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INSTRUCTOR FREQUENTLY ASKED APPLICATION AND ADMINISTRATION QUESTIONS

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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:

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:

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.

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

ANSWER:

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?

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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:

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:



INSTRUCTOR PRACTICAL EXAMINATION INFORMATION

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

Please refer to the NIC Candidate Information Bulletin for your state on our website at www.DLRoope.com.

- Instructor candidates receive the lesson plan assignment with the admission letter to prepare **PRIOR** to the exam date. The lesson plans should contain everything that the instructor intends to teach on the assigned topic.
- Instructor candidates are permitted to use a tripod during the Instructor practical examination if they bring one with them. A table or work area is provided for the Instructor candidate to use for their teaching supplies. A chair is also provided.
- Candidates are not permitted to bring or use ANY electronic device during the practical examination (i.e. laptops, ipads, power point presentations, etc.). Candidates are responsible for bringing any items that they need for their Theory Lecture and Demonstration Lecture (i.e. marker board, easel, chalkboard, etc.).
- The course title, topic and time required **MUST** be appropriate for the assignment that was given. The theory lecture time **MUST** be 20 minutes and the title and topic **MUST** match the assignment.
- The lesson/learning objective **MUST** be the student's learning objective. What will the student be able to do as a result of this lesson? It is not the teaching objective.
- The lesson plans **MUST** contain applicable safety procedures that are relevant to the topic (e.g. proper draping, disinfecting work area, sanitizing hands, applying protective cream, etc.).
- The summary **MUST** summarize or recap the material that they taught. It cannot just state "summarize".
- The method of evaluation to check the student's retention of material is how the teacher will assess the knowledge of the student as a result of the lesson.
- The Instructor candidate **MUST** teach all information contained in their outline.
- The Instructor candidate **MUST** use and explain the teaching aids and they **MUST** be clearly visible to the "students."
- The Instructor candidate **MUST** ask leading questions to elicit "student" response.
- The Instructor candidate **MUST** teach the topic within 5 minutes of the designated time (e.g. Theory Lecture – 20 minutes – **MUST** lecture for a minimum of 15 minutes. The examiner will inform you that you **MUST** stop at 20 minutes).

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- The Instructor candidate **MUST** list the supplies and equipment that is needed for the demonstration.
- The Instructor candidate has 30 minutes for the demonstration. The Instructor candidate **MUST** teach the topic for a minimum of 25 minutes (e.g. Demonstration – 30 minutes – **MUST** be between 25 and 30 minutes. The examiner will inform you that you **MUST** stop at 30 minutes).
- The Instructor candidate **MUST** identify and explain all implements, supplies, equipment and set-up required to perform the service.
- The Instructor candidate **MUST** explain and demonstrate at the same time.