



PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



**PROFESSIONAL LICENSING BOARDS DIVISION
 GEORGIA BOARD OF COSMETOLOGY**

**COSMETOLOGY EXAMINATIONS
 CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

The Georgia Board of Cosmetology has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of examination centers in Georgia and in many areas throughout the United States.

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

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

EXAMINATION ELIGIBILITY PROCEDURES

CANDIDATES THAT ATTENDED A SCHOOL INSTRUCTIONS

Upon approval of eligibility sent to PSI from your approved educator, you will be mailed an eligibility notice containing instructions for scheduling an appointment to take the examination. Your eligibility is valid for 2 years. If you fail the examination, you may retake on an unlimited basis, during the 2 year period. If you do not pass within the 2 year period, you must re-apply.

The PSI approval process will take up to 10 days to complete, from the date of receipt.

All questions and requests for information should be directed to PSI. Your email questions will be replied to within 48 hours of receipt.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
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www.psiexams.com
Email: gasupport@psionline.com

CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

You must complete and submit the Request for Verification of training hours form to the Georgia State Board of Cosmetology at the following address. The Request for Verification can be found at www.sos.ga.gov/plb/cosmetology.

The Board will review your training hours and if you meet the requirements for examination they will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

APPRENTICE CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

If you have not already received your Request for Verification form, the form can be found at www.sos.ga.gov/plb/cosmetology.

The Board will review your apprentice hours and if you meet the requirements for examination they will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

RECIPROCITY CANDIDATE INSTRUCTIONS

Out-of-State or Out-of-Country candidates may be granted reciprocity with the State of Georgia and may not be required to take the examination. The Board will send you a letter after reviewing your application. The application can be found at www.sos.ga.gov/plb/cosmetology. Do not apply with PSI. If you do not meet the requirements, the Board will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

UNITED STATES VETERAN INSTRUCTIONS

Georgia law (General Provisions Volume 30, Title 43-1-9.(1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores. To qualify, a veteran must have served for a minimum of one year in active duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans' preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination."

To apply for veterans' preference points, you must send a copy of your DD-214 form and documentation of your disability, if applicable, to the Board office along with your completed application for licensure.

EXAMINATION SCHEDULING PROCEDURES

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, 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. You may schedule for an examination via the Internet 24 hours a day at www.psiexams.com. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m.



ET. 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 prior to 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.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled 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.

If you missed your appointment due to an emergency situation, you must provide written documentation. If valid, PSI will allow you to reschedule at no additional charge.

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 contact the Georgia Board of Cosmetology for approval for special examination arrangements.

GEORGIA EXAMINATION SITE LOCATIONS

PSI Atlanta (Practical and Written)

1000 Circle 75 Parkway, Suite 720
Atlanta, GA 30339

From I-285 Bypass N, take exit- Exit 51B- toward Chattanooga/Greenville. Merge onto I-285 N. Take the Cobb Pkwy / US-41 exit- Exit 19- toward Dobbins ARB. Turn Left onto Cobb Pkwy SE / US-41 N / GA-3 N. Turn slight right onto Circle 75 Pkwy SE.

From the North of Atlanta (I-75 Southbound) exit onto Cobb Parkway and then turn right onto Circle 75 Parkway.

From I-285 Southbound take exit 20 and stay right to exit onto Cobb Parkway and then go right onto Circle 75 Parkway.

From the Atlanta and South of Atlanta (I-75 N), take exit 259B (this exit is a 270 degree turn). Stay right to exit onto Cobb Parkway.

From 285 Northbound, take exit directly onto Cobb Parkway but at Exit 19 and go left toward Circle 75 and turn right. You must park on Level P-2 in the parking deck.

PSI Atlanta (Practical)

Country Inn & Suites
4500 Circle 75 Pkwy
Atlanta, GA 30339

From (I-75 North) exit onto Windy Hill Rd and turn left. Then turn left onto Circle 75 Parkway.

PSI Macon (Practical and Written)

3902 Northside Dr, Suite C5
Macon, GA 31210

From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from rear of buildings.

From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.

PSI Tifton (Written)

251 Southwell Blvd. Suite A
Tifton, GA 31794

I-75 S / GA-401 S. Take the Southwell Blvd exit- Exit 59. Turn Left onto CR-204 / Southwell Blvd. Continue to follow Southwell Blvd.

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 filling out and faxing the Out-Of-State Testing Request found at the end of this bulletin. The practical examination is only offered at the Georgia testing centers. Practical examinations must be taken in Georgia.

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), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) – Choose One

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



➤ US Government Issued Alien Registration Card

NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card

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.

IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the building's tenants, the use of aerosol sprays of any kind (i.e. hairspray, aerosol spray disinfectant) is **Strictly Prohibited** anywhere within the properties which house the PSI test centers. If it is discovered or reported that you or anyone you are associated with, are using or have used an aerosol spray (i.e. hairspray, aerosol spray disinfectant) within the property prior to or during the practical exam, you will not be allowed to test and will forfeit your testing fees.

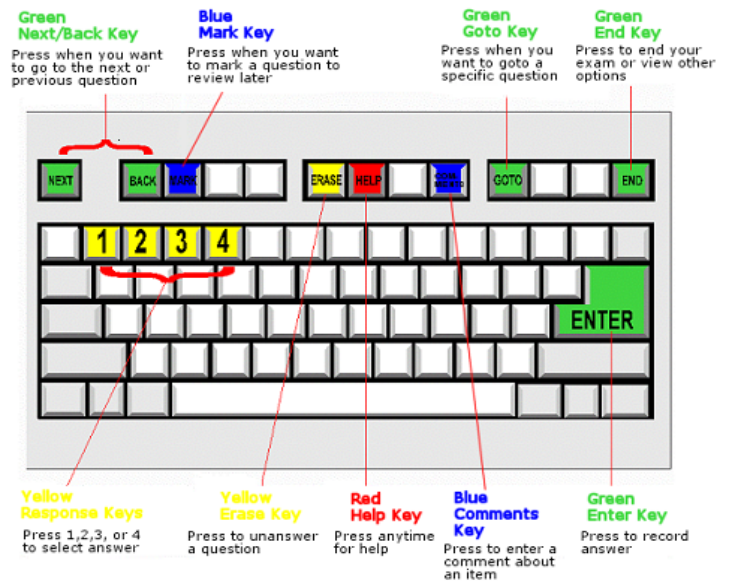
Also of note; arriving hours before your exam start time is **NOT ACCEPTABLE**. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in. If you arrive more than 30 minutes prior to the testing start-time, you will not be allowed to wait in the test center, inside the building or on the building's property. Additionally, person(s) accompanying you may not wait in the test center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors. PSI understands that test Candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the Candidate to the test center; however, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted this policy.

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.

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:

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.

EXAMINATION REVIEW

The Georgia Board of Cosmetology 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 written and practical examinations.

The score on the written 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.

Official score results of the practical examination taken at the Atlanta Country Inn & Suites will be released to you within 30 business days after the examination. Please **DO NOT** contact the State Board office regarding test results or score reports.

You may request a written or practical score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

APPLICATION FOR LICENSURE

Once you have taken and passed both the Written and Practical examinations, you may apply online by going to the following link: <https://secure.sos.state.ga.us/mylicense/>. Applying online is the most efficient way to have your application processed.

On this site, you may submit your application and pay your application fee using a Visa, Mastercard, American Express, or debit card. Application fees are non-refundable.

If you cannot apply online, you may download a paper application from the website at: www.sos.ga.gov/plb/cosmetology and submit along with your non-refundable application fee to:

Georgia State Board of Cosmetology
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

TAKING THE PRACTICAL EXAMINATION

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- 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
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.



STATE OF GEORGIA COSMETOLOGY WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES

THE EXAMINATIONS ARE DEVELOPED BY THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC). YOU WILL FIND THE DETAILED EXAMINATION CONTENT OUTLINES AT WWW.NICTESTING.ORG SELECT TESTING PROGRAMS, THEN CANDIDATE INFORMATION BULLETINS (CIBS).

THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:

ESTHETICIAN (PRACTICAL ONLY)

WORK AREA AND CLIENT PREPARATION, AND SET UP OF UNIVERSAL SUPPLIES (FIRST CLIENT)

CLEANSING OF THE FACE WITH PRODUCT

EXFOLIATING THE FACE WITH PRODUCT

WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT)

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

PARTICLE MICRODERMABRASION ON THE FOREHEAD

FACIAL MASK AND CONCLUSION OF FACIAL SERVICE

FACIAL MAKEUP

BLOOD EXPOSURE PROCEDURE

ESTHETICIAN (WRITTEN ONLY)

SCIENTIFIC CONCEPTS

ESTHETICS PRACTICES

ESTHETICIAN INSTRUCTOR (PRACTICAL ONLY)

THEORY LESSON PLAN

THEORY LECTURE

DEMONSTRATION LESSON PLAN

DEMONSTRATION LECTURE

ESTHETICIAN INSTRUCTOR (WRITTEN ONLY)

THE PROFESSIONAL INSTRUCTOR

CLASSROOM MANAGEMENT

HAIR DESIGNER (PRACTICAL ONLY)

WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES

THERMAL CURLING

HAIRCUTTING

WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES

CHEMICAL WAVING

PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT

- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing 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.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required. You must wear a sleeved smock/lab coat. You must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.
- Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer's label.
- Candidates must use a curling iron with a cord for the Thermal Curling Service.

INSTRUCTOR PRACTICAL PORTION

- If registering on line, call customer service to receive your lecture and demonstration topics.
- Instructors must bring 3 copies of each lesson plan.

MANNEQUIN(S)

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

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

Candidates must bring one mannequin head for the practical examination and a table clamp only (No tri-pods allowed).

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.

Models are used for Barber Exams ONLY. Barbers may NOT use a Mannequin head.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- 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.



HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT
HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT
VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT
BLOOD EXPOSURE PROCEDURE
HAIR DESIGNER (WRITTEN ONLY)
SCIENTIFIC CONCEPTS
HAIR CARE AND SERVICES
HAIR DESIGNER INSTRUCTOR (PRACTICAL ONLY)
THEORY LESSON PLAN
THEORY LECTURE
DEMONSTRATION LESSON PLAN
DEMONSTRATION LECTURE
HAIR DESIGNER INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT
MASTER COSMETOLOGIST (PRACTICAL ONLY)
WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES
THERMAL CURLING
HAIRCUTTING
WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES
CHEMICAL WAVING
PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT
HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT
HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT
VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT
BLOOD EXPOSURE PROCEDURE
WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES
SCULPTURED NAIL
BASIC FACIAL
MASTER COSMETOLOGIST (WRITTEN ONLY)
SCIENTIFIC CONCEPTS
HAIR CARE AND SERVICES
SKIN CARE AND SERVICES
NAIL CARE AND SERVICES
MASTER COSMETOLOGIST INSTRUCTOR (PRACTICAL ONLY)

THEORY LESSON PLAN
THEORY LECTURE
DEMONSTRATION LESSON PLAN
DEMONSTRATION LECTURE
MASTER COSMETOLOGIST INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT
NAIL TECHNICIAN (PRACTICAL ONLY)
WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (FIRST CLIENT)
MANICURE AND POLISH APPLICATION
WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT)
NAIL TIP APPLICATION AND BLENDING
SCULPTURED NAIL
BLOOD EXPOSURE PROCEDURE
NAIL TECHNICIAN (WRITTEN ONLY)
SCIENTIFIC CONCEPTS
NAIL TECHNOLOGY PROCEDURES
NAIL TECHNICIAN INSTRUCTOR (PRACTICAL ONLY)
THEORY LESSON PLAN
THEORY LECTURE
DEMONSTRATION LESSON PLAN
DEMONSTRATION LECTURE
NAIL TECHNICIAN INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT

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

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.

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. Adopted as amended October 2002.

9. Total Fee \$_____ Pay by money order, cashier's check, company check, or credit card. Personal checks and cash are not accepted.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR ONE YEAR.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

10. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Candidate Signature: _____ Date: _____

Complete and forward this registration form with the applicable examination fee to:
PSI Services LLC * ATTN: Examination Registration GA COS
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * Email: gasupport@psionline.com

GEORGIA BOARD OF COSMETOLOGY APPROVED EDUCATOR -CANDIDATE ELIGIBILITY FOR EXAMINATION FORM

NAME OF LICENSED GEORGIA STATE SCHOOL _____ SCHOOL CODE NUMBER (SC#) _____

HOURS REQUIRED - SCHOOL OFFICIAL MUST CHECK THE APPROPRIATE BOX (a copy of the candidate's high school diploma or GED must be attached):

- Master Cosmetologist: 1,500 school hours in a minimum of 9 months -OR- 54 Semester Credit Hours from an accredited state technical college encompassing the 1500 hours -OR- Barber licensee crossover hours plus 250 school hours in an approved Cosmetology school; and proof of a high school diploma or GED.
- Hair Designer: 1325 school hours in a minimum of 7 months; and proof of a high school diploma or GED.
- Nail Technician: 525 school hours in a minimum of 4 months -OR- 20 Semester Credit Hours from an accredited state technical college encompassing the 525 hours; and proof of a high school diploma or GED.
- Esthetician: 1,000 school hours in a minimum of 9 months -OR- 33 Semester Credit Hours from an accredited state technical college encompassing the 1,000 hours; and proof of a high school diploma or GED.
- Master Cosmetology Instructor: 750 school hours at a Board approved school within 1 year -OR- 24 Semester Credit Hours from an accredited state technical college encompassing the 750 hours, copy of current Cosmetology license & 1 year master level work experience; and proof of a high school diploma or GED.
- Hair Designer Instructor: 750 school hours at a Board approved school within 4 months, copy of current Hair Designer license & 1 year master level work experience; and proof of a high school diploma or GED.
- Esthetician Instructor: 500 school hours at a Board approved school within 9 months, copy of current Esthetician license & 1 year master level work experience; and proof of a high school diploma or GED.
- Nail Technician Instructor: 250 school hours at a Board approved school within 4 months, copy of current Nail Technician license & 1 year master level work experience; and proof of a high school diploma or GED.

COURSE START DATE	COURSE COMPLETION DATE	NUMBER OF HOURS COMPLETED	TODAY'S DATE

SIGNATURE OF INSTRUCTOR	PRINTED NAME OF INSTRUCTOR	INSTRUCTOR LICENSE NUMBER & EXPIRATION DATE

Please provide the following candidate information. Upon receipt of this eligibility form, PSI will mail an eligibility notice to the candidate, containing instructions for scheduling an appointment to take the examination.

Candidate Name:

Last Name First Name M.I.

Candidate Social Security or VISA#: (FOR IDENTIFICATION PURPOSES ONLY)

Candidate Mailing Address:

Number, Street Apt/Ste

-

City State Zip Code

Candidate Telephone: Cell - Office -

Candidate Birth Date: - - Candidate Email: _____@_____

M M D D Y Y

- Examination Candidate is Approved For: (Check one)**
- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Esthetician (Practical and Written) (\$109) <input type="checkbox"/> Esthetician (Practical Only) (\$64) <input type="checkbox"/> Esthetician (Written Only) (\$45) <input type="checkbox"/> Esthetician Instructor (Practical and Written) (\$34) <input type="checkbox"/> Esthetician Instructor (Practical Only) (\$19) <input type="checkbox"/> Esthetician Instructor (Written Only) (\$15) <input type="checkbox"/> Hair Designer (Practical and Written) (\$109) <input type="checkbox"/> Hair Designer (Practical Only) (\$64) <input type="checkbox"/> Hair Designer (Written Only) (\$45) <input type="checkbox"/> Hair Designer Instructor (Practical and Written) (\$34) <input type="checkbox"/> Hair Designer Instructor (Practical Only) (\$19) <input type="checkbox"/> Hair Designer Instructor (Written Only) (\$15) | <ul style="list-style-type: none"> <input type="checkbox"/> Master Cosmetologist (Practical and Written) (\$109) <input type="checkbox"/> Master Cosmetologist (Practical Only) (\$64) <input type="checkbox"/> Master Cosmetologist (Written Only) (\$45) <input type="checkbox"/> Master Cosmetologist Instructor (Practical and Written) (\$109) <input type="checkbox"/> Master Cosmetologist Instructor (Practical Only) (\$64) <input type="checkbox"/> Master Cosmetologist Instructor (Written Only) (\$45) <input type="checkbox"/> Nail Technician (Practical and Written) (\$109) <input type="checkbox"/> Nail Technician (Practical Only) (\$64) <input type="checkbox"/> Nail Technician (Written Only) (\$45) <input type="checkbox"/> Nail Technician Instructor (Practical and Written) (\$34) <input type="checkbox"/> Nail Technician Instructor (Practical Only) (\$19) <input type="checkbox"/> Nail Technician Instructor (Written Only) (\$15) |
|--|---|

Complete and forward this eligibility form via mail, email, or fax. Remember to include a copy of the candidate's high school diploma or GED.

PSI Services LLC ** ATTN: Examination Registration GA COS **3210 E Tropicana Ave **Las Vegas, NV ** 89121
 Email: gasupport@psionline.com ** Fax (702) 932-2666





Date: _____

Site requested (please include city and state): _____

Legal Name: _____
Last Name First Name

SS#: _____

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

- ⤴ Complete and fax this form to (702) 932-2666.
- ⤴ After 4 business days, please call (800) 367-1565, ext 6750 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 Services LLC
3210 E Tropicana
Las Vegas, NV 89121