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COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Effective January 1, 2020: NIC now requires ALL candidates who sit for any NIC practical examination to use only viricidal, bactericidal and fungicidal disinfecting WIPES. Spray disinfectant is no longer allowed in the testing rooms and will be confiscated. Candidates may remove wipes from a larger container and place in a closable plastic bag, copy and apply to the outside of the bag the appropriate manufacturers label and utilize in the examination with no issues. This change is in effect now.

COSMETOLOGY EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides information about the examination and application process for becoming licensed as cosmetologists in the State of Virginia. The Department of Professional and Occupational Regulation (Department) has contracted with PSI LLC (PSI) to conduct its examinations.

STATE LICENSURE REQUIREMENTS

In order to receive a Cosmetology license in the Commonwealth of Virginia, you must pass both a NIC Theory and Practical examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

1. Completion of an approved cosmetology training program in a Virginia licensed cosmetology school or a Virginia public school cosmetology program approved by the Virginia Department of Education. **Required Documentation: Completed Training and Experience Verification Form, which you can download from PSI's website, complete as directed and upload to your PSI account.**
2. Successful completion of 1500 hours of cosmetology training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PSI account your diploma, official school transcript or written verification from the Licensing Board in the State where the 1500 hours were received, any of which should indicate that you successfully completed 1500 hours of instruction.**
3. Completion of a substantially equivalent cosmetology course (consisting of less than 1500 hours of training) and six months of cosmetology work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PSI account your certificate, diploma or other documentation verifying successful completion of the cosmetology course AND a completed Training and Experience Verification Form,**
<http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/BarberCosmo/A450-1213TREXP.pdf>.
4. Completion of the Virginia apprenticeship program in cosmetology. **Required Documentation: A completed Department of Labor and Industry Form available from your apprenticeship representative. The form may be uploaded to your PSI account if it is in color, to depict the red stamp. Copies will not be accepted.**
5. Virginia licensed master barber with two years of work experience. **Required Info: Please be prepared to enter your VA Master Barber License # and Expiration Date on your Examination and License application. Required Documentation: Completed Training and Experience Verification Form, which you can download from PSI's website, complete as directed and upload to your PSI account.**
6. Virginia licensed master barber or master barber student (with less than two years of work experience) enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school. **Required Info: Please be prepared to enter your VA Master Barber License # and Expiration Date on your Examination and License application. Required Documentation: Completed Training and Experience Verification Form, which you can download from PSI's website, complete as directed and upload to your PSI account.**
7. Cosmetology training obtained in any Virginia State Institution. **Required Documentation: Upload a completed Training and Experience Verification Form to your PSI account, which you can download from PSI's website and complete as directed.**
8. Two years of cosmetology experience in the United States Armed Forces. **Required Documentation: Upload a completed Training and Experience Verification Form to your PSI account, which you can download from PSI's website and complete as directed.**
9. Applying to take the Cosmetology Instructor examination. **Required Info: Please be prepared to enter your VA Cosmetology License # and Expiration Date on your Examination and License application.**
10. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation: PSI will obtain Verification from the Virginia Board for Barbers and Cosmetology.**
11. Endorsement applicant required to complete the Virginia Examination. **Required Documentation: PSI will obtain Verification from the Virginia Board of Barbers and Cosmetology.**

TEMPORARY PERMITS

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete your application with the required sponsorship information and signatures in place. Once your application has been reviewed and approved, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. You can expect the temporary permit to be issued approximately five days following approval to take the exam. Temporary Permits are issued only once and are valid for 45 days following the date of your initial examination.

CRIMINAL CONVICTIONS

Any Candidate who has a conviction must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Convictions adjudicated as a minor in the juvenile court system do not need to be reported on the application.

Individuals with criminal convictions are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form (which you can download from the forms section on PSI's website). The report must include all pages (including the cover sheet) and contain a red stamp. The report may be uploaded to your PSI account if it is in color, to depict the red stamp.

EXPIRED LICENSE

How to Reinstate an Expired License

1. If your license has been expired for less than two years, contact the Board at (804) 367-8509.
2. If your license has been expired for more than two years, apply directly with PSI and follow the prompts. You will be required to take both the current theory and practical examinations again.

ENDORSEMENT LICENSE REQUIREMENTS

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509.

EXAMINATION ELIGIBILITY REQUIREMENTS

Become eligible to take the examination:

Complete the *Licensure by Examination Application* online at vacos.useclarus.com. NOTE: The on-line system allows for the uploading of documents such as the Training and Experience Verification Form, proof of identification, and any supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card.

If you are unable to submit your application online, you may mail the completed application, including all required documents to:

PSI/Virginia Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034
www.psiexams.com
vacos@psionline.com
va.cos.brighttrac.com
(855) 229-9302

- Within 5 calendar days of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the examination.
- You must pass both a NIC Theory and Practical (if applicable) examination within one year of the initial examination date.
- If you fail the examination, you may retest an unlimited number of times during the one (1) year eligibility period.
- Applications are valid for one (1) year and you must submit a new application and fee if you have failed to pass both portions of the examination. You will need to retake the entire examination including any previously passed parts.

NOTE: All fees are **non-refundable** and **non-transferable**.

FIRST TIME CANDIDATES

Application Requirements

As a part of the application, the following items must be uploaded to your account with PSI:

- A current 2" x 2" passport color photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
- Any required documents that coincide with your method of applying for Licensure (i.e. Virginia education requires Training and Experience and Verification form).
- Criminal history (if applicable).
- A copy of Social Security Card or VA DMV Photo ID (Driver's License). Please upload the document that matches what you provided on the DPOR application.
- Examination Agreement Form: Please select a practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's Forms section online.



If you are not approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PSI and your application will be pending until you make the necessary and requested corrections.

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 uploaded to your PSI account.

EXAMINATION SCHEDULING PROCEDURES

Once you are approved by the Department, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination.

EXAMINATION FEES

Practical Examination	\$86
Theory Examination	\$86
Practical Examination (Retake)	\$86
Theory Examination (Retake)	\$86

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient test scheduling process, it is recommended that candidates register for the exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Candidates will need to Log onto PSI's website and create an account. Email address and first and last name are required. The information provided must match exactly with the information PSI has on file. For candidates that may have registered before, **check the box next to "Check here to attempt to locate existing records for you in the system"**.
- Candidates will be asked to select the examination and enter their PSI ID# which is included in the authorization to test email that is sent by PSI once the application is determined to be complete. The record will be found and the candidate will now be ready to pay for and schedule the exam. Candidates will enter their zip code and a list of the testing sites closest to the zip code entered will appear. The candidate will select the desired test site and available dates will appear. For issues with scheduling contact PSI at (833) 310-6427 for help.

TELEPHONE (833-310-6427)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (833) 310-6427.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting results. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at ((833) 310-6427.



MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. Further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and reasonable accommodations may be made in meeting a candidate's testing needs. Candidates with disabilities or those who require reasonable and appropriate testing accommodations are not guaranteed improved performance or test completion.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

If you are requesting the following, please select Other.

- ESL Accommodation (If English is not your primary language and you are taking the English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
 - A personal letter requesting the authorization; and
 - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 310-6427. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

THEORY EXAMINATION SITE LOCATIONS

Following are the examination centers where you may take the Virginia licensing examinations. Virginia candidates can only test at the examination centers listed below. They are not allowed to test out-of-state.

ALEXANDRIA AREA

**205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304**

The Brainseed Testing Center is located at 205 S. Whiting Street, Suite 608 (6th floor), Alexandria, VA 22304. The Center is located within The Landmark Building and is easily accessible from I-395. From the North or South, take Exit #3A (Duke/Landmark). Take a right on S. Walker, right on Stevenson Avenue and a left on to S. Whiting Street. Free parking is available above ground and in the underground parking garage.

From the East, take the Capital Beltway (I-95 South) to I-395 North. Take a right on S. Walker, right on Steven Avenue and a left on to S. Whiting Street. Free parking is available above ground and in the underground parking garage. Call 703-825-3036 if location assistance is needed.



CHARLOTTESVILLE

2114 Angus Road, Suite #105-B

Charlottesville, VA 22901

If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

FREDERICKSBURG AREA

2217 Princess Anne Street, Suite 105-11

Fredericksburg, VA 22401

From Richmond: 95S exit 130A, SR-3E 1.5 miles, turn right on US-1N. Go 1.7 miles, turn right on Princess Anne St., go 0.3 miles. Turn left into General Washington Executive Center across from Carl's Ice Cream. From Washington DC: 95S exit 133A toward Falmouth. Go approximately 2 miles, turn right on Route 1S. Go over bridge and turn left on Princess Anne St., go 0.3 miles. Turn left into General Washington Executive Center, across from Carl's Ice Cream.

HARRISONBURG AREA

2322 Blue Stone Hills Drive, Suite 280

Harrisonburg, VA 22801

Chestnut Ridge Road and then take the first right on to Blue Stone Hills Drive. The Center is the second building on the right.

HERNDON AREA

205 Van Buren St., Ste 140

Herndon, VA 20170

Start on Saarinen Cir toward Dulles Access Rd. Merge onto VA-267 E/Dulles Access Toll Rd toward Herndon/Chantilly/Fairfax Co Pkwy. Take exit, EXIT 10, toward Herndon/Chantilly. Turn left onto VA-228/Centreville Rd. Continue to follow VA-228. Turn right onto Herndon Pkwy. Turn right onto Van Buren St.

NORFOLK AREA

861 Glenrock Rd., Ste 105

Norfolk, VA 23502

Take Ramp onto US-13 (North Military Hwy)-0.6 miles and then Turn RIGHT (East) onto Poplar Hall Dr-0.5 miles, then turn left (North) onto Glenrock Rd-(drive approx. 1/2 block)-0.1 miles. Arrive-Circle East Building on left at Mall (Parking) Entrance. When you come into the lobby, take the first hallway to the right, first door on the right.

RICHMOND

Moorefield VI Building

620 Moorefield Park Drive, Suite 205

Richmond, VA 23236

From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippendale Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.

ROANOKE AREA

5115 Bernard Dr, Suite 104

Roanoke, VA 24018

From VA-419 - Head southeast on VA-419 towards Springwood Park Dr. Turn right onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.

From US-220 S - Take ramp right for US-220BR/VA-419 North toward Salem. Turn right onto VA-419N/Electric Road. Bear left onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.

VIENNA AREA

1919 Gallows Rd, Suite 360

Vienna, VA 22182

From I-495 S - Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.

Surface and garage parking is available on site. The first hour is free. It is \$4 for 1-2 hours and \$6 for anything above that. Parking will be validated. Please give yourself extra time to park when arriving to take your exam.



VIRGINIA BEACH

484 Viking Dr, Suite 105

Virginia Beach, VA 23452

From I-264E - take exit 19A for Lynnhaven Pkwy S. Merge onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.

From VA-615/Princess Anne Rd going north - turn left onto Seaboard Plaza. In about 2.5 miles turn left onto VA-149/Princess Anne Rd. In 1 mile, turn right onto VA-410/Holland Rd. In about 4 miles, turn right onto VA-414N/Lynnhaven Pkwy. In roughly 2.5 miles, turn left onto Viking Dr. The office is in the second building on the right.

Suite 105 is located on the first floor. For easiest access, park on the left side of the lot. If you enter on the south side entrance (this would be the entrance on the left side of the building when looking straight at the building), the PSI test center will be the first door on your left once you walk in.

PRACTICAL EXAMINATION SITE LOCATIONS

CHESAPEAKE

Hampton Inn & Suites

1421 North Battlefield Blvd

Chesapeake, VA 23320

Follow I-95 S and I-64 E to Chesapeake. Take exit 290A-290B from I-64 E. Merge onto N Battlefield Blvd. Make a U-turn at Volvo Pkwy. Turn right onto Coastal Way, then turn left.

SPRINGFIELD

Comfort Inn

6560 Loisdale Court

Springfield, VA 22150

Head south on VA-617 S / Amherst Ave toward Cumberland Ave. Turn left onto VA-789 / Commerce St. Keep straight onto Loisdale Rd.

RICHMOND

DoubleTree

by Hilton Richmond Airport

445 International Center Drive

Sandston, VA 23150

LYNCHBURG

Hampton Inn & Suites

3600 Liberty Mountain Dr

Lynchburg, VA 24502

Follow US-29 S toward Danville. Turn left onto Liberty Mountain Dr.

ROANOKE

Holiday Inn

4468 Starkey Road

Roanoke, VA 24018

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of VALID (not expired) identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph OR a CURRENT public high school ID which has your photograph, name and be for the current school year. If you have graduated from high school, your ID is only valid until September 1 of that year. The second ID must have your signature and preprinted legal name. All identification provided must match the legal name that you registered under to take the examination. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.



SECURITY PROCEDURES

The following security procedures apply during examinations:

- Word-for-word translation dictionaries are not allowed.
- Calculators are not allowed.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE THEORY EXAMINATION (COMPUTER BASED)

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.



TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.



The screenshot shows a test interface. At the top, there is a function bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" followed by a text input field. Below the input field, it says "(Choose from the following options)" and lists four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

While taking the theory examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link of the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Examination results for both theory and practical are provided to you immediately following completion of the examination. The minimum score required to pass both the theory and practical examination is 75. When you complete the examination, you will receive a score report indicating “FAIL” or “PASS”.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after completing the examination by emailing scorereport@psionline.com or by calling (833) 310-6427.

PREPARATION TIPS FOR THE THEORY EXAMINATION

The following suggestions will help you prepare for the examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as your starting point.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIALS

PRACTICAL EXAMINATION DRESS CODE

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

THEORY EXAMINATION

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

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

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations: <http://www.dpor.virginia.gov/Boards/BarberCosmo/>. Click on the “Laws and Regulations” tab. Following is the correct regulation for each profession.

- Cosmetology, Barber, Nail Tech, Wax Tech - 18 VAC 41-20
- Esthetician, Master Esthetician - 18 VAC 41-70
- Tattooer, Permanent Cosmetic Tattooer (PCT), Master PCT - 18 VAC 41-50
- Body Piercing - 18 VAC 41-60

Please note that the Virginia State Law questions are only provided in English.

NIC EXAMINATION CONTENT OUTLINES

Please see the following NIC Content Outline pages with details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.



NATIONAL COSMETOLOGY
THEORY EXAMINATION
CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Cosmetology Theory Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Cosmetology Theory Examination is 90 minutes.

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

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

**COSMETOLOGY THEORY EXAMINATION
CONTENT OUTLINE**

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

DOMAIN 1: SCIENTIFIC CONCEPTS (35%)

1A Scientific Concepts - Infection Control and Safety Practices

1. Identify cause/transmission of diseases and infections
2. Identify the purpose and differentiate among the categories of infection control
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization
3. Recognize how cross-contamination occurs and how it can be prevented (e.g., single use and multi-use items)
4. Apply blood exposure procedures
5. Identify requirements of government agencies
 - a. OSHA
 - b. EPA

1B Scientific Concepts - Human Anatomy and Physiology

1. Identify structure and functions of the:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
2. Recognize signs and symptoms of conditions, disorders, and diseases related to:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
3. Identify muscles and joints and their functions related to:
 - a. Head and face
 - b. Arms and hands
 - c. Legs and feet
4. Identify functions of:
 - a. Nervous system
 - b. Circulatory system

1C Scientific Concepts - Basic Chemistry used in Cosmetology

1. Recognize purpose and effects of ingredients
2. Recognize interactions between chemicals
4. Recognize chemical reactions (e.g., overexposure, chemical burn)
5. Recognize the values of the pH scale

DOMAIN 2: HAIR CARE AND SERVICES (45%)

2A Hair Care and Services - Client Consultation, Analysis and Documentation

1. Evaluate condition of client's hair and scalp
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Utilize preliminary tests (e.g., predisposition and strand tests)
4. Recommend services or products based on client needs
5. Establish/Maintain client records (e.g., service history, client card, medical history)

2B Hair Care and Services - Tools used in Hair Care Services

1. Identify purpose, function, and infection control procedures of items
 - a. Equipment (e.g., chair, workstation)
 - b. Implements (e.g., razors, shears, combs/brushes)
 - c. Supplies and materials (e.g., towels, drapes, neck strips)
 - d. Electrical tools (e.g. irons, blow dryers, clippers)
2. Demonstrate safe practices
 - a. Tools/Implements
 - b. Ergonomics

2C Hair Care and Services - Hair Care Principles and Procedures

1. Demonstrate shampooing and conditioning
2. Demonstrate scalp treatments and scalp massage
3. Demonstrate draping (e.g. chemical, shampoo, cutting, styling)
4. Recognize differences in Hair Care principles and procedures based on various hair types and textures

2D Hair Care and Services - Hair Design Principles and Procedures

1. Demonstrate hair cutting and shaping
2. Demonstrate hair styling:
 - a. Wet styling
 - b. Thermal styling
 - c. Natural hair styling (e.g., braiding)
3. Apply, maintain, and remove hair enhancements:
 - a. Wigs and hairpieces
 - b. Hair additions (i.e., taping, bonding, fusion, linking)
4. Apply principles of balance and design (e.g. facial shape, physical structure)
5. Recognize differences in Hair Design principles and procedures based on various hair types and textures

2E Hair Care and Services - Chemical Services Principles and Procedures

1. Perform hair color services (e.g., virgin, retouch, lightening, foiling, balayage, color formulation, color correction)
2. Perform chemical hair relaxer/restructurizer and curl reduction (e.g., hydroxide, thio, keratin) service
3. Perform chemical waving/texturizing (e.g., alkaline, acid, non-thio) services
4. Understand the chemical products used for the various hair texture types

DOMAIN 3: SKIN CARE AND SERVICES (10%)

3A Skin Care and Services - Client Consultation, Analysis, and Documentation

1. Evaluate the client's skin:
 - a. Skin type
 - b. Skin condition
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Recommend services or products based on client needs
4. Establish/Maintain client records (e.g., service history, client card, medical history)

3B Skin Care and Services - Tools used for Skin Care Services

1. Identify purpose, function, and infection control procedures of items:
 - a. Equipment (e.g., chair, steamer)
 - b. Implements (e.g., tweezers, brushes, extractors)
 - c. Supplies, products, and materials (e.g., creams, masks, towels, wax, head coverings)
2. Demonstrate safe practices
 - a. Tools/implements
 - b. Ergonomics

3C Skin Care and Services - Skin Care Principles and Procedures

1. Apply knowledge of a basic facial
2. Apply knowledge of hair removal
3. Apply knowledge of makeup application
4. Apply knowledge of electrical equipment

DOMAIN 4: NAIL CARE AND SERVICES (10%)

4A Nail Care and Services - Client Consultation, Analysis and Documentation

1. Evaluate condition of client's nails
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Recommend services or products based on client needs
4. Establish/Maintain client records (e.g., service history, client card, medical history)

4B Nail Care and Services - Tools used in Nail Care Services

1. Identify purpose, function, and infection control procedures of items:
 - a. Equipment (e.g., workstation, pedicure basin)
 - b. Implements (e.g., nippers, file)
 - c. Supplies, products, and materials (e.g., towels, creams, polish)
2. Demonstrate safe practices
 - a. Tools/implements
 - b. Ergonomics

4C Nail Care and Services - Nail Service Principles and Procedures

1. Apply knowledge of a basic manicure and pedicure
2. Apply, maintain, and remove nail enhancements

**COSMETOLOGY THEORY EXAMINATION
SAMPLE QUESTIONS**

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

1. Which of the following will reinforce and reconstruct the hair shaft?
 - (A) Scalp treatment
 - (B) Balancing shampoo
 - (C) Hair brushing
 - (D) Protein conditioner
2. When damaged, which of the following will cause the hair growth to be inhibited?
 - (A) Papilla
 - (B) Shaft
 - (C) Cuticle
 - (D) Arrector pili
3. A condition caused by an infestation of head lice is
 - (A) tinea barbae.
 - (B) scabies.
 - (C) pediculus capitalis.
 - (D) tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?
 - (A) Cleaning
 - (B) Disinfection
 - (C) Sterilization
 - (D) Decontamination
5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
 - (A) Coarse file
 - (B) Metal file
 - (C) Nail brush
 - (D) Nail buffer
6. What is another name for the dermis layer of the skin?
 - (A) Spiny layer
 - (B) Horny layer
 - (C) True skin
 - (D) Basal cell

7. The massage movement intended to soothe muscles is
(A) petrissage.
(B) tapotement.
(C) friction.
(D) effleurage.
8. What product can be used to equalize the porosity of the hair?
(A) Shampoo
(B) Fillers
(C) Lightener
(D) Developer

KEY: 1: D, 2: A, 3: C, 4: A, 5: D, 6: C, 7: D, 8: B

To take the NIC Cosmetology Online Practice Exam (English Only) [CLICK HERE](#) or go to:
<https://www.iqtesting.com/registrationv2008/quickregister.aspx> (\$39.00 fee applies)

For assistance, please call IQT at 1-866-773-1114.



**NATIONAL COSMETOLOGY
PRACTICAL EXAMINATION**

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing. _

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

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology core services and additional sections.

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

- ***Important Instructions and Examination Core Domain Content***– This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- ***Additional Services*** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- ***References*** – This is a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed, except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.**
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere

NIC National Cosmetology Practical Examination

to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions, the proctors are **NOT** allowed to communicate with candidates.
- Examiners are **NOT** allowed to speak with candidates.
- Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the front of the room (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the front of the room (in the case of nail services) **IMMEDIATELY**.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

Failure to do so may result in your dismissal from the examination.

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are **NOT** allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be **NO** handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE**

NIC National Cosmetology Practical Examination

TESTING ENVIRONMENT. Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.

- Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
- Aerosols are **NOT** allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

NIC MODEL OR MANNEQUIN REQUIREMENTS

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

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are **NOT** allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

SPECIAL ATTENTION

The following information is vital and specific to the
NIC National Cosmetology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are **required** to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “**To be disinfected**”
 - Container labeled “**Soiled linens**”
 - Container labeled “**Trash**”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are **NOT** allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- **In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.**

**COSMETOLOGY PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes)
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (35 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer (No Base) Application with Colored Simulated Product** (15 minutes)
10. **Blood Exposure Procedure** (10 minutes)
+ **ADDITIONAL SECTION** +
14. Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)

NIC National Cosmetology Practical Examination

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(Eff. 7/1/2022)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your work area for your client.”

“You will set up the universal supplies you will use throughout the examination at this time.”

“You will also set up the supplies for the following sections of the examination at this time:

Thermal Curling,

Haircutting.”

Additional verbal instruction specific to state guidelines

“Plug your curling iron in at this time.” (Read only if hot iron is used)

“You will prepare your client for services.”

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

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

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

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

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 1.2 Sanitizes hands with product with manufacturer’s label in English**
- 1.3 Sets up supplies for Client 1**
- 1.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. THERMAL CURLING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Thermal Curling.”

“You will form four curls on the top of the head.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Thermal curling supplies and implements are visibly clean
- 2.2 Tests temperature of iron
- 2.3 Subsections hair for thermal curling
- 2.4 Demonstrates safe use of iron
- 2.5 Final appearance of four curls
- 2.6 Maintains thermal draping throughout section
- 2.7 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

3. HAIRCUTTING (35 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Haircut.”

“You will complete a basic layered haircut using razor and shears.”

“You will cut at least 1 inch of hair throughout the haircut.”

“Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.”

“You will have 35 minutes to complete this section.”

“You will be informed when you have 18 minutes remaining.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Haircutting supplies and implements are visibly clean

3.2 Subsections hair for Haircutting

3.3 Demonstrates safe use of razor

3.4 Demonstrates safe use of shears

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Examiner – Verbal Instructions: Read to each candidate individually:

“May I please use your comb to check the haircut?”

3.5 Final appearance of haircut

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”

3.6 Removes hair from work area

3.7 Maintains drape throughout section

3.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

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Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:
“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read when all examiners have indicated they have completed their assessment
“Examiners please rotate at this time.”

4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

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

“You will set up the universal supplies for the remainder of the examination at this time.”

“You will also set up the supplies for the following sections of the examination at this time:

Chemical Waving,

Predisposition Test and Strand Test,

Highlighting with Foil, Virgin Application,

Hair Color Retouch,

Virgin Hair Relaxer Application.”

Additional verbal instruction specific to state guidelines

“Plug your wax pot in at this time.” (Review your state examination guidelines)

“You will prepare your client for chemical services.”

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

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

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 4.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 4.2 Sanitizes hands with product with manufacturer’s label in English**
- 4.3 Sets up supplies for Client 2 labeled in English**
- 4.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

5. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Chemical Waving.”

“You will wrap the entire center back section of the head, from crown to nape.”

“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

5.1 Chemical waving supplies are labeled in English and implements are visibly clean

5.2 Subsections hair for chemical waving

5.3 Wraps hair

5.4 Correct rod and band placement used throughout entire section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate saturation on the first three rods.”

5.5 Demonstrates saturation on the first three rods

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

5.6 Demonstrates a test curl

Examiner – Verbal Instructions: Read to candidate individually once the test curl has been examined:

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

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:

“All examiners have indicated they are ready to proceed.”

“You will remove all rods from the head and create 5 sections for the remaining chemical services.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

5.7 Maintains chemical drape throughout section

5.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform the Predisposition Test and Strand Test for permanent hair color.”

“You will demonstrate the predisposition test behind the ear.”

“You will demonstrate the strand test process on any single subsection of hair.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 6.1 Predisposition test and strand test products are labeled in English and implements are visibly clean**
- 6.2 Demonstrates predisposition test behind the ear**
- 6.3 Demonstrates strand test process**
- 6.4 Maintains chemical drape throughout section**
- 6.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Highlighting with Foil, Virgin Application.”

“You will place four foils on the top of the head from the front hairline to the apex.”

“You will apply simulated highlighting product from upper edge of foils to hair ends.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

7.1 Highlighting supplies are labeled in English and implements are visibly clean

7.2 Subsections hair for highlighting with foils

7.3 Demonstrates foil placement

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

7.4 Final result of simulated product application

7.5 Maintains chemical drape throughout section

7.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

Examiner – Verbal Instructions: Read to candidate individually once the final appearance of the foil has been examined:

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Hair Color Retouch Application.”

“The client has 1 inch of regrowth.”

“You will apply simulated hair color product to one section of the back of the head.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 8.1 Hair color retouch supplies are labeled in English and implements are visibly clean**
- 8.2 Subsections hair for hair color retouch**
- 8.3 Applies simulated hair color product**
- 8.4 Final result of hair color retouch application**
- 8.5 Maintains chemical drape throughout section**
- 8.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Virgin Hair Relaxer (No Base) Application.”

“You will apply simulated relaxer product on one back quadrant/section of hair.”

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 9.1 Virgin hair relaxer supplies are labeled in English and implements are visibly clean**
- 9.2 Prepares for relaxer application**
- 9.3 Applies and smooths simulated relaxer product**
- 9.4 Maintains chemical drape throughout section**
- 9.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

10. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the Blood Exposure Procedure.”

“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. The injury has not yet contaminated your work area or the client. You are expected to demonstrate the proper procedure for a blood exposure.”

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

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

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

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 10.1 Blood exposure supplies are labeled in English**
- 10.2 Removes materials from first aid kit**
- 10.3 Supplies and materials are visibly clean**
- 10.4 Cleans injured area with antiseptic**
- 10.5 Covers with dressing that is absorbent and secured**
- 10.6 Candidate wears glove or finger guard**
- 10.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CANDIDATE CLEANUP AND FINAL SUMMARY

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

“All examiners have indicated they have completed their assessment.”

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

“This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.”

“Thank you for your participation”

NIC National Cosmetology Practical Examination
SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

SUGGESTED SUPPLIES

- brushes and bowls or bottle applicators
- candidate supply kit to serve as dry storage area (must be closeable)
- chemical wave rods
- cloth towels
- combs
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cotton
- end papers
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- first aid kit
- foils
- gloves
- hair brushes
- hair clips and/or clamps
- hair color-colored simulated products
- hair relaxer-colored simulated product
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- mannequin heads and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- material for testing temperature of iron
- neck strips
- paper towels
- protective capes (child size capes may be used)
- protective cream
- razor
- shears
- simulated waving lotion (water)
- skin cleanser
- spatulas
- spray bottle with water
- thermal curling iron with cord unbound and/or unaltered

14. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

+ *ADDITIONAL SECTION* +

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination.”

“Please do not begin to demonstrate the procedure at this time.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your client for services.”

“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”

“You will select one eyebrow to demonstrate the procedures.”

“This is an untimed section.”

“Do not begin to demonstrate the procedures until instructed individually by the examiner to begin.”

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

Candidates will be evaluated on the following tasks:

14.1 Hair removal of the eyebrow supplies are labeled in English

14.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal using simulated soft wax on one eyebrow.”

14.3 Prepares for simulated soft wax procedure

14.4 Demonstrates simulated soft wax application

14.5 Demonstrates simulated soft wax removal

Examiner – Verbal Instructions: Read to each candidate individually:

“Please tweeze three hairs from the same eyebrow and conclude the service.”

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- 14.6 Demonstrates tweezing procedure
- 14.7 Maintains drape throughout section
- 14.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present
- Original manufacturers’ labels MUST have English and may be multi-language
- All other created labels must be only English

HAIR REMOVAL OF THE EYEBROWS BY TWEEZING USING SIMULATED SOFT WAX SUPPLIES

- antiseptic
- hair band or drape
- post-epilation product
- simulated soft wax product
- tweezers
- wax applicators
- wax strips

BLOOD EXPOSURE PROCEDURE FOR EXAM PURPOSES

A. For Injury on the Candidate:

1. Stop the service
2. Sanitize hand or puts on glove (over minor cut)
3. Remove supplies from the First Aid Kit
4. Remove gloves and dispose
5. Wipe minor cut with antiseptic
6. Apply adhesive bandage
7. Place all single use items in trash
8. Apply finger guard or glove
9. Return to service

B. For Injury on the Client:

1. Stop the service
2. Sanitize hands or puts on gloves
3. Remove supplies from First Aid Kit
4. Wipe minor cut with antiseptic
5. Apply adhesive bandage
6. Place all single use items in trash
7. Return to service

Effective date July 1, 2020



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©2018 Pivot Point International, Inc.

1st Edition, 1st Printing, March 2018

ISBN 978-1-940593-96-8

Pivot Point International, Inc.

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847-886-0500, Ext. 7399

Milady Standard Barbering

2017, 6th Edition

ISBN: 9781305100558

Contact:

Info@Milady.com

www.Milady.com

BODY PIERCING

REFERENCES

APP Procedure Manual

2013 Edition

Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

The Piercing Bible

March 2009

Elayne Angel

<http://piercingbible.com/>

Milady Standard Esthetics Fundamentals + Foundations

2020, 12th Edition

ISBN: 9780357263792

Contact:

Info@Milady.com

www.Milady.com

COSMETOLOGY & HAIR DESIGN

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2014

Pottsville, PA 17901



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ISBN 978-1-940593-56-2

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847-886-0500, Ext. 7399

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

2016

Melior, Inc.

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

877-224-0435

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2016, 13th Edition

ISBN: 9781285769417

Contact:

Info@Milady.com

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ELECTROLOGY

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ISBN: 9781401815554

Contact:

Info@Milady.com

www.Milady.com

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

Pivot Point International, Inc.

www.pivot-point.com

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2015

Author: L. Saphonia Gee, L.M.E., CIDESCO Diplomat

L. Saphonia Gee



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Mark Lees

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2014, 14th Edition

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Society of Permanent Cosmetics Professionals

www.spcp.org

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Author: Pamela Hill,

RN Delmar Learning

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