DL ROOPE

A Prometric Company

SM

Candidate Handbook

WASHINGTON COSMETOLOGIST

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WASHINGTON COSMETOLOGIST CANDIDATE HANDBOOK

Table of Contents

DL ROOPE ADMINISTRATIONS CONTACT INFORMATION 1
ELIGIBILITY REQUIREMENTS 1
WASHINGTON SCHOOL CANDIDATE AND APPRENTICE INFORMATION 1
AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION 1
EXAM APPLICATION INFORMATION 2
WASHINGTON EXAM FEES 3
EXAM LANGUAGES 3
EXAMINATION SCHEDULING PROCEDURES 3
EXAMINATION FEE POLICY 5
IDENTIFICATION INFORMATION 6
ADMISSION TO THE EXAMINATION INFORMATION 7
TESTING SITE VISITOR POLICY 7
PROFESSIONAL ATTIRE & CONDUCT INFORMATION 7
KIT & SUPPLY INFORMATION 8
PROHIBITED ITEMS – NOT ALLOWED 9
MANNEQUIN INFORMATION 9
REFERENCES 10
EXAMINATION SECTIONS 10
COSMETOLOGIST PRACTICAL EXAMINATION SECTIONS 10
EXAMINATION SURVEY INFORMATION 11
WASHINGTON SCORING INFORMATION 11
WASHINGTON EXAMINATION RESULT INFORMATION 11
WASHINGTON APPEAL PROCESS 12
PRACTICAL CANDIDATE INFORMATION BULLETIN 12

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 Cosmetologist Practical CIB .....NIC pages #1 – 23
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 Inc. – A Prometric Company 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

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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 requiring ADA accommodations will confirm they are an ADA applicant during the examination application process on the DL Roope website. When the application is submitted, the DL Roope team will review the application and if complete, the applicant will be emailed the required ADA forms. Once the ADA forms are submitted by the applicant and approved by D L Roope, applicants will receive notification and specific instructions to schedule their exams.

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.

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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:

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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

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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

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your examination. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

IDENTIFICATION INFORMATION

You must present one (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.

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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,

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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

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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.

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.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the workstation. Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

MANNEQUIN INFORMATION

It is the candidate's responsibility to come prepared for the examination. Candidates are required to bring one mannequin hand for the practical examination. No more than two mannequin heads will be allowed in the examination.

It is suggested that one mannequin be curled prior to the examination for the purpose of simulating thermal curling with a cold iron. The mannequin's hair must be brushed back prior to the thermal curling section of the examination.

Prior to reporting to the examination candidates MUST apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examination. **Models will not be permitted.**

Mannequin hands must be approved by the examination provider prior to admittance into examination.

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REFERENCES

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

EXAMINATION SECTIONS

The Cosmetologist examination consists of 2 sections.

1. **National NIC Hair Design Written Examination**
   The time allotment for this examination is 90 minutes.

2. **National NIC Cosmetologist Practical Examination**
   The duration of this examination is approximately 4-5 hours.

The NIC Hair Design written examination is the examination administered for Cosmetology licensure in Washington State. The Hair Design written Candidate Information Bulletin is available on our website at www.dlroope.com.

COSMETOLOGIST PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Cosmetologist practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 4-5 hours.

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

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES
2. THERMAL CURLING
3. HAIRCUTTING
4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES
5. CHEMICAL WAVING
6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT
7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT
8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT
9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT
10. BLOOD EXPOSURE PROCEDURE
NOTE: Your State does not administer sections 11 – 13.
14. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX
NOTE: Your State does not administer sections 15 – 16.
17. MANICURE AND POLISH APPLICATION

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- 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 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.

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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 DOLBPDcomplaints@dol.wa.gov, or to P.O. Box 9026, Olympia, WA 98507.

PRACTICAL CANDIDATE INFORMATION BULLETIN

Please see next page.

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National Cosmetology Practical Examination CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

Effective: July 01, 2022

Contents

CANDIDATE INFORMATION BULLETIN (CIB) . . . 2
IMPORTANT INSTRUCTIONS . . . 3
General . . . 3
Supplies . . . 3
Standardized Administration . . . 4
Prohibited Items . . . 4
Safety . . . 5
NIC Model or Mannequin Requirements . . . 5
Special Attention . . . 5
COSMETOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE . . . 7
Core Domain Sections . . . 7
Domain Details . . . 7
1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes) . . . 7
2. THERMAL CURLING (10 minutes) . . . 8
3. HAIRCUTTING (35 minutes) . . . 9
4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes) . . . 10
5. CHEMICAL WAVING (20 minutes) . . . 11
6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED COLOR PRODUCT (10 minutes) . . . 12
7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes) . . . 12
8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes) 13
9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes) . . . 14
10. BLOOD EXPOSURE PROCEDURE (10 minutes) . . . 14
SUGGESTED EXAMINATION SUPPLIES . . . 16
NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES . . . 18
Supplemental . . . 18

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

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

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

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

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is

however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

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

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat

will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any unsafe conditions, they need to address it immediately.

NIC Model or Mannequin Requirements

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

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

Special Attention

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
- Container labeled 'To be disinfected'
- Container labeled 'Soiled linens'
- Container labeled 'Trash'

- It is specified that there is more than one client represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.

COSMETOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

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

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

Domain Details

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

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)
Proctor - Verbal Instructions: Read to all candidates:

"*You will prepare your work area for your client.*

You will set up the universal supplies you will use throughout the examination at this time.

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

- Thermal Curling,

- Haircutting.

Additional verbal instruction specific to state guidelines

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

You will prepare your client for services.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **1.1 Disinfects all work areas completely with product labeled with manufacturer's label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands with product with manufacturer's label in English**
- **1.3 Sets up supplies for Client 1**
- **1.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

2. THERMAL CURLING (10 minutes) Proctor – Verbal Instructions: Read to all candidates:

"*You will perform Thermal Curling.*

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

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

3. HAIRCUTTING (35 minutes) Proctor – Verbal Instructions: Read to all candidates:

"*You will perform a Haircut.*

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

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

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

You will have 35 minutes to complete this section.

You will be informed when you have 18 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.1 Haircutting supplies and implements are visibly clean**
- **3.2 Subsections hair for Haircutting**
- **3.3 Demonstrates safe use of razor**
- **3.4 Demonstrates safe use of shears**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Examiner – Verbal Instructions: Read to each candidate individually:

"*May I please use your comb to check the haircut?*"

- **3.5 Final appearance of haircut**

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

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

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

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

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

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

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

4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes) Proctor – Verbal Instructions: Read to all candidates:

"*You will breakdown your work area and dispose of supplies used in the previous sections of*

this examination.

You will prepare your work area for a NEW client.

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

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

- Chemical Waving,

- Predisposition Test and Strand Test,

- Highlighting with Foil, Virgin Application,

- Hair Color Retouch,

- Virgin Hair Relaxer Application.

Additional verbal instruction specific to state guidelines

Plug your wax pot in at this time. (Review your state examination guidelines)

You will prepare your client for chemical services.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

5. CHEMICAL WAVING (20 minutes) Proctor – Verbal Instructions: Read to all candidates:

"*You will perform Chemical Waving.*

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

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

You will have 20 minutes to complete this section.

You will be informed when you have 10 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **5.1 Chemical waving supplies are labeled in English and implements are visibly clean**
- **5.2 Subsections hair for chemical waving**
- **5.3 Wraps hair**
- **5.4 Correct rod and band placement used throughout entire section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Examiner – Verbal Instructions: Read to each candidate individually:

"*Please demonstrate saturation on the first three rods*"

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

Examiner – Verbal Instructions: Read to each candidate individually:

"*Please demonstrate a test curl.*"

- **5.6 Demonstrates a test curl**

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

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

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

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

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

You will have 5 minutes to complete this section. You will be informed when you have 2 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **5.7 Maintains chemical drape throughout section**
- **5.8 Places items to be disinfected, soiled linens, and trash in a correct container throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED COLOR PRODUCT (10 minutes) Proctor – Verbal Instructions: Read to all candidates:

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

You will demonstrate the strand test on any single subsection of hair. There is no required wait time for results. You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining. Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **6.1 Predisposition test and strand test products are labeled in English and implements are visibly clean**
- **6.2 Demonstrates predisposition test behind the ear**
- **6.3 Demonstrates strand test process**
- **6.4 Maintains chemical drape throughout section**
- **6.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes) Proctor – Verbal Instructions: Read to all candidates:

"*You will perform Highlighting with Foil, Virgin Application.*

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

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

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **7.1 Highlighting supplies are labeled in English and implements are visibly clean**
- **7.2 Subsections hair for highlighting with foils**
- **7.3 Demonstrates foil placement**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

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

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

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

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

8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)
Proctor – Verbal Instructions: Read to all candidates:

"*You will perform a Hair Color Retouch Application.*

The client has 1 inch of regrowth.

You will apply simulated hair color product to one section of the back of the head. You have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining. Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **8.1 Hair color retouch supplies are labeled in English and implements are visibly clean**
- **8.2 Subsections hair for hair color retouch**
- **8.3 Applies simulated hair color product**

- **8.4 Final result of hair color retouch application**
- **8.5 Maintains chemical drape throughout section**
- **8.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes) Proctor – Verbal Instructions: Read to all candidates:

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

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

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **9.1 Virgin hair relaxer supplies are labeled in English and implements are visibly clean**
- **9.2 Prepares for relaxer application**
- **9.3 Applies and smooths simulated relaxer product**
- **9.4 Maintains chemical drape throughout section**
- **9.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

10. BLOOD EXPOSURE PROCEDURE (10 minutes) Proctor – Verbal Instructions: Read to all candidates: You will demonstrate the Blood Exposure Procedure. You will imagine the following scenario:

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

You are expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **10.1 Blood exposure supplies are labeled in English**
- **10.2 Removes materials from first aid kit**
- **10.3 Supplies and materials are visibly clean**
- **10.4 Cleans injured area with antiseptic**
- **10.5 Covers with dressing that is absorbent and secured**
- **10.6 Candidate wears glove or finger guard**
- **10.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

- **CANDIDATE CLEANUP AND FINAL SUMMARY**

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

"*All examiners have indicated they have completed their assessment.*

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

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

Thank you for your participation."

SUGGESTED **EXAMINATION SUPPLIES**

Suggested supply list:

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

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies
* Brushes and Bowls or Bottle Applicators
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Chemical Wave Rods
* Cloth Towels
* Combs
* Container Labeled "items to be Disinfected"
* Container Labeled "soiled Linens"
* Container Labeled "trash"
* Cotton
* End Papers
* EPA-Registered Disinfectant Wipes with Manufacturer's Label that Demonstrate Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
* First Aid Kit
* Foils
* Gloves
* Hair Brushes
* Hair Clips and/or Clamps
* Hair Color-Colored Simulated Products
* Hair Relaxer-Colored Simulated Product

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

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

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

Standard
Milady Standard Cosmetology and Foundations
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National Examination Cosmetology Hair Removal of the Eyebrows Additional Section CIB

Effective July 01, 2022

Contents

CANDIDATE INFORMATION BULLETIN (CIB) 2
Domain Details 2
HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed) 2
SUGGESTED EXAMINATION SUPPLIES 4

CANDIDATE INFORMATION BULLETIN (CIB)

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

Domain Details

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

HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed) Proctor – Verbal Instructions: Read to all candidates:

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

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

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"*All candidates have indicated that they have completed this section. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

Proctor – Verbal Instructions: Read to all candidates:

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

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

(1) The instructions will be repeated."

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

- **1 Hair removal of the eyebrow supplies are labeled in English**
- **2 Implements and supplies are visibly clean**

Examiner – Verbal Instructions: Read to each candidate individually:

"*Please demonstrate hair removal using simulated soft wax on one eyebrow.*"

- **3 Prepares for simulated soft wax procedure**
- **4 Demonstrates simulated soft wax application**
- **5 Demonstrates simulated soft wax removal**

Examiner – Verbal Instructions: Read to each candidate individually:

"*Please tweeze three hairs from the same eyebrow and conclude the service.*"

- **6 Demonstrates tweezing procedure**
- **7 Maintains drape throughout section**
- **8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

Table 1: Suggested Supplies

* Antiseptic
* Hair Band or Drape
* Post-Epilation Product
* Simulated Soft Wax Product
* Tweezers
* Wax Applicators
* Wax Strips

SUGGESTED **EXAMINATION SUPPLIES**

Suggested supply list:

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

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

National Examination Cosmetology Manicure and Polish Application Additional Section CIB

Effective July 01, 2022

Contents

CANDIDATE INFORMATION BULLETIN (CIB) 2
Domain Details 2
MANICURE AND POLISH APPLICATION (20 minutes) 2
SUGGESTED EXAMINATION SUPPLIES 4

CANDIDATE INFORMATION BULLETIN (CIB)

MANICURE AND POLISH APPLICATION (20 minutes)

Domain Details

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

MANICURE AND POLISH APPLICATION (20 minutes) Proctor – Verbal Instructions: Read to all candidates:

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

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

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

(1) The instructions will be repeated.

(2) You may begin."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"*All candidates have indicated that they have completed this section. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

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

"*You will perform a Manicure and Polish Application.*

You will have 20 minutes to complete this section.

You will be informed when you have 10 minutes remaining.

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

(1) The instructions will be repeated.

(2) You may begin."

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

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

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

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

"*Please do nothing until further instructions are given.*"

Proctor – Verbal Instructions: Read to all candidates:

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

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

You will be expected to follow all client protection, safety and infection control procedures.

You will have 5 minutes to complete this section.

You will be informed when you have 2 minutes remaining.

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

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **10 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

"*Please stop working.*"

Table 1: Suggested Supplies

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

SUGGESTED **EXAMINATION SUPPLIES**

Suggested supply list:

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

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English