers  
[safepiercing.org](http://safepiercing.org)  
Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)  
1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*  
2013, 11<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

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](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2009, 10<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **ESTHETICS**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

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800-886-4247

## **SUPPLEMENTAL REFERENCES**

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **ESTHETICS-ADVANCED PRACTICE (AP)**

## **REFERENCES**

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Skin Care: Beyond the Basics*

2012, 4<sup>th</sup> Edition

Mark Lees

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

## **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

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## **INSTRUCTOR**

### **REFERENCES**

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*  
2014, 14<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Mindful Teaching Pro eBook 101.1 – 701.6*

2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator*

*Student Course Book*

2014, 3<sup>rd</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*  
2011, 13<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

## **MANAGER**

### **REFERENCES**

*Successful Salon & Spa Management*

2012, 6<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

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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, 7<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

*Salon Fundamentals Nails*  
2013, 1<sup>st</sup> Edition, 10<sup>th</sup> printing, June 2013  
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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)  
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*Nails – Exhibits of Art*  
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2014  
Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Nail Technology*  
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Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Nails*

2011, 1<sup>st</sup> Edition, 7<sup>th</sup> Printing, October 2011

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

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*Nails – Exhibits of Art*

2007, 1<sup>st</sup> Edition

Author: Randy Rick

CLIC International

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Pottsville, PA 17901

## **NATURAL HAIR STYLING**

### **REFERENCES**

*Milady Standard Natural Hair Care and Braiding*

2014

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016

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[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

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## **TATTOOING**

### **REFERENCES**

*APP Procedure Manual*

2013 Edition

Association of Professional Piercers

[safepiercing.org](http://safepiercing.org)

Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)

1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

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

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

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*Salon Fundamentals Esthetics*

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

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800.998.7498 ext. 2700

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady's Hair Removal Techniques: A Comprehensive Manual*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto: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.