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**SOUTH CAROLINA
 DEPARTMENT OF LABOR, LICENSING AND REGULATIONS**

**COSMETOLOGY EXAMINATION
 TEST TAKER GUIDE**

Examinations by PSI Services LLC	2	Required Identification at the Examination Site	4
Examination Payment and Scheduling Procedures.....	2	Security Procedures	4
Examination Fees.....	2	Taking the Examination by Computer	4
On-line, via the Internet	2	Identification Screen.....	4
Telephone	2	Tutorial	4
Rescheduling/Canceling an Examination	2	Test Question Screen	5
Retaking a Failed Examination	2	Examination Review	5
Missed Appointment or Late Cancellation	2	Score Reporting	5
Examination Accommodations.....	3	Duplicate Score Report.....	5
Examination Site Closing for an Emergency	3	Tips for Preparing for Your License Examination.....	5
Examination Site Locations.....	3	Description of Examinations.....	6
Reporting to the Examination Site	3	Accommodations Request.....	End of Guide

Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/sccos>

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

If you fail, you may retest unlimited until you pass. After passing the examination, apply for your license by submitting an application. For more information visit the Boards website at <https://llr.sc.gov/cosmo/> or email BoardInfo@llr.sc.gov.

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 Fee	\$66
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

SCHEDULING ON-LINE

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/sccos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

SCHEDULING BY TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available at 800-733-9267 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 two (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 (800) 733-9267.

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.

RETAKE A FAILED EXAMINATION

The South Carolina Board requires all candidates who fail an examination to re-apply for eligibility to retest. Application may be made by using the LLR application portal, <https://eservice.llr.sc.gov/NewAppsV3/>, or by [CLICKING HERE](#). PSI is not allowed to re-register a candidate or create a new eligibility for a candidate after an unsuccessful attempt/failure without a new eligibility from the state.

MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment two (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 (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made as appropriate to meet a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin or by [Clicking Here](#).

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 scheduled examination by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/sccos>.

WRITTEN EXAMINATION SITE LOCATIONS

GREENVILLE/SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 218
Greenville, South Carolina 29615

COLUMBIA

Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 143
Columbia, South Carolina 29210

CHARLESTON

4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406

BEAUFORT/HILTON HEAD

Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906

MYRTLE BEACH

1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577

PRACTICAL EXAMINATION SITE LOCATION

COLUMBIA PSI PRACTICAL TESTING CENTER

111 Executive Center Drive
Suite 222
Columbia, South Carolina 29210

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.*

REQUIRED IDENTIFICATION TO ENTER THE TEST

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.



PRIMARY IDENTIFICATION - Choose One

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

SECURITY PROCEDURES

The following security procedures apply during examinations:

- 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 is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **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 all guests, 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 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 Board 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 Board .
- 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 to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.



TEST QUESTION SCREEN

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



The screenshot shows a test interface with a function bar at the top containing icons for Mark, Comments, Goto, Help, and End. Below the function bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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 your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your 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 the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and 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

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.



ACCOMMODATION REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination may request alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

Applicants 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 applicants 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

CANDIDATES MUST BE REGISTERED FOR AN EXAMINATION PRIOR TO REQUESTING TO SCHEDULE AN ACCOMMODATION

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121



National Cosmetology Theory Examination CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB)	8
IMPORTANT INSTRUCTIONS.....	8
General.....	8
Standardized Administration.....	8
Prohibited Items.....	9
COSMETOLOGY THEORY EXAMINATION CONTENT OUTLINE	9
Domain Details.....	9
NATIONAL COSMETOLOGY THEORY EXAMINATION SAMPLE QUESTIONS.....	13
NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES.....	15
Standard	15
Supplemental.....	16



CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Cosmetology Theory Examination is a licensure examination for Cosmetology, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Cosmetology Theory Examination content and references.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- 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.*
- All examinations are administered in a testing environment.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.

- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), 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.
- Communicating to other candidates or any examiner.
- 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 immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

COSMETOLOGY THEORY EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Cosmetology Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 110 items, of which 100 items are weighted and contribute to the candidate's final score.

- I. Scientific Concepts (35%)
 - A. Infection control and safety practices
 1. Identify cause/transmission of diseases and infections
 2. Identify the purpose and differentiate among the categories of infection control
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization
 1. Recognize how cross-contamination occurs and how it can be prevented (e.g., single use and multi-use items)
 2. Apply blood exposure procedures
 3. Identify requirements of government agencies
 - a. OSHA
 - b. EPA
 - B. Human anatomy and physiology

1. Identify function and structure of the:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
2. Recognize signs and symptoms of conditions, disorders, and diseases related to:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
3. Identify muscles and joints and their functions related to:
 - a. Head and face
 - b. Arms and hands
 - c. Legs and feet
4. Identify functions of:
 - a. Nervous system
 - b. Circulatory system

C. Basic chemistry used in Cosmetology

1. Recognize purpose and effects of ingredients
2. Recognize interactions between chemicals
3. Recognize chemical reactions (e.g., overexposure, chemical burn)
4. Recognize the values of the pH scale

II. Hair Care and Services (45%)

A. Client consultation, analysis, and documentation

1. Evaluate condition of client's hair and scalp
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Utilize preliminary tests (e.g., predisposition and strand tests)
4. Recommend services or products based on client needs

5. Establish/Maintain client records (e.g., service history, client card, medical history)
- B. Hair care and services- Tools used in hair care services
1. Identify purpose, function, and infection control procedures of items
 - a. Equipment (e.g., chair, workstation)
 - b. Implements (e.g., razors, shears, combs/brushes)
 - c. Supplies and materials (e.g., towels, drapes, neck strips)
 - d. Electrical tools (e.g., irons, blow dryers, clippers)
 2. Demonstrate safe practices
 - a. Tools/Implements
 - b. Ergonomics
- C. Hair care principles and procedures
1. Demonstrate shampooing and conditioning
 2. Demonstrate scalp treatments and scalp massage
 3. Demonstrate draping (e.g., chemical, shampoo, cutting, styling)
 4. Recognize differences in hair care principles and procedures based on various hair types and textures
- D. Hair design principles and procedures
1. Demonstrate hair cutting and shaping
 2. Demonstrate hair styling
 - a. Wet styling
 - b. Thermal styling
 - c. Natural hair styling (e.g., braiding)
 3. Apply, maintain, and remove hair enhancements
 - a. Wigs and hairpieces
 - b. Hair additions (e.g., taping, bonding, fusion, linking)
 4. Apply principles of balance and hair design (e.g., facial shape, physical structure)

5. Recognize differences in hair design principles and procedures based on various hair types and textures
- E. Chemical services principles and procedures
1. Perform hair color services (e.g., virgin, retouch, lightening, foilyage, balayage, color formulation, color correction)
 2. Perform chemical hair relaxer/restructurizer and curl reduction (e.g., hydroxide, thio, keratin) service
 3. Perform chemical waving/texturing (e.g., alkaline, acid, non-thio) services
 4. Understand the chemical products used for the various hair texture types
- III. Skin Care and Services (10%)
- A. Client consultation, analysis, and documentation
1. Evaluate client's skin
 - a. Type
 - b. Condition
 2. Recognize conditions that would prohibit service (i.e., contraindications)
 3. Recommend services or products based on client needs
 4. Establish/Maintain client records (e.g., service history, client card, medical history)
- B. Tools used for skin care services
1. Identify purpose, function, and infection control procedures of items
 - a. Equipment (e.g., chair, steamer)
 - b. Implements (e.g., tweezers, brushes, extractors)
 - c. Supplies, products, and materials (e.g., creams, masks, towels, wax, head coverings)
 2. Demonstrates safe practices
 - a. Tools/Implements
 - b. Ergonomics
- C. Skin care principles and procedures
1. Apply knowledge of a basic facial
 2. Apply knowledge of hair removal

3. Apply knowledge of makeup application
4. Apply knowledge of electrical equipment

IV. Nail Care and Services (10%)

A. Client consultation, analysis, and documentation

1. Evaluate condition of client's nails
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Recommend services or products based on client needs
4. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used for nail care services

1. Identify purpose, function, and infection control procedures of items
 - a. Equipment (e.g., workstation, pedicure basin)
 - b. Implements (e.g., nippers, file)
 - c. Supplies, products, and materials (e.g., towels, creams, polish)
2. Demonstrates safe practices
 - a. Tools/Implements
 - b. Ergonomics

C. Nail care service principles and procedures

1. Apply knowledge of a basic manicure and pedicure
2. Apply, maintain, and remove nail enhancements

NATIONAL COSMETOLOGY THEORY EXAMINATION SAMPLE QUESTIONS

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

1. Which of the following will reinforce and reconstruct the hair shaft?
 - A. Scalp treatment
 - B. Balancing shampoo
 - C. Hair brushing
 - D. Protein conditioner

2. When damaged, which of the following will cause the hair growth to be inhibited?
 - A. Papilla
 - B. Shaft
 - C. Cuticle
 - D. Arrector pili
3. A condition caused by an infestation of head lice is
 - A. tinea barbae.
 - B. scabies.
 - C. pediculosis capitis.
 - D. tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?
 - A. Cleaning
 - B. Disinfection
 - C. Sterilization
 - D. Decontamination
5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
 - A. Coarse file
 - B. Metal file
 - C. Nail brush
 - D. Nail buffer
6. What is another name for the dermis layer of the skin?
 - A. Spiny layer
 - B. Horny layer
 - C. True skin
 - D. Basal cell
7. The massage movement intended to soothe muscles is
 - A. petrissage.
 - B. tapotement.

- C. friction.
- D. effleurage.
- 8. What product can be used to equalize the porosity of the hair?
 - A. Shampoo
 - B. Fillers
 - C. Lightener
 - D. Developer

Answer Key	
1	D
2	A
3	C
4	A
5	D
6	C
7	D
8	B

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Cosmetology examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference test material.

Standard

Milady Standard Cosmetology and Foundations

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14th Edition

9780357871492

Milady www.Milady.com

Info@Milady.com;

Pivot Point Fundamentals: Cosmetology, (101 – 113)

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Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician

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Supplemental

Milady Standard Cosmetology

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13th Edition

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Salon Fundamentals Cosmetology

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3rd Edition

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National Cosmetology Practical Examination CIB

Effective: July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB).....	18
IMPORTANT INSTRUCTIONS.....	18
General.....	18
Supplies	19
Standardized Administration.....	19
Prohibited Items.....	20
Safety	20
NIC Model or Mannequin Requirements.....	20
Special Attention.....	20
COSMETOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE.....	21
Core Domain Sections	21
Domain Details.....	21
1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)	21
2. THERMAL CURLING (10 minutes).....	22
3. HAIRCUTTING (35 minutes).....	23
4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes).....	24
5. CHEMICAL WAVING (20 minutes)	25
6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED COLOR PRODUCT (10 minutes).....	27
7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes).....	27
8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)..	28
9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes).....	29
10. BLOOD EXPOSURE PROCEDURE (10 minutes).....	30
SUGGESTED EXAMINATION SUPPLIES.....	31
NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES	32
Standard.....	32
Supplemental.....	33



CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

This bulletin contains IMPORTANT INFORMATION regarding National Cosmetology Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- 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.*
- All examinations are administered in a testing environment.

- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

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 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.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **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-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

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 or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing 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."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their 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 candidate has completed all tasks in the section, they need to step back 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 IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), 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.
- Communicating to other candidates or any examiner.
- 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 immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- 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 and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

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

Candidates will be evaluated on proper designation of materials that are disposed. Candidates 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 Cosmetology Practical Examination Content Domains Sections). 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. A straight razor MUST be used. Check your state's examination regulations for razor blade and live model and/or mannequin requirements. In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.

COSMETOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Cosmetology Practical Examination includes 10 (ten) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)
2. THERMAL CURLING (10 minutes)
3. HAIRCUTTING (35 minutes)
4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)
5. CHEMICAL WAVING (20 minutes)
6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED COLOR PRODUCT (10 minutes)
7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)
8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)
9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)
10. BLOOD EXPOSURE PROCEDURE (10 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Cosmetology Practical Examination.

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 at this time.

You will also set up the supplies for the following sections of the examination at this time-

- Thermal Curling,

- Haircutting.

Additional verbal instruction specific to state guidelines

Plug your curling iron in at this time. (Read only if hot iron is used)

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 with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands with product with manufacturer’s label in English**
- **1.3 Sets up supplies for Client 1**
- **1.4 Places items to be disinfected, soiled linens, and trash in correct containers 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.”

2. THERMAL CURLING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Thermal Curling.

You will form four curls on the top of the head.

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.”

- **2.1 Thermal curling supplies and implements are visibly clean**

- **2.2 Tests temperature of iron**
- **2.3 Subsections hair for thermal curling**
- **2.4 Demonstrates safe use of iron**
- **2.5 Final appearance of four curls**
- **2.6 Maintains thermal draping throughout section**
- **2.7 Places items to be disinfected, soiled linens, and trash in correct containers 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.”

3. HAIRCUTTING (35 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Haircut.

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

You will cut at least 1 inch of hair throughout the haircut.

Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.

You will have 35 minutes to complete this section.

You will be informed when you have 18 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 Haircutting supplies and implements are visibly clean**
- **3.2 Subsections hair for Haircutting**
- **3.3 Demonstrates safe use of razor**
- **3.4 Demonstrates safe use of shears**

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. 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.”

Examiner – Verbal Instructions: Read to each candidate individually:

“May I please use your comb to check the haircut?”

- **3.5 Final appearance of haircut**

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”

- **3.6 Removes hair from work area**
- **3.7 Maintains drape throughout section**
- **3.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:

“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

“All examiners have indicated they are ready to proceed. Examiners please rotate at this time.”

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

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.

You will prepare your work area for a NEW client.

You will set up the universal supplies for the remainder of the examination at this time.

You will also set up the supplies for the following sections of the examination at this time-

- *Chemical Waving,*
- *Predisposition Test and Strand Test,*
- *Highlighting with Foil, Virgin Application,*
- *Hair Color Retouch,*
- *Virgin Hair Relaxer Application.*

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 chemical 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:**
- **4.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **4.2 Sanitizes hands with product with manufacturer’s label in English**
- **4.3 Sets up supplies for Client 2 labeled in English**
- **4.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

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.”

5. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Chemical Waving.

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

Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.

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:**
- **5.1 Chemical waving supplies are labeled in English and implements are visibly clean**
- **5.2 Subsections hair for chemical waving**
- **5.3 Wraps hair**
- **5.4 Correct rod and band placement used throughout entire 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. 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."

Examiner – Verbal Instructions: Read to each candidate individually:

"Please demonstrate saturation on the first three rods"

- **5.5 Demonstrates saturation on the first three rods**

Examiner – Verbal Instructions: Read to each candidate individually:

"Please demonstrate a test curl."

- **5.6 Demonstrates a test curl**

Examiner – Verbal Instructions: Read to each candidate individually once the test curl has been examined:

"Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:

"All examiners have indicated they are ready to proceed."

You will remove all rods from the head and create 5 sections for the remaining chemical services.

You will have 5 minutes to complete this section. You will be informed when you have 2 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:**
- **5.7 Maintains chemical drape throughout section**
- **5.8 Places items to be disinfected, soiled linens, and trash in a correct container throughout section**

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.”

6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED COLOR PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform the Predisposition Test and Strand Test for permanent hair color. You will demonstrate the predisposition test behind the ear.

You will demonstrate the strand test on any single subsection of hair. There is no required wait time for results. 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:**
- **6.1 Predisposition test and strand test products are labeled in English and implements are visibly clean**
- **6.2 Demonstrates predisposition test behind the ear**
- **6.3 Demonstrates strand test process**
- **6.4 Maintains chemical drape throughout section**
- **6.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

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.”

7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Highlighting with Foil, Virgin Application.

You will place four foils on the top of the head from the front hairline to the apex.

You will apply simulated highlighting product from upper edge of foils to hair ends.

You will have 15 minutes to complete this section.

You will be informed when you have 8 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:**
- **7.1 Highlighting supplies are labeled in English and implements are visibly clean**
- **7.2 Subsections hair for highlighting with foils**
- **7.3 Demonstrates foil placement**

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. 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.”

- **7.4 Final result of simulated product application**
- **7.5 Maintains chemical drape throughout section**
- **7.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Examiner – Verbal Instructions: Read to candidate individually once the final appearance of the foil has been examined:

“Please 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. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Hair Color Retouch Application.

The client has 1 inch of regrowth.

You will apply simulated hair color product to one section of the back of the head. You 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 Hair color retouch supplies are labeled in English and implements are visibly clean**
- **8.2 Subsections hair for hair color retouch**
- **8.3 Applies simulated hair color product**
- **8.4 Final result of hair color retouch application**
- **8.5 Maintains chemical drape throughout section**
- **8.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

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."

9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Virgin Hair Relaxer (No Base) Application.

You will apply simulated relaxer product on one back quadrant/section of hair.

You will have 15 minutes to complete this section.

You will be informed when you have 8 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 Virgin hair relaxer supplies are labeled in English and implements are visibly clean**
- **9.2 Prepares for relaxer application**
- **9.3 Applies and smooths simulated relaxer product**
- **9.4 Maintains chemical drape throughout section**
- **9.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

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.”

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, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. The injury has not yet contaminated your work area or the client. You are expected to demonstrate the proper procedure for a blood exposure.

You are 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 are labeled in English**
- **10.2 Removes materials from first aid kit**
- **10.3 Supplies and materials are visibly clean**
- **10.4 Cleans injured area with antiseptic**
- **10.5 Covers with dressing that is absorbent and secured**
- **10.6 Candidate wears glove or finger guard**
- **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 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.”

- **CANDIDATE CLEANUP AND FINAL SUMMARY**

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:



“All examiners have indicated they have completed their assessment.

Make sure that all kit supplies and disposable materials are taken with you.

This concludes the National-Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.

Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

- * Brushes and Bowls or Bottle Applicators
- * Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
- * Chemical Wave Rods
- * Cloth Towels
- * Combs
- * Container Labeled “items to be Disinfected”
- * Container Labeled “soiled Linens”
- * Container Labeled “trash”
- * Cotton
- * End Papers
- * EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
- * First Aid Kit
- * Foils
- * Gloves
- * Hair Brushes

Suggested Supplies

- * Hair Clips and/or Clamps
 - * Hair Color-Colored Simulated Products
 - * Hair Relaxer-Colored Simulated Product
 - * Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
 - * Mannequin Heads and a Table Clamp or Tri-Pod (Pre-Markings or Pre-Sectioning on Mannequins is not Permitted)
 - * Material for Testing Temperature of Iron
 - * Neck Strips
 - * Paper Towels
 - * Protective Capes (Child Size Capes may be Used)
 - * Protective Cream
 - * Razor
 - * Shears
 - * Simulated Waving Lotion (Water)
 - * Skin Cleanser
 - * Spatulas
 - * Spray Bottle with Water
 - * Thermal Curling Iron with Cord Unbound and/or Unaltered
-

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Standard

Milady Standard Cosmetology and Foundations

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National Examination Cosmetology Basic Facial Additional Section CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB) 35

 Domain Details..... 35

 BASIC FACIAL (20 minutes)..... 35

SUGGESTED EXAMINATION SUPPLIES 36





CANDIDATE INFORMATION BULLETIN (CIB)

BASIC FACIAL (20 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Examination Cosmetology Basic Facial Additional Section CIB.

BASIC FACIAL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up your work area and the supplies for the Basic Facial section of this examination.

Please do not begin to demonstrate the procedure at this time.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

- **1 Disinfects work area with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, fungicidal, and virucidal**
- **2 Sanitizes hands with product with manufacturer’s label in English**
- **3 Basic facial supplies are labeled in English**
- **4 Implements and supplies are visibly clean**

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 that 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 prepare your client for a Basic Facial. You will perform a Basic Facial. 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:**
- **1 Cleanses entire face**
- **2 Applies toner/astringent**
- **3 Demonstrates exfoliation with product and implement/material**
- **4 Steams the face with towel and removes residual product completely**
- **5 Demonstrates facial massage procedure using 4 different types of facial massage movements**
- **6 Demonstrates facial mask**
- **7 Applies moisturizer and/or sun protection**
- **8 Maintains drape throughout section**
- **9 Places items to be disinfected, soiled linens, and trash in correct containers 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.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

* Astringent or Toner

Suggested Supplies

- * Body Drape
 - * Bowl and Water (If Needed)
 - * Exfoliation Product
 - * Facial Cleanser
 - * Hair Band or Drape
 - * Implement or Material for Exfoliation
 - * Massage Product
 - * Sponges, 4x4s, Cotton Rounds
 - * Wet Steam Towels
-

National Examination Cosmetology Hair Removal of the Eyebrows Additional Section CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB)	39
Domain Details.....	39
HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed).....	39
SUGGESTED EXAMINATION SUPPLIES	40



CANDIDATE INFORMATION BULLETIN (CIB)

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

Domain Details

The following outlines the scope of content covered by the NIC National Examination Cosmetology Hair Removal of the Eyebrows Additional Section CIB.

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

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination.

Please do not begin to demonstrate the procedure at this time.

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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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.”

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your client for services. You will perform hair removal of the eyebrow using simulated soft wax and tweezing. You will select one eyebrow to demonstrate the procedures. This is an untimed section.

Do not begin to demonstrate the procedures until instructed individually by the examiner to begin.

(1) The instructions will be repeated.”

- **Candidates will be evaluated on the following tasks:**
- **1 Hair removal of the eyebrow supplies are labeled in English**

- **2 Implements and supplies are visibly clean**

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal using simulated soft wax on one eyebrow.”

- **1 Prepares for simulated soft wax procedure**
- **2 Demonstrates simulated soft wax application**
- **3 Demonstrates simulated soft wax removal**

Examiner – Verbal Instructions: Read to each candidate individually:

“Please tweeze three hairs from the same eyebrow and conclude the service.”

- **1 Demonstrates tweezing procedure**
- **2 Maintains drape throughout section**
- **3 Places items to be disinfected, soiled linens, and trash in correct containers 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.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

- * Antiseptic
- * Hair Band or Drape
- * Post-Epilation Product

Suggested Supplies

- * Simulated Soft Wax Product
 - * Tweezers
 - * Wax Applicators
 - * Wax Strips
-

National Examination Cosmetology Hair Removal of Upper Lip with Hard Wax Additional Section CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB)	43
Domain Details.....	43
HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (10 minutes)	43
SUGGESTED EXAMINATION SUPPLIES	44



CANDIDATE INFORMATION BULLETIN (CIB)

HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (10 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Examination Cosmetology Hair Removal of Upper Lip with Hard Wax Additional Section CIB.

HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (10 minutes)

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 to demonstrate the procedure at this time.

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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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.”

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your client for services.

You will perform hair removal of the upper lip using real hard wax.

You will demonstrate the procedure on the entire upper lip.

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:**
- **1 Hair removal of the upper lip supplies are labeled in English**
- **2 Equipment, implements, and supplies are visibly clean**
- **3 Prepares for hard wax procedure**
- **4 Demonstrates hard wax application on entire upper lip**
- **5 Demonstrates hard wax removal**
- **6 Conclusion of hair removal procedure on upper lip**
- **7 Maintains drape throughout section**
- **8 Places items to be disinfected, soiled linens, and trash in correct containers 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."

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

* Actual Hard Wax (Only Enough to Wax the Upper Lip)

* Antiseptic

* Hair Band or Drape

* Post-Epilation Product

* Wax Heater

National Examination Cosmetology Manicure and Polish Application Additional Section CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB) 46

 Domain Details..... 46

 MANICURE AND POLISH APPLICATION (20 minutes) 46

SUGGESTED EXAMINATION SUPPLIES 48





CANDIDATE INFORMATION BULLETIN (CIB)

MANICURE AND POLISH APPLICATION (20 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Examination Cosmetology Manicure and Polish Application Additional Section CIB.

MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up the supplies for the Manicure and Polish Application section of this examination.

Please do not begin to demonstrate the procedure at this time.

Turn the hand toward the front of the room 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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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.”

Proctor – Verbal Instructions: Read to all candidates (Note to Proctor – Choose any finger):

“You will perform a Manicure and Polish Application.

You will have 20 minutes to complete this section.

You will be informed when you have 10 minutes remaining.

Turn the hand toward the front of the room to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

- **Candidates will be evaluated on the following tasks:**
- **1 Manicure and polish supplies are labeled in English**
- **2 Implements and supplies are visibly clean**
- **3 Shapes nails to uniform length and shape**
- **4 Cleanse model's nails in bowl of water**
- **5 Prepares cuticle**
- **6 Cleans and buffs nails**
- **7 Performs at LEAST 2 different types of massage on the entire hand**
- **8 Prepares nails and applies RED polish**

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. 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.”

- **Examiner will check each manicure individually**
- **9 Final appearance of manicure and polish**

Examiner – Verbal Instructions: Read to candidate individually after the manicure and polish has been examined:

“Please do nothing until further instructions are given.”

Proctor – Verbal Instructions: Read to all candidates:

“All examiners have indicated they are ready to proceed with the examination.

You will remove the polish from all nails and properly dispose of supplies used in the previous section 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.

Turn the hand toward the examiner to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

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

- **10 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have turned the hand 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 turned the hand:

“Please stop working.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

- * Base Coat
 - * Bowl (Finger Bowl)
 - * Cotton
 - * Cuticle Cream/Remover
 - * Cuticle Pusher
 - * Mannequin Hands with Artificial Nails Attached (Must be Entire Hand; Cannot Have Removable Digits)
 - * Massage Product
 - * Nail Brush
 - * Nail Files and/or Buffers
 - * Polish Remover
 - * Red Polish
 - * Top Coat
 - * Water
-

National Examination Cosmetology Nail Tip Application and Blending Additional Section CIB

Effective July 01, 2022

Table of Contents

CANDIDATE INFORMATION BULLETIN (CIB)	50
Domain Details.....	50
NAIL TIP APPLICATION AND BLENDING (20 minutes)	50
SUGGESTED EXAMINATION SUPPLIES	51



CANDIDATE INFORMATION BULLETIN (CIB)

NAIL TIP APPLICATION AND BLENDING (20 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Examination Cosmetology Nail Tip Application and Blending Additional Section CIB.

NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up the supplies for the Nail Tip Application and Blending section of this examination.

Please do not begin to demonstrate the procedure at this time.

Turn the hand toward the front of the room 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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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.”

Proctor – Verbal Instructions: Read to all candidates (Note to Proctor – Choose any finger):

“You will perform Nail Tip Application and Blending.

Apply the nail tip to the [selected] finger.

You will have 20 minutes to complete this section.

You will be informed when you have 10 minutes remaining.

Turn the hand toward the front of the room to indicate you have finished.

(1) The instructions will be repeated.

(2) *You may begin.*"

- **Candidates will be evaluated on the following tasks:**
- **1 Nail tip application and blending supplies are labeled in English**
- **2 Implements and supplies are visibly clean**
- **3 Prepares nail plate for tip application**
- **4 Applies full-well tip to assigned finger**
- **5 Shapes, blends, and finishes nail tip**

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. 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."

- **Examiner will check each nail tip individually**
- **1 Appearance of nail tip selection and application**
- **2 Final appearance of finished nail tip**
- **3 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Examiner – Verbal Instructions: Read to candidate individually after the nail tip application and blending has been examined:

"Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions:

"Read to candidates when all examiners have indicated they have completed their assessment. All examiners have indicated they are ready to proceed."

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

* Adhesive

* Full-Well Nail Tips

* Mannequin Hands with Artificial Nails Attached (Must be Entire Hand; Cannot Have Removable Digits)

* Nail Clipper

* Nail Files and/or Buffers
