

DL ROOPE

A Prometric Company



Candidate Handbook

NORTH CAROLINA INSTRUCTOR



1.888.375.2020

Revised: November 2020

Effective: November 2020

North Carolina Instructor Candidate Handbook

Table of Contents

D.L. Roope Administrations Contact Information	3
Eligibility Requirements	3
North Carolina School Candidate Information	3
Out of State Candidate Information	3
Americans with Disabilities Act (ADA) Information	3
Exam Application Information	4
Exam Languages	4
Computerized Written Examination Information	4
Examination Scheduling Procedures	4-5
Examination Fee Policy	5
Admission to the Examination Information	6
Test Site Visitor Policy	6
Professional Attire Information	6
Kit & Supply Information	7
Prohibited Items - Not Allowed	7
Instructor Information	8
References	8
Examination Sections	8
Instructor Practical Examination Sections	8
Examination Survey Information	8
North Carolina Scoring Information	9
North Carolina Examination Result Information	9
Blood Exposure Procedure	10

Included with this handbook is the NIC Candidate Information Bulletin (CIB) that includes the examination sections administered in North Carolina.

NIC Instructor Practical CIB..... NIC pages #1 – 8

The NIC Written CIB is available on our website at www.DLRoope.com

North Carolina Instructor Candidate Handbook

D.L. ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may write, phone, or visit our web site:

D.L. Roope Administrations

P.O. Box 631

Hampden, ME 04444-0631

Toll Free: 1-888-375-2020 ~ Direct: 1-207-848-7720

Fax (207) 848-5511 ~ www.DLRoope.com

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the North Carolina Board of Cosmetic Art Examiners (Board). D.L. Roope Administrations is contracted by the Board to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Board office, you may visit the Board's website at www.nccosmeticarts.com or contact the Board office at 1-919-736-6123

NORTH CAROLINA SCHOOL CANDIDATE INFORMATION

If you graduated from a licensed school in the State of North Carolina, you may obtain a paper exam application from your school or you may complete an online exam application on our website at www.DLRoope.com. If you apply online, your school will be notified electronically that you have applied.

Student's final record of instruction must be submitted to the Board. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before a license will be issued.

OUT OF STATE CANDIDATE INFORMATION

If you are currently licensed in another state, you must complete an application for reciprocity and submit it to the North Carolina State Board of Cosmetic Art Examiners. The Board will determine if you are eligible for licensure by reciprocity or by examination.

If you did not graduate from a school licensed in the State of North Carolina, you may visit the Board's website at www.nccosmeticarts.com or contact the Board office at 1-919-736-6123 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com to apply online or to print the Out of State paper exam application.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact D.L. Roope Administrations or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to D.L. Roope Administrations by the application deadline date.**

North Carolina Instructor Candidate Handbook

EXAM APPLICATION INFORMATION

If you graduated from a school licensed by the North Carolina Board of Cosmetic Art Examiners, a paper exam application may be obtained from your school or you may complete an online exam application. If you graduated in another state, you may visit our website at www.DLRoope.com to print a paper “Out of State” exam application or to apply online.

Online exam applications are available on our website at www.DLRoope.com. Exam fees may be paid with any debit or credit card through a secure payment processing service. Your online application will transfer to your school if you graduated from a licensed school in North Carolina. Once you are approved by your school for testing, your online application is transferred to our system, our staff reviews your application for completeness, and if it is complete you will be sent an e-mail letting you know that you are approved and that you will be scheduled for your examination.

If your application is not approved, our staff will contact you by phone or e-mail regarding the deficiencies in your application.

EXAM LANGUAGES

The practical examination is only offered in English. The written examination is offered in additional languages, you will select the language preference for your written examination when you apply for the examination.

COMPUTERIZED WRITTEN EXAMINATION INFORMATION

Computerized written examinations are administered at Iso Quality Testing (IQT) testing centers at multiple locations throughout North Carolina. Candidates may test at any IQT testing center in the United States that is convenient for them.

Additional information is provided in the following section titled Examination Scheduling Procedures.

EXAMINATION SCHEDULING PROCEDURES

Candidates schedule their own practical and computerized written examinations in Iso Quality Testing’s (IQT’s) scheduling portal. Practical examinations are administered primarily in Raleigh and once a year in Hickory and Wilmington.

D.L. Roope sets up examination spaces in the online system to enable candidates to log in and schedule their examinations or they may call and speak with a telephone support specialist to be scheduled. The online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations at a test location on a date and time that is convenient for them.

Examination spaces are set up in the online scheduling system approximately 2 to 3 weeks prior to the exam week. If you want to test at a later date that isn’t published yet please log back in approximately 2 to 3 weeks prior.

Candidates will receive an e-mail from Iso-Quality Testing (IQT) to schedule the practical examination and a second e-mail to schedule the computerized written examination. The e-mails contain instructions on how to schedule the examinations if an e-mail address was provided on the exam application. If an e-mail address was not provided, scheduling information will be mailed to the candidates.

North Carolina Instructor Candidate Handbook

EXAMINATION SCHEDULING PROCEDURES CONTINUED

Candidates may schedule their own practical and computerized written examination by clicking on the link in their approval e-mails. This link takes them into the scheduling portal or they may schedule by calling and speaking with a telephone support specialist. Candidates log in using their assigned candidate number and secure password. The scheduling portal shows the approved examination for the candidate and informs the candidate of the location that is closest to their zip code. The candidate has the option of selecting another test site if desired. The candidate selects the date and time of their preference from a drop down menu. Once selected, all details of their selected exam date, time and location appear on the screen and the candidate confirms all details and clicks to submit. The candidate prints their admission letters and they also receive an e-mail confirming their scheduled examinations.

Candidates should schedule their practical examination first if wanting to take both the practical and written examination on the same day as they are at different test locations. The practical examination should be scheduled first by selecting "NIC NC Practical" from the drop down box and then select the location, date and time. The scheduling portal will indicate the amount of time needed to complete the practical examination, please make note of the amount of time needed to complete the practical exam to make sure you allow enough time to complete the practical exam before the scheduled written exam time. The written may then be scheduled by selecting "NIC NC Theory" from the drop down box and then select the location, date and exam time.

You must schedule your written and practical examination within 6 months of your approval and your examination fee will expire.

Candidates may reschedule the written or practical examination if desired 5 days prior to the scheduled exam date by calling IQT at 1-866-773-1114. The fee to reschedule either examination is \$25.00.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for 6 months from date of receipt. Your examination date must be prior to the 6 month expiration of your examination fee.

If you do not attend your scheduled examination, cannot be admitted, or if you arrive late, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:

- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- You have a medical emergency - documentation from a medical professional is required.
- A death in your immediate family – a copy of the obituary indicating your relation or a letter from the funeral home stating your relation to the deceased.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination for review. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

North Carolina Instructor Candidate Handbook

ADMISSION TO THE EXAMINATION INFORMATION

Practical exam admission letters will be mailed after the deadline date. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination.

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid government issued photo identification that must include a photo and signature.**

The following are examples of appropriate forms of identification:

- Government-issued Photo Identification
- Current driver's license or State Issued Identification Card
- Passport, Military Identification Card or Voter's Card

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth is correct on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office or send an e-mail with the needed corrections to Support@DLRoope.com. Please include a fax number or e-mail address and our office will verify the corrections and send a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to D.L. Roope Administrations **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

TESTING SITE VISITOR POLICY

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE. Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in this handbook in the section titled "EXAMINATION SECTIONS". Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE INFORMATION

Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).

In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.

North Carolina Instructor Candidate Handbook

KIT & SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them.

Recommended kit size is no larger than 30" x 30". For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.

A flat bottom bag (grocery bag, gift bag, etc.) may be used for "items to be disinfected, soiled linens and trash" and placed on the floor, under the station and clearly labeled. The bags or containers on the floor may be open during the examination so that the candidates can drop items as appropriate into each bag. Bags or containers **MUST** be kept under the work area and cannot be placed in the walking areas. If placing a container with "Items to be Disinfected" on the work area, it **MUST** have a cover.

Candidates are not permitted to use aerosol products at any time during the examinations. All disinfectants, sanitizers and products **MUST** be non-aerosol.

Candidates may bring a container of water if needed for any section of the examination and may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.

Candidates **MUST** use only disinfecting wipes during the practical examinations. Spray Disinfectants are **NOT** permitted.

PROHIBITED ITEMS - NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, textbooks, study materials, watches, purses, etc. These items should be left at home or locked in your vehicle during the examinations. Cell phones or any electronic device cannot be in the exam room even if it is turned off. **If it is discovered that you have a cell phone in the exam room once the exam has started, you will be immediately dismissed from the exam and your actions will be reported to the proper authorities.**

You may bring one clear plastic ziplock bag with the following items into the examination rooms: Photo identification, admission letter, medication & personal hygiene items. You will be instructed to place your zip lock bag under your work area and it may not be touched during the examination. If you have medication that you may need during the examination, please raise your hand and a proctor will assist you. You may bring a second clear ziplock bag with car keys or fob that will be placed in a secure area by the Supervisor.

Candidates **MUST** use only disinfecting wipes during the practical examinations. Spray Disinfectants are **NOT** permitted.

North Carolina Instructor Candidate Handbook

INSTRUCTOR INFORMATION

Candidates must prepare a lesson plan for the Lecture and the Demonstration. Candidates will receive the topic assignments with the admission letter. Candidates must prepare and submit originally developed lesson plans. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidate retains one copy of each lesson plan.

Candidates are provided with a work area or table. Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration. (i.e. marker board, easel, chalkboard, etc.)

Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

REFERENCES

Examination textbook references are available on the NIC website at www.NICTesting.org.

EXAMINATION SECTIONS

The Instructor examination consists of 2 sections.

1. National NIC Instructor Written Examination

The time allotment for this examination is 90 minutes.

2. National NIC Instructor Practical Examination

The duration of this examination is approximately 1.5 hours.

INSTRUCTOR PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Instructor practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 1.5 hours.

The North Carolina practical examination consists of the following sections as indicated in BOLD and CAPS:

- 1. LESSON PLAN**
- 2. THEORY LECTURE**
- 3. DEMONSTRATION**

This practical examination is demonstrated on mannequins, models are **NOT** permitted. Please refer to the mannequin information section of this Candidate Handbook for the requirements in your state.

EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

Please note that the examiners are not permitted to have conversations with or interact with the testing candidates. This should not be interpreted as them being rude as they are required to strictly follow standardized verbal instructions and procedures at all times.

If you have questions or need assistance, you may also send an e-mail to support@DLRoope.com.

North Carolina Instructor Candidate Handbook

NORTH CAROLINA SCORING INFORMATION

A scaled score of 85.00 is required on the Instructor written and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

In the event a candidate fails an examination 3 times, they are required to obtain additional school hours. It is the candidate's responsibility to keep track of the number of times they have taken the examination. In the event a candidate re-applies and retakes the examination a 4th time without obtaining additional school hours the score will be void.

NORTH CAROLINA EXAMINATION RESULT INFORMATION

If you indicated on your application that you will download a copy of your result letter from our website, our web address is www.DLRoope.com. A message will be posted on the website when the result letters are available, please allow up to 3 business days. **Please do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter. You will not be able to log in until the result letters are posted.

If you are unable to log onto our website, please check the message center to see if a message has been posted that the results are available. You will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at www.DLRoope.com.**

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your test results will be sent directly to the Board.

If you do not have access to the internet and you need your result letter mailed to you, please check the appropriate box on the application. If your result letter is mailed to you, it will **NOT** be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board. Please refer to the result letter for instructions regarding your license.

If you have failed your examination, you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to D.L. Roope Administrations at the address listed on the application.

North Carolina Instructor Candidate Handbook

NORTH CAROLINA BLOOD EXPOSURE PROCEDURE

At the NC State Board practical exam site candidates do not have access to a sink for handwashing. During the examination parts of the procedure must be demonstrated as you're a mock performance to show knowledge of the correct steps. At all exams candidates will be required to do blood exposure on oneself as follows:

- Stop the service. If a real blood exposure occurred during the NIC practical exam the candidate would do this step.
- Explain situation to client and excuse him- or herself. During the NIC practical exam candidates will not demonstrate this part.
- Proceed to the handwashing area equipped with first aid supplies. During the NIC practical exam candidates will not demonstrate this part.
- Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area) During the NIC practical exam candidates will not demonstrate this part.
- Wash the punctured area with soap and running water and dry with a disposable towel. Wash hands using hand sanitizer as soap and running water are not available, then dry with a disposable towel.
- Place the disposable towel in the waste container.
- If cut is still bleeding apply pressure over the wound with a disposable towel. (Once removed must be immediately placed in the waste container) If a candidate is truly cut self-perform do this step, if not go to the next step.
- Remove adhesive bandage and antibiotic cream from first aid kit.
- Apply an adhesive bandage and/or antibiotic cream to the cut. During exam candidates must do both.
- Place all single-use items in waste container. Do not put on the station or in a zip lock bag, immediately drop them into the waste container.
- Apply protective gloves
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water, keeping the bandage dry. Wash hands using hand sanitizer as soap and running water, then dry with a disposable towel.
- If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered. If a real blood exposure occurred during the NIC practical exam candidates would demonstrate this step.
- Return to service. If a real blood exposure occurred during the NIC practical exam candidates would demonstrate this step.



NATIONAL INSTRUCTOR PRACTICAL EXAMINATION
NORTH CAROLINA

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit www.DLRoope.com for the most current bulletin prior to testing

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

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Instructor Practical Examination content and administration for Instructor core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents. Go to www.dlroope.com for a current downloadable copy of each of the following:

- **Important Instructions and Examination Core Domain Content** – This contains 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.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

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 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.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
 - 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.”
- 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 candidate has 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.
 - In the event of a blood exposure incident, candidates will be expected to follow the NC Blood Exposure Procedures.

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

- *Be sure to visit www.DLRoope.com to obtain the most current version of, and any addendums, to the NC Blood Exposure Procedure.*
- **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, 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.
 - 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-manufacturer-created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** 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*** or ***DISINFECTANT SPRAYS*** 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.

SPECIAL ATTENTION

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
 - The lesson plans must be typed; not handwritten.
 - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
 - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.
- 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”
- Candidates are not allowed to label products as single-use items.

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Instructor Practical Examination includes three (3) core domain services. The Core Domain Sections are based on the national job analysis.

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“Please retain one set of lesson plans for yourself and provide the rest to the proctor. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate

“You will be presenting your theory lecture on _____.”

“You will have 10 minutes to set up for your lecture.”

“You will be informed when you have 5 minutes remaining.”

“When you are finished, please be seated until the next verbal instructions are given.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

The lesson plan will be evaluated on the following elements:

1.1 Lesson plan introduction

1.2 Lesson plan content

1.3 Teaching aids

1.4 Closing

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. We will now proceed to the theory lecture section of the examination.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

“You will now begin the theory lecture.”

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

“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

“Please stop lecturing. We will now proceed to the demonstration section of the examination.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

- “You will be presenting your demonstration on _____.”*
“You will be observed for client protection, safety, and infection control procedures.”
“You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”
“You will be informed when you have 5 minutes remaining.”
“Do not begin your demonstration until instructed to do so.”
“Verbally indicate to the proctor when you have finished.”
“For example, I’m ready, I’m finished, or I’m done.”

- (1) *“The instructions will be repeated.”*
(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed to the demonstration.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the demonstration.”*
“You will be observed for client protection, safety, and infection control procedures.”
“Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”
“Verbally indicate to the proctor when you have finished.”
“For example, I’m ready, I’m finished, or I’m done.”

- (1) *“The instructions will be repeated.”*
(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.2 Introduction to demonstration**
- 3.3 Use of teaching aids**
- 3.4 Use of communication skills**
- 3.5 Classroom interaction**
- 3.6 Closing of demonstration**
- 3.7 Content of demonstration**
- 3.8 Evaluation of demonstration**
- 3.9 Safety and infection control procedures**

NIC Instructor Practical Examination –Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

“Please stop demonstration. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

“You will be informed when you have 2 minutes remaining.”

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

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

“Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean-up:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN-UP

Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:

“The examiner has indicated they have completed their assessment.”

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

“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor 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.

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
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (**must be closeable**)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant wipes**)
- hand sanitizer and manufacturer's label (**must be actual hand sanitizer**)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

BLOOD EXPOSURE PROCEDURE SUPPLIES

- None

Be sure to bring any additional supplies needed to complete the examination