PROFESSIONAL CREDENTIAL SERVICES, INC.

Commonwealth of Virginia

BOARD FOR BARBERS AND COSMETOLOGY

July 2017

Esthetics

Candidate Information Bulletin

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology ("NIC")

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Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

- Upon approval from PCS, schedule and take Theory Examination with Prometric
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address
Attn: Virginia Cosmetology
P.O. Box 198768
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272
Fax: (615) 846-0153
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com

Prometric

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

Virginia Department of Professional and Occupational Regulation

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

Web site: www.dpor.virginia.gov
Email: bchoplicensing@dpor.virginia.gov

Candidate reviews requirements for licensure provided in Candidate Information Bulletin available at http://www.pcshq.com
Candidate creates an account; **completes** online registration; and then uploads desired application and required documents from the VA Cosmetology *Forms* page at www.pcshq.com.
PCS reviews application and documentation.
PCS notifies candidate via e-mail of any deficiencies with application
Candidate submits missing information to PCS by uploading to PCS account.
PCS approves candidate for testing.
PCS e-mails candidate Theory Authorization to Test Letter within one business day after approval and Candidate schedules to test.
PCS e-mails approved candidate Practical date within one business day after approval and an Admission Notice ten days prior to practical examination date.
Candidate takes examinations.
PCS e-mails official score notice to candidate within *10 business days after exam*
PCS electronically notifies VA State Board office when candidate has met licensing requirements.
Candidate submits *Licensure Fee Notice* to DPOR upon receipt of *Notice Of Completion* from PCS
VA State Board issues license to candidate.

Introduction

The *Candidate Information Bulletin (CIB)* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Virginia Board for Barbers and Cosmetology (the "Board") is responsible for licensing and regulating the profession of Esthetics in the Commonwealth of Virginia. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. PCS first requires that candidates create an account and then submit an online Examination and License Application ("Application"). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Barber 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 esthetics technician training program in a Virginia licensed esthetics school. ***Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.***
2. Successful completion of 600 hours of esthetician training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia. ***Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 600 hours were received, any of which should indicate that you successfully completed 600 hours of instruction.***
3. Completion of a substantially equivalent esthetician course (consisting of **less** than 600 hours of training) **and** six months of esthetician work experience. Both training and experience must be obtained outside the Commonwealth of Virginia. ***Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the esthetic course AND a completed Training and Experience Verification Form documenting at least six months of esthetician work experience, which you can download from PCS' website and complete as directed.***
4. Completion of the Virginia apprenticeship program in esthetics. ***Required Documentation: A completed* Department of Labor and Industry Form *available from your apprenticeship representative. The original form must be mailed directly to PCS. Copies will not be accepted.***
5. Applying to take the Esthetician *Instructor* examination. ***Required Info: Please be prepared to enter your VA Esthetic License # and Expiration Date on your Examination and License application. In addition to holding the appropriate Virginia practitioner license, instructor applicants are required to complete an instructor-training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a licensed esthetics or master***

esthetics instructor in an esthetics school. Required Documentation: Completed Training and Experience Verification Form, and transcripts and/or diploma.

6. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). ***Required Documentation: PCS will obtain Verification from the Virginia Board for Barbers and Cosmetology.***

Examination Fees

Please carefully review this CIB and Virginia's state laws, rules and regulations prior to starting the registration and paying fees.

Examination Type	Examination Fees
Theory & Practical	$185
Theory	$92
Practical	$93

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. Fees may be paid online with a credit card (MasterCard, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice.

Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the registration processing fee of $10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of $10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of $10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

2017 Practical Examination Dates and Cities:

Chesapeake Area	**Lynchburg Area**	**Richmond Area**	**Roanoke Area**	**Springfield Area**
Exam Date	Exam Date	Exam Date	Exam Date	Exam Date
2/13/2017	2/6/2017	2/13/2017	2/13/2017	2/6/2017
2/27/2017	2/20/2017	2/27/2017	2/27/2017	2/20/2017
3/13/2017	3/6/2017	3/13/2017	3/13/2017	3/6/2017
3/27/2017	3/20/2017	3/27/2017	3/27/2017	3/20/2017
4/10/2017	4/3/2017	4/10/2017	4/10/2017	4/3/2017
4/24/2017	4/17/2017	4/24/2017	4/24/2017	4/17/2017
5/8/2017	5/1/2017	5/8/2017	5/8/2017	5/1/2017
5/22/2017	5/15/2017	5/22/2017	5/22/2017	5/15/2017
6/12/2017	6/5/2017	6/12/2017	6/12/2017	6/5/2017
6/26/2017	6/19/2017	6/26/2017	6/26/2017	6/19/2017
7/10/2017	7/10/2017	7/10/2017	7/10/2017	7/10/2017
7/24/2017	7/17/2017	7/24/2017	7/24/2017	7/17/2017
8/14/2017	8/7/2017	8/14/2017	8/14/2017	8/7/2017
8/28/2017	8/21/2017	8/28/2017	8/28/2017	8/21/2017
9/11/2017	9/11/2017	9/11/2017	9/11/2017	9/11/2017
9/25/2017	9/18/2017	9/25/2017	9/25/2017	9/18/2017
10/9/2017	10/2/2017	10/9/2017	10/9/2017	10/2/2017
10/23/2017	10/16/2017	10/23/2017	10/23/2017	10/16/2017
11/13/2017	11/6/2017	11/13/2017	11/13/2017	11/6/2017
11/27/2017	11/20/2017	11/27/2017	11/27/2017	11/20/2017
12/11/2017	12/4/2017	12/11/2017	12/11/2017	12/4/2017
12/18/2017	12/18/2017	12/18/2017	12/18/2017	12/18/2017

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the *Forms Section* of the Virginia Cosmetology page at http://www.pcshq.com.

Temporary Permits

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete 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 practical examination.

Criminal Convictions

Any Candidate that has a conviction as an adult 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. Juvenile convictions do not need to be reported on the application.

First Time Candidates

Application Requirements

Once an online registration has been completed with PCS, the following items must be uploaded to your account with PCS:

1. DPOR's ***Examination and License Application.***
2. **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.
3. **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 at www.pcshq.com.
4. **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.
5. **Any required documents that coincide with your method of applying for Licensure (i.e. Virginia education requires Training and Experience and Verification form).**

*Individuals with criminal convictions as an adult 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 PCS' website)*. The report must include all pages (including the cover sheet) and contain a **red stamp**. The report may be uploaded to your PCS account if it is **in color**, to depict the **red stamp**. Photos of documents will not be accepted.

! If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this Candidate Information Bulletin (CIB), please also make note of this on your home page within your PCS account .

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) may be uploaded to your PCS account.

Expired License

How to Reinstate an Expired License

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

Endorsement License Requirements

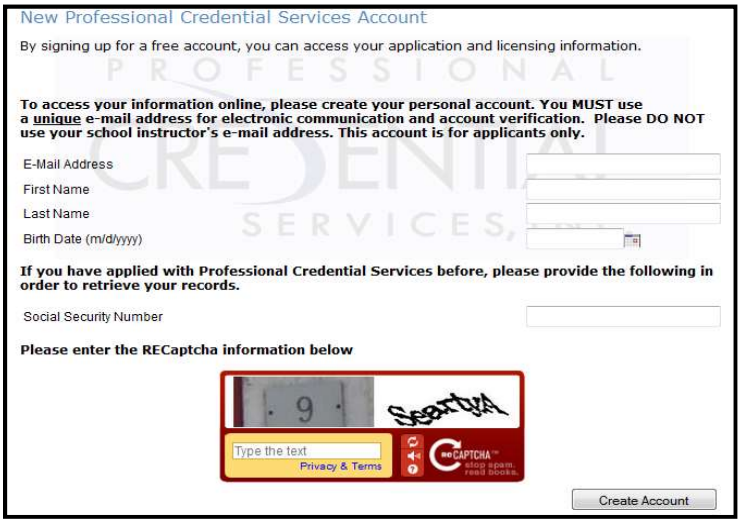
If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user of our system. To do so, please follow the steps below:

1. Go to http://www.pcshq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Virginia**
5. Click **Create an Account**
6. *Creating a PCS Account*, enter valid, unique e-mail address, the student's first and last name, date of birth, and Social Security number.
7. Enter RECaptcha information as prompted; click **Create Account**
8. Candidate should check their e-mail account for a PCS system generated e-mail.
9. Click link in e-mail to verify account information and create PCS password.
10. 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).



PCS Registration Form

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

1. Click Client Portal
2. Enter e-mail address and password provided during account set-up.
3. You are at PCS Welcome Page
4. Click **Virginia**
5. Click on **STEP 4** Register and pay for your Exam

Application Approval Process

Once your online registration has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your registration and that payment has been made. Complete and upload your DPOR application onto your PCS account. PCS will then review your DPOR application and enter any requirements which may be pending, no later than three business days after completion of your application. If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email and your file will remain pending until all necessary information has been received.

- In order to receive your desired practical examination date, the online registration, DPOR application, all required documents, payment and **final approval** must be completed 20 business days prior to the practical examination.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

Examination Notification

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

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Practical Scheduling Notice will be sent displaying your approved practical scheduled date within one business day.
3. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

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

PCS Candidate Homepage

Application Status

You may check the status of your online registration 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. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.

How do I know if my application is approved?

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

Examination Scheduling

Theory Examination Scheduling

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at www.prometric.com. Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as *Candidate ID#* on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at (800)895-3926.

Theory Examination Rescheduling Policy

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

Practical Examination Scheduling

You will be assigned to the **next practical examination date in the location you selected** once your application has been approved.

Practical Rescheduling Policy

You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.

Examination Rescheduling

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

- In order to reschedule your practical examination, click **Reschedule Practical** under the Active Registrations box.

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

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory) printed and/or via electronically on your phone is acceptable).
- One (1) form of identification –see list below
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

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

Acceptable Forms of Identification for Exam Day

Your Identification must match the name on your application and exam registration.

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

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

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

Arrival

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

General Examination Policies

Security Policy

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

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

Copyrighted Examination Questions

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

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment allowed. Smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An **official** score notice will be emailed to you at least 10 business days after your examination date. *An **unofficial** pass or fail notice will be provided to you by Prometric after you take the theory examination.* If you do not receive your score within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion,* and a *Licensure Fee Notice*, which will need to be submitted to the DPOR prior to your license being issued.

State Score Requirements

Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of your license.

In Virginia, you must take and pass both the theory and practical examinations within one year of the date of your first scheduled examination. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if, after application is made, and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

Reprinting Documents

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

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

Pending Examinations

No examinations are pending.

Exam Results

Virginia Cosmetology Practical
Test Date: 02/20/2017
Score: 92.00% PASS

PRINT SCORE NOTICE

Virginia Cosmetology Theory
Test Date: 02/14/2017
Score: 87.00% PASS

PRINT SCORE NOTICE

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

Receipts

Virginia Board of Barbers and Cosmetologists 10791963-12-3-x
01/12/2017 Credit Card $185.00

PCS Fee(Theory) = $92.00 10791964-12-3-x
PCS Fee(Practical) = $93.00 10791965-12-3-x
(Cash) = $185.00 10791966-12-3-x

Paid 01/12/2017

REPRINT

Change of Information

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, www.pcshq.com. All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

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

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 3.

Formal Complaints

Directions

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

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

Send Complaint to:

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

Complaint Review Process

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

Examination Guidelines

Dress Code

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

Please see the attached NIC Candidate Information Bulletin (CIB) for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Theory Examination

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

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

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

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

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

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

NATIONAL ESTHETICS
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

The National Esthetics Theory Examination is the licensure examination for Estheticians, 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, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

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, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

1. SCIENTIFIC CONCEPTS (55%)

A. Apply knowledge of infection control procedures related to:

1. Microbiology
   - a. Bacteria
   - b. Viruses
   - c. Parasites
   - d. Fungi
2. Infection control
   - a. Levels of infection control
     - i. Cleaning and Sanitation
     - ii. Disinfection
     - iii. Sterilization
   - b. Methods of infection control
     - i. Heat
     - ii. Chemical Agents
3. Safety procedures and guidelines
   - b. Blood exposure/contact

B. Demonstrate an understanding of basic knowledge of human physiology and anatomy related to:
   1. Cells
      a. Structure
      b. Growth and reproduction
   2. Tissues
      a. Epithelial
      b. Connective
      c. Nerve
      d. Muscular
   3. Organs and their function (e.g. skin, lungs, heart)
   4. Systems and their functions (e.g., muscular, integumentary, nervous)

C. Demonstrate an understanding of histology and physiology of the skin related to:
   1. Structure and function of the layers of the skin
   2. Structure and function of the glands
   3. Structure of the hair follicle
   4. Functions of the skin (e.g., protection, temperature regulation, absorption)

D. Demonstrate an understanding of skin disorders and diseases related to:
   1. Disorders of the sebaceous gland (e.g., acne, millia, seborrhea)
   2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
   3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
   4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
   5. Skin pigmentation (e.g., hyperpigmentation, hypopigmentation)
   6. Skin growths (e.g., verruca, moles, keratoma)
   7. Skin cancers (e.g., basal cell carcinoma, squamous cell carcinoma, malignant melanoma)
   8. Skin lesions (e.g., keloid, scars, ulcers)

E. Understand composition of body hair related to:
   1. Structure and growth of hair
   2. Abnormal hair growth (e.g., hirsutism, hypertrichosis)

F. Demonstrate an understanding of basic chemistry including the composition and purpose of cosmetic products related to:
   1. Ingredients (e.g., peptides, humectants)
   2. Labeling
   3. Function (e.g., hydration, protection, cleanse)
   4. Acidity/Alkalinity (i.e., pH)

2. SKIN CARE AND SERVICES (45%)

A. Demonstrate an understanding of performing a client consultation and documentation related to:
   1. Skin analysis
      a. Fitzpatrick scale
      b. Skin type
      c. Skin condition
   2. Client records (e.g., health history, intake form, consultation chart)
   3. Treatment protocol
   4. Contraindications for skin services

B. Demonstrate an understanding of cleansing procedures

C. Demonstrate an understanding of steaming procedures (i.e., towel and steamer/vaporizer)

D. Demonstrate an understanding of exfoliation procedures related to:
   1. Chemical (e.g., AHA, BHA, enzymes)
   2. Physical (e.g., scrubs, brushing, microdermabrasion)
   3. Gommage

E. Demonstrate an understanding of extraction procedures

F. Demonstrate an understanding of massage movements and effects

G. Demonstrate an understanding of the use of masks related to:
   1. Clay/Mud
   2. Gel
   3. Rubberized
   4. Cream

H. Demonstrate an understanding of hair removal methods and procedures related to:
   1. Waxing (i.e., hard and soft)
   2. Tweezing

I. Demonstrate an understanding of principles of and procedures for makeup application related to:
   1. Analysis of face shapes and features
   2. Color theory
   3. Applications

J. Demonstrate a knowledge of the use of electrical equipment during skin services related to:
   1. Magnifying lamp
   2. Wood's lamp
   3. Facial steamer/vaporizer
   4. High frequency machine
   5. LED therapy
   6. Microdermabrasion
   7. Microcurrent

K. Demonstrate a basic knowledge of other services related to:
   1. Body treatments
   2. Eyelash extensions

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) 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.

Answers

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

TO TAKE THE NIC ESTHETICS ONLINE PRACTICE EXAM
CLICK HERE

OR GO TO:

http://www.iqttesting.com/registrationv2008/quickregister.aspx

FOR ASSISTANCE, PLEASE CALL IQT AT 1-866-773-1114. ($39.00 fee applies)

ESTHETICS REFERENCES

PRIMARY REFERENCES

Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Joel Gerson, Janet D'Angelo, Sallie Deitz et al
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 11th printing, 2nd Edition, August 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

NIC Infection Control and Safety Standards
Adopted 1998: Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

SUPPORTING REFERENCES

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 10th printing, 2nd Edition, September 2012
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 7th printing, 2nd Edition, February 2011
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Milady's Standard Esthetics: Fundamentals
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www.delmar.cengage.com

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

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

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. Candidates requesting information during the examination will be told one of the following statements:
    - "Do the best you can with what you have available."
    - "Do as you were taught."
  - Examiners are not allowed to speak with candidates.
  - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidates have completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.

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- In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.

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

  - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to www.nictesting.org for a current downloadable copy.*

- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**

- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*

- **All supplies must be labeled in English**. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
  - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
  - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the *"Suggested Examination Supplies"* section to see any further state specific requirements for supplies and products.
  - Simulated products are *not* allowed for disinfectants and hand sanitizers.
  - ***NO AEROSOLS*** are allowed in the testing environment
  - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled *"Suggested Examination Supplies"* provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA

- Candidates are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin must be approved by examination state/vendor prior to admittance into examination.

SPECIAL ATTENTION!

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

- Candidates will be evaluated on proper designation of materials that are disposed. You 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 Esthetics Practical

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Examination Content Domains Sections).

- The following sections are **new** to the Esthetics Practical Examination:
  - Blood Exposure Procedure (Content Domain Section 9)

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.

ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Esthetics Practical Examination includes 10 (ten) core domain services. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Universal Supplies** (First client) (15 minutes)
2. **Cleansing of the Face with Product** (10 minutes)
3. **Exfoliating the Face with Product, Using Implement or Materials, and Including Towel Steaming** (10 minutes)
4. **Massaging the Face with Product** (10 minutes)
5. **Work Area and *NEW* Client Preparation, and Set Up of Supplies** (Second client) (15 minutes)
6. **Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax** (Untimed)
7. **Hair Removal of the Upper Lip Using Hard Wax** (Untimed)
8. **Facial Mask and Conclusion of Facial Service** (10 minutes)
9. **Facial Makeup** (20 minutes)
10. **Blood Exposure Procedure** (10 minutes)

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CONTENT DOMAINS

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

Proctor – Verbal Instructions: Read to all candidates:
"You will prepare your work area for your client."
"You will set up the universal supplies you will use throughout the examination."
"You will also set up the supplies for the following sections of the examination:
Cleansing the Face with Product,
Exfoliating the Face with Product, using Implement or Materials, and Including Towel Steaming,
Massaging the Face with Product."
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 services."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 15 minutes to complete this section."
"You will be informed when you have 8 minutes remaining."
"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

1.1 Disinfects all work areas completely with product labeled in English as EPA registered, hospital-grade disinfectant
1.2 Sanitizes hands with product labeled in English
1.3 Universal supplies are labeled in English
1.4 Applies protective covering to model's hair and body
1.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that 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."

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2. CLEANSING OF THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform cleansing of the face."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

2.1 Cleansing of the Face with Product supplies are labeled in English
2.2 Implements and supplies are visibly clean
2.3 Cleanses eye area completely
2.4 Cleanses lips completely
2.5 Distributes cleanser over face
2.6 Removes residual cleanser
2.7 Applies toner/astringent
2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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 read the following statement to all candidates:
"Please stop working."

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3. EXFOLIATING THE FACE WITH PRODUCT, USING IMPLEMENT OR MATERIALS, INCLUDING TOWEL STEAMING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform exfoliating the face."
"You will apply exfoliating product to the entire face and manipulate using an implement or material and include towel steaming."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

3.1 Exfoliating the face supplies are labeled in English
3.2 Implements and supplies are visibly clean
3.3 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
3.4 Steam towel is applied and removed
3.5 Removes residual product
3.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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."

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4. MASSAGING THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform massaging the face."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

4.1 Massaging the face supplies are labeled in
4.2 Implements and supplies are visibly clean
4.3 Distributes massage product over face
4.4 Demonstrates effleurage movement
4.5 Demonstrates petrissage movement
4.6 Demonstrates tapotement movement
4.7 Demonstrates friction movement
4.8 Removes residual massage product

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read to all candidates:
"You will breakdown your work area and dispose of supplies used in the previous sections of the examination."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 5 minutes to complete this section."
"You will be informed when you have 2 minutes remaining."
"Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin."
"Step back to indicate you have finished."

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

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NIC Esthetics Practical Examination – Massaging the Face with Product (continued)

Candidates will be evaluated on the following tasks:

4.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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. WORK AREA AND *NEW* CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will prepare your work area for a NEW client."
"You will set up the universal supplies you will use for the remainder of the examination."
"You will also set up for the following sections of the examination:
Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax,
Hair Removal of the Upper Lip Using Hard Wax,
Facial Mask,
Facial Makeup."
"Plug your wax pot in at this time."
"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:

5.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
5.2 Sanitizes hands with product labeled in English

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NIC Esthetics Practical Examination – Work Area and NEW Client Preparation, and Set Up of Supplies (continued)

5.3 Universal supplies are labeled in English
5.4 Applies new protective covering to model's hair and body
5.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform hair removal of the eyebrows by tweezing and using simulated soft wax."
"You will demonstrate hair removal from one eyebrow by tweezing."
"You will demonstrate hair removal from the other eyebrow using simulated soft wax."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures."
"This is an untimed section."
"Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

HAIR REMOVAL OF EYEBROWS - TWEEZING

Candidates will be evaluated on the following tasks:

6.1 Hair removal of the eyebrows supplies are labeled in English
6.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate hair removal of the eyebrow by tweezing."

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NIC Esthetics Practical Examination – Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (continued)

6.3 Candidate wears gloves
6.4 Applies antiseptic to eyebrow area
6.5 Holds skin taut
6.6 Demonstrates tweezing of hair in direction of hair growth
6.7 Applies antiseptic to treated area

HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate hair removal of the eyebrow using simulated soft wax."

6.8 Applies antiseptic to eyebrow area
6.9 Uses absorbent material or product to dry eyebrow area
6.10 Tests temperature of simulated soft wax product on wrist
6.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
6.12 Smoothes wax strip over simulated soft wax product
6.13 Holds skin taut
6.14 Removes wax strip in opposite direction of hair growth
6.15 Applies antiseptic to treated area
6.16 Applies post-epilation product to treated area

Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrows by tweezing and using simulated soft wax has been examined:
"Please step back and do nothing until the next verbal instructions are given."

6.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:
"All examiners have indicated they are ready to proceed."

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7. HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (Untimed)

Proctor – Verbal Instructions: Read to all candidates:
"You have 2 minutes to set up the supplies for the Hair Removal of the Upper Lip using Hard Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."
"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 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."

Proctor – Verbal Instructions: Read to all candidates:
"You will perform hair removal of the upper lip."
"You will use real hard wax."
"You will demonstrate the procedure on the entire upper lip"
"You will be expected to follow all client protection, safety and infection control procedures."
"You will be instructed individually by the examiner to demonstrate the hard wax procedure."
"This is an untimed section."
"Do not begin to demonstrate the hard wax procedure until instructed individually by the examiner to do so."

(1) "*The instructions will be repeated*."

Candidates will be evaluated on the following tasks:

7.1 Hair removal of the upper lip supplies are labeled in English
7.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate hair removal of the upper lip using hard wax."

7.3 Candidate wears gloves
7.4 Cleanse area to be waxed
7.5 Uses absorbent material or product to dry area to be waxed
7.6 Tests temperature of hard wax on wrist

7.7 Applies hard wax along upper lip area
7.8 Holds skin taut
7.9 Removes hard wax
7.10 Applies antiseptic to treated area
7.11 Applies post-epilation product to treated area

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NIC Esthetics Practical Examination – Hair Removal of the Upper Lip Using Hard Wax (continued)

Examiner – Verbal Instructions: Read to candidate individually after hair removal of the upper lip using hard wax has been examined:
"Please do nothing until the next verbal instructions are given."

7.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Examiner – Verbal Instructions: Read to each candidate individually once the hair removal of the upper lip procedure 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."

8. FACIAL MASK AND CONCLUSION OF FACIAL SERVICE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will apply a facial mask and conclude the facial service."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

8.1 Facial mask supplies are labeled in English
8.2 Implements and supplies are visibly clean
8.3 Applies mask to cover face excluding eyes and lips
8.4 Removes mask
8.5 Applies toner/astringent
8.6 Applies moisturizer
8.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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."

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9. FACIAL MAKEUP
(20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will apply facial makeup."
"You are expected to brace when working around the eye and mouth areas."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
"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 Facial makeup supplies are labeled in English
9.2 Implements and supplies are visibly clean
9.3 Applies protective covering to shoulders
9.4 Secures hair off face
9.5 Applies foundation to cover face
9.6 Applies powder to face
9.7 Applies blush
9.8 Grooms eyebrows
9.9 Applies eyeshadow
9.10 Applies eyeliner
9.11 Applies mascara
9.12 Applies lip liner
9.13 Applies lip color
9.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before 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."

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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, your client has sustained a minor cut to the forehead. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

10.1 Blood exposure supplies and materials are labeled in English
10.2 Removes materials from first aid kit
10.3 Supplies and materials are visibly clean
10.4 Candidate wears gloves
10.5 Cleans injured area with antiseptic
10.6 Covers with dressing that is absorbent and secured
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 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."

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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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- body drapes
- head and body drapes
- Bowl and container of water (if used)
- paper towel, tissues
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit

CLEANSING OF THE FACE

- cleanser
- astringent or toner

EXFOLIATING AND STEAMING THE FACE SUPPLIES

- exfoliation product
- implement or material to exfoliate
- wet steam towel(s)

MASSAGING THE FACE SUPPLIES

- massage product

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

- gloves
- tweezers
- antiseptic
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product

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HAIR REMOVAL ON UPPER LIP USING HARD WAX SUPPLIES +

- hard wax
- wax heater (MUST be actual hard wax, and only the approximate amount needed to wax the upper lip)
- gloves
- antiseptic
- tissue, gauze, or cotton rounds
- disposable applicator
- post-epilation product

FACIAL MASK SUPPLIES

- mask product (product should have color)
- moisturizer
- mask applicator

FACIAL MAKEUP SUPPLIES

- head band and body drape
- palette
- make up applicator(s)
- tissue, gauze, or cotton rounds
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- lip liner and lip color

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

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COSMETOLOGY & HAIR DESIGN

REFERENCES
Milady Standard Cosmetology
2016
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician
2016
Melior, Inc.
https://www.todaysclass.com/index.html
877-224-0435

Salon Fundamentals Cosmetology
2014, 3rd Edition, 1st Printing. September 2014
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

SUPPLEMENTAL REFERENCES
Milady Standard Cosmetology
2012
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Cosmetology
2013, 2nd Edition, 8th printing, December 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES
Milady's Standard Professional Barbering
2011, 5th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES
Milady's Standard Professional Barbering
2006
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

BODY PIERCING

REFERENCES
APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org
Customer Service: info@safepiercing.org
1.888.888.1277

Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

The Piercing Bible
March 2009
Elayne Angel
http://piercingbible.com/

ELECTROLOGY

REFERENCES
Milady's Hair Removal Techniques: A Comprehensive Manual
2004
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics
2013, 2nd Edition, 11th printing, 2nd Edition, August 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

SUPPLEMENTAL REFERENCES
Milady's Standard Esthetics: Fundamentals
2009, 10th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 10th printing, 2nd Edition, September 2012
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

ESTHETICS

REFERENCES
Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics
2013, 2nd Edition, 11th printing, 2nd Edition, August 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

SUPPLEMENTAL REFERENCES
Milady's Standard Esthetics: Fundamentals
2009, 10th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 10th printing, 2nd Edition, September 2012
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES
Milady Standard Esthetics: Advanced
2013 2nd edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Skin Care: Beyond the Basics
2012, 4th Edition
Mark Lees
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES
Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES
McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers
2014, 14th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6
2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

SUPPLEMENTAL REFERENCES
Milady's Master Educator Student Course Book
2014, 3rd Edition
Milady
www.miladypro.com
Customer Service: info@milady.com

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers
2011, 13th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com

MANAGER

REFERENCES
Successful Salon & Spa Management
2012, 6th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES
Milady Standard Cosmetology
2016
Milady
www.miladypro.com

Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Cosmetology
2014, 3rd Edition, 1st Printing. September 2014
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES
Today's Class: Nail Technician
2016
Melior, Inc.
https://www.todaysclass.com/index.html
877-224-0435

Milady's Standard Nail Technology
2015, 7th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Nails
2013, 1st Edition, 10th printing, June 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Nails – Exhibits of Art
2007, 2.1 Edition
CLIC International
2014
Pottsville, PA 17901

SUPPLEMENTAL REFERENCES
Milady's Standard Nail Technology
2011, 6th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Nails
2011, 1st Edition, 7th Printing, October 2011
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Nails – Exhibits of Art
2007, 1st Edition
Author: Randy Rick
CLIC International
2014
Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES
Milady Standard Natural Hair Care and Braiding
2014
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES
Milady Standard Cosmetology
2016
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Cosmetology
2014, 3rd Edition, 1st Printing. September 2014
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

TATTOOING

REFERENCES
APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org
Customer Service: info@safepiercing.org
1.888.888.1277

Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

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

REFERENCES
Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics
2013, 2nd Edition, 11th printing, 2nd Edition, August 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Milady Standard Esthetics: Advanced
2013 2nd edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

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Milady's Standard Esthetics: Fundamentals

2009, 10th Edition
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www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
2007, 10th printing, 2nd Edition, September 2012
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual
2004
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.
Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.
~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

Client

1. Stop Service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic & adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

Licensee

1. Stop Service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic & adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.

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