

DL ROOPE

A Prometric Company



FREQUENTLY ASKED APPLICATION AND ADMINISTRATION QUESTIONS

Table of Contents

EXAM OVERVIEW.....	2
APPLICATION PROCESS.....	2
WRITTEN (THEORY) EXAM PROCESS.....	3
PRACTICAL EXAM PROCESS.....	3
AMERICAN DISABILITIES ACT (ADA) CANDIDATES:	4
THEORY EXAM LANGUAGES:	4
PRACTICAL EXAM LANGUAGES:.....	4
EXAM PREPARATION:	4
EXAM RETAKES OR RESCHEDULES:	4
GENERAL INFORMATION FOR ALL EXAMINATIONS	5
GENERAL INFORMATION FOR ALL NIC PRACTICAL EXAMINATIONS	6
NIC PRACTICAL EXAM SPECIFIC INFORMATION.....	7

DL ROOPE

A Prometric Company



EXAM OVERVIEW

QUESTION: What does the abbreviation NIC stand for and who is NIC?

ANSWER: NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology Inc. (NIC). NIC is the owner and developer of the national written & practical exams.

APPLICATION PROCESS

QUESTION: How do I apply to take my exams?

ANSWER:

WASHINGTON CANDIDATES:

Once candidates are approved by the WA DOL, they may apply for their exam online at www.DLRoope.com and pay the exam fee with a credit card or debit card. The online 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. Information on applying for an exam may also be obtained on our website.

MAINE, NEW HAMPSHIRE, WEST VIRGINIA AND WISCONSIN CANDIDATES:

Candidates may apply for their exam online at www.DLRoope.com and pay the exam fee with a credit card or debit card, or they may submit a paper application along with a money order. If you graduated from a school and you apply online, your school will approve your online application in our School Portal. If you prefer to submit a paper application and you graduated from a school in the state where you are going to test, then you **MUST** obtain an exam application from your school. Paper exam applications for Apprentice, Out of State, Reinstate, and Retake may be obtained on our website at www.DLRoope.com under the state you are obtaining your license in. Information on applying for an exam may also be obtained on our website.

QUESTION: When should I send in my application and exam fee and how do I send it for overnight delivery?

ANSWER:

MAINE, NEW HAMPSHIRE, WEST VIRGINIA AND WISCONSIN CANDIDATES:

Applications **MUST** be received and be **complete** with all required information and be approved by the exam deadline date to be scheduled for the requested exam week. Overnight delivery of paper exam applications **MUST** be sent to our **street address** as indicated on the back of the application. Keep in mind that the postal service does not always deliver letters overnight and may cause you to miss the deadline date.

WASHINGTON CANDIDATES:

Applications are only available online.



QUESTION: What if my application paperwork is not received by DL Roope until after the exam deadline date?

ANSWER:

MAINE, NEW HAMPSHIRE AND WEST VIRGINIA

Applications received after the deadline date will be scheduled based on space availability. If a candidate missed the deadline date and the requested exam week is full, they will be scheduled for the next available exam week.

WASHINGTON AND WISCONSIN

There is no deadline date for applications. Once applications are approved, candidates receive an eligibility to schedule their exams. Examinations are scheduled in the scheduling portal, candidates select their own location, date and time for their examinations.

WRITTEN (THEORY) EXAM PROCESS

QUESTION: When will I receive my pre-registration letter to schedule my computerized written exam?

ANSWER: Computerized written exams are administered by Iso-Quality Testing (IQT). Pre-registration information is e-mailed or mailed to all candidates once your application is approved. This pre-registration includes instructions for scheduling your computerized written exam at a location that is convenient for you.

PRACTICAL EXAM PROCESS

QUESTION: When will I receive my admission letter for my practical exam?

ANSWER:

MAINE, NEW HAMPSHIRE AND WEST VIRGINIA

Exams are scheduled and admission letters are **mailed** to the address that you provide on the exam application, after the exam deadline date. The admission letter confirms the scheduled exam(s). It also includes the date, time, location and directions for your exam(s). Admission letters will **ONLY** include the scheduled practical exam date and information. **If you have not received your admission letter in the mail prior to the requested exam week, it is your responsibility to contact our office.**

WASHINGTON AND WISCONSIN:

You must print your admission letter in the scheduling portal for both the written and practical examination. The admission letter confirms the date you scheduled your exam for, including the date, time, location and directions for your exam(s). You must bring your printed admission letter along with your valid government issued ID with you to your exam.



AMERICAN DISABILITIES ACT (ADA) CANDIDATES:

QUESTION: How do I apply for accommodations for a disability?

ANSWER: Candidates that have a disability and require accommodations may request the required forms from their school or contact D.L. Roope Administrations Inc. All requests for accommodations **MUST** be submitted with the application by the deadline date for review.

THEORY EXAM LANGUAGES:

QUESTION: Are the NIC written (theory) exams offered in other languages?

ANSWER: NIC offers the written exams in other languages as mandated by State legislation. Please refer to your state's requirements in the Candidate Handbook for your state provided on our website at www.DLRoope.com.

PRACTICAL EXAM LANGUAGES:

QUESTION: Are the NIC written (theory) exams offered in other languages?

ANSWER: All NIC practical exams are administered in English.

EXAM PREPARATION:

QUESTION: How should I prepare to take the exam(s)?

ANSWER: Exam information specific to each state's requirements and the NIC CIBs containing all tasks that are evaluated on the practical exams, the verbal instructions and suggested supply list are available in the candidate handbooks on our website at www.DLRoope.com. The written NIC CIBs contain an outline of content areas and sample questions. A list of referenced textbooks is available on the NIC website at www.NICTesting.org.

EXAM RETAKES OR RESCHEDULES:

QUESTION: What if I do not pass my exam or if I do not attend my scheduled exam (no show)? How do I apply to retake or be rescheduled to take the exam and do I have to pay another exam fee?

ANSWER: Candidates will receive a rescheduling application with their result letter or their no show letter, or they may print one from our website. Exam fees are indicated on the rescheduling application. Candidates may also re-apply online at www.DLRoope.com. Please make sure to click the "retake" or "no show" button so the online application transfers to our system, as it does not need to be re-approved by your school in the School Portal.



QUESTION: If I fail my exam, will my result letter tell me the tasks that I missed?

ANSWER: The result letter will not include the tasks that you missed. NIC does not permit us to release the specific tasks that a candidate missed. The purpose of a licensure exam is to ensure that individuals are minimally competent and safe to perform services independently on the public. Informing candidates of the specific tasks missed would teach them for the test and would not ensure that the individual is minimally competent and safe to perform services on the public.

Please visit our website at www.DLRoope.com for exam information.

GENERAL INFORMATION FOR ALL EXAMINATIONS

The following is general information for all NIC examinations. Please refer to the candidate handbook for detailed information.

- 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). Please refer to the candidate handbook for instructions relating to name discrepancies.
- You must present one (1) original form of identification on exam day, which must be government issued and must include a current photo and **signature. Electronic or photo copies are not permitted.**
- You must also present your **printed** admission letter must be also presented on the day of the exam. Electronic copies are not permitted.
- No electronic devices, cellular phones, cameras, textbooks, study materials, watches (of any kind), purses, car keys, fobs etc. are permitted in the exam room. Cell phones or any electronic device cannot be in the exam room, even if 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. Please refer to the candidate handbook and your admission letter for additional requirements.



GENERAL INFORMATION FOR ALL NIC PRACTICAL EXAMINATIONS

The following is important general information for all NIC examinations:

- Dress appropriately on exam day in the same manner as you would when working in your profession. Hair should be controlled and jewelry limited.
- Stop and listen when instructions are given.
- During all phases of the examination, candidates **MUST** follow all appropriate public protection and infection control procedures and maintain a safe work area.
- 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.
- Please make certain **ALL** containers and products are clearly labeled.
- Aerosols products are **NOT** permitted. This includes disinfectant, Clipperside, toner, etc.
- Disinfectant **MUST** have complete manufacturer's label. Examiners **MUST** be able to read all information on the manufacturer's label. Disinfectant **MUST** demonstrate bactericidal, fungicidal, and virucidal properties as explained in the CIBs and **MUST** be used.
- Hands **MUST** be sanitized before removing gloves from the bag. Unless hands have become contaminated, hands do not need to be sanitized before putting on gloves as it isn't necessary and makes it very difficult to get the gloves on.
- Proper disinfection of the entire work area **MUST** be performed before placing supplies on the work area. When setting up for a "new client", disinfect the work area, move the universal/general supplies to disinfect where they were placed previously, and then wipe the bottom of the universal supplies with disinfectant and place them back on the disinfected area and then disinfect the remainder of the work area. Paper towels may be set up on the work area as a Universal Supply. Cloth towels should be in a closed container. This is done in the same manner as it is done when disinfecting for a new client in the salon.
- Items dropped on the floor **MUST be picked up IMMEDIATELY** and discard in appropriate container. If it is an implement that only one was required, it may be wiped or sprayed with disinfected, (e.g. shears, razor etc.) and continue to be used. **Anything dropped and left on the floor is a safety issue and may cause a candidate to fail the remaining tasks in that section of the exam.**
- Nothing can go back into the kit during the examination. **This includes extra supplies that were not used.** Once anything is on the work area, it is considered supplies for that candidate. If switching mannequin heads, the mannequin head may be placed on the floor next to the kit or on top of the kit.
- Products or simulated products **MUST** be removed from containers using infection control procedures in a manner that is appropriate for a product that would be used



for a future client. This is the case regardless of the size of the container, even if it is a “disposable” cup with a cover, it **MUST** be treated as if the product is being removed from a full size container.

- Any bottle or container that contains a product **MUST** be labeled (cleanser, toner, waving lotion, etc.). Any item that does not “contain” a product does not need to be labeled (e.g. cape, comb, hair clips, shears, etc.).
- The practical examinations require separate bags or containers and should be set up first when beginning to set up the work area. They **MUST** be labeled as follows:
 - ❖ Items to be Disinfected
 - ❖ Soiled Linens
 - ❖ Trash

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 work area and clearly labeled. NIC discourages candidates from taping bags to the work area because it is unsanitary. The bags or containers on the floor may be open during the examination so that items may be dropped 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.

- Soiled items or used bags should always be placed in the “trash”.
- Supply bags may have only the title of the exam area and cannot list the supplies or steps to be demonstrated. This is considered cheating and will result in dismissal from the examination.
- First Aid Kit should be labeled as the First Aid Kit, not Blood Exposure Kit. Biohazard labels are no longer included in the first aid kit.
- Blood exposure **MUST** be demonstrated using the supplies in the first aid kit that is on the work area and is part of the universal supplies. Bring enough blood exposure supplies in the first aid kit to perform a blood exposure procedures in the event a cut is sustained and also enough to demonstrate the blood exposure procedure.

NIC PRACTICAL EXAM SPECIFIC INFORMATION

Important practical exam specific information is located on the following page:



ADVANCED ESTHETICS PRACTICAL EXAMINATION INFORMATION

In addition to the general information for all practical examinations listed previously, the following are specific to the Advanced Esthetics practical examinations:

NIC suggests packing kits with all supplies for all sections for each client as follows:

BAG 1:

- Universal Supplies

BAG 2:

- Work Area and Client Preparation, and Set Up of Supplies (First client)
- Cleansing of the Face with Product
- Manual Lymphatic Drainage
- Particle Microdermabrasion on the Forehead
- LED Treatment

BAG 3:

- Work Area and New Client Preparation, and Set Up of Supplies
- Ultrasonic Treatment of Forehead and Upper Lip
- Beta Hydroxy Acid (BHA) Treatment
- Microcurrent Treatment to Upper Orbicularis Oculi
- Body Treatment – Dry Exfoliation and Mud Mask
- Blood Exposure (Supplies are in First Aid Kit in Universal Supplies.)

Please refer to the NIC Candidate Information Bulletin for your state on our website at www.DLRoope.com as it will indicate if additional services are administered in your state.

- All supplies for each client **MUST** be set up during the appropriate set up of supplies.
- Candidates may use the same mannequin for the “new client”.
- Candidates will be instructed to breakdown after the LED Treatment section. The next section they will be instructed to set up for a new client in the same manner as would be done in a salon setting.
- Single use products are not permitted. All products **MUST** be transferred from the original container and cannot be applied directly from the container regardless of the size of the container. The candidate is to transfer the product to a pallet, (ie. paper plate, paper towel, etc.) of your choosing.
- Bracing is required at any time when working around the eyes and mouth. A hand **MUST** be in contact with the face and products **CANNOT** be applied freehand.
- Manual Lymphatic Drainage (MLD) requires the application of massage oil.

DL ROOPE

A Prometric Company



- A rubber band may be used for the wristband and placed next to the mannequin for the Ultrasonic Exfoliation section of the exam.
- Eye protection is only for the mannequin during the Ultrasonic Exfoliation section of the exam.