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COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

ESTHETICS 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 an Esthetician license in the Commonwealth of Virginia, you must pass both a NIC **Theory** and **Practical** examination within one year of the date of your first examination and you must meet **ONE** of the following requirements:

1. Completion of an approved esthetics technician training program in a Virginia licensed esthetics school. ***Required Documentation: Completed Training and Experience Verification Form, which you can download from PSI's website, complete as directed and upload to your PSI account.***
2. Successful completion of 600 hours of esthetician training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia. ***Required Documentation: Upload to your PSI account your diploma, official school transcript or written verification from the Licensing Board in the State where the 600 hours were received, any of which should indicate that you successfully completed 600 hours of instruction.***
3. Completion of a substantially equivalent esthetician course (consisting of **less** than 600 hours of training) **and** six months of esthetician work experience. Both training and experience must be obtained outside the Commonwealth of Virginia. ***Required Documentation: Upload to your PSI account your certificate, diploma or other documentation verifying successful completion of the esthetic course AND a completed Training and Experience Verification Form documenting at least six months of esthetician work experience, which you can download from PSI's website and complete as directed.***
4. Completion of the Virginia apprenticeship program in esthetics. ***Required Documentation: A completed*** **Department of Labor and Industry Form** ***available from your apprenticeship representative. The original form must be mailed directly to PSI. Copies will not be accepted.***
5. Applying to take the Esthetician Instructor examination. ***Required Info: Please be prepared to enter your VA Esthetic License # and Expiration Date on your Examination and License application. In addition to holding the appropriate Virginia practitioner license, instructor applicants are required to complete an instructor-training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a licensed esthetics or master esthetics instructor in an esthetics school. Required Documentation: Completed Training and Experience Verification Form, and transcripts and/or diploma.***
6. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). ***Required Documentation: 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
Embassy Suites
8100 Loisdale Rd
Springfield, VA
Follow I-64 W and I-95 N to Loisdale Rd in Newington. Take exit 166A from I-95 N. Continue onto Loisdale Road. Turn left at Newington 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:

- For the Theory exam: you will be given a LCD writing tablet at check-in that must be returned at check-out.
- 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.

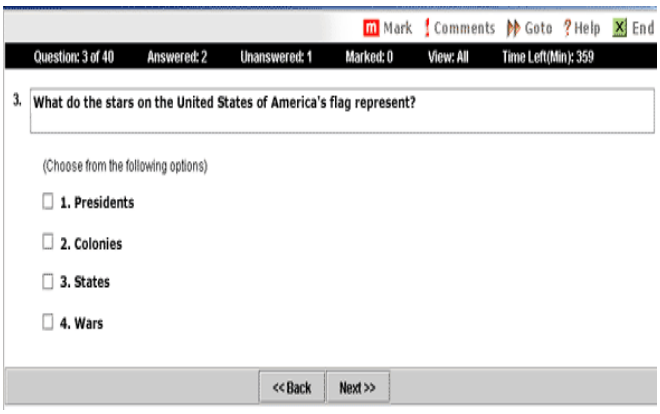
TUTORIAL

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 ESTHETICS
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

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

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

1. SCIENTIFIC CONCEPTS (55%)

A. Apply knowledge of infection control procedures related to:

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

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

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

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

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

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

2. SKIN CARE AND SERVICES (45%)

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

B. Demonstrate an understanding of cleansing procedures

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

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

E. Demonstrate an understanding of extraction procedures

F. Demonstrate an understanding of massage movements and effects

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

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

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

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

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

ESTHETICS SAMPLE QUESTIONS

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

1. What is the term for the scientific study of the skin?
   a. Myology
   b. Angiology
   c. Physiology
   d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
   a. Disinfection
   b. Sterilization
   c. Ionization
   d. Sanitation

3. Which of the following is also referred to as the basal layer?
   a. Stratum granulosum
   b. Stratum lucidum
   c. Stratum germinativum
   d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
   a. beginning to destroy itself.
   b. actively growing.
   c. shedding.
   d. disconnecting from the papilla.

5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
   a. Monthly
   b. Annually
   c. At the first treatment
   d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as
   a. seborrhea.
   b. keratoma.
   c. telangectasia.
   d. dehydrated.

7. Melanocytes that are more active will produce
   a. lighter skin.
   b. darker skin.
   c. sebaceous skin.
   d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
   a. oxygenate the skin.
   b. moisturize the skin.
   c. decrease circulation.
   d. detoxify the skin.

Answers

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

TO TAKE THE NIC ESTHETICS ONLINE PRACTICE EXAM
CLICK HERE

OR GO TO:

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

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

ESTHETICS REFERENCES

PRIMARY REFERENCES

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

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

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

SUPPORTING REFERENCES

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

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
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Milady's Standard Esthetics: Fundamentals
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NATIONAL *ESTHETICS*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

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

IMPORTANT INSTRUCTIONS

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

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

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

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

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

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

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

MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA

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

SPECIAL ATTENTION!

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

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled "to be disinfected"
  - Container labeled "soiled linens"
  - Container labeled "trash"
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical

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Examination Content Domains Sections).

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

Candidates are expected to brace any time they are working around the eye and mouth areas.

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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

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

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CONTENT DOMAINS

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

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

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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

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

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back, please read the following statement to all candidates:
"Please stop working."

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

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

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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4. MASSAGING THE FACE WITH PRODUCT (10 minutes)

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

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

Candidates will be evaluated on the following tasks:

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

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

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

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

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

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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

Proctor – Verbal Instructions: Read to all candidates:
"You will prepare your work area for a NEW client."
"You will set up the universal supplies you will use for the remainder of the examination."
"You will also set up for the following sections of the examination:
Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax,
Hair Removal of the Upper Lip Using Hard Wax,
Facial Mask,
Facial Makeup."
"Plug your wax pot in at this time."
"You will prepare your client for services."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 15 minutes to complete this section."
"You will be informed when you have 8 minutes remaining."
"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

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

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

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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

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

(1) "The instructions will be repeated."

HAIR REMOVAL OF EYEBROWS - TWEEZING

Candidates will be evaluated on the following tasks:

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

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

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

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

HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

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

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

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

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

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

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

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

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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

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

Candidates will be evaluated on the following tasks:

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

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

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

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

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

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

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

Examiner – Verbal Instructions: Read to each candidate individually once the hair removal of the upper lip procedure has been examined:
"Please step back and do nothing until the next verbal instructions are given."

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

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

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

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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9. FACIAL MAKEUP
(20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will apply facial makeup."
"You are expected to brace when working around the eye and mouth areas."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
"Step back to indicate you have finished."

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

Candidates will be evaluated on the following tasks:

9.1 Facial makeup supplies are labeled in English
9.2 Implements and supplies are visibly clean
9.3 Applies protective covering to shoulders
9.4 Secures hair off face
9.5 Applies foundation to cover face
9.6 Applies powder to face
9.7 Applies blush
9.8 Grooms eyebrows
9.9 Applies eyeshadow
9.10 Applies eyeliner
9.11 Applies mascara
9.12 Applies lip liner
9.13 Applies lip color
9.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

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10. BLOOD EXPOSURE PROCEDURE (10 Minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will demonstrate the blood exposure procedure."

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

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

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

Candidates will be evaluated on the following tasks:

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

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

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

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SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

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

CLEANSING OF THE FACE

- cleanser
- astringent or toner

EXFOLIATING AND STEAMING THE FACE SUPPLIES

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

MASSAGING THE FACE SUPPLIES

- massage product

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

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

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HAIR REMOVAL ON UPPER LIP USING HARD WAX SUPPLIES +

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

FACIAL MASK SUPPLIES

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

FACIAL MAKEUP SUPPLIES

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

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

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COSMETOLOGY & HAIR DESIGN

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

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

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

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

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

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

BARBERING (BARBER STYLING, BARBER, BARBER 1)

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

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

BODY PIERCING

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

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

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

ELECTROLOGY

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

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

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

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

ESTHETICS

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

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

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

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

ESTHETICS-ADVANCED PRACTICE (AP)

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

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

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

INSTRUCTOR

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

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

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

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

MANAGER

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

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

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

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

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

NAIL TECHNOLOGY

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

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

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

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

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

800.998.7498 ext. 2700

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

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

NATURAL HAIR STYLING

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

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

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

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

TATTOOING

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

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

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

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

Salon Fundamentals Esthetics
2013, 2nd Edition, 11th printing, 2nd Edition, August 2013
Pivot Point International, Inc.
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Contact: Debbie Mack, dmack@pivotpoint.com
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Milady Standard Esthetics: Advanced
2013 2nd edition
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800.998.7498 ext. 2700

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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
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www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

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

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

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

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

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

HAND WASHING

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

NAIL TECHNOLOGY

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

NIC Blood Exposure Procedure

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

Who is bleeding?

Client

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

Licensee

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

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