



ALABAMA BOARD OF COSMETOLOGY

COSMETOLOGY WRITTEN EXAMINATION INFORMATION

EXAMINATIONS BY PSI SERVICES, LLC

The Alabama Board of Cosmetology is responsible for licensing and regulating the profession of cosmetology in the State of Alabama. The Board has contracted with PSI Services, LLC (PSI) to deliver its examinations.

Candidates **MUST** pass the written examination before applying for the practical examination.

SCHEDULING PROCEDURES

Once approved by the Alabama Board of Cosmetology, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Alabama examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time, to schedule your appointment for the examination.

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*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. 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.

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.

COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination centers.

Birmingham



100 Centerview Drive, Suite 121
Birmingham, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile

6051 - B Airport Blvd.
Mobile, AL 36660

From I-65 take Airport Blvd West exit. The site is approximately 3 miles on Airport Blvd on the left hand side. Two doors down from the Lazy Boy Furniture Store.

Montgomery

500 Interstate Park Drive
Suite 530

Montgomery, Alabama, 36104

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

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 outside of Alabama.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)

- Social Security Card
- US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are NOT acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

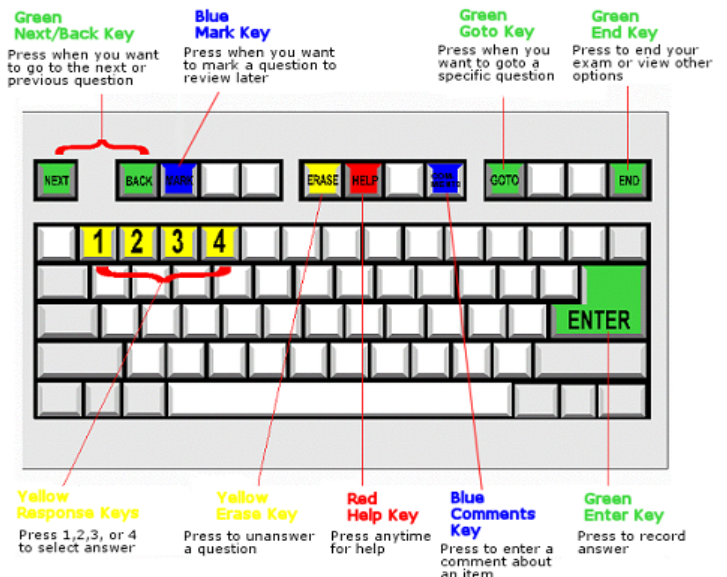
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. NO personal items are to enter the testing center. PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. 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 as follows. You may also use the 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 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 as part of 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

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

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.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Alabama Board of Cosmetology is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge

area.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. The time allowed for the Cosmetology written examination is 90 minutes. You must score 70 to pass.

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

Salon Fundamentals, Cosmetology, 2007
Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
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.clicura.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nicesting.org

NIC Cleaning and Disinfecting of Circulating and Non
Circulating Tubs and Spa's for All Industry Modalities
NIC, Inc., August 2007
www.nicesting.org



OPTIONAL REFERENCES

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

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

Milady's Standard Nail Technology, 2007
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
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