

Arkansas Department of Health

Cosmetology Section

CANDIDATE INFORMATION BULLETIN

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Cosmetology

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 Department of Health Cosmetology Section (the "Cosmetology Section") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Cosmetology Section will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

How to Apply with the Cosmetology Section: 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 Cosmetology Section.

Eligibility Requirements: A candidate who wishes to obtain a Cosmetologist 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 **1,500-hour** course of instruction in a cosmetology section-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos
2. Be at least 16 years old;
3. Must have completed the 10th 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

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 Cosmetology Section, 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 Cosmetology Section (see contact information listed above). **If approved, you will receive additional information from the Cosmetology Section 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 Cosmetology Section 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 Cosmetology Section 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 Cosmetology Section to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Cosmetology Section's office to schedule as this is done automatically). The Cosmetology Section 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 Cosmetology Section for further instructions. Any questions regarding scheduling the practical exam should be directed to the Cosmetology Section.
2. **WRITTEN EXAMINATION:** Once you have been approved by the Cosmetology Section to take the written examination, it is your responsibility to schedule with PSI at 1-800-211-2754. Written examinations are offered on a daily basis using a computer-based testing platform. Since PSI 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 PSI Testing Centers throughout Arkansas, however, you can examine at any PSI test center located throughout the United States. You may access test center information at 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 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 written examination. PSI 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 the Cosmetology Section.

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

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 the Cosmetology Section, 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. The Cosmetology Section reserves the right to investigate each incident of misconduct. The Cosmetology Section 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 Cosmetology Section. Smoking or the use of tobacco is strictly prohibited in the examination room. The Cosmetology Section 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. PSI 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 the Cosmetology Section and/or PSI. 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 the Cosmetology Section. If you have reason to question whether or not a center will be closed due to an emergency, please call the Cosmetology Section to make inquiries regarding the practical examination and PSI for inquiries regarding the written examination.

Refunds and Rescheduling Policies: You may reschedule for the written examination without losing your fee **if** you contact PSI 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 will file a new application for practitioner examination form and the required fee to the Cosmetology Section 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 PSI by calling 1-800-211-2754.

Confidentiality: Test results are confidential and are not provided over the telephone. Do NOT call the Cosmetology Section's office for test results.

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

Mannequins:

The Cosmetology Section 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 solid white or black and closed toe.** Candidates who fail to adhere to this dress code will not be admitted into the exam room.



NATIONAL COSMETOLOGY PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nicesting.org for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Cosmetology 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 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MANNEQUINS

Models are not permitted. Candidates must supply the necessary clamp required to properly secure a mannequin head to a table during the examination. You are required to bring a mannequin head; it is the candidate's responsibility to appear at the practical examination with their mannequin heads. **Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

COSMETOLOGY PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Cosmetology Practical Examination includes six (6) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection
Thermal Curling
Haircutting
Chemical Waving
Hair Lightening and Hair Coloring
Chemical Relaxing

SET UP AND CLIENT PROTECTION (10 minutes)

Verbal Instructions:

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

"You will also set up the thermal curling supplies."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

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

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

(2) *"You may begin set up."*

*** Please refer to State guidelines, if using hot iron please read the following statement:**

"Please plug in curling irons at this time."

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Disposes of soiled materials using infection control procedures
- Uses a neck strip or towel
- Applies drape
- Re-sanitizes hands

THERMAL CURLING
(10 minutes)

Verbal Instructions:

"You will now perform the thermal curling section of this examination."

"You will form three curls on the top of the head and four curls on one side of the head."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

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

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron prior to applying to hair

Demonstration of Thermal Curling

- Subsections hair same width as barrel of iron
- Subsections hair no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curls so that hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

HAIRCUTTING
(30 minutes)

Verbal Instructions for Set Up:

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

Verbal Instructions:

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

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

"You will cut the nape section with a razor."

"You will complete the haircut using the shears."

"Please do not sweep the hair from the floor until you are instructed."

"You will be observed for client protection, safety and infection control procedures."

"You will have 30 minutes to complete this section."

"You will be informed when you have 15 minutes remaining."

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary

Demonstration of Haircutting

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

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

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

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

Safety and Infection Control

- Removes hair clippings from skin, cape, and work area

Examiners will read the following to each candidate after checking their haircut:

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

- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL WAVING
(20 minutes)

Verbal Instructions for Set Up:

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

Verbal Instructions:

"You will now perform the chemical waving section of this examination."

"You will wrap the center back section of the head, from crown to nape."

"You will be instructed to apply simulated waving lotion."

"You will be instructed to demonstrate a test curl."

"You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

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

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

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

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1½ times

Examiners will read the following to each candidate:

"Please demonstrate saturation."

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

Examiners will read the following to each candidate:

"Please demonstrate a test curl."

- Unwraps rod at least 1½ turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

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

Please read the following to the entire group of candidates after examiners have finished checking all candidates:

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

HAIR LIGHTENING AND HAIR COLORING
(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring 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 lightening and hair coloring section of this examination."

"You will divide the head into four sections."

"You will apply a virgin lightener to the right front section of the head."

"You will apply a 2 inch hair coloring retouch to the right back section of the head."

"You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

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

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application

- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Retouch Hair Coloring Application

- Outlines hair color retouch quadrant with simulated product
- Subsections hair ½ inch wide or less
- Applies simulated product from scalp up to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL RELAXING
(25 minutes)

Verbal Instructions for Set Up:

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

Verbal Instructions:

“You will now perform the chemical relaxing section of this examination.”

“You will apply a virgin relaxer application to the left back section of the head.”

“You will apply a 2 inch relaxer retouch application to the left front section of the head.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 25 minutes to complete this section.”

“You will be informed when you have 13 minutes remaining.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Applies protective cream around hairline

Demonstration of Virgin Relaxer Application

- Wears gloves during application of simulated relaxer product
- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Relaxer Retouch Application

- Outlines relaxer retouch quadrant with simulated product
- Subsections hair ¼ inch wide or less
- Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches
- Completely covers subsections with simulated product

Examiners will read the following to each candidate:

“Please demonstrate smoothing the relaxer retouch product.”

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

Safety and Infection Control

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- 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

Recommended kit size is no larger than 30”x 30”. For safety reasons all kits must be able to fit completely under the table area.

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp* (pre-marked mannequins are **NOT** permitted)
- a towel to place between the clamp and the table
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- tape

THERMAL CURLING SUPPLIES

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

HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

CHEMICAL WAVING SUPPLIES

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

**HAIR LIGHTENING AND HAIR COLORING
SUPPLIES**

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

CHEMICAL RELAXING SUPPLIES

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

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals, Cosmetology, 2005

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

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 2002

Visit our website at www.nictesting.org



NATIONAL COSMETOLOGY
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

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

**SCIENTIFIC
CONCEPTS
29%**

Infection Control

- ◇ Microbiology
 - Bacteria
 - Viruses
 - Parasites
 - Immunity
 - Prevention
- ◇ Methods of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Federal regulations
- ◇ Universal precautions

Human Anatomy and Physiology

- ◇ Cells
- ◇ Tissues
- ◇ Body systems
 - Skeletal system
 - Muscular system
 - Circulatory system

Nutrition

Ergonomics

Basic Principles of Chemistry

- ◇ Compounds, mixtures, solutions, suspensions, and emulsions
- ◇ The pH scale
- ◇ Product ingredients
- ◇ Chemical reactions

Basic Principles of Electricity

- ◇ Electric current
 - Direct current
 - Alternating current
- ◇ Electric measurements
- ◇ Electricity in cosmetology
 - Electrotherapy
 - Light therapy
 - Safety precautions

**HAIR CARE AND SERVICES
51%**

Trichology

- ◇ Properties and structure of hair and scalp
 - Shaft
 - Root
- ◇ Hair analysis and hair quality
 - Porosity
 - Texture
 - Elasticity
 - Density
- ◇ Hair growth
 - Anagen
 - Catagen
 - Telogen
- ◇ Hair loss (alopecia)
 - Types of alopecia
 - Hair loss treatments
- ◇ Disorders of the scalp
 - Dandruff
 - Tinea
 - Scabies
 - Pediculosis capitis

Principles of Hair Design

- ◇ Elements of hair design
 - Form
 - Space
 - Line
 - Color
 - Wave pattern/texture
- ◇ Principles of hair design
 - Proportion
 - Balance
 - Rhythm
 - Emphasis/contrast
 - Harmony
- ◇ Facial shapes

Draping Procedures

- ◇ Wet services
- ◇ Dry services
- ◇ Chemical services

Brushing, Shampooing, Conditioning, Hair, and Scalp Treatment Procedures

- ◇ Brushing the hair
- ◇ Shampooing
 - Types of shampoos
 - Selection
 - Procedure
- ◇ Conditioning
 - Types of conditioners
 - Selection
 - Procedure
- ◇ Hair and scalp treatments
- ◇ Safety precautions

Haircutting Procedures

- ◇ Basic principles of haircutting
 - Areas of the head
 - Elevation
 - Lines and angles
 - Crosschecking
 - Texturizing
- ◇ Client consultation
 - Desired look
 - Face, head, and body shape
 - Hair analysis
 - Lifestyle
- ◇ Tools
 - Shears
 - Texturizing/thinning/taper shears
 - Razor
 - Clippers and trimmers
 - Combs

Basic haircuts

- Blunt
- Graduated
- Uniformly-layered

Safety precautions

Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
 - Tools
 - Finger waving
 - Pin curls
 - Roller curls
- ◇ Long hair styling

- ◇ Thermal styling
 - Blow-drying
 - Curling irons
 - Pressing irons
- ◇ Safety precautions

Braiding, Wigs, and Hair Enhancements/Additions

- ◇ Client consultation
- ◇ Braiding
- ◇ Hair extensions/additions
- ◇ Wigs
- ◇ Hairpieces
- ◇ Safety precautions

Chemical Texture Services

- ◇ Client consultation
- ◇ Permanent waving
 - Types of permanent waves
 - Permanent waving procedures
- ◇ Chemical hair relaxers
 - Types of chemical hair relaxers
 - Chemical hair relaxing procedures
- ◇ Soft curl permanent or curl reforming
 - Selection of soft curl permanent product
 - Soft curl permanent procedures
- ◇ Safety precautions

Hair Coloring Procedures

- ◇ Color theory
- ◇ Client consultation
- ◇ Types of hair color
- ◇ Color selection
- ◇ Hair color applications
- ◇ Hair lightening
- ◇ Special effects hair coloring
- ◇ Hair color problems and corrections
- ◇ Safety precautions

SKIN CARE AND SERVICES
11%

Skin Histology

- ◇ Anatomy of skin
 - Layers of the skin
 - Nerves of the skin
 - Glands of the skin
 - Types of skin
 - Skin color
 - Aging of the skin
- ◇ Disorders of the skin
- ◇ Functions of the skin

Draping Procedures

Hair Removal Procedures

- ◇ Client consultation
- ◇ Temporary hair removal
 - Tweezing
 - Waxing
 - Depilatories
- ◇ Safety precautions
- ◇ Infection control

Facial Procedures

- ◇ Client consultation
- ◇ Skin care tools and work area
 - Equipment
 - Supplies
- ◇ Facial massage
 - Effleurage
 - Petrissage
 - Friction
 - Tapotement
 - Vibration
- ◇ Facial treatments
 - Masks
 - Extractions
 - Exfoliations
- ◇ Safety precautions
- ◇ Infection control

Facial Makeup Application

- ◇ Client consultation
- ◇ Cosmetics for facial makeup
- ◇ Makeup color theory
- ◇ Corrective theory
- ◇ Safety precautions
- ◇ Infection control

NAIL CARE AND SERVICES
9%

Nail Structure and Growth

- ◇ Nail growth
- ◇ Nail disorders/diseases

Manicure and Pedicure Procedures

- ◇ Client consultation
- ◇ Nail care tools and work area
 - Equipment
 - Supplies
- ◇ Types of hand and foot massage
- ◇ Types of manicures
 - Basic
 - Specialty
- ◇ Types of pedicures
 - Basic
 - Specialty
- ◇ Safety precautions
- ◇ Infection control

Advanced Nail Procedures

- ◇ Pre-service and post-service
- ◇ Artificial nail services
- ◇ Safety precautions
- ◇ Infection control

SAMPLE QUESTIONS

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

1. Which of the following substances is usually contained in a toner?
 - a. Metallic dye
 - b. Compound dye
 - c. Vegetable tint
 - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
 - a. A caustic
 - b. Deodorant
 - c. An antiseptic
 - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. rinsed in cold water.
 - d. cleaned with soap and warm water.

4. What is the process used in tapering and thinning with scissors?
 - a. Clipping
 - b. Slithering
 - c. Razor cutting
 - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
 - a. stop growing.
 - b. harden and set.
 - c. form new curls.
 - d. soften and swell.
6. When should a predisposition test be performed?
 - a. When the scalp has cuts
 - b. Before applying peroxide
 - c. Before every application of oxidizing tints
 - d. Before any application of vegetable coloring
7. At what part of the nail does growth start?
 - a. Wall
 - b. Matrix
 - c. Lunula
 - d. Cuticle
8. What is the function of sebum?
 - a. To dry the skin
 - b. To harden the skin
 - c. To cleanse the skin
 - d. To lubricate the skin
9. Sterilization is the process of
 - a. keeping bacteria alive.
 - b. destroying offensive odors.
 - c. destroying beneficial microorganisms only.
 - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
 - a. On a clean shelf
 - b. In any convenient place
 - c. In a closed cabinet or drawer
 - d. In neat stacks by the shampoo bowl

- Answers**
1. d 4. b 7. b 10. c
 2. c 5. d 8. d
 3. d 6. c 9. d

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COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2008
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Salon Fundamentals, Cosmetology, 2005
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
 NIC, Inc., October 2002
www.nictesting.org

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities
 NIC, Inc., August 2007
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

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

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

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

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 6 above.

Adopted August 2007