

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

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



Vermont

BOARD OF BARBERS AND COSMETOLOGISTS

Cosmetology

Candidate Handbook

September 2014

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory and State Law Examination with IQT
- Take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Vermont Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Vermont Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272
Fax: (615) 312-3788
Email: vtcos@pcshq.com
Website: <http://www.pcshq.com>

IQT Exams

Scheduling: (866) 773-1114
Website: <http://www.iqttesting.com>

Vermont Board of Cosmetology and Barbering

Professional Regulation

Regular Mailing Address

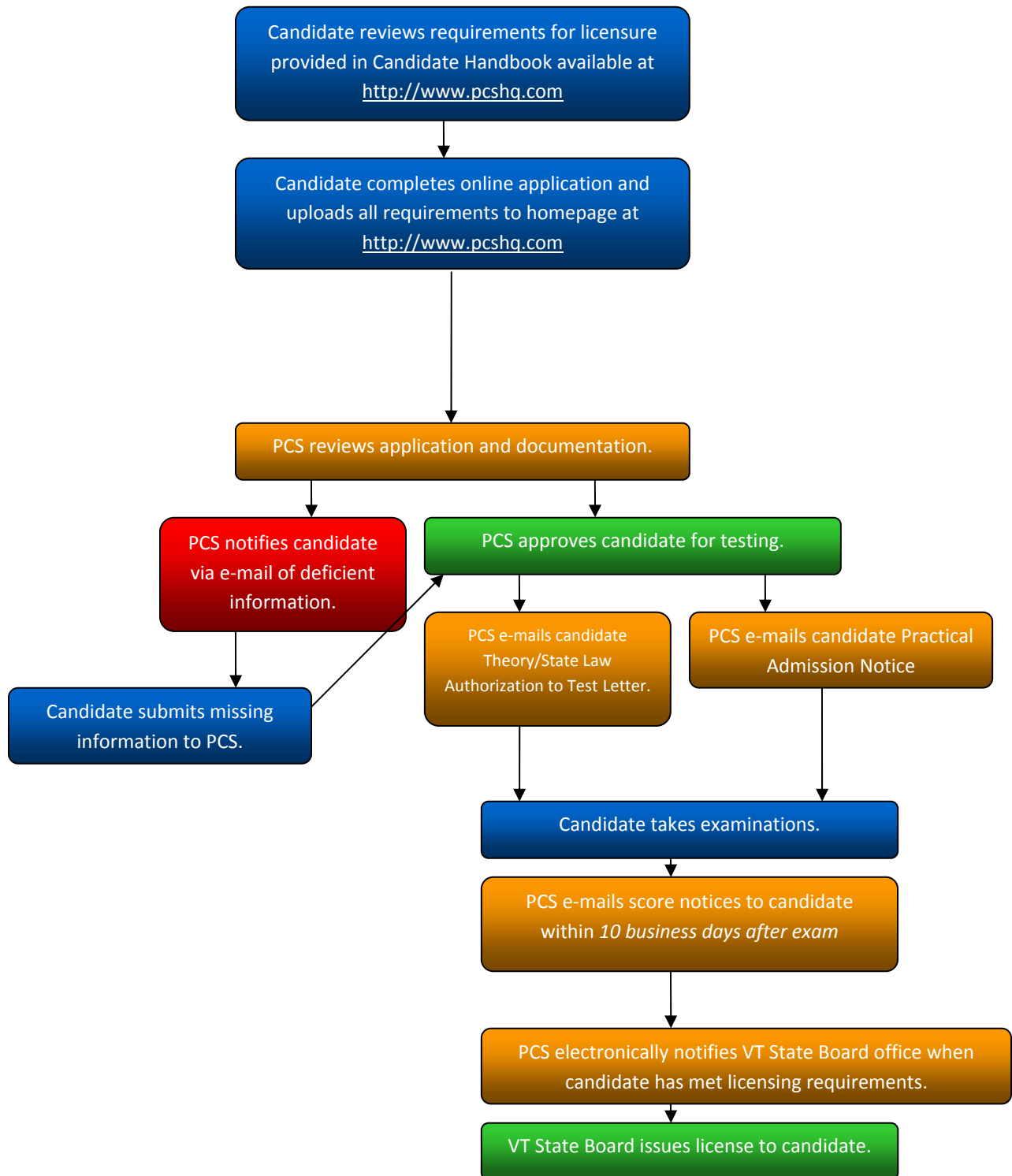
City Center
89 Main Street, 3rd Floor
Montpelier, Vermont 05620-3402

Main Telephone: (802) 828-1134
Toll Free: (888) 287-5006
Fax: (802) 828-2368

Website:

http://vtprofessionals.org/opr1/cosmetologists_barbers/

Application Process



Contents

Quick Reference	2
Application Process.....	3
Introduction	6
State Licensure Requirements	6
Examination Fees	7
Practical Examination Dates	7
Application Requirements	8
Special Accommodations	8
Good Moral Character (GMC)	9
Reinstatement.....	10
Reciprocity	10
PCS Account Set-Up	11
PCS Application	12
Logging into your Homepage	13
Application Status	14
Reprinting Documents	15
Examination Rescheduling	16
Application Approval Process	17
Examination Scheduling	18
Theory and State Law Examination Scheduling	18
Practical Examination Scheduling	18
Examination Day Requirements.....	19
General Examination Policies.....	20
Examination Results	21
Change of Information	22
Formal Complaints	23

National Cosmetology Written Examination	24
State Practical Examination Guidelines	30
Practical Examination Supplies	31
National Cosmetology Practical Examination	32
Frequently Asked Questions	42

Introduction

The *Candidate Handbook* 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 Vermont Board for Barbers and Cosmetologists (the “Board”) is responsible for licensing and regulating the profession of Cosmetology in the State of Vermont. 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 submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Cosmetology license in the State of Vermont, you must meet the following requirements:

1. Be at least 18 years of age.
2. Successfully complete at least the 12th grade or equivalent.
3. Successfully complete a minimum of 1,500 classroom hours of continuous training for a complete course in Cosmetology; or
4. Successfully complete a 24 month apprenticeship with a licensed Cosmetologist.
5. Successfully pass the NIC theory, practical, state law examinations.

Validity of Scores

! Pursuant to Vermont Board Rule 4.4, passing scores will remain on valid for one year only. If you do not successfully pass the theory, practical, state law examinations within one year, you must re-apply with PCS and retake all examinations.

Examination Fees

Fees are due at the time you complete your online application with PCS. We accept Visa, Master Card, and Discover. All fees are **non-refundable**.

Examination Type	First Time Fees	Re-Exam Fees
Cosmetology Theory, Practical, & State Law	\$ 275.00	\$ 385.00
Cosmetology Theory	-	\$ 155.00
Cosmetology Practical	-	\$ 140.00
Cosmetology State Law	\$90.00 (endorsement only)	\$90.00

Practical Examination Dates

2014

Location	Examination Date	Application Deadline
Montpelier	01/13/2014	12/23/2013
Montpelier	02/10/2014	01/20/2014
Montpelier	03/10/2014	02/17/2014
Montpelier	04/14/2014	03/24/2014
Montpelier	05/12/2014	04/21/2014
Montpelier	06/09/2014	05/19/2014
Montpelier	07/14/2014	06/23/2014
Montpelier	08/11/2014	07/21/2014
Montpelier	09/08/2014	08/18/2014
Montpelier	10/13/2014	09/22/2014
Montpelier	11/10/2014	10/20/2014
Montpelier	12/08/2014	11/17/2014

2015

Location	Examination Date	Application Deadline
Montpelier	1/26/2015	1/5/2015
Montpelier	2/23/2015	2/2/2015
Montpelier	3/16/2015	2/23/2015
Montpelier	4/20/2015	3/30/2015
Montpelier	5/18/2015	4/27/2015
Montpelier	6/15/2015	5/25/2015
Montpelier	7/20/2015	6/29/2015
Montpelier	8/17/2015	7/27/2015
Montpelier	9/15/2015	8/31/2015
Montpelier	10/19/2015	9/28/2015
Montpelier	11/16/2015	10/26/2015
Montpelier	12/21/2015	11/30/2015

Application Requirements

Professional Training Hours

Once an online application has been completed with PCS, the following items may be submitted to PCS via mail or uploaded onto your PCS Homepage.

1. A current 2x2 passport type photo.
2. A copy of a High School Diploma or Equivalent.
 - If you are submitted a High School Transcript, this must be mailed directly to PCS in a sealed envelope from the High School.
 - Education obtained outside of the U.S. or Territories must be evaluated.
3. A Verification Affidavit documenting your completion of the required number of Cosmetology training hours.

! 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, e-mailed to the Vermont Coordinator, or up-loaded on your Homepage.

Apprentice Hours

If you wish to obtain your training via an Apprenticeship, you must submit an Apprenticeship Application to the Vermont Board Office. Once approved by the State, you will complete your training under the supervision of your Apprentice Supervisor. For information, call (802) 828-1505 or visit http://vtprofessionals.org/opr1/cosmetologists_barbers/cosmo.asp.

Once the above process is complete, you must complete an online application with PCS and upload the following on your Homepage with PCS.

1. A current 2x2 passport type photo. *This may be up-loaded onto your PCS Homepage.*

Upon receipt of your online application, PCS will confirm your eligibility with the Vermont State Board office.

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 Vermont Cosmetology page at <http://www.pcshq.com>.

Good Moral Character (GMC)

1. If you have been denied an application for a license, certificate, or registration to practice a profession or if you have had a restricted, suspended, revoked, or disciplinary action against a license, certificate, or registration in Vermont, or any other state, federal authority or jurisdiction, you must provide PCS with a copy of the order or official notification of the action(s).
2. If you have surrendered a license, certificate, or registration to a licensing authority or if you are currently under investigation by a licensing authority, you must provide PCS with a detailed written explanation.
3. If you have been convicted of a crime (other than a minor traffic violation), you must provide a detailed written explanation and provide official court documents.
4. If you have criminal charges pending against you in any jurisdiction, you must provide a written explanation and a copy of the charging documents.
5. If you have a physical or mental condition or disorder which in any way impairs or limits your ability to practice this profession with reasonable skill and safety, you must provide a detailed statement from your health care provider which explains how you are able to practice safely.
6. If you use alcohol, substances, or prescription medications which may impair or limit your ability to practice this profession with reasonable skill and safety or if you are currently addicted to or in any way dependent on alcohol or habit forming drugs, you must provide a detailed written explanation.

Reinstatement

How to Reinstate an Expired License

1. If your license has been lapsed less than three years, you may renew your license by submitting a renewal application to the Vermont State Board. For further information, please contact the Board office at (802) 828-1505 or go to http://vtprofessionals.org/opr1/cosmetologists_barbers/.
2. If your license has been lapsed for more than three years, you must complete an online application with PCS and submit application requirements outlined on page eight of this Handbook. You are required to take the theory, practical and state law examinations.

Reciprocity

How to Reciprocate an Out of State License

If you hold a license in another state or country, you must submit an endorsement application to the Vermont State Board and take the Vermont State Law examination. For further information, please contact the Board office at (802) 828-1505 or go to http://vtprofessionals.org/opr1/cosmetologists_barbers/.

1. Submit endorsement application to the Vermont Board Office.
2. Once application has been approved, the State will issue you an Approval Letter.
3. Complete an endorsement online registration for the State Law examination at <http://www.pcshq.com>.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Vermont**
5. Click **Cosmetology**
6. Click **Apply Online** (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

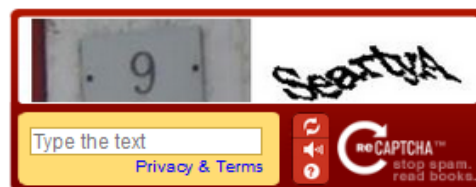
Last Name

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



Create Account

PCS Application

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

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. 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).

Your Profile Name Address Phone SSN Birthdate Email Username EDIT PROFILE	Active Applications Vermont Cosmetology & Barbering, Cosmetology ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 10/24/2014 EDIT Applied 10/24/2013 Most recent application: 10/24/2013 Status: Paid, Waiting for review. Application Approval Requirements ADD ☐ Coordinator Review ☐ Official HS Transcript Required ☐ Professional Training Transcript Required ☐ 2x2 Photo ☐ Final Review VIEW APPLICATION FORM CREDENTIAL APPLICATION NEW APPLICATION
Documents EDIT DOCUMENT REMOVE Application Original Application.pdf Last Changed 10/24/2013 ADD NEW DOCUMENT	Pending Examinations Vermont Cosmetology Practical Exam Date: 01/13/2014 Testing at: Montpelier Region Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL RESCHEDULE Vermont Cosmetology State Law Status Pending Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL Vermont Cosmetology Theory Status Pending Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL
Education SW VT Career Dev. Center Bennington VT From 09/12/2011 Graduated: 06/15/2013 CHANGE SCHOOL	
PCS Contact Information Professional Credential Services P.O.Box 198768 Nashville, Tennessee 37219 (888) 822-3272 vtcos@pcshq.com	
Application Information Vermont Board of Barbers and Cosmetologists	

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, there is a dark blue header with the company logo. Below the header, the title "Log into your account" is centered. The login form consists of two input fields: "E-Mail Address" and "Password". To the right of the "Password" field is a "Log In" button. Below the input fields, there is a link for users who have forgotten their password or received an email from PCS. At the bottom, there is a note for users who have not previously created a PCS account.

PROFESSIONAL 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.

Active Applications.
Vermont
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 10/24/2014 [EDIT](#)
Applied 10/24/2013
Most recent application: 10/24/2013
Status: Paid. Waiting for review.

Application Approval Requirements [ADD](#)

☐	Coordinator Review
☐	Official HS Transcript Required
☐	Professional Training Transcript Required
☐	2x2 Photo
☐	Final Review

 [VIEW APPLICATION FORM](#)

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.

Active Applications.
Vermont
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 11/14/2014 [EDIT](#)
Applied 11/14/2013
Most recent application: 11/14/2013
Status: Approved.

Application Approval Requirements [ADD](#)

☒	Coordinator Review
☒	Official HS Transcript Required
☒	Professional Training Transcript Required
☒	2x2 Photo
☒	Final Review

Reprinting Documents

You may 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 a score notice

Exam Results
Vermont Esthetician Practical Exam Date: 08/12/2013 Testing at: Montpelier Region Schedule date: 05/17/2013 No Show for exam scheduled 08/12/2013 REACTIVATE
Vermont Esthetician State Law Score Loaded 11/04/2013 Test Date: 10/31/2013 Score: 79.00% PASS PRINT SCORE NOTICE CHANGE SCHOOL
Vermont Esthetician Theory Score Loaded 11/04/2013 Test Date: 10/31/2013 Score: 90.00% PASS PRINT SCORE NOTICE CHANGE SCHOOL

- Click **Reprint** option next to item you wish to print a receipt.

Receipts
Vermont Board of Barbers and Cosmetologists 11/14/2013 Credit Card \$275.00 Paid 11/14/2013 REPRINT ISSUE REFUND

Examination Rescheduling

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

- To reschedule practical examination or state law, click **Reschedule Practical or Reschedule State Law** under the Active Applications box.

Active Applications.

Vermont
Cosmetology & Barbering, Nail Technician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 07/08/2014 [EDIT](#)
Applied 05/14/2013
Status: Approved.

Application Approval Requirements [ADD](#)

- ☒ [Coordinator Review](#)
- ☒ [Official HS Transcript Required](#)
- ☒ [Professional Training Transcript Required](#)
- ☒ [2x2 Photo](#)
- ☒ [Final Review](#)

[VIEW APPLICATION FORM](#)
[CLOSE APPLICATION](#)
[RESCHEDULE PRACTICAL](#)
[RESCHEDULE STATE LAW](#)
[RESCHEDULE THEORY](#)

- To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.

Active Applications.

Vermont
Cosmetology & Barbering, Barber Stylist
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 06/10/2014 [EDIT](#)
Applied 05/17/2013
Status: Approved.

Application Approval Requirements [ADD](#)

- ☒ [Coordinator Review](#)
- ☒ [Official HS Transcript Required](#)
- ☒ [Professional Training Transcript Required](#)
- ☒ [GMC](#)
- ☒ [Final Review](#)

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

Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Verification Affidavit). *If documents are submitted 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 e-mail 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, and payment must be received in our office on or before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

Examination Notification

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

1. An Authorization to Test (ATT) letter for both the Theory and State Law Examination will be sent via e-mail within one business day.
2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive any e-mails 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 and State Law Examination Scheduling

Upon receipt of your ATT, you may request to take the theory examination by logging onto the IQT website at <http://www.isoqualitytesting.com>, entering your unique Username and Password, and following the instructions detailed on your letter. You can also contact ISO-Quality Testing (IQT) at (866) 773-1114.

Rescheduling Policy

You may reschedule or cancel your theory or state law examination without forfeiting your fee by contacting IQT at least 5 business days prior to your scheduled date. If you are hospitalized or involved in a car accident on the way to the test center, which prevents you from arriving on time, you may submit written documentation to IQT. IQT will advise PCS if a fee will be necessary to reschedule your appointment.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information in by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the next available exam once your application has been approved.

Rescheduling Policy

Rescheduling is not permitted for the practical examination unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, documentation must be e-mailed to your coordinator at vtcos@pcshq.com or uploaded to your homepage at <http://www.pcshq.com>.

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 IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and IQT for inquiries regarding the theory examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2x2 passport type photo
- Two (2) forms of identification with 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 bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

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

Primary ID (current, non-expired Governments Issued ID)

- 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)

- Credit Card or Debit (ATM) Card
- 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)

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

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 will report such incidents directly to the Board. 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, 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 e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by IQT after you take the theory examination.* If you do not receive an e-mail 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, state law, 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 all required examinations, you will receive a Notice of Completion.

State Score Requirements

Once all required examinations have been passed, PCS will electronically notify the Vermont Board office of your status so that your license can be issued.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated 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.

Fax: 615-312-3788

Email: vtcos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

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 to PCS within 48 hours of incident. Written complaint 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

Mail Complaint to:

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

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.

National Cosmetology Written Examination

Scientific Concepts – 30%

Infection Control

- ◇ Microbiology
 - Bacteria
 - Viruses
 - Parasites
 - Immunity
 - Prevention
- ◇ Methods of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Federal regulations
 - OSHA guidelines
 - Material Safety Data Sheets (MSDS)
 - Environmental Protection Agency (EPA)
 - Food and Drug Administration (FDA)
 - Universal precautions
- ◇ First Aid
 - Minor bleeding
 - Minor burns
 - Minor eye irritation

Human Anatomy

- ◇ Cells
- ◇ Tissue
- ◇ Organs
 - Heart
 - Lungs
 - Skin

Basic Physiology (Body Systems)

- ◇ Skeletal system
 - Skull
 - Bones of the face
 - Bones of the neck
 - Bones of the shoulders
 - Bones of the arms and hands
 - Bones of the legs and feet

- ◇ Muscular system
 - Scalp muscles
 - Mastication muscles
 - Mouth muscles
 - Muscles of the eye and nose
 - Muscles of the arms and hands
 - Muscles of the legs and feet
 - Muscles of the neck
 - Muscles of the shoulders and upper back
- ◇ Types of joints
- ◇ Circulatory system
 - Blood-vascular or cardiovascular system
 - Lymph-vascular system
- ◇ Endocrine system
- ◇ Respiratory system
- ◇ Integumentary system
- ◇ Nervous system
- ◇ Excretory system

Ergonomics/Body Positioning

Basic Principles of Chemistry

- ◇ Matter
- ◇ The pH scale
- ◇ Nutrition
- ◇ Medication
- ◇ Compounds
- ◇ Mixtures
- ◇ Product ingredients
- ◇ Product labeling
- ◇ Product safety

Basic Principles of Electricity

- ◇ Electric current
- ◇ Electricity in cosmetology
 - Electrotherapy
 - Light therapy

National Cosmetology Written Examination

Hair Care and Services – 40%

Trichology

- ◇ Properties and structure of the hair and scalp
 - Shaft
 - Root
 - Keratinization
- ◇ Hair analysis and hair quality
 - Porosity
 - Elasticity
 - Texture
 - Density
- ◇ Stages of hair growth
- ◇ Hair loss
- ◇ Conditions of the scalp and hair
 - Disorders
 - Diseases

Draping Procedures

- ◇ Shampooing
- ◇ Haircutting
- ◇ Chemical services
- ◇ Thermal

Shampooing, Conditioning, Massaging and Brushing Procedures

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Shampooing
 - Product selection
 - Procedure
- ◇ Conditioning
 - Product selection
 - Procedure
- ◇ Scalp treatments
- ◇ Scalp massage

Principles of Hair Design

- ◇ Elements of hair design
 - Form
 - Line/Direction
 - Growth pattern
 - Texture
 - Color

- ◇ Principles of balance and design
- ◇ Facial shapes

Haircutting Procedures

- ◇ Client consultation
 - Desired look
 - Face shape
 - Lifestyle and/or climate
 - Hair analysis
- ◇ Principles of haircutting
 - Areas of the head
 - Elevation or projection
 - Lines and angles
 - Crosschecking
 - Texturizing
- ◇ Tools and safety
 - Electrical
 - Manual
- ◇ Basic haircuts
 - Solid form or blunt haircut
 - Graduated form
 - Layered form
 - Combination form

Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
- ◇ Thermal styling
- ◇ Braiding

Wigs, Hair Enhancements and Extensions

- ◇ Client consultation
- ◇ Wigs and hair enhancements
 - Wig composition (e.g., human or synthetic)
 - Wig construction (e.g., cap and capless)
 - Wig care
- ◇ Hair extensions and additions

Chemical Services Consultation

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

National Cosmetology Written Examination

Hair Care and Services – 40%

Chemical Services

- ◇ Chemical waving
 - pH balance of chemical waves
 - Chemical waving procedures
- ◇ Chemical hair relaxers
 - pH balance of chemical hair relaxers
 - Chemical hair relaxing procedures

Haircoloring Procedures

- ◇ Law of color
- ◇ Types of haircolor
 - Temporary haircolor
 - Semi-and demi-permanent haircolor
 - Permanent
 - Lighteners
- ◇ Haircolor applications
 - Virgin
 - Retouch
 - Color correction

Skin Care and Services – 15%

Skin Histology

- ◇ Composition of the skin
 - Layers of the skin
 - Nerves of the skin
 - Glands of the skin
 - Types of skin
 - Skin pigmentation
- ◇ Conditions of the skin
 - Disorders
 - Diseases
- ◇ Functions of the skin

Skin Care Services Consultation

- ◇ Skin analysis
- ◇ Health history

Draping Procedures for Facial Services

Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

Facial Procedures

- ◇ Skin care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Facial treatments
 - Electrical therapy
 - Massage manipulations
 - Topical applications

Facial Makeup Application

- Makeup color theory
- ◇ Cosmetic application procedures
 - Basic
 - Specialty
 - Corrective
- ◇ Artificial eyelashes
 - Predisposition test
 - Application
- ◇ Eyelash and eyebrow coloring

National Cosmetology Written Examination

Nail Care and Services – 15%

Nail Structure

- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
 - Disorders
 - Diseases

Manicure and Pedicure Procedures

- ◇ Nail care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Types of manicures and pedicures
 - Basic manicure and pedicure
 - Specialty manicures and pedicures
- ◇ Massage procedures
 - Hand and arm massage
 - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

Advanced Nail Care

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
 - Acrylics
 - Gels
- ◇ Nail art

Sample Questions

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

1. Which of the following substances is usually contained in a toner?
 - a. Metallic dye
 - b. Compound dye
 - c. Vegetable tint
 - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
 - a. A caustic
 - b. Deodorant
 - c. An antiseptic
 - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. rinsed in cold water.
 - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
 - a. Clipping
 - b. Slithering
 - c. Razor cutting
 - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
 - a. stop growing.
 - b. harden and set.
 - c. form new curls.
 - d. soften and swell.
6. When should a predisposition test be performed?
 - a. When the scalp has cuts
 - b. Before applying peroxide
 - c. Before every application of oxidizing tints
 - d. Before any application of vegetable coloring
7. At what part of the nail does growth start?
 - a. Wall
 - b. Matrix
 - c. Lunula
 - d. Cuticle
8. What is the function of sebum?
 - a. To dry the skin
 - b. To harden the skin
 - c. To cleanse the skin
 - d. To lubricate the skin
9. Sterilization is the process of
 - a. keeping bacteria alive.
 - b. destroying offensive odors.
 - c. destroying beneficial microorganisms only.
 - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
 - a. On a clean shelf
 - b. In any convenient place
 - c. In a closed cabinet or drawer
 - d. In neat stacks by the shampoo bowl

National Cosmetology Written Examination

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

Answer Key

1. d 4. b 7. b 10. c

2. c 5. d 8. d

3. d 6. c 9. d

References

PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

Salon Fundamentals Cosmetology

December, 2013, 8th Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2012

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

Vermont Barber and Cosmetology Rules

www.sec.state.vt.us/professional-regulation/professions/barbers-cosmetologists/statutes-rules

NIC Health and Safety Standards

NIC, Inc., October 2002

www.nictesting.org

NIC Cleaning and Disinfecting of Circulating and Non
Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007

www.nictesting.org

SUPPORTING REFERENCES

(formerly referred to as Optional References)

Salon Fundamentals Cosmetology

2011, 2nd Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2008

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2912

www.milady.cengage.com

National Cosmetology Written Examination

Cleaning & Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
 - ii. **If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS** at minimum, an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. **At the end of the day remove all removable parts (filters, screens drains, jets, etc)** clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 5 above.

Adopted August 2007

State Practical Examination Guidelines

The Vermont State Board of Cosmetology and Barbering requires you to be examined on the following services during the practical examination:

Core Domain Services

- Set Up and Client Protection
- Thermal Curling (cold iron will be used to demonstrate)
- Haircutting
- Chemical Waiving
- Virgin Hair Lightening Application and Hair Color Retouch
- Virgin Relaxer Application and Relaxer Retouch
- Basic Facial
- Manicure
- Sculptured Nail

Mannequins

A mannequin(s) is required for all services. Please see ***Practical Examination Supplies***

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Dress Code

Candidates are required to wear a lab coat (no insignia or reference to training facilities allowed) and closed-toe shoes to the practical examination. Candidates not dressed appropriately will not be admitted to the examination and will be required to reschedule the examination appointment and pay additional testing fees.

Practical Examination Supplies

Recommended General Supplies

All supplies must be labeled in English

- ☐ dry storage kit/container
- ☐ hand sanitizer
- ☐ mannequin head(s) and a table clamp (pre-marked mannequins are NOT permitted)
- ☐ a towel to place between the clamp and the table
- ☐ EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- ☐ container/bag for soiled/trash items
- ☐ container or bag for items to be disinfected
- ☐ cloth and paper towel(s)
- ☐ neck strip(s)
- ☐ shampoo cape (child size is appropriate for mannequin)
- ☐ hair clamp(s)
- ☐ comb(s)
- ☐ hair brush(es)
- ☐ spray bottle
- ☐ protective cream
- ☐ spatula(s)
- ☐ protective cotton
- ☐ protective gloves
- ☐ first aide supplies (blood spill kit)
- ☐ tape

Thermal Curling Supplies

- ☐ thermal curling iron
- ☐ comb(s)
- ☐ material for testing temperature of iron

Haircutting Supplies

- ☐ haircutting shears
- ☐ razor
- ☐ comb(s)

Chemical Waiving Supplies

- ☐ chemical wave rods
- ☐ end papers
- ☐ applicator bottle with simulated waving lotion (water)
- ☐ comb(s)

Hair Lightening/Coloring Supplies

- ☐ tint brush and bowl or bottle applicator
- ☐ thick gel or colored cholesterol

- ☐ comb(s)
- ☐ hair clips

Chemical Relaxing Supplies

- ☐ tint brush and bowl or bottle applicator
- ☐ thick gel or colored cholesterol
- ☐ comb(s)

Basic Facial Supplies

- ☐ hair drape
- ☐ cleansing cream
- ☐ massage cream
- ☐ toner or astringent

Manicuring Supplies

- ☐ mannequin hand(s) with artificial nails attached (Trainer hands are NOT permitted.)
- ☐ bowl and container of water
- ☐ cuticle cream/remover
- ☐ filing and buffing implements
- ☐ cuticle pusher
- ☐ nail brush
- ☐ hand lotion or massage product
- ☐ cuticle oil
- ☐ base coat
- ☐ top coat
- ☐ red polish
- ☐ polish remover

Sculptured Nail Supplies

- ☐ Mannequin hand(s) with artificial nails attached (Trainer hands are NOT permitted.)
- ☐ cuticle pusher
- ☐ sculptured nail products (powder, primer, liquid) The product must be sealed and in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- ☐ sculptured nail brush
- ☐ liquid & powder containers
- ☐ filing and buffing implements
- ☐ sculptured nail forms

National Cosmetology Practical Examination

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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Mannequin(s)

You are required to bring a mannequin head(s); it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

You are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

National Cosmetology Practical Examination

Set Up and Client Protection (10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the thermal curling supplies." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Thermal Curling (10 minutes)

Verbal Instructions:

"You will now perform the thermal curling section of this examination." "You will form three curls on the top of the head and four curls on one side of the head." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Demonstration of Curling

- Tests temperature of iron PRIOR to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb

- Forms curl so that the hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Haircutting (30 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the haircutting section of this examination."

"You will complete a basic layered haircut using shears and a razor." "You will cut the nape section with a razor." "You will complete the haircut using the shears." "Please do not sweep the hair from the floor until you are instructed." "You will be observed for client protection, safety and infection control procedures."

"You will have 30 minutes to complete this section." "You will be informed when you have 15 minutes remaining." "The instructions will be repeated." "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

National Cosmetology Practical Examination

Haircutting Continued

Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: (Individually)

"May I please use your comb to check your haircut?"

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

Safety and Infection Control

The following will be read to each candidate after checking their haircut: (Individually)

"You may clean up only your hair at this time."

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Chemical Waving (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please

do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the chemical waving section of this examination." "You will wrap the center back section of the head, from crown to nape." "You will be instructed to apply simulated waving lotion." "You will be instructed to demonstrate a test curl."

"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl." "Do not remove the perm rods until the examiner instructs you to remove them." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: (Individually)

"Please demonstrate saturation."

- Applies cotton and/or protective cream at nape

National Cosmetology Practical Examination

Chemical Waving Continued

- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

**The following will be read to each candidate:
(Individually)**

"Please demonstrate a test curl."

- Unwraps rod at least 1 1/2 turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

The following will be read to the entire group of candidates when the timer goes off: *"Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them."*

The following will be read to the entire group of candidates after examiners have finished checking all candidates:

"Please remove all rods from the head and brush the hair straight back."

Virgin Hair Lightening Application and Hair Color Retouch (20 minutes, in two 10 minute segments)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections of this examination. Please do not begin

any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the virgin hair lightening application section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 10 minutes to complete the virgin hair lightening section." "You will be informed when you have 5 minutes remaining." "Upon completion, you will step back until instructed to apply the hair coloring retouch section." "You will have 10 minutes to complete the hair coloring retouch section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

National Cosmetology Practical Examination

Virgin Hair Lightening Application and Hair Color Retouch continued

Candidates will be asked to step back until the hair color retouch begins.

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: *"You have 10 minutes to complete the hair coloring section. "You will be informed when you have 5 minutes remaining." "You may begin."*

Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Virgin Relaxer Application and Relaxer Retouch (20 minutes, in two 10 minute segments)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the virgin relaxer application section of this examination." "You will be observed for client

protection, safety and infection control procedures." "You will have 10 minutes to complete the virgin relaxer section." "You will be informed when you have 5 minutes remaining." "Upon completion, you will step back until instructed to apply the relaxer retouch section." "You will have 10 minutes to complete the relaxer retouch section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back: *"You have 10 minutes to complete the relaxer retouch section. "You will be informed when you have 5 minutes remaining." "You may begin."*

Demonstration of Relaxer Retouch (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- Completely covers subsections with simulated product

National Cosmetology Practical Examination

Virgin Relaxer Application and Relaxer Retouch continued

The following will be read to each candidate: *(Individually)*

"Please demonstrate smoothing the relaxer retouch product."

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Basic Facial (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the basic facial section of this examination."

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

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English

- Sanitizes hands
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Demonstration of Facial

- Removes cleanser from container using infection control procedures and applies it to the entire face safely
- Removes cleanser from face without dragging or pulling skin
- Removes massage product from container using infection control procedures and applies it to entire face safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner/astringent safely

Safety and Infection Control

- Maintains hair drape throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

National Cosmetology Practical Examination

Manicure (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manicure section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the manicure section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." "Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers while maintaining continuous contact
- Cleanses massage product from each nail plate

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Sculptured Nail (20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Monomer (MMA), candidates are prohibited from using a liquid monomer containing MMA. NIC strongly recommends, due to the testing environment, those odorless sculptured nail products is used during the NIC practical examinations.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

National Cosmetology Practical Examination

Sculptured Nail (20 minutes)

Verbal Instructions:

"You will now perform one sculptured nail using an odorless product." "You will apply a sculptured nail to the index finger."

"You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." "Upon completion of the sculptured nail section of this examination, please turn the hand toward the examiner to indicate that you are finished." (1) "The instructions will be repeated." (2)"You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sets up implements that are visibly clean and sanitary
- Sanitizes finger
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

National Cosmetology Practical Examination

References

PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

Salon Fundamentals Cosmetology

December, 2013, 8th Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2012

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

NIC Health and Safety Standards

NIC, Inc., October 2002

www.nictesting.org

SUPPORTING REFERENCES

(formerly referred to as Optional References)

Salon Fundamentals Cosmetology

2011, 2nd Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2008

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2912

www.milady.cengage.com

National Cosmetology Practical Examination

NIC Health and Safety Standards Blood Spill Procedure

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN**

CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.

- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

Wet Disinfection Standard

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology, and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English. The NIC theory and state law examination is administered in English only.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. This Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Cosmetology Practical Questions

1. **Does the mannequin have to be brand new?**
 - Candidates should **not** bring a brand new mannequin. The mannequin should be prepped prior to the examination with color or a perm to provide texture to the hair. Candidates should leave the hair long enough so that 1 inch of hair can be removed throughout the haircut and still be long enough to complete all remaining areas of the examination.
2. **Why are pre-marked mannequins not allowed?**
 - NIC does not permit pre-marked mannequins because the mannequin heads have been pre-sectioned to indicate the sections by various colors and/or notches. Pre-marked mannequins are intended for teaching purposes but are not permitted during examinations.
3. **Can I drape my mannequin during the 10 minute set up time?**
 - Candidates are given 10 minutes to set up the general supplies and to perform client protection. Your mannequin should be considered one client throughout all services but candidates must maintain their work area in a safe and sanitary manner. It is helpful to use a towel under the drape instead of a neck strip because it will stay in place better. Candidates may use one cape (fabric or plastic) throughout the entire examination but, if the cape slides down it must be re-applied. Child size capes are recommended for mannequins.
4. **Why do I need two separate bags or receptacle?**
 - One bag or receptacle must be labeled "items to be disinfected" and a second bag or receptacle must be labeled "items to be discarded"
5. **Do I need to roll the iron from base to ends while clicking during the thermal curling section of the Cosmetology examination?**
 - The Cosmetology examination does not require feeding and guiding the hair but candidates must establish a base and form a complete curl.
6. **Does the haircut need to be at a 90 degree angle and do I start in the nape section?**
 - Candidates must demonstrate elevation. NIC does not evaluate the level of elevation but it must be layered and cannot be all one length. Candidates may start the haircut in any area of the head but, most candidates start with the razor in the nape section. NIC does not evaluate candidates sectioning of the head. The only tasks that are evaluated are listed in this Candidate Handbook.
7. **Do I need a guard on my razor?**
 - Guards are not required but you must handle your razor in a safe manner at all times.
8. **Can I go back over the nape section with the shears after I have finished with the razor?**
 - After cutting the entire nape section with the razor candidates may go back over the nape section with the shears.
9. **Can I sweep my hair after completing the haircut or do I have to wait for the examiner to instruct me?**
Do I need to bring a broom and dustpan for my practical examination?
 - The examiners will instruct candidates to clean up their hair after they have checked the haircut. PCS provides brooms and dustpans.

Frequently Asked Questions

10. Should I section the head for chemical waving?

- Candidates do not have to section the head as they are only evaluated on the center back section of the head from crown to nape.

11. Do I need to use a particular size rod for chemical waving?

- NIC does not require a specific rod size but candidates must demonstrate subsections that are the same size as the rod used and the hair must be long enough to wrap around the rod at least 1 ½ times.

12. Will the examiner tell me when to demonstrate saturation and a test curl?

- The examiners instruct each candidate to demonstrate saturation and a test curl. If a candidate finishes before the time has elapsed the candidate must wait for the examiner to instruct them. If a candidate is not finished before the time has elapsed the examiner will instruct them to stop the service, demonstrate saturation and a test curl before continuing to the next section of the exam.

13. Does the examiner expect to see an “S” formation when a test curl is demonstrated?

- The examiners do not expect to see an “S” formation because a simulated product is being applied for a very short period of time. Candidates should allow the hair to relax when demonstrating a test curl and should not push the hair.

14. What product should I use to demonstrate the Predisposition/Patch Test, Hair Lightening, Hair Coloring and Chemical Relaxing?

- Candidate should use something with color like cholesterol or conditioner, etc... We recommend **not** using a clear gel.

15. Can I use the same simulated product for Predisposition/Patch Test, Hair Lightening, Hair Coloring and Chemical Relaxing?

- Candidates may use one product with a label for Patch Test and Lightener over another label that states Hair Color and then a label for Chemical Relaxing. They can remove the labels as they move from section to section without having to have multiple products or containers.

16. Can I apply the protective cream for all sections at once?

- Candidates may apply the protective cream around the hairline for all 4 sections at once.

17. Why is NIC requiring a 2 inch hair color retouch and a 2 inch relaxer retouch?

- NIC requires a 2 inch retouch to allow plenty of coverage for the examiners to evaluate without having to invade the candidate's space.

18. Will the examiner tell me to demonstrate smoothing the relaxer product?

- The examiner instructs each candidate to demonstrate smoothing the relaxer retouch product.