

DL ROOPE

A Prometric Company



Candidate Handbook ***WASHINGTON*** ***INSTRUCTOR***

1-888-375-2020
Revised: October 25, 2023
Effective: March 1, 2024

WASHINGTON INSTRUCTOR CANDIDATE HANDBOOK

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The NIC Blood Exposure Procedures are published on NIC's website at WWW.NICTesting.org.

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

NIC Instructor Practical CIBNIC pages #1 – 8

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

DL ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may write, phone or visit us at our website:

DL Roope Administrations Inc. – A Prometric Company

4400 140th Avenue North, Suite 230

Clearwater, FL 22762

WAsupport@prometric.com

Toll Free 1-888-375-2020

www.DLRoope.com

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the Washington State Department of Licensing (Department). D.L. Roope Administrations is contracted by the Department to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the department's office, you may visit the Department's website at:

<http://www.dol.wa.gov/business/cosmetology/>

or contact the Department's office at Phone: 1-360-664-6626 or Email: dolcosmo@dol.wa.gov.

You must be at least 17 years of age and within 100 hours of completing the program to apply for the written and practical examinations. Training hours must be completed and submitted to the WA DOL by your school.

WASHINGTON SCHOOL CANDIDATE AND APPRENTICE INFORMATION

For eligibility information or how to apply for your license in the State of Washington, please go to:

<https://www.dol.wa.gov/professional-licenses/cosmetology/get-your-license-cosmetology>.

Once you have been approved by the WA DOL, the DOL will send you an authorization to complete your application to test and pay your exam fees on the DL Roope website at www.DLRoope.com. You will not be able to complete the DL Roope online application to test until you have been approved by the DOL.

Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Department before a license will be issued.

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 a physician, 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 to the Department of Licensing. You will receive a letter indicating the approved accommodations after the forms have been reviewed by the Department of Licensing. Please DO NOT schedule your examinations in the online scheduling portal as it is necessary to schedule exams with accommodations with the ADA Coordinator.**

EXAM APPLICATION INFORMATION

Once you are approved by the WA DOL the exam applications are available on our website at www.DLRoope.com. In order to gain access to the online application, you must be approved by the DOL. If you are not approved to take the exams, you will not be able to log in to the online application.

IMPORTANT!

Your **first** and **last** name (including multiple first or last names) must be entered on your application **EXACTLY** as it appears on the **Government Issued ID you will be bringing with you on the day of your exam(s)**.

The name you enter on your online application at www.DLRoope.com will be the name listed on your admission letter. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If you have multiple first names, last names, or hyphenated names on your government issued ID, **all names must also be included on your application, EXACTLY as listed on your government issued ID.**

Example:

- If your first name is Susan Ann on your government issued ID, you must include both names on your application.
- If your last name is Jones-Smith, you must include both names on your application.

IMPORTANT NOTE: You will not be permitted to test if there is a discrepancy with your name and a refund will not be given. 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 **WAsupport@prometric.com** at least 10 calendar days PRIOR to your scheduled examination. Our office will verify the changes and send an updated admission letter.

Once you complete the application and payment, 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, along with instructions to log into the

scheduling portal and schedule your examinations on a date and at a location that is convenient for you.

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

WASHINGTON EXAM FEES

Exam fees may be paid with any debit or credit card through a secure payment processing service. There is a credit card processing fee of \$8.00 per examination.

Examination fees are as follows:

Barber, Cosmetologist, Esthetician, Hair Design, Advanced Esthetician, Nail Technician (Manicurist) & Instructor:

- Practical Exam Fee ~ \$114.00
- Written Exam Fee ~ \$180.00

Combined Esthetician (MUST TAKE BOTH COMPLETE PRACTICAL EXAMINATIONS):

- Practical Exam Fee ~ \$228.00 **(Includes both Esthetician and Advanced Esthetician Exams)**
- Written Exam Fee Combined ~ \$270.00 **(Includes Esthetician and Advanced Esthetician)**

Note: If you would like to pay for only one exam at a time, please select “I need to retake my exam.” Once you click next, you can choose which exam you want to pay for, even though it is not a retake.

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. If you prefer your written examination in a language other than those that are currently offered, submit your request for use of a dictionary during your examination to csap@dol.wa.gov. Requests must be made and approved prior to scheduling your written examination. You will be notified of the result of your request.

EXAMINATION SCHEDULING PROCEDURES

Our online system is available 24 hours a day, 7 days a week to schedule your examinations at a test location on a date and time that is convenient for you. Our online scheduling system is very user friendly, but if telephone assistance is needed you may call and speak with a telephone support specialist to be scheduled. Please see the following steps to schedule your exams:

1. Once your application to take your exams has been approved, you will receive an approval to test

email from the DL Roope office. Your approval will be transmitted to the online scheduling portal at the end of each business day, and you will receive another email from “SMT Notice” at registrations@isoqualitytesting.com. The letter will provide you with instructions to go online to schedule your exam using your assigned candidate number and secure password. **If you do not receive an email within 1 business day, please check your SPAM or JUNK folder before contacting our office.**

2. Prior to scheduling your exam, confirm your first and last name (including multiple first or last names) on your approval letter matches exactly to the government issued ID you will be presenting on your exam date. If your name does not match, please email our office at WAsupport@Prometric.com with a copy of your ID to make changes to your registration PRIOR to scheduling your exam. You will not be permitted to test if there is a discrepancy with your name, and a refund will not be given. Please see the “Exam Application Information” section of this manual for specific ID and name requirements.
3. You may schedule the practical and written examination on the same day at our Fife, Spokane, or Yakima test locations. The practical examination should be scheduled first by selecting “NIC WA Practical” from the drop-down box and then select the location, date, and time.
4. **If you are scheduling your practical and written exam on the same day, before scheduling your written exam** please refer to the section titled “EXAMINATION SECTIONS” in this handbook for the amount of time needed to complete the practical exam. You will need 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 WA Theory” from the drop-down box, and then select the same location, date, and exam time.

Please note, D.L. Roope sets up examination spaces in the online system to enable you to log in and schedule your examinations. The following are the Washington test locations:

Written only test locations:

IQT Site - Vancouver Theory NIC Washington
IQT/DL Roope Administrations - Washington - Fife Test Facility
IQT Site - Olympia Theory NIC Washington
IQT Site - Pasco Theory NIC Washington
IQT/DL Roope Administrations - Washington - Spokane Test Facility
IQT/DL Roope Administrations - Washington - Yakima - Prometric Testing Facility
Seattle - Mountlake Terrace
Spokane - W. Sunset Hwy.

Written and Practical test locations:

IQT/DL Roope Administrations - Washington - Fife Test Facility
IQT/DL Roope Administrations - Washington - Spokane Test Facility
IQT/DL Roope Administrations - Washington - Yakima - Prometric Testing Facility

It is recommended that you schedule your examinations by clicking on the scheduling link in your approval e-mail. You will be able to log into our user-friendly scheduling portal using your assigned candidate number and secure password, located on the letter emailed from SMT Notice at registrations@isoqualitytesting.com. The link on the approval letter will take you into the scheduling portal, or you may schedule by calling and speaking with a telephone support specialist. **If you do not receive an email from “SMT Notice” at registrations@isoqualitytesting.com, please check your SPAM or JUNK folder before contacting our office.**

The scheduling portal shows your approved examination(s) and provides the location that is closest to your zip code, or you may select another Washington test site if desired. The scheduling portal shows all available seats on the schedule. You will select the date and time of your preference from a drop-down menu. Once selected, all details of the selected exam date, time and location appear on the screen, and you will be required to confirm all details and click to submit.

You must print your admission letter, and you will also receive an e-mail confirming your scheduled examination. If you do not have access to a printer, you may request a copy of your admission letter be mailed to you. A printed admission letter must be presented on the day of the exam. Electronic copies are not permitted.

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. Please allow time in the event it is necessary to reschedule your exam due to an emergency situation, weather, etc.

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.
- Military deployment - documentation from the military 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 emailed to smt-operationsteam@prometric.com within 10 days 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.

IDENTIFICATION INFORMATION

You must present 1 form of identification, which must be government issued and must include a current photo and signature.

THE FOLLOWING ARE ACCEPTED AS IDENTIFICATION:

Original Identification with Photo – MUST BE CURRENT (Not Expired):

- U.S. or Foreign Driver’s License – valid with photo and signature
- U.S. Armed Services ID Card – valid with photo and signature
- U.S. or Foreign Passport – valid with photo and signature
- Federal or State Employee ID Card – valid with photo and signature
- State issued ID Card with photo – valid with photo and signature
- Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service
- U.S. Certificate of Citizenship or Naturalization – valid with photo and signature
- U.S. Permanent Resident Card – valid with photo and signature
- Tribal ID card - valid with photo and signature

THE FOLLOWING ARE NOT ACCEPTED AS IDENTIFICATION:

School ID	Birth Certificate
Laminated Identification	Birth Registration Card
Gun Permit	Jury Summons
Car Insurance Card	DSHS ID letter or card
Picture of ID	Voter’s Card
Photocopies of ID	Credit Cards (e.g. MasterCard, Visa etc.)
Bus Passes	Club Cards (e.g. Costco, Sam’s Club etc.)
Vehicle Registration	Social Security Card or receipt of replacement card
Medicare Card	Medical Marijuana Card

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

The **first** and **last** name (including multiple first or last names) submitted as you entered it on the application at DLRoope.com will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth are correct on your admission letter **PRIOR** to your scheduled examination. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If your name has changed or does not match exactly with your Identification and 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 WAsupport@prometric.com at least 10 calendar days PRIOR to your scheduled examination. Our office will verify the changes and send an updated admission letter.

ADMISSION TO THE EXAMINATION INFORMATION

Exam admission letters will be generated when you schedule your examination in our scheduling portal. This letter will confirm the scheduled examination. It will also include the date, time, location, and directions for your examination.

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 WAsupport@prometric.com at least 10 calendar days **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

- Registration begins 30 minutes prior to the scheduled examination time.
- It is your responsibility to report to the examination facility 30 minutes prior to your exam start time to allow for the check-in and identification process. For practical exams, the exam coordinator will open the door when it is time to begin registration.
- **The examination will begin promptly at the time listed on your admission letter.** For Practical exams, please DO NOT knock on the door if it is closed.
- Late candidates will NOT be permitted and will be required to re-apply and re-pay the examination fee. Please allow for unexpected delays on your way to the testing facility. Walk-in candidates are not permitted.

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" or on the written CIB. Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE & CONDUCT 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.

WAC 308-20-121

- (1) Applicants will be required to refrain from:
 - (a) Talking to other examinees during the examination unless specifically directed or permitted to do so by a test monitor.
 - (b) Attempting to communicate or record any information by any means.
 - (c) Holding in their possession any unauthorized materials during any portion of the examination.
 - (d) Removing test materials and/or notes from the testing room.
 - (e) Disruptive behavior as determined by the department.
- (2) Applicants who participate in any activity listed in subsection (1) of this section will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided. A voided answer sheet will not be scored, and the examination fee will not be refunded.
- (3) Any applicant who was removed from the testing site for any of the reasons listed in subsection (1) of this section will be denied for testing for one year.

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. A suggested supply list is included in the NIC Candidate Information Bulletin (CIB) that is included with this handbook.

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.

EPA registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS OR DISINFECTANT SPRAYS are allowed in the testing environment.
- Candidates MUST wear gloves when using disinfectant.
- Candidates are not allowed to label products as single-use items.

INSTRUCTOR INFORMATION

Candidates must prepare a lesson plan for the Lecture and the Demonstration. Candidates will receive the topic assignments via e-mail once approved. 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.

PROHIBITED ITEMS – NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, cameras, textbooks, study materials, watches, purses, car keys, fobs etc. These items should be left at home, locked in the lockers provided at the test site 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 transparent plastic zip lock 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 our 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.

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

MANNEQUIN INFORMATION

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 1/2 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 1/2 hours.

The Washington practical exam consists of the following sections as indicated in BOLD and CAPS:

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

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 WAsupport@prometric.com.

WASHINGTON SCORING INFORMATION

A scaled score of 75.00 is required on the 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 sections within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

WASHINGTON 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 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 indicated on your admission letter.

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 Department.

If you fail 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 Handbook and the NIC Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates may apply online on our website at DLRoope.com or complete and submit a rescheduling application and fee to D.L. Roope Administrations at the address listed on the application.

WASHINGTON APPEAL PROCESS

Washington State examination appeals are addressed in WAC 308-20-123. The department will consider only appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact the department within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to csap@dol.wa.gov, or to P.O. Box 9026, Olympia, WA 98507.

PRACTICAL CANDIDATE INFORMATION BULLETIN

Please see next page.



NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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.

- **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 NOT 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.

- Examiners are **NOT** allowed to speak 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 front of the room (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 front of the room (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 NIC Blood Exposure Procedures.

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

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, 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 NOT 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.
 - Aerosols are **NOT** 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 Theory Lecture Lesson Plan **MUST** include an explanation of the blood exposure procedure. The Demonstration Lesson Plan **MUST** include a demonstration of the 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.
- **In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.**

**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:

“You will turn in your Classroom Theory Lecture and Demonstration lesson plans at this time. Please retain one set of lesson plans for yourself and provide the rest to the proctor. The examiner will have 10 minutes to review your lesson plans. Do nothing until the next verbal instructions are given.”

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:

“We will now proceed.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

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

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

“You will have 5 minutes to set up for your classroom theory lecture.”

“You will be informed when you have 2 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.”*

Candidates will be evaluated on the following tasks:

2.1 Sets up area for classroom theory lecture

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.”

Proctor Verbal Instruction – Read to candidate:

“You will now begin the classroom theory lecture.”

“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:

2.2 Introduction to lecture

2.3 Content of lecture

2.4 Lectures on Blood Exposure Procedure

2.5 Use of teaching aids

2.6 Use of communication skills

2.7 Classroom interaction Evaluation of lecture

2.8 Closing of lecture

2.9 Safety and infection control

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.”

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.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the demonstration.”*
- “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 Content of demonstration**
- 3.4 Performance of demonstration**
- 3.5 Demonstrates Blood Exposure Procedure**
- 3.6 Classroom interaction**
- 3.7 Closing of demonstration**

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:

3.8 Places items to be disinfected, soiled linens, and trash in correct containers

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.)**

SUGGESTED SUPPLIES

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

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



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
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

INSTRUCTOR

REFERENCES

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*
2014, 14th Edition

Milady Contact: Info@Milady.com
www.Milady.com

Milady Professional Educator

2022, 4th Edition
ISBN: 9781337786836

Contact: Info@Milady.com
www.Milady.com

Mindful Teaching Pro eBook (101.1 – 701.6)

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: info@pivot-point.com
847-886-0500, Ext. 7399

SUPPLEMENTAL REFERENCES

Milady Master Educator

2013, 3rd Edition
ISBN: 9781133693697

Contact: Info@Milady.com
www.Milady.com

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*

2011, 13th Edition

Milady

Contact: Info@Milady.com
www.Milady.com