

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

---

**CRE**  **ENTIAL**  
S E R V I C E S , I N C .



Vermont

**BOARD OF BARBERS and COSMETOLOGISTS**

Esthetician

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

#### IQT Exams

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

#### Vermont Board of Barbers and Cosmetologists

Division of Professional Regulation

##### *Regular Mailing Address*

Cannon Building, Suite 203  
861 Silver Lake Boulevard  
Dover, Vermont 19904

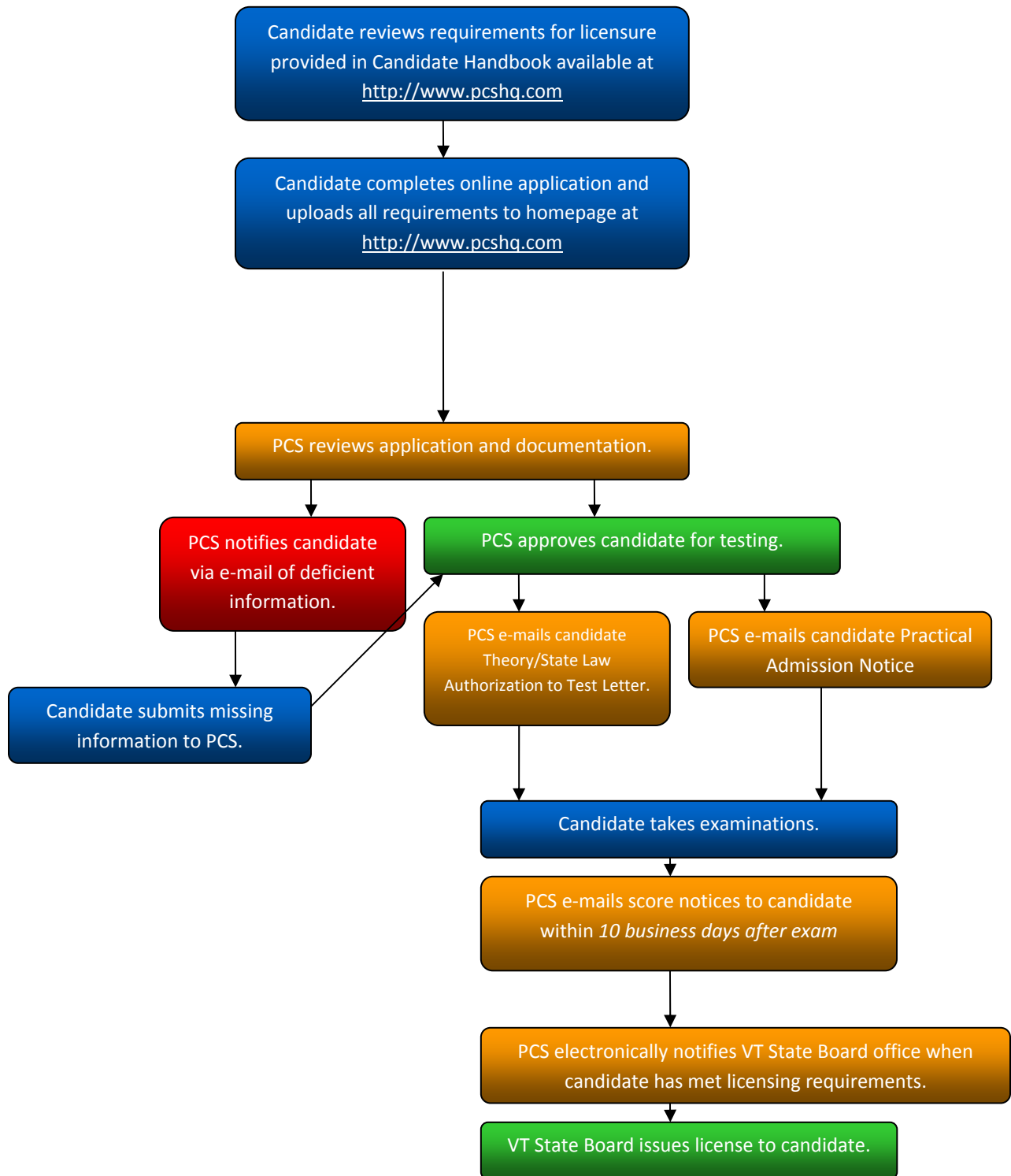
Telephone: (302) 744-4500

Fax: (302) 739-2711

Website:

<http://dpr.Vermont.gov/boards/cosmetology/index.shtml>

## 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 Esthetics Written Examination ..... 24

State Practical Examination Guidelines ..... 27

Practical Examination Supplies ..... 28

National Esthetics Practical Examination..... 29

Frequently Asked Questions ..... 36

## 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 Esthetician 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 an Esthetician 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 12<sup>th</sup> grade or equivalent.
3. Successfully complete a minimum of 600 classroom hours of continuous training for a complete course in Esthetics; or
4. Successfully complete a 24 month apprenticeship with a licensed Esthetician.
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
Esthetics Theory, Practical, & State Law	\$ 275.00	\$ 385.00
Esthetician Theory	-	\$ 155.00
Esthetician Practical	-	\$ 140.00
Esthetician 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](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 Esthetician 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/](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/](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.pcsq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Vermont**
5. Click **Esthetician**
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**



Type the text

Privacy & Terms






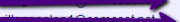


RECAPTCHA™ stop spam. read books.

## PCS Application

Once you have created your PCS account, you are then ready to complete the 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).

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

## PCS Candidate Homepage

### Logging into your Homepage

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

## Application Status

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

**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](#)**

<input type="checkbox"/>	<a href="#">Coordinator Review</a>
<input type="checkbox"/>	<a href="#">Official HS Transcript Required</a>
<input type="checkbox"/>	<a href="#">Professional Training Transcript Required</a>
<input type="checkbox"/>	<a href="#">2x2 Photo</a>
<input type="checkbox"/>	<a href="#">Final Review</a>

 [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](#)**

<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">Official HS Transcript Required</a>
<input checked="" type="checkbox"/>	<a href="#">Professional Training Transcript Required</a>
<input checked="" type="checkbox"/>	<a href="#">2x2 Photo</a>
<input checked="" type="checkbox"/>	<a href="#">Final Review</a>

## 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 <a href="#">REACTIVATE</a>
Vermont Esthetician State Law Score Loaded 11/04/2013 Test Date: 10/31/2013 Score: 79.00% PASS <a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>
Vermont Esthetician Theory Score Loaded 11/04/2013 Test Date: 10/31/2013 Score: 90.00% PASS <a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>

- 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 <a href="#">REPRINT</a> <a href="#">ISSUE REFUND</a>

## 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 Training Transcript). *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 receive 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](mailto: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 the theory, state law, and practical examination, 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](mailto: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 Esthetics Written Examination

## Scientific Concepts – 60%

### Sanitation and Infection Control

- ◇ Microbiology
  - Pathogenic & non-pathogenic bacteria
  - Viruses
  - Animal and plant parasites (e.g., lice, fungi)
- ◇ Levels of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Methods of infection control
- ◇ Safety procedures
  - OSHA bloodborne pathogen standards
  - Material Safety Data Sheets (MSDS)
  - Blood spill procedures

### Human Physiology and Anatomy

- ◇ Cells
  - Structure
  - Growth & reproduction
- ◇ Tissues
- ◇ Organs
- ◇ Systems and their functions
  - Skeletal
  - Muscular
  - Nervous
  - Vascular/circulatory

### Integumentary System and Skin Histology

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

- Absorption

### Disorders of the Sebaceous and Sudoriferous Glands

### Skin Conditions, Disorders, and Diseases

- ◇ Inflammation and rashes
- ◇ Pigmentation
- ◇ Skin growths and lesions

### Hair, Follicle, and its Growth Cycle

### Basic Chemistry

- ◇ Acidity/Alkalinity (pH)
- ◇ Organic and inorganic

### Skin Care Products

- ◇ Ingredients
- ◇ Composition

### Factors that Affect the Skin

- ◇ Intrinsic factors
- ◇ Extrinsic factors

## Esthetics Practices – 40%

### Skin Analysis and Implementation Procedures related to Consultation, Documentation, and Treatment

- ◇ Client consultation
- ◇ Draping
- ◇ Skin analysis
  - Skin types
  - Fitzpatrick Scale
- ◇ Treatment protocol and contraindications
- ◇ Documentation

### Product Application and Removal Procedures

### Cleansing Procedures



## National Esthetics Written Examination

### Esthetics Practices – 40%

#### Steaming Procedures

#### Exfoliation Procedures

- Chemical
- Physical

#### Extraction Procedures

#### Massage Manipulations and Their Effects

- ◇ Effleurage
- ◇ Petrissage
- ◇ Friction
- ◇ Tapotement
- ◇ Vibration
- ◇ Dr. Jacquet

#### Appropriate Use for Masks

#### Electricity and Use of Electrical Devices

#### Hair Removal Procedures

#### Color Theory and Makeup Application

#### General Knowledge of Specialized Services

- ◇ Face and body treatments (e.g., body wraps, aromatherapy, body scrubs, lymphatic drainage, reflexology, camouflage makeup, hydrotherapy)
- ◇ Terminology related to cosmetic procedures

### Sample Questions

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

1. What is the term for the scientific study of the skin?
  - a. Myology
  - b. Angiology
  - c. Physiology
  - d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
  - a. Disinfection
  - b. Sterilization
  - c. Ionization
  - d. Sanitation
3. Which of the following is also referred to as the basal layer?
  - a. Stratum granulosum
  - b. Stratum lucidum
  - c. Stratum germinativum
  - d. Stratum corneum
4. During the anagen phase of hair growth, the hair is
  - a. beginning to destroy itself.
  - b. actively growing.
  - c. shedding.
  - d. disconnecting from the papilla.
5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
  - a. Monthly
  - b. Annually
  - c. At the first treatment
  - d. At each treatment
6. Dilated capillaries that can be seen beneath the surface of the skin are known as
  - a. seborrhea.
  - b. keratoma.
  - c. telangectasia.
  - d. dehydrated.
7. Melanocytes that are more active will produce
  - a. lighter skin.
  - b. darker skin.
  - c. sebaceous skin.
  - d. dry skin.
8. In addition to softening sebum, another function of a facial steamer is to
  - a. oxygenate the skin.
  - b. moisturize the skin.
  - c. decrease circulation.
  - d. detoxify the skin.

### Answer Key

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

## National Esthetics Written Examination

### Esthetics References

The National Cosmetology examination is the national licensure examination for Esthetics, 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.

#### **Milady's Standard Fundamentals for Aestheticians 10th Ed., 2009**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Salon Fundamentals Aesthetics 2007, 2005, 2004, 2002**

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### **Milady's Standard Fundamentals for Aestheticians 9th Ed., 2004, 2003**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Modern Aesthetics, Gambino, 1992**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Milady's Standard Cosmetology, 2004**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Vermont Barber and Cosmetology Rules**

[www.sec.state.vt.us/professional-regulation/professions/barbers-cosmetologists/statutes-rules](http://www.sec.state.vt.us/professional-regulation/professions/barbers-cosmetologists/statutes-rules)

#### **NIC Health and Safety Standards**

NIC, Inc., October 2008  
[www.nictesting.org](http://www.nictesting.org)

## State Practical Examination Guidelines

The Vermont Board of Barbers and Cosmetologists requires you to be examined on the following services on the practical examination:

### Core Domain Services

- Set Up and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

### Mannequins

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

### Hair Removal of the Eyebrows

Simulated soft wax products such as honey or thick lotion are acceptable.

### 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)
- body drape
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

### Cleansing and Steaming the Face Supplies

- cleansing cream
- cloth towel(s)
- astringent or toner
- container or thermos of water

### Massaging the Face Supplies

- massage cream
- astringent or toner

### Manual Extraction on the Forehead Supplies

- eye protection
- gloves
- appropriate material
- astringent or toner

### Hair Removal of the Eyebrows Supplies

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product

### Facial Mask Supplies

- mask product
- astringent or toner
- moisturizer

### Facial Makeup Supplies

- hair drape/cover
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color

## National Esthetics 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 15 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.
- 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

If 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).

## National Aesthetics Practical Examination

### Setup and Client Protection (15 minutes)

#### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination." "You will also set up the cleansing and steaming supplies and perform proper draping." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin set up."*

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

##### Preparation

- 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
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

### Cleansing and Steaming the Face (15 minutes)

#### Verbal Instructions:

*"You will now perform the cleansing and steaming the face section of this examination." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."*

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

##### Preparation

- Removes cleanser from container using infection control procedures

## National Aesthetics Practical Examination

#### Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

#### Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

#### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Massaging the Face (10 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the massaging the face 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 massaging the face section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will be given 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."*

## Massaging the Face continued

Candidates will be evaluated on the following tasks:

### Preparation

- Removes massage product from container using infection control procedures

### Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## Manual Extraction on the Forehead

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead 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 a manual extraction on the forehead." "Do not demonstrate the manual extraction until instructed."*

## National Aesthetics Practical Examination

*"You will be instructed individually once you have completed preparation." "You will be observed for client protection, safety and infection control procedures." (1) "The instructions will be repeated." (2) "You may begin preparation."*

Candidates will be evaluated on the following tasks:

### Preparation

- Applies eye protection to client safely
- Wears gloves

### Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

*"Please demonstrate a manual extraction procedure on the forehead."*

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## Hair Removal of the Eyebrows

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows 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."*

## Hair Removal of the Eyebrows continued

### Verbal Instructions:

*You will now perform the hair removal of the eyebrows section of this examination.* “You will be instructed individually to demonstrate the tweezing and soft wax procedure.” “Do not demonstrate hair removal until instructed.” “You will be observed for client protection, safety and infection control procedures.” (1) “The instructions will be repeated.” (2) “You may begin preparation.”

**Tweezing Section:** Candidates will be evaluated on the following tasks for tweezing:

### Preparation

- Wears gloves
- Uses disinfected or disposable implements

### Demonstration of Tweezing

**Examiners will read the following to each candidate:**

*“Please demonstrate the tweezing procedure.”*

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

**Soft Waxing Section:** Candidates will be evaluated on the following tasks for waxing:

### Preparation

- Wears gloves
- Uses disinfected or disposable implements

### Demonstration of Soft Waxing

**Examiners will read the following to each candidate:**

*“Please demonstrate the soft wax procedure.”*

## National Aesthetics Practical Examination

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## Facial Mask (10 minutes)

### Verbal Instructions for Set Up:

*“You have 2 minutes to remove the supplies from your kit for the application of the facial mask 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 facial mask section of this examination.” “You will be observed for client protection, safety and infection control procedures.” “You will be given 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.”*



## Facial Mask (10 minutes)

Candidates will be evaluated on the following tasks:

### Preparation

- Removes mask product from container using infection control procedures

### Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## Facial Makeup (20 minutes)

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the facial makeup 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 facial makeup section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to perform 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

- Protects shoulders with protective covering
- Secures hair off face

### Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

### Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- 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 Aesthetician Practical Examination

### Aesthetician References

#### **Milady's Standard Fundamentals for Aestheticians 10th Ed., 2009**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Salon Fundamentals Aesthetics 2007, 2005, 2004, 2002**

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### **Milady's Standard Fundamentals for Aestheticians 9th Ed., 2004, 2003**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Modern Aesthetics, Gambino**

1992  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Milady's Standard Cosmetology, 2004**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **NIC Health and Safety Standards**

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

## National Aesthetician 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. The 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 Esthetics Practical Questions

- 1. Can I use a mannequin for the Esthetics practical examination?**
  - All services in the Esthetics must be performed on a mannequin.
- 2. Do I need to cover the eyes when applying products or spray toner?**
  - You should use a spray toner or astringent they should cover the eyes for protection. Product should not enter the eyes, nose or mouth.
- 3. Am I required to wear eye protection during the manual extraction on the forehead?**
  - Eye protection is to be applied to the mannequin only.
- 4. How should I bring the towels for the steaming section of the examination?**
  - You can bring towels in a container and pour water from a thermos or you can bring towels that are pre-saturated but they must demonstrate wringing the towels.
- 5. Do I need to test the temperature of the steam towel? Will the examiner evaluate the temperature of the steam towel?**
  - You must test the temperature of the steam towel on the wrist prior to applying. The examiners will not evaluate the temperature of the towels.
- 6. Does my mannequin need to have a blemish for the manual extraction?**
  - Your mannequin does not have to have a blemish; the examiners will evaluate the procedure according to NIC.