



PSI licensure:certification  
3210 E Tropicana  
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www.psiexams.com



# STATE OF UTAH

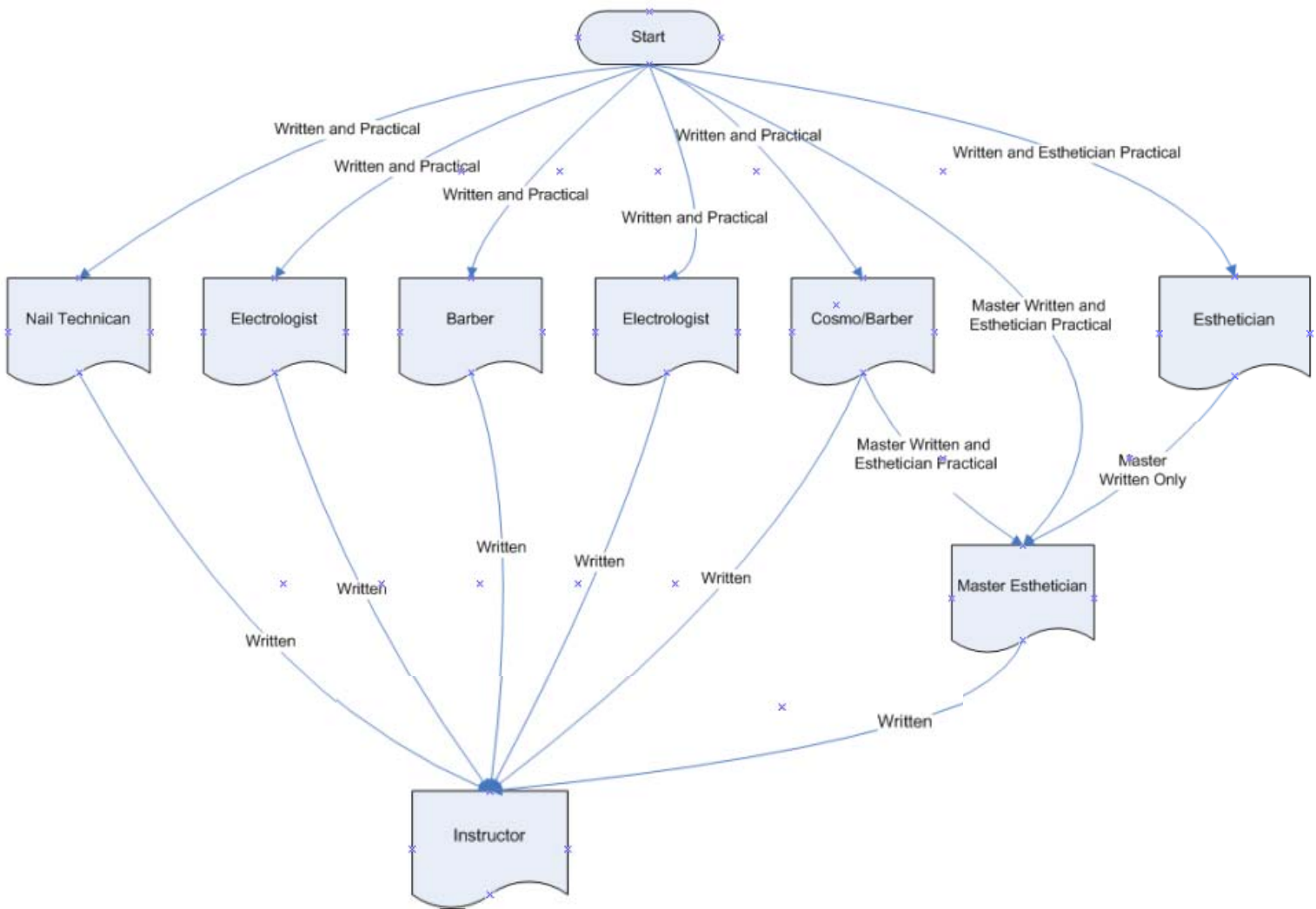
## DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING COSMETOLOGY/BARBER EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## PATHWAY TO LICENSURE



### EXAMINATIONS BY PSI

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Cosmetology and Barber Licensure in the State of Utah.

The written and practical examinations both must be passed in order to become licensed. If you fail an examination, you must wait 30 days before retesting.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

### EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for one examination.

The following fee table lists the applicable fee for each examination, whether you are taking the written examination or practical examination. The fee is for each examination, regardless if you are taking the examination for the first time or repeating.



EXAMINATION FEE

\$ 87

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

### FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

### STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your Registration before scheduling for your examination.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 3:30 am and 6:00 pm and Saturday, between 7:00 am and 1:00 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination one day prior to the examination date of your choice, up to 3:00pm MT. Please be prepared to offer alternate examination appointment choices.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would



otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you must provide it to the state.

## EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

**Hurricane (St. George) (Written and Practical)**  
473 N. Old Highway 91, Suite 6  
Hurricane, UT 84737

*From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center (on the right side is Crocker Ventures Park) turn left into parking lot.*

**North Orem (Provo) (Written Only)**  
581 West 1600 North, Suite C  
North Orem, UT 84057

*From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the 1600 North exit 273. Turn east onto West 1600 North. Go one mile east. PSI is located in the World Financial Group building on the right hand side.*

**North Salt Lake City (Written and Practical)**  
25 North 400 West, Suite 7  
North Salt Lake City, UT 84054

*(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)*

*From Salt Lake City and the South.*

*Merge on to I-15N. Take exit 312 and merge on to US89 North for about 1.8 miles. Turn left onto E Center St and go west for about .6 miles. Turn right on to 400 W.*

*From the North*

*Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.*

*From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.*

*PSI is on the Northwest corner of 400 West and Center Street.*

**Sunset (Ogden) (Written and Practical)**

2465 N Main Street #11C  
Sunset, UT 84015

*From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/ Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule a written test outside of Utah. The practical examination is only offered at the Utah testing centers. Practical examinations must be taken in Utah.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.*

*If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*



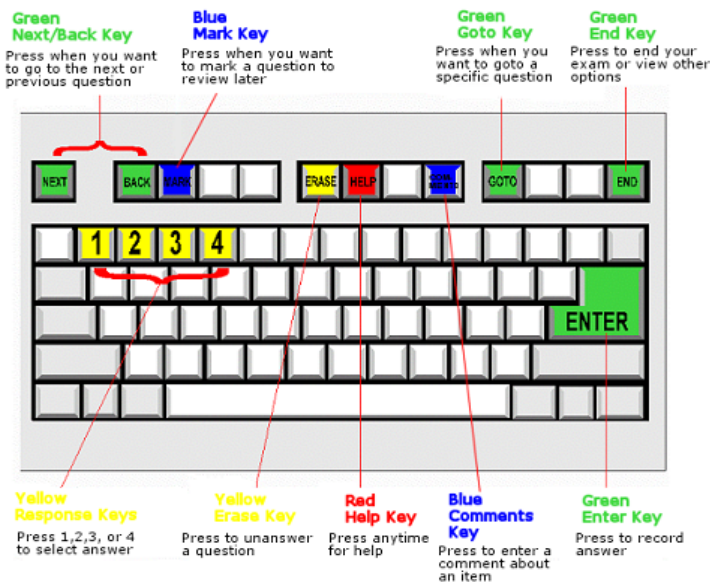
## SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## **TAKING THE WRITTEN EXAMINATION BY COMPUTER**

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.



## IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

## TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

## EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

## EXAMINATION REVIEW

The Utah Division of Occupational and Professional Licensing is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

## SCORE REPORTS

You will receive the score report immediately following the completion of the examination. Official score results of the practical examination will be released to your state board within 3 business days after the examination. Please note that passing scores are valid for a period of one year toward Utah licensure.

The score on these examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

You can write to PSI to request a duplicate of your score report.

Passing scores will be accepted by Utah Division of Occupational and Professional Licensing for a period of one year after the completion of the examination. Testing scores older than one year will not be accepted and the candidate must retest.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

**IMPORTANT:** Starting April 1, 2008, Mannequins will be required. Live models will not be accepted.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## STATE OF UTAH COSMETOLOGY/BARBER WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES

This document contains important information regarding the State of Utah Cosmetology/Barber Written and Practical Examination content and administration. You must score at least 75 to pass each examination. Please review all information carefully.

### IMPORTANT INSTRUCTIONS

- Do Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Chemicals for Chemical Waving, Virgin Hair Lightening,

Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.

- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.
- You may NOT bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.

### MANNEQUIN(S)

Candidates will use a mannequin head(s) and/or a mannequin hand(s) for the examination.

It is the candidate's responsibility to appear at the practical examination with their mannequin head(s) and/or hand(s).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

### COSMETOLOGY WRITTEN EXAMINATION CONTENT SECTIONS

#### SCIENTIFIC CONCEPTS 30%

##### Infection Control

- ◇ Microbiology
  - Bacteria
  - Viruses
  - Parasites
  - Immunity
  - Prevention
- ◇ Methods of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Federal regulations
  - OSHA guidelines
  - Material Safety Data Sheets (MSDS)
  - Environmental Protection Agency (EPA)
  - Food and Drug Administration (FDA)
  - Universal precautions
- ◇ First Aid
  - Minor bleeding
  - Minor burns



- Minor eye irritation

#### Human Anatomy

- ◇ Cells
- ◇ Tissue
- ◇ Organs
  - Heart
  - Lungs
  - Skin

#### Basic Physiology (Body Systems)

- ◇ Skeletal system
  - Skull
  - Bones of the face
  - Bones of the neck
  - Bones of the shoulders
  - Bones of the arms and hands
  - Bones of the legs and feet
- ◇ Muscular system
  - Scalp muscles
  - Mastication muscles
  - Mouth muscles
  - Muscles of the eye and nose
  - Muscles of the arms and hands
  - Muscles of the legs and feet
  - Muscles of the neck
  - Muscles of the shoulders and upper back
- ◇ Types of joints
- ◇ Circulatory system
  - Blood-vascular or cardiovascular system
  - Lymph-vascular system
- ◇ Endocrine system
- ◇ Respiratory system
- ◇ Integumentary system
- ◇ Nervous system
- ◇ Excretory system

#### Ergonomics/Body Positioning

#### Basic Principles of Chemistry

- ◇ Matter
- ◇ The pH scale
- ◇ Nutrition
- ◇ Medication
- ◇ Compounds
- ◇ Mixtures
- ◇ Product ingredients
- ◇ Product labeling
- ◇ Product safety

#### Basic Principles of Electricity

- ◇ Electric current
- ◇ Electricity in cosmetology
  - Electrotherapy
  - Light therapy

#### HAIR CARE AND SERVICES 40%

#### Trichology

- ◇ Properties and structure of the hair and scalp

- Shaft
- Root
- Keratinization
- ◇ Hair analysis and hair quality
  - Porosity
  - Elasticity
  - Texture
  - Density
- ◇ Stages of hair growth
- ◇ Hair loss
- ◇ Conditions of the scalp and hair
  - Disorders
  - Diseases

#### Draping Procedures

- ◇ Shampooing
- ◇ Haircutting
- ◇ Chemical services
- ◇ Thermal

#### Shampooing, Conditioning, Massaging and Brushing Procedures

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Shampooing
  - Product selection
  - Procedure
- ◇ Conditioning
  - Product selection
  - Procedure
- ◇ Scalp treatments
- ◇ Scalp massage

#### Principles of Hair Design

- ◇ Elements of hair design
  - Form
  - Line/Direction
  - Growth pattern
  - Texture
  - Color
- ◇ Principles of balance and design
- ◇ Facial shapes

#### Haircutting Procedures

- ◇ Client consultation
  - Desired look
  - Face shape
  - Lifestyle and/or climate
  - Hair analysis
- ◇ Principles of haircutting
  - Areas of the head
  - Elevation or projection
  - Lines and angles
  - Crosschecking
  - Texturizing
- ◇ Tools and safety
  - Electrical
  - Manual



- ◇ Basic haircuts
  - Solid form or blunt haircut
  - Graduated form
  - Layered form
  - Combination form

#### Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
- ◇ Thermal styling
- ◇ Braiding

#### Wigs, Hair Enhancements and Extensions

- ◇ Client consultation
- ◇ Wigs and hair enhancements
  - Wig composition (e.g., human or synthetic)
  - Wig construction (e.g., cap and capless)
  - Wig care
- ◇ Hair extensions and additions

#### Chemical Services Consultation

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

#### Chemical Services

- ◇ Chemical waving
  - pH balance of chemical waves
  - Chemical waving procedures
- ◇ Chemical hair relaxers
  - pH balance of chemical hair relaxers
  - Chemical hair relaxing procedures

#### Haircoloring Procedures

- ◇ Law of color
- ◇ Types of haircolor
  - Temporary haircolor
  - Semi-and demi-permanent haircolor
  - Permanent
  - Lighteners
- ◇ Haircolor applications
  - Virgin
  - Retouch
  - Color correction

#### SKIN CARE AND SERVICES 15%

##### Skin Histology

- ◇ Composition of the skin
  - Layers of the skin
  - Nerves of the skin
  - Glands of the skin
  - Types of skin
  - Skin pigmentation
- ◇ Conditions of the skin

- Disorders
- Diseases

- ◇ Functions of the skin

#### Skin Care Services Consultation

- ◇ Skin analysis
- ◇ Health history

#### Draping Procedures for Facial Services

#### Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

#### Facial Procedures

- ◇ Skin care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Facial treatments
  - Electrical therapy
  - Massage manipulations
  - Topical applications

#### Facial Makeup Application

- ◇ Makeup color theory
- ◇ Cosmetic application procedures
  - Basic
  - Specialty
  - Corrective
- ◇ Artificial eyelashes
  - Predisposition test
  - Application
- ◇ Eyelash and eyebrow coloring

#### NAIL CARE AND SERVICES 15%

##### Nail Care Service Consultation

##### Nail Structure

- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
  - Disorders
  - Diseases

##### Manicure and Pedicure Procedures

- ◇ Nail care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Types of manicures and pedicures
  - Basic manicure and pedicure
  - Specialty manicures and pedicures

- ◇ Massage procedures
  - Hand and arm massage
  - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

#### Advanced Nail Care

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
  - Acrylics
  - Gels
- ◇ Nail art

#### SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Cosmetology Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Which of the following substances is usually contained in a toner?
  - a. Metallic dye
  - b. Compound dye
  - c. Vegetable tint
  - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
  - a. A caustic
  - b. Deodorant
  - c. An antiseptic
  - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. rinsed in cold water.
  - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
  - a. Clipping
  - b. Slithering
  - c. Razor cutting
  - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
  - a. stop growing.
  - b. harden and set.
  - c. form new curls.
  - d. soften and swell.
6. When should a predisposition test be performed?
  - a. When the scalp has cuts
  - b. Before applying peroxide
  - c. Before every application of oxidizing tints
  - d. Before any application of vegetable coloring
7. At what part of the nail does growth start?
  - a. Wall
  - b. Matrix
  - c. Lunula
  - d. Cuticle
8. What is the function of sebum?
  - a. To dry the skin
  - b. To harden the skin
  - c. To cleanse the skin
  - d. To lubricate the skin
9. Sterilization is the process of
  - a. keeping bacteria alive.
  - b. destroying offensive odors.
  - c. destroying beneficial microorganisms only.
  - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
  - a. On a clean shelf
  - b. In any convenient place
  - c. In a closed cabinet or drawer
  - d. In neat stacks by the shampoo bowl

Answers			
1. d	4. b	7. b	10. c
2. c	5. d	8. d	
3. d	6. c	9. d	

PLEASE CALL PSI at  
1-800-211-2754 to take the COSMETOLOGY ONLINE  
PRACTICE TEST  
(\$30.00 fee applies)

#### COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2012, Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

Salon Fundamentals, Cosmetology, 2007  
Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

Cosmetology Career Concepts, Haircutting, Hairdesigning,  
Haircoloring, and Success Dynamics, 2010  
CLiC International  
396 Pottsville-St. Clair Highway  
Pottsville, PA 17901  
(800) 207-5400  
[www.clicusa.com](http://www.clicusa.com)

NIC Health and Safety Standards  
NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)



NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities  
NIC, Inc., August 2007  
[www.nictesting.org](http://www.nictesting.org)

#### OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004 & 2008  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

Salon Fundamentals Cosmetology, 2004 & 2006  
Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

Milady's Standard Nail Technology, 2007  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### *Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.*

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
  - a. Add appropriate disinfectant into the water according to the following:
    - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
    - ii. If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.

- b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.

4. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
  - a. Scrub with a brush and soap or detergent until free from debris.
  - b. Rinse.
  - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
  - d. Rinse.
  - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 5 above.

Adopted August 2007

<b>BARBER WRITTEN EXAMINATION CONTENT SECTIONS</b>
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<b>SCIENTIFIC CONCEPTS - 50%</b>
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#### Infection Control and Safe Practices

- ◇ Bacteriology
  - Types of bacteria
  - Growth and reproduction
- ◇ Viruses
  - Types
  - Transmission
- ◇ Immunity
- ◇ Parasites
- ◇ Methods of infection control
  - Sterilization
  - Disinfection
  - Sanitation
- ◇ Federal Regulations and Universal Precautions

#### Tools, Implements, and Equipment

- ◇ Safe usage
- ◇ Care and maintenance

#### Anatomy and Physiology

- ◇ Cells
- ◇ Tissues



- ◇ Organs
- ◇ Physiological systems
  - Skeletal system
  - Muscular system
  - Nervous system
  - Circulatory system

### Chemistry

- ◇ Water
- ◇ Shampoos and conditioners
- ◇ Chemical agents (e.g. chemical waving, chemical relaxing, hair coloring)
- ◇ Styling aids

### Electricity and Light

- ◇ Types of electric current
- ◇ Safety devices
- ◇ Electrotherapy
  - Modalities (e.g., high frequency, faradic)
  - Light therapy

### Skin Histology

- ◇ Anatomy of the skin
  - Layers of the skin
  - Glands of the skin
  - Types of nerves in the skin
  - Skin color
- ◇ Functions of the skin
- ◇ Disorders of the skin

### Hair and Scalp

- ◇ Structure and growth of the hair
- ◇ Disorders of the hair
- ◇ Disorders of the scalp

## FACIAL AND SHAVING SERVICES - 22%

### Draping Procedures Related to Facial and Shaving Services

#### Facial Treatments

- ◇ Massage manipulations
- ◇ Equipment
- ◇ Facials
  - Preparing the client
  - Skin types
  - Skin analysis
  - Products
  - Procedures

### Shaving Procedures and Facial Hair Design

- ◇ Tools and equipment
- ◇ Facial shaving
  - Preparing the facial hair for service
  - Positions and strokes
- ◇ Mustaches and beards
  - Design
  - Procedures

## HAIR CARE SERVICES - 28%

### Client Consultation

- ◇ Scalp analysis
- ◇ Hair analysis
  - Texture
  - Density
  - Porosity
  - Elasticity
  - Color
  - Resistant hair

### Draping Procedures Related to Shampooing and Haircutting

#### Haircutting and Styling

- ◇ Basic principles
  - Facial shapes
  - Head forms
- ◇ Elements of design
  - Shape
  - Line
  - Wave pattern/texture
  - Proportion and balance
  - Color
- ◇ Haircutting methods and procedures
  - Shears
  - Clippers
  - Razor
  - Tapering and fading
  - Blending and texturing
  - Outline/neck shave
- ◇ Hair styling methods
  - Blow-dry styling
  - Thermal styling
  - Wet-hair styling
- ◇ Head shaving
  - Preparation
  - Safety
- ◇ Hairpieces
  - Materials (i.e., human or synthetic)
  - Sizing
  - Attachment methods
  - Styling
  - Maintenance

#### Treatment of the Hair and Scalp

- ◇ Shampoo service
  - Product selection
  - Procedures
- ◇ Scalp treatments
  - Product selection
  - Equipment
  - Procedures

## SAMPLE QUESTIONS

The following sample questions are similar to those on the State of Utah Barber Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Anthrax and tetanus bacilli form which of the following types of spore?
  - a. Mitosis
  - b. Flagella
  - c. Spherical

**COSMETOLOGY PRACTICAL  
EXAMINATION CONTENT SECTIONS**

The scope of the National Cosmetology Practical Examination includes six (6) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services - Cosmetology

Set Up and Client Protection

Thermal Curling

Haircutting

Chemical Waving

Virgin Hair Lightening Application and Hair Color Retouch

Virgin Relaxer Application and Relaxer Retouch

Sculptured Nail

Core Domain Services - Barber

Shave

Haircutting

Basic Facial

**CORE DOMAIN SERVICES COSMETOLOGY**

**SET UP AND CLIENT PROTECTION  
(10 minutes)**

**Verbal Instructions:**

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the thermal curling supplies."*

*"You will be observed for 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."*

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

\* Please refer to State guidelines, if using hot iron please read the following statement:

*"Please plug in curling irons at this time."*

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

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

**THERMAL CURLING  
(10 minutes)**

**Verbal Instructions:**

*"You will now perform the thermal curling section of this examination."*

*"You will form three curls on the top of the head and four curls on one side of the head."*

d. Infectious

2. All French style shears

- a. are cobalt metal.
- b. have a finger brace.
- c. are made in France.
- d. have tight pivots.

3. Prior to a shaving service the headrest must be

- a. washed and dried.
- b. disinfected and covered.
- c. washed and removed.
- d. sanitized and sterilized.

4. To avoid damage to muscle tissue, the movements of a massage are directed

- a. away from the origin of the muscle.
- b. toward the origin of the muscle.
- c. around the origin of the muscle.
- d. above the origin of the muscle.

5. Which of the following can permanently relieve split ends?

- a. Applying oil to the ends
- b. Using a styling gel on the ends
- c. Moistening the ends
- d. Cutting the ends

6. The diameter of a single strand of hair is also called

- a. growth pattern.
- b. porosity.
- c. density.
- d. texture.

Answers:

1. c 2. b 3. b 4. b 5. d 6. d

**BARBER REFERENCES**

*Milady's Standard Textbook of Professional Barbering, 2006*

Milady

5 Maxwell Drive

Clifton Park, NY 12065

(800) 347-7707

www.Milady.com

*Milady's Standard Textbook of Professional Barber-Styling,*

Rev. Ed., 1999

Milady

5 Maxwell Drive

Clifton Park, NY 12065

(800) 347-7707

www.Milady.com

*NIC Health and Safety Standards*

NIC, Inc., October 2002

www.nicesting.org



*"You will be observed for 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."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Demonstration of Curling

- Tests temperature of iron **PRIOR** to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked

#### Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### HAIRCUTTING (30 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

#### Verbal Instructions:

*"You will now perform the haircutting section of this examination."*

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

*"You will cut the nape section with a razor."*

*"You will complete the haircut using the shears."*

*"Please do not sweep the hair from the floor until you are instructed."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 30 minutes to complete this section."*

*"You will be informed when you have 15 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

#### Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor

- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:  
*(Individually)*

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

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

#### Safety and Infection Control

The following will be read to each candidate after checking their haircut (individually):

*"You may clean up only your hair at this time."*

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### CHEMICAL WAVING (20 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

#### Verbal Instructions:

*"You will now perform the chemical waving section of this examination."*

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

*"You will be instructed to apply simulated waving lotion."*

*"You will be instructed to demonstrate a test curl."*

*"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl."*

*"Do not remove the perm rods until the examiner instructs you to remove them."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

#### Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: *(Individually)*

*"Please demonstrate saturation."*

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

The following will be read to each candidate: *(Individually)*

*"Please demonstrate a test curl."*

- Unwraps rod at least 1 1/2 turns and hair is held to relax

#### Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

The following will be read to the entire group of candidates when the timer goes off: *"Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them."*

The following will be read to the entire group of candidates after examiners have finished checking all candidates:

*"Please remove all rods from the head and brush the hair straight back."*

### VIRGIN HAIR LIGHTENING APPLICATION AND HAIR COLOR RETOUCH (20 minutes, in two 10 minute segments)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

#### Verbal Instructions:

*"You will now perform the virgin hair lightening application section of this examination."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete the virgin hair lightening section."*

*"You will be informed when you have 5 minutes remaining."*

*"Upon completion, you will step back until instructed to apply the hair coloring retouch section."*

*"You will have 10 minutes to complete the hair coloring retouch section."*

*"You will be informed when you have 5 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

#### Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the hair color retouch begins.

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: *"You have 10 minutes to complete the hair coloring section. You will be informed when you have 5 minutes remaining. You may begin."*

#### Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

#### Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### VIRGIN RELAXER APPLICATION AND RELAXER RETOUCH (20 minutes, in two 10 minute segments)



### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

### Verbal Instructions:

*"You will now perform the virgin relaxer application section of this examination."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete the virgin relaxer section."*

*"You will be informed when you have 5 minutes remaining."*

*"Upon completion, you will step back until instructed to apply the relaxer retouch section."*

*"You will have 10 minutes to complete the relaxer retouch section."*

*"You will be informed when you have 5 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

#### Demonstration of Virgin Relaxer Application (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back: *"You have 10 minutes to complete the relaxer retouch section. You will be informed when you have 5 minutes remaining. You may begin."*

#### Demonstration of Relaxer Retouch (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- Completely covers subsections with simulated product

The following will be read to each candidate: *(Individually)* *"Please demonstrate smoothing the relaxer retouch product."*

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

#### Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly

- labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## SCULPTURED NAIL (20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Monomer (MMA), candidates are prohibited from using a liquid monomer containing MMA. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.

### Verbal Instructions for Set Up:

*"You have 2 minutes to set up the supplies for the sculptured nail section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

### Verbal Instructions:

*"You will now perform one sculptured nail using an odorless product."*

*"You will apply a sculptured nail to the index finger."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

*"Upon completion of the sculptured nail section of this examination, please turn the hand toward the examiner to indicate that you are finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sets up implements that are visibly clean and sanitary
- Sanitizes finger
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

#### Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

#### Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

#### Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

#### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly



- labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## CORE DOMAIN SERVICES BARBER

### SHAVING WITH A STRAIGHT RAZOR (20 minutes)

#### Verbal Instructions:

*You will now perform the shaving with a straight razor section of this examination.*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands to include wrist
- Applies drape across front of model covering shoulders but not touching neck skin
- Applies towel securely by tucking into neckband
- Places residue towel across chest/shoulder area

#### Demonstration of Shaving with a Straight Razor

- Lathers beard and mustache area using a circular motion with cushions of fingers evenly and safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Applies steam towel around face folding ends over forehead and leaving nostrils exposed
- Removes steam towel and lather together in a continuous fluid motion
- Re-lathers beard and mustache area using a circular motion with cushions of fingers safely
- Keeps stretching hand dry and lather-free to prevent slipping
- Strokes straight razor at an angle with grain of beard
- Holds straight razor in correct freehand position with palm facing toward model/mannequin safely
- Uses freehand stroke in appropriate areas
- Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- Uses backhand stroke in appropriate areas
- Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely
- Uses reverse freehand stroke in area 14 safely
- Performs shaving stroke(s) with leading point of straight razor safely
- Applies steam towel to remove all residue safely
- Applies toner or astringent safely

#### Safety and Infection Control

- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### BASIC FACIAL (10 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination". "Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up"*

#### Verbal Instructions:

*"You will now perform the basic facial section of this examination."*

*"You will be observed for 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."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies hair drape to secure hair away from face
- Re-sanitizes hands to include wrist

#### Demonstration of Facial

- Cleanses entire face safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Removes all cleanser using steam towel safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes all residual massage product using steam towel safely
- Applies toner or astringent safely

#### Safety and Infection Control

- Removes all product from container using infection control procedures
- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### HAIRCUTTING = BARBER (30 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the haircutting section of this examination. "Please do not begin any procedures until the verbal instructions have*

been read and you are instructed to begin. You may begin set up."

#### Verbal Instructions:

You will now perform the haircutting section of this examination."

"You will complete a tapered haircut using clippers and shears."

"You will use your clippers to cut the back and sides of the head."

"You will be expected to demonstrate clipper over comb."

"Clipper guards or attachments may not be used."

"You will complete the haircut using shears."

"Please do not sweep the hair from the floor until you are instructed."

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

"You will have 30 minutes to complete this section."

"You will be informed when you have 15 minutes remaining."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape

#### Demonstration of Haircutting

- Uses clippers to establish graduated haircut with no blocked line (taper/fade)
- Handles clippers safely at all times
- Demonstrates use of shears on top of head
- Handles shears safely at all times
- Blends haircut evenly with clippers or shears without leaving weight line
- Cut sides in front of ear uniform in length with clippers
- Establishes outline around ears and sides of neck that follows natural hairline
- Cuts at least ¼ inch of hair throughout haircut

#### Safety and Infection Control

- Removes hair clippings from skin, drape, and work area
- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

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

Examiners will read the following to each candidate after checking their haircut:

"You may clean up only your hair at this time."

## CANDIDATE SUMMARY AND FINAL CLEANUP

#### Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

## RECOMMENDED GENERAL SUPPLIES COSMETOLOGY

ALL SUPPLIES MUST BE LABELED IN ENGLISH

\* Please refer to State guidelines

- dry storage kit/container\*
- hand sanitizer
- mannequin head(s) and a table clamp\* (pre-marked mannequins are NOT permitted)
- a towel to place between the clamp and the table\*
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used\*
- container/bag for soiled/trash items
- container or bag for items to be disinfected\*
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- tape

## THERMAL CURLING SUPPLIES

- thermal curling iron
- comb(s)
- material for testing temperature of iron

## HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

## CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)

## HAIR LIGHTENING/COLORING SUPPLIES

\* Please refer to State guidelines

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol\*
- comb(s)
- hair clips



### CHEMICAL RELAXING SUPPLIES

\* Please refer to State guidelines

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol\*
- comb(s)

### SCULPTURED NAIL SUPPLIES

- mannequin hand(s) with artificial nails attached\* (Trainer hands are NOT permitted.)
- cuticle pusher
- sculptured nail products (powder, primer, liquid) (The product must be in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

### RECOMMENDED GENERAL SUPPLIES BARBER

#### SHAVING SUPPLIES

- shaving cream
- razor
- towel

#### HAIRCUTTING SUPPLIES

- haircutting shears
- clippers
- comb(s)

#### FACIAL SUPPLIES

- hair drape
- cleansing cream
- massage cream
- toner or astringent

## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.
- DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING. This is the responsibility of the candidate and should be executed as follows:

### CANDIDATE INJURY - FOR EXAMINATION PURPOSES

1. PROTECTION - If a cut is sustained, stop the service and clean the injured area.
2. APPLY antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. DRESSING - cover the injury with the appropriate dressing.
4. COVER injured area with finger guard or glove as appropriate.
5. CLEAN model/client and station as appropriate.
6. DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. RETURN to service.

### MODEL INJURY - FOR EXAMINATION PURPOSES

1. STOP service.
2. GLOVE hands of candidate/student/licensee.
3. CLEAN injured area as appropriate.
4. APPLY antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. COVER the injury with the appropriate dressing to prevent further blood exposure.
6. DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. RETURN to service.

### EXAMINERS:

- EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
- DOCUMENT INCIDENT IN BLOOD SPILL LOG.

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

## WET DISINFECTION STANDARD

- 1 All tools and implements, EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2 All tools and implements WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

## DRY STORAGE STANDARD

*Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.*

## HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to each client and after smoking, drinking, eating, and using the restroom.

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is prohibited for use during NIC practical examinations.

NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

Adopted as amended October 2002





School Code	School	School Licensed for	School Code	School	School Licensed for
0088	A MANE ATTRACTION ACADEMY, LLC	Cosmetology/Barber	0079	MEDSPA ACADEMIES, INC. dba Elase Academy	Esthetics
0053	ACAYDIA SCHOOL OF AESTHETICS, LLC	Esthetics	0059	MOUNTAINLAND – Lehi	Cosmetology/Barber
0056	AMERICAN BEAUTY ACADEMY	Cosmetology/Barber	0060	MOUNTAINLAND – Spanish Fork	Cosmetology/Barber
0029	APPRENTICE PROGRAM		0025	NEW HORIZONS BEAUTY COLLEGE	Cosmetology/Barber
0081	BEAUTIFUL YOU SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0024	OGDEN-WEBER APPLIED TECHNICAL CENTER – Ogden	Cosmetology/Barber
0082	BEAUX CHAVEUX ACADEMY OF COSMETOLOGY, INC	Cosmetology/Barber	0061	OGDEN-WEBER APPLIED TECHNICAL CENTER – Roy	Cosmetology/Barber
0083	BONNIE JOSEPH ACADEMY OF COSMETOLOGY	Cosmetology/Barber Esthetics	8888	OTHER / OUT OF STATE	
0027	BRIDGERLAND APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0045	PAUL MITCHELL, THE SCHOOL – Provo dba Von Curtis	Barber Cosmetology/Barber
0005	CAMEO COLLEGE OF BEAUTY	Cosmetology/Barber Esthetics Electrology	0087	PAUL MITCHELL, THE SCHOOL – Salt Lake	Cosmetology/Barber Esthetics
0011	CANYONS TECHNICAL EDUCATION CENTER aka Jordan District Technical	Cosmetology/Barber	0020	PREMIER HAIR ACADEMY	Cosmetology/Barber
0052	CAPELLI INSTITUTE OF HAIR	Cosmetology/Barber	0085	PRIME CUT ACADEMY OF HAIR AND NAIL ARTISTRY	Cosmetology/Barber
0038	COLOR MY NAILS SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0065	RENAISSANCE ACADEMIE, LLC	Cosmetology/Barber
0084	COSMETOLOGY CAREER ACADEMY	Cosmetology/Barber	0001	SALT LAKE COMMUNITY COLLEGE	Cosmetology/Barber Esthetics
0016	DRSM, LC dba Dallas Roberts Academy	Cosmetology/Barber Esthetics	0073	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF MIDVALE	Cosmetology/Barber Esthetics
0048	DAVIS APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0014	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF SALT LAKE CITY	Cosmetology/Barber Esthetics
0023	DELTA TECHNICAL CENTER	Cosmetology/Barber	0063	SKIN INSTITUTE LLC, THE – St George	Esthetics
0090	EA EDUCATION INC, dba Avalon School Of Cosmetology	Cosmetology/Barber Esthetics	0086	SKIN SCIENCE INSTITUTE OF LASER & ESTHETICS	Esthetics
0021	EASTERN UTAH COLLEGE	Cosmetology/Barber	0033	SKIN WORKS SCHOOL OF ADVANCED SKINCARE	Esthetics
0018	ECHELON EDGE aka Design Academy, Francois D	Cosmetology/Barber Esthetics	0003	SNOW COLLEGE – Richfield	Cosmetology/Barber
0022	EVANS HAIRSTYLING COLLEGE – Cedar City	Cosmetology/Barber	0074	TAYLOR ANDREWS – OREM INC. dba Taylor Andrews Academy	Cosmetology/Barber
0017	EVANS HAIRSTYLING COLLEGE – Lindon	Cosmetology/Barber	0058	TAYLOR ANDREWS ACADEMY – St George	Cosmetology/Barber Esthetics
0026	EVANS HAIRSTYLING COLLEGE – St George	Cosmetology/Barber	0043	TAYLOR ANDREWS ACADEMY OF HAIR DESIGN - West Jordan	Cosmetology/Barber Esthetics
0091	EXPRESSIVE DESIGN ACADEMY OF BEAUTY ARTS	Cosmetology/Barber	0044	TAYLOR ANDREWS – Layton	Cosmetology/Barber Esthetics
0069	FORUM ACCADEMIA, The	Cosmetology/Barber Esthetics	0054	THE BARBER SCHOOL	Barber School
0019	GRANITE TECHNICAL INSTITUTE aka Granite School District	Cosmetology/Barber	0064	THE NAIL ROOM ARTISTIC ACADEMY	Nail Technology
0004	HAIRITAGE HAIR ACADEMY - St George	Cosmetology/Barber Nail Technology	0040	THE SKIN SCIENCE INSTITUTE, LLC Salt Lake City	Esthetics
0072	HIGHLAND HAIR ACADEMY LLC dba Paul Mitchell the School	Cosmetology/Barber	0093	THE TOTAL IMAGE	Esthetics
0047	IMAGEWORKS ACADEMY OF HAIR DESIGN	Cosmetology/Barber	0094	TOOELE APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber
0092	JJ'S NAIL ACADEMY LLC	Nail Technology	0095	TOOELE COUNTY SCHOOL DISTRICT	Cosmetology/Barber
0034	MANDALYN ACADEMY INC	Esthetics	0055	TOP NAILS AND HAIR BEAUTY SCHOOL	Barber School Nail Technology
0076	MARINELLO SCHOOL OF BEAUTY – Layton	Cosmetology/Barber Esthetics Nail Technology	0096	TOTAL IMAGE ACADEMY INC	Esthetics
0080	MARINELLO SCHOOL OF BEAUTY – Ogden	Cosmetology/Barber Esthetics Nail Technology	0097	TWIN SHEARS ACADEMY	Cosmetology/Barber
0077	MARINELLO SCHOOL OF BEAUTY – Provo	Cosmetology/Barber Esthetics	0075	UTAH COLLEGE OF MASSAGE THERAPY, ESTHETICS	Esthetics
0030	MAXIMUM STYLE TECH SCHOOL OF COSMETOLOGY	Cosmetology/Barber Esthetics	0089	UTAH INSTITUTE, LLC dba Aveda Institute Of Provo	Cosmetology/Barber Esthetics



# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

## Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: \_\_\_\_\_)
- Large-Print written examination
- Other \_\_\_\_\_
- Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_

(Only written examinations may be taken out-of-state. Practical examinations must be taken in Utah.)

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121