**PSI Services LLC**
**3210 E Tropicana**
**Las Vegas, NV 89121**
Phone: (833) 310-6427
E-mail: vacos@psionline.com
**www.psiexams.com**

# COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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

# BODY PIERCING EXAMINATION CANDIDATE INFORMATION BULLETIN

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

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# EXAMINATIONS BY PSI SERVICES LLC

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

## STATE LICENSURE REQUIREMENTS

In order to receive a Body Piercer license in the Commonwealth of Virginia, you must pass a NIC **Theory** examination within one year of the date of your first examination and you must meet **ONE** of the following requirements:

1. Completion of an approved body-piercing apprenticeship program in a Virginia licensed body- piercing salon. ***Required Documentation: Completed Body-Piercing Apprenticeship Completion Form, which you can download from PSI's website, complete as directed and upload to your PSI account. The original form must be mailed directly to PSI. Copies will not be accepted***
2. Successful completion of a body-piercing training or apprenticeship program which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. ***Required Documentation: Upload to your PSI account your diploma, official school transcript or written verification from the Licensing Board in the State where received. The original form verifying apprenticeship completion must be mailed directly to PSI. Copies will not be accepted***
3. Completion of a substantially equivalent body-piercing training or apprenticeship program (consisting of **less** than 1500 hours of training) **and** five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both training and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. ***Required Documentation: Upload to your PSI account your certificate, diploma or other documentation verifying successful completion of the training or apprenticeship and documentation verifying successful completion of the required health education. The original form verifying apprenticeship completion must be mailed directly to PSI. Copies will not be accepted***
4. Three years of body-piercing work experience within the previous five years **and** completion of at least five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both work experience and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. ***Required Documentation: Upload to your PSI account a completed Body-Piercing Training & Experience Verification Form which you can download from PSI's website*** **and documentation verifying successful completion of required health education.**
5. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). ***Required Documentation: PSI will obtain Verification from the Virginia Board for Barbers and Cosmetology.***

## TEMPORARY PERMITS

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

## CRIMINAL CONVICTIONS

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

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

## EXPIRED LICENSE

How to Reinstate an Expired License

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

## ENDORSEMENT LICENSE REQUIREMENTS

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

# EXAMINATION ELIGIBILTY REQUIREMENTS

**Become eligible to take the examination:**

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

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

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

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

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

## FIRST TIME CANDIDATES

**Application Requirements**

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

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

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

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

## EXAMINATION SCHEDULING PROCEDURES

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

**EXAMINATION FE ES**

| | |
|---|---|
| **Practical Examination** | **$86** |
| **Theory Examination** | **$86** |
| **Practical Examination (Retake)** | **$86** |
| **Theory Examination (Retake)** | **$86** |

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

### ON-LINE (WWW.PSIEXAMS.COM)

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

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

### TELEPHONE (833-310-6427 )

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

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

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

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

### RETAKING A FAILED EXAMINATION

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

## MISSED APPOINTMENT OR LATE CANCELLATION

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

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

## EXAMINATION ACCOMMODATIONS

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

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

**Requirements for exam accommodation requests:**

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

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

If you are requesting the following, please select Other.

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

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

# THEORY EXAMINATION SITE LOCATIONS

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

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

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

**ASHBURN AREA**
**44075 Pipeline Plaza No. 115**
**Ashburn, VA 20147**
*Directions from Dulles Airport:Take Route 28 North. Take the VA-625 W ramp to Pacific Blvd. South/Ashburn Continue straight on Farmwell Rd for 3/4 miles. Turn Left onto Pipeline Plaza, Located just before PNC Bank, Before Intersection of Ashburn Village Blvd & Farmwell Rd.*

*Directions from Rt 28. From Rt 28 go towards CARMAX / WEGMANS Take the VA-625 W ramp to Waxpool Road, Pacific Blvd South/Ashburn Continue on Farmwell Rd Arrive at Ashburn Village Blvd & Farmwell Rd Turn Left onto Pipeline Plaza. Next to PNC Bank.*

**CHARLOTTESVILLE**
**2114 Angus Road, Suite #105-B**
**Charlottesville, VA 22901**
*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*
*If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*

**FREDERICKSBURG AREA**
**2217 Princess Anne Street, Suite 105-11**
**Fredericksburg, VA 22401**
*From Richmond: 95S exit 130A, SR-3E 1.5 miles, turn right on US-1N. Go 1.7 miles, turn right on Princess Anne St., go 0.3 miles. Turn left into General Washington Executive Center across from Carl's Ice Cream. From Washington DC: 95S exit 133A toward Falmouth. Go approximately 2 miles, turn right on Route 1S. Go over bridge and turn left on Princess Anne St., go 0.3 miles. Turn left into General Washington Executive Center, across from Carl's Ice Cream.*

**HARRISONBURG AREA**
**2322 Blue Stone Hills Drive, Suite 280**
**Harrisonburg, VA 22801**
*Chestnut Ridge Road and then take the first right on to Blue Stone Hills Drive. The Center is the second building on the right.*

**HERNDON AREA**
**205 Van Buren St., Ste 140**
**Herndon, VA 20170**
*Start on Saarinen Cir toward Dulles Access Rd. Merge onto VA-267 E/Dulles Access Toll Rd toward Herndon/Chantilly/Fairfax Co Pkwy. Take exit, EXIT 10, toward Herndon/Chantilly. Turn left onto VA-228/Centreville Rd. Continue to follow VA-228. Turn right onto Herndon Pkwy. Turn right onto Van Buren St.*

**NORFOLK AREA**
**861 Glenrock Rd., Ste 105**
**Norfolk, VA 23502**
*Take Ramp onto US-13 (North Military Hwy)-0.6 miles and then Turn RIGHT (East) onto Poplar Hall Dr-0.5 miles, then turn left (North) onto Glenrock Rd-(drive approx.1/2 block)-0.1 miles. Arrive-Circle East Building on left at Mall (Parking) Entrance. When you come into the lobby, take the first hallway to the right, first door on the right.*

**RICHMOND**
**Moorefield VI Building**
**620 Moorefield Park Drive, Suite 205**
**Richmond, VA 23236**
*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

**ROANOKE AREA**
**5115 Bernard Dr, Suite 104**
**Roanoke, VA 24018**
*From VA-419 – Head southeast on VA-419 towards Springwood Park Dr. Turn right onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.*
*From US-220 S – Take ramp right for US-220BR/VA-419 North toward Salem. Turn right onto VA-419N/Electric Road. Bear left onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.*

**VIENNA AREA**
**1919 Gallows Rd, Suite 360**
**Vienna, VA 22182**
*From I-495 S – Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.*

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

**VIRGINIA BEACH**
**484 Viking Dr, Suite 105**
**Virginia Beach, VA 23452**
*From I-264E – take exit 19A for Lynnhaven Pkwy S. Merge onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.*

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

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

## PRACTICAL EXAMINATION SITE LOCATIONS

**CHESAPEAKE**
**Hampton Inn & Suites**
**1421 North Battlefield Blvd**
**Chesapeake, VA 23320**
*Follow I-95 S and I-64 E to Chesapeake. Take exit 290A-290B from I-64 E. Merge onto N Battlefield Blvd. Make a U-turn at Volvo Pkwy. Turn right onto Coastal Way, then turn left.*

**SPRINGFIELD**
***Comfort Inn***
***6560 Loisdale Court***
***Springfield, VA 22150***
*Head south on VA-617 S / Amherst Ave toward Cumberland Ave. Turn left onto VA-789 / Commerce St. Keep straight onto Loisdale Rd.*

**RICHMOND**
**Homewood Suites**
**5996 Audubon Dr**
**Sandston, VA 23150**
*Follow I-64 W to VA-156 N/S Airport Dr in Varina. Take exit 197B from I-64 W. Turn right onto VA-156 N/S Airport Dr. Make a U-turn at Eastpark Ct. Turn left onto Audubon Dr.*

**LYNCHBURG**
**Hampton Inn & Suites**
**3600 Liberty Mountain Dr**
**Lynchburg, VA 24502**
*Follow US-29 S toward Danville. Turn left onto Liberty Mountain Dr.*

**ROANOKE**
**Hampton Inn & Suites**
**5033 Valley View Blvd**
**Roanoke, VA 24001**
*Follow I-581 S/US-220 S. Take exit 3E for VA-101 E/Hershberger Rd toward Airport. Merge onto VA-101 E/Hershberger Rd NW. Turn right onto Valley View Blvd NW, then left, then turn right.*

## REPORTING TO THE EXAMINATION SITE

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

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

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

**You must provide 2 forms of VALID (not expired) identification.** One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that you registered under to take the examination. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

## SECURITY PROCEDURES

The following security procedures apply during examinations:

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

# TAKING THE THEORY EXAMINATION (COMPUTER BASED)

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

## IDENTIFICATION SCREEN

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

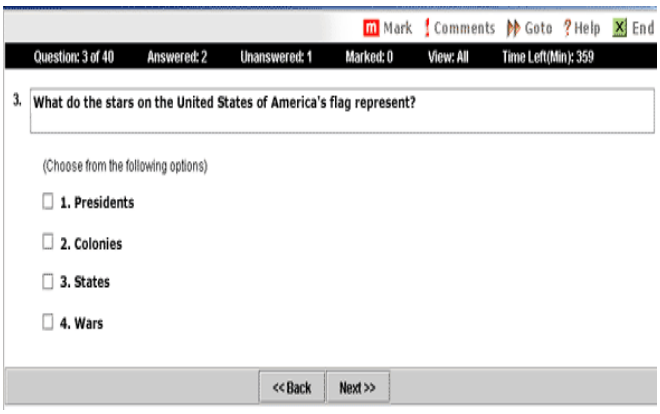
## TUTORIAL

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

### TEST QUESTION SCREEN

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

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




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

### EXAMINATION REVIEW

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

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

## SCORE REPORTING

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

### DUPLICATE SCORE REPORTS

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

## PREPARATION TIPS FOR THE THEORY EXAMINATION

The following suggestions will help you prepare for the examination.

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

# EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIALS

## PRACTICAL EXAMINATION DRESS CODE

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

## THEORY EXAMINATION

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

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

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

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

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

## NIC EXAMINATION CONTENT OUTLINES

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

# NATIONAL BODY PIERCING WRITTEN EXAMINATION

## CANDIDATE INFORMATION BULLETIN

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

The National Body Piercing examination is the national licensure examination for Body Piercing, 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 Body Piercing examination, sample questions and answers. The time allowed for the Body Piercing written examination is 90 minutes.

## SCIENTIFIC CONCEPTS 60%

### Anatomy & Physiology of Skin

- ◊ Identify & define the structures of the skin
  - Epithelial tissue
  - Connective tissue
  - Epidermis layer
  - Dermis layer
- ◊ Knowledge & ability to avoid damage to underlying blood vessels & nerves

### Recognize Disorders, Anomalies, & Diseases of the Skin

- ◊ Burns, scars, or grafted skin
- ◊ Lesions
- ◊ Moles & freckles

### Knowledge of Infection Control

- ◊ Pathology
  - Microbiology
- ◊ Disease transmission & cross contamination prevention
  - Sanitation & cleaning
  - Disinfection
  - Sterilization
  - Personal immunization
  - Single-use supplies
  - Waste disposal
  - Universal precautions

### Knowledge of Equipment & Supply Storage

- ◊ OSHA
  - Training & operation
  - Maintenance
- ◊ MSDS
- ◊ Manufacturer's instructions
- ◊ Supply & equipment storage
- ◊ Job equipment & supplies setup
  - Antiseptic
  - Gloves
  - Single-use marking device
  - Corks
  - Forceps
  - Needles
  - Absorbent material
  - Opening & closing pliers
  - Taper pins
  - Calipers
  - Gauge wheels
  - Lubricant
  - Sharps container
  - Contaminated tool container
  - Rubberbands
  - Needle receiving tube
  - Piercing gun

## PIERCING PROCEDURES 40%

### Knowledge of Conducting Client Consultations

- ◊ Age verification
- ◊ Client record form
- ◊ Release form or waiver
  - Limited medical history
  - Allergies
  - Mental status
- ◊ Address client contraindications
- ◊ Inform client about procedure & expectations
- ◊ Address client concerns & answer questions
- ◊ Jewelry & location consultation
- ◊ Placement verification
- ◊ Aftercare
  - Verbal instructions
  - Written instructions
- ◊ Professional ethics

### Knowledge of Use of Materials, Implements, & Supplies

- ◊ Identify & know function of equipment & implements
  - Antiseptic
  - Gloves
  - Single-use marking device
  - Corks
  - Forceps
  - Needles
  - Absorbent material
  - Opening & closing pliers
  - Taper pins
  - Calipers
  - Gauge wheels
  - Lubricant
  - Sharps container
  - Contaminated tool container
  - Rubberbands
  - Needle receiving tube
  - First aid kit
- ◊ Identify jewelry types, styles, sizes, & materials
  - Gauge, diameter, and length
  - Types and styles
  - Material

### Knowledge of Use of Antiseptic for Skin Preparation

### Knowledge of Basic First Aid

### Knowledge of Piercing Placement

- ◊ Head
  - Ear
  - Oral
  - Nose
  - Eyebrow
- ◊ Upper body
  - Navel
  - Nipple
- ◊ Genitalia
  - Female
  - Male

### Knowledge of Piercing Process

- ◊ Executing quick & precise piercing
  - Avoiding damage to underlying blood vessels
  - Avoiding damage to underlying nerves
- ◊ Inserting jewelry

### Knowledge of Stretching Process

- ◊ Inspect piercing site
- ◊ Determine appropriate increase
- ◊ Determine appropriate jewelry
- ◊ Use appropriate insertion technique

## SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Body Piercing 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 is used to secure the skin when piercing?

   a. Tapers
   b. Rubber bands
   c. Closing pliers
   d. Forceps

2. Single-use marking devices are used for

   a. indicating placement of the piercing site.
   b. completing the release form.
   c. outlining the after care procedure.
   d. recording the customer appointment.

3. Which of the following should be disposed of in a biohazard receptacle?

   a. Jewelry that has been dropped on the floor
   b. Wet gloves that were used while disinfecting countertops
   c. Gauze that will produce blood if compressed
   d. Forceps used to hold the skin during a piercing

4. Which of the following client information should be verified prior to a piercing?

   a. Height
   b. Age
   c. Weight
   d. Eye color

5. A sharps container is used to

   a. store clean needles.
   b. store marking devices.
   c. dispose of used absorbent materials.
   d. dispose of used needles.

6. Typically, when piercing both nipples, it is important to

   a. numb the entire chest area.
   b. match the placement of the piercings.
   c. perform the piercings simultaneously.
   d. massage the tissue vigorously.

7. Which of the following gauges is **MOST** appropriate for an eyebrow piercing?

   a. 2 gauge
   b. 8 gauge
   c. 16 gauge
   d. 22 gauge

8. Hard surfaces are cleaned with an appropriate Environmental Protection Agency registered

   a. witch hazel.
   b. antibacterial soap.
   c. isopropyl alcohol.
   d. disinfecting solution.

9. A piercer should **NOT** pierce through a mole because it can

   a. heal too quickly.
   b. multiply in number.
   c. become cancerous.
   d. go away.

10. Which of the following signs and symptoms is associated with the normal healing process?

    a. Itching
    b. Redness
    c. Pus
    d. Swelling

**Answers**

| | |
|---|---|
| 1. d. | 6. b. |
| 2. a. | 7. c. |
| 3. c. | 8. d. |
| 4. b. | 9. c. |
| 5. d. | 10. a. |

## RECOMMENDED REFERENCES

www.cdc.gov

www.osha.gov

www.infectioncontroltoday

www.nictesting.org

## 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.
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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
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*Salon Fundamentals Cosmetology*
2014, 3rd Edition, 1st Printing. September 2014
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## TATTOOING

**REFERENCES**
*APP Procedure Manual*
2013 Edition
Association of Professional Piercers
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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
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800.998.7498 ext. 2700

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*Milady's Standard Esthetics: Fundamentals*

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