

# Arkansas State Board of Cosmetology

101 E. Capitol, Suite 108  
Little Rock, Arkansas 72201  
(501) 682-2168

## CANDIDATE INFORMATION BULLETIN

### ***Aesthetician***

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas State Board of Cosmetology (the "State Board") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The State Board will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

**How to Apply with Arkansas State Board of Cosmetology:** A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Arkansas State Board of Cosmetology.

**Eligibility Requirements:** A candidate who wishes to obtain an Aesthetician's license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600-hour** course of instruction in a board-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)
2. Be at least 16 years old;
3. Must have completed the 10<sup>th</sup> grade or its equivalent

**RECIPROCITY** – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)

**Special Accommodations:** If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Arkansas State Board, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Arkansas State Board (see contact information listed above).

**If approved, you will receive additional information from the State Board regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the State Board and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by mail. All information on file with the State Board must reflect the above eligibility requirements and met by the deadline date in order to be scheduled for the next examination date.

1. **PRACTICAL EXAMINATION:** Once you have been approved by the State Board to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Board's office to schedule as this is done automatically). State Board will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Friday prior to the approved examination date, please call the State Board for further instructions. Any questions regarding scheduling the practical exam should be directed to State Board.
2. **WRITTEN EXAMINATION:** Once you have been approved by the State Board to take the written examination, it is your responsibility to schedule with LaserGrade at 1-800-211-2754. Written examinations are offered on a daily basis using a computer-based testing platform. Since LaserGrade tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several LaserGrade Testing Centers throughout Arkansas, however, you can examine at any LaserGrade test center located throughout the United States. You may access test center information at [www.lasergrade.com](http://www.lasergrade.com). Enter your zip code under "Quick Find" or choose "Find a Testing Center" to find the nearest test center to you. Maps and test center hours are available from this web site as well. You will take your written examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit [www.lasergrade.com](http://www.lasergrade.com) for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 to achieve a passing score on the cosmetology written examination. LaserGrade personnel have no knowledge of, are not responsible for and cannot answer questions about the content of the examinations, references, passing scores, etc.

**Fees:**

Practical Examination - Fees for testing will be paid directly to Arkansas State Board of Cosmetology.

Written Examination - Fees for scheduling and testing will be paid directly to LaserGrade.

Fees are as follows:

**Cosmetology Practical: \$65.00**

**Cosmetology Written: \$60**

\*Written examination includes Arkansas State Law questions

\*\*Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

**Practical Examination Admission Requirements:**

You must present your **Admission Notice**, provided by State Board, along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

**General Policies and Procedures for Written and Practical Examinations:**

**Security Policies:** Suspected security breaches during either the written 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. State Board reserves the right to investigate each incident of misconduct. The State Board will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

**Copyrighted Exam 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, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the State Board. Smoking or the use of tobacco is strictly prohibited in the examination room. The State Board is not responsible for any personal items brought into the examination site.

**Environmental Distractions:** Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distraction. 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. LaserGrade will provide earplugs at the testing center if requested.

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

**Refunds and Rescheduling Policies:** You may reschedule for the written examination without losing your fee *if* you contact LaserGrade within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for either the written or the practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** When you complete the written examination, the computer will print out a "Pass" or "Fail" Score Report. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test. For failing candidates, this will include a strength and weakness report by major content areas. For the written examination, a score of 70 is required in order to pass. For the practical examination, an overall score of 75 must be achieved.

**Failing Candidates:** Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you submit file a new application for practitioner examination form and the required fee to State Board to take the practical examination again. If you fail the written examination, you must schedule a new date to take the written examination again. Candidates who fail the written examination must reschedule with LaserGrade by calling 1-800-211-2754.

**Confidentiality:** Test results are confidential and are not provided over the telephone. Do NOT call the State Board office for test results.

**Passing Candidates:** When you have passed both the written and the practical examinations, the State Board will automatically send you your license. Please be sure to notify the State Board of any mailing address changes. Please allow the State Board two weeks to process and mail your license. It is not necessary to notify the State Board that you have passed an examination; the State Board is provided candidate scores on a daily basis.

**Mannequins:**

The Arkansas State Board of Cosmetology requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

**Dress Code:**

The dress code for the practical examination requires that all candidates wear a **solid white** shirt, a **solid white** lab coat or smock that is hip length or longer, **solid white or black** pants, and **shoes must be closed toe**. Candidates who fail to adhere to this dress code will not be admitted into the exam room.



# NATIONAL ESTHETICS PRACTICAL EXAMINATION

## CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Esthetics Practical Examination content and administration. 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

### MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a live model or mannequin head for the examination.

*\* Please refer to State guidelines.*

#### **\*If your state permits a live model:**

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

#### **If your state permits a mannequin head(s):**

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

### ESTHETICS PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Esthetics Practical Examination includes 7 (seven) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

#### **Core Domain Services**

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

#### **Optional Services**

\* Hair Removal with Hard Wax on Upper Lip Area

## SETUP AND CLIENT PROTECTION

(15 minutes)

*\* Please refer to State guidelines*

### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the supplies for cleansing and steaming the face section of this examination."*

*"You will perform the client protection section of this examination."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 15 minutes to set up the general supplies that you will use throughout your practical examination and to perform proper draping."*

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

**\*Verbal Instructions used only if state elects to use Hard Wax Procedure.** *"At this time you may plug in your wax heater and set to the appropriate setting."*

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

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

### Preparation

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

## CLEANSING AND STEAMING THE FACE

(15 minutes)

### Verbal Instructions:

*"You will now perform the cleansing and steaming the face section of this examination."*

*"You will be expected to perform the necessary steps to cleanse and steam the face."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 15 minutes to complete this section."*

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

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

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

### Preparation

- Removes cleanser from container using infection control procedures

### Demonstration of Cleansing the Face

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

## Demonstration of Steaming the Face

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

### Safety and Infection Control

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

## MASSAGING THE FACE

(10 minutes)

### Verbal Instructions for Set Up:

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

### Verbal Instructions:

*"You will now perform the massaging the face section of this examination."*

*"You will apply massage cream, demonstrate facial manipulations, and remove the massage cream."*

*"You will demonstrate effleurage, petrissage, tapotement, and friction."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will be given 10 minutes to complete this section."*

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

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

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

### Preparation

- Removes massage product from container using infection control procedures

### Demonstration of Massaging the Face

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

### Safety and Infection Control

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

**MANUAL EXTRACTION ON THE FOREHEAD**

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

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

*"You will now perform the manual extraction on the forehead section of this examination."*

*"You will be observed for client protection;*

*"You will be expected to follow all safety and infection control procedures."*

*"Each candidate will be instructed individually to simulate the manual extraction procedure by the examiner."*

*"Do not begin to demonstrate the procedure until instructed by the examiner."*

*(1) "The instructions will be repeated." (2) "You may now begin the preparation section of this examination."*

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

**Preparation**

- Applies eye protection to client safely
- Wears gloves

**Demonstration of Manual Extraction on the Forehead**

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

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

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

**Safety and Infection Control**

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

**HAIR REMOVAL OF THE EYEBROWS**

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

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

*You will now perform the hair removal of the eyebrows section of this examination."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"Each candidate will be instructed individually to demonstrate the tweezing procedure on one eyebrow by the examiner."*

*"You will also be instructed individually to demonstrate the soft wax procedure on the other brow by your examiner. Do not begin the procedures until instructed by the examiner"*

*(1) "The instructions will be repeated." (2) "You may now begin the preparation section of this examination."*

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

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Tweezing**

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

*"Please demonstrate the tweezing procedure."*

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

**Safety and Infection Control**

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

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

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Soft Waxing**

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

*"Please demonstrate the soft wax procedure."*

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

**Safety and Infection Control**

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

**FACIAL MASK**  
(10 minutes)

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

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

*"You will be required to apply the mask and then remove it."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will be given 10 minutes to complete this section."*

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

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

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

**Preparation**

- Removes mask product from container using infection control procedures

**Demonstration of Facial Mask**

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

**Safety and Infection Control**

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

**FACIAL MAKEUP**  
(20 minutes)

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

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

*"You will apply makeup for a daytime look."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 20 minutes to perform this task."*

*"You will be informed when you have 10 minutes remaining."*

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

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

**Preparation**

- Protects shoulders with protective covering
- Secures hair off face

**Demonstration of Facial Makeup**

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

**Final Appearance of Facial Makeup**

- Applies makeup without lines of demarcation

**Safety and Infection Control**

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

**HAIR REMOVAL WITH HARD WAX ON UPPER LIP (Optional Service)**

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

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the hair removal with hard wax on upper lip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the hair removal with hard wax on the upper lip section of this examination."*

*"You will be observed for client protection."*

*"You will be expected to follow all safety and infection control procedures."*

*"Each candidate will be instructed individually to demonstrate the hard wax procedure by the examiner."*

*"Do not begin to demonstrate the procedure until instructed by the examiner."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may now begin the preparation section of this examination."*

**Hard Waxing Section: Candidates will be evaluated on the following tasks:**

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Hair Removal with Hard Wax on Upper Lip**

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

*"Please demonstrate the hair removal with hard wax procedure."*

- Applies antiseptic to upper lip area safely

- Uses absorbent material or product to dry upper lip area safely
- Applies pre-epilation product to upper lip area safely
- Removes hard wax product from container using infection control procedures
- Tests temperature of hard wax product on wrist safely
- Applies hard wax product along upper lip area safely
- Applies hard wax product in direction of hair growth safely
- Holds skin taut (without slack)
- Removes hard wax product by pulling thicker edge in opposite direction of hair growth safely
- Applies post-epilation product to upper lip area safely
- Applies antiseptic to upper lip area safely

**Safety and Infection Control**

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

**CANDIDATE SUMMARY AND FINAL CLEANUP**

**Verbal Instructions:**

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

**RECOMMENDED GENERAL SUPPLIES**

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

*\* Please refer to State guidelines*

- dry storage kit/container\*
- hand sanitizer
- mannequin head(s) and a table clamp\* (pre-marked mannequins are **NOT** permitted)
- body drape
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

**CLEANSING AND STEAMING THE FACE SUPPLIES**

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

**MASSAGING THE FACE SUPPLIES**

- massage cream
- astringent or toner

**MANUAL EXTRACTION ON THE FOREHEAD SUPPLIES**

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

**HAIR REMOVAL OF THE EYEBROWS SUPPLIES**

*\* Please refer to State guidelines*

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

**FACIAL MASK SUPPLIES**

- mask product
- astringent or toner
- moisturizer

**FACIAL MAKEUP SUPPLIES**

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

**HAIR REMOVAL WITH HARD WAX ON UPPER LIP SUPPLIES**

*\* Please refer to State guidelines*

- gloves
- antiseptic
- hard wax product\*
- wax heater\*

**ESTHETICIAN REFERENCES**

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

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

**Salon Fundamentals Esthetics 2007, 2005, 2004, 2002**

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

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

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

*Modern Esthetics, Gambino*

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

Milady's Standard Cosmetology, 2004

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

*NIC Health and Safety Standards*

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

## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

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

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

### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

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

### MODEL INJURY – FOR EXAMINATION PURPOSES

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

### EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

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

## WET DISINFECTION STANDARD

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

## DRY STORAGE STANDARD

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

## HAND WASHING

(Anti-Bacterial Soap is recommended)

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

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

Visit our website at [www.nictesting.org](http://www.nictesting.org)



NATIONAL ESTHETICS  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Esthetics examination is the national licensure examination for Estheticians, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Esthetics examination, sample questions and answers. The time allowed for the Esthetics written examination is 90 minutes.

**SCIENTIFIC  
CONCEPTS  
60 %**

**Sanitation and Infection  
Control**

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

**Human Physiology and  
Anatomy**

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

**Integumentary System  
and Skin Histology**

- ◇ Structure and function of the layers of the skin
  - Epidermis
  - Dermis
  - Subcutaneous

- ◇ Glands
  - Sebaceous
  - Sudoriferous
- ◇ Functions of the skin
  - Protection
  - Sensation
  - Temperature regulation
  - Excretion
  - Secretion
  - Absorption

**Disorders of the Sebaceous  
and Sudoriferous Glands**

**Skin Conditions,  
Disorders, and Diseases**

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

**Hair, Follicle, and its  
Growth Cycle**

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

**Skin Care Products**

- ◇ Ingredients
- ◇ Composition

**Factors that Affect the  
Skin**

- ◇ Intrinsic factors
- ◇ Extrinsic factors

**ESTHETICS  
PRACTICES  
40 %**

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

- ◇ Client consultation
- ◇ Draping

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

**Product Application and  
Removal Procedures**

**Cleansing Procedures**

**Steaming Procedures**

**Exfoliation Procedures**

- Chemical
- Physical

**Extraction Procedures**

**Massage Manipulations  
and Their Effects**

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

**Appropriate Use for  
Masks**

**Electricity and Use of  
Electrical Devices**

**Hair Removal Procedures**

**Color Theory and Makeup  
Application**

**General Knowledge of  
Specialized Services**

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

**SAMPLE QUESTIONS**

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

1. What is the term for the scientific study of the skin?
  - a. Myology
  - b. Angiology
  - c. Physiology
  - d. Dermatology
2. A product containing antiseptic reaches what level of decontamination?
  - a. Disinfection
  - b. Sterilization
  - c. Ionization
  - d. Sanitation
3. Which of the following is also referred to as the basal layer?
  - a. Stratum granulosum
  - b. Stratum lucidum
  - c. Stratum germinativum
  - d. Stratum corneum
4. During the anagen phase of hair growth, the hair is
  - a. beginning to destroy itself.
  - b. actively growing.
  - c. shedding.
  - d. disconnecting from the papilla.

5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?

- a. Monthly
- b. Annually
- c. At the first treatment
- d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as

- a. seborrhea.
- b. keratoma.
- c. telangectasia.
- d. dehydrated.

7. Melanocytes that are more active will produce

- a. lighter skin.
- b. darker skin.
- c. sebaceous skin.
- d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to

- a. oxygenate the skin.
- b. moisturize the skin.
- c. decrease circulation.
- d. detoxify the skin.

**ESTHETICS  
REFERENCES**

*Milady's Standard Fundamentals for Estheticians 10th Ed., 2009*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Esthetics 2007, 2005, 2004, 2002*  
Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Fundamentals for Estheticians 9th Ed., 2004, 2003*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

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

*Milady's Standard Cosmetology, 2004*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*NIC Health and Safety Standards*  
NIC, Inc., October 2008  
[www.nicesting.org](http://www.nicesting.org)

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