



*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
Phone: (800) 733-9267
Fax: (702) 932-2666
E-mail: examschedule@psionline.com
www.psiexams.com

MINNESOTA BOARD OF COSMETOLOGY CANDIDATE INFORMATION BULLETIN



BOARD OF COSMETOLOGY

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

ABOUT PSI

This Candidate Information Bulletin provides you with information about the examination process for a cosmetology license in the State of Minnesota.

The Minnesota Board of Cosmetology has contracted with PSI to conduct examinations. PSI provides examinations through a network of examination centers in the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The Minnesota Board of Cosmetology has established the requirements for a cosmetology license. Application for licensure **MUST** be filed within one year of the date on which the candidate passed the examination. If parts of the exam were passed on different dates, the one-year period begins from the earlier examination date.

For more information on licensure please contact:

Minnesota Board of Cosmetology
1000 University Avenue West, Suite 100
St. Paul, MN 55104
Phone: (651) 201-2742
Fax: (612) 617-2601
E-mail: cosmetology@state.mn.us
Website: <https://mn.gov/boards/cosmetology>



EXAMINATION INFORMATION

Cosmetologists, estheticians, and nail technicians must each pass three written examinations: the general theory examination, the state examination, and the written practical examination. You may pay and schedule for all three examinations at once using the combination examination or you may pay and schedule each separately. If you take the combination examination and only pass one (1) of the examinations and fail the others, you will only need to retake the failed examinations. Each time you retake an examination, you are required to pay the examination fee.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.
 - **On paper** - a score report will be printed at the examination site.

Examination	Examination Fee	Scored Items	Non-Scored Items	Time Allowed	Percent Needed to Pass
Cosmetologist Combo Exam	\$90	190	20	5 Hours	75%
General Theory Exam	\$35	100	10	2 Hours	75%
State Exam	\$25	30	5	1 Hour	75%
Written Practical Exam	\$30	60	5	2 Hours	75%
Nail Technician Combo Exam	\$90	135	20	4 Hours	75%
General Theory Exam	\$35	60	10	1.5 Hours	75%
State Exam	\$25	30	5	1 Hour	75%
Written Practical Exam	\$30	45	5	1.5 Hours	75%
Esthetician Combo Exam	\$90	155	20	4 Hours	75%
General Theory Exam	\$35	75	10	1.5 Hours	75%
State Exam	\$25	30	5	1 Hour	75%
Written Practical Exam	\$30	50	5	1.5 Hours	75%
Advanced Esthetician Combo Exam	\$65	95	10	3 Hours	75%
General Theory Exam	\$35	60	5	1.5 Hours	75%
Written Practical Exam	\$30	35	5	1.5 Hours	75%
Eyelash Extension Exam	\$80	85	15	3 Hours	75%
General Theory Exam	\$25	30	5	1 Hour	75%
State Exam	\$25	30	5	1 Hour	75%
Written Practical Exam	\$30	25	5	1 Hour	75%
Salon Manager Exam	\$50	25	5	1 Hour	75%
School Manager Exam	\$50	30	5	1 Hour	75%

In addition to English, these exams are also offered in Spanish and Vietnamese. You cannot change the language of the examination on the day of testing. Be sure to select the language you need.

EXAMINATION PAYMENT AND SCHEDULING

ONLINE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the name shown on your identification that will be presenting at the examination site.
- You will be asked to select the examination and then enter your personal and contact information. You will then be ready to pay and schedule the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE

The second fastest method of scheduling is via the telephone. Call (800) 733-9267, and speak with a live registrar, Monday through Friday between 6:30 AM and 9:00 PM, and Saturday and Sunday between 8:00 AM and 4:30 PM (CST). To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day. Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day. Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA MasterCard, American Express or Discover), money order, company check, or cashier's check, made payable to PSI. Print your name in the memo section of the money order or check to ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's Internet web site or call PSI at (800) 733-9267 and speak to a PSI customer service representative during PSI office hours.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website or speak to a PSI customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

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



EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every exam accommodations will be made in meeting a candidate's needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center 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 appointment by calling (800) 733-9267 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

PSI, in cooperation with the Minnesota Board of Cosmetology, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination or entered during the exam by clicking the Comments links on the function bar of the test question screen. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the general theory exam available to candidates.**

EXAMINATION SITE LOCATIONS

Below is a list of examination sites within Minnesota. You are also able to schedule an exam at any PSI examination site throughout the country. For a full list of sites, please visit www.psiexams.com.

EDINA

6550 YORK AVE, SUITE 515
EDINA, MN 55435

From MN HWY 100, take MN 62 East. Exit on Xerxes Avenue. Turn right (South) on Xerxes. Just before the next traffic light, turn right into an office building complex. Just before turning right into the complex, you will see a small insurance building on your right. Don't turn there, turn right at the driveway **after** that building. 6550 building is a tall office building at the top of the parking lot.

DULUTH

416 WEST SUPERIOR STREET
DULUTH, MN 55802

Going South on Mesaba, turn left on First St. Turn right at N 6th Ave. Turn left on Superior St. PSI is located on the right side on the second block. It is half a block down from the Duluth Public Library.

LAKE ELMO

3275 MANNING AVE N
LAKE ELMO AIRPORT
LAKE ELMO, MN 55042

From I-94, head north on Manning Ave N/CR-15 - at exit 253. Head north for 3.6 miles. Turn east onto the airport. go to gate A.

MANKATO

3030 AIRPORT RD.
MANKATO REGIONAL AIRPORT
MANKATO, MN 56001

From Mankato, head north on MN-22 for 2 miles. Turn right at 227th St/County Hwy 12. Follow Hwy-12 for 2.7 miles, then turn right at Airport Road.

MOORHEAD

819 30TH AVE SOUTH, SUITE 108
MOORHEAD, MN, 56560

From I-494 W, merge onto I-94 W/US-52 N toward St. Cloud (keep left). Take the US-75 exit toward Moorhead. Turn left onto S 8th St. Turn left onto S 30th Ave.



ROCHESTER

3155 SUPERIOR DRIVE NW
ROCHESTER, MN 55901

From Highway 14, go North on Highway 52, exit at 55th Street NW to go west. 55th Street NW/County Road 22/West Circle Drive will veer slightly left turning into 41st Avenue NW/County Road 22/West Circle Drive. When you have gone 2.2 miles from 52 you will come to a traffic light at Valley High Road NW. Turn right, then take the first, almost immediate left onto Superior Drive NW. Take the first right into the parking lot. Then take the second right so you are behind the units that are facing Superior Drive. PSI will be the second-to-last unit on your left.

THIEF RIVER FALLS

13722 AIRPORT DR
THIEF RIVER FALLS REGIONAL AIRPORT
THIEF RIVER FALLS, MN 56701

The test center is located at the Thief River Falls Regional Airport. Take a right turn into the airport and proceed to the first identified building (Northland Community and Technical College). Enter the building and proceed to the office area. Note: If using a GPS, enter the Thief River Falls Regional Airport address at 13722 Airport Drive.

WOODBURY

6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

From I-94 go South on Century to the first left (which is the frontage road entrance to the Country Inn). Enter the office complex through the entrance next to The Green Mill restaurant. 6053 is the building directly ahead. The entrance on that (West) side is actually on the 2nd floor. Suite 210 is down the corridor to the right. Please use the West entrance on Saturdays.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. The taking of the fingerprint is an additional measure to enhance examination security.

REQUIRED 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. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - Government issued passport (U.S. or Foreign)
 - US government issued military identification card
 - US government issued Alien Registration Card
 - Canadian government issued identification card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit card (must be signed)
 - Social Security card
 - US government issued birth certificate with raised seal
- NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

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 at that time.



SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination 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.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

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 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 answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

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.

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.

The screenshot shows a web-based test interface. At the top is a "function bar" with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing "Question: 3 of 40", "Answered: 2", "Unanswered: 1", "Marked: 0", "View: All", and "Time Left(Min): 359". The main question area displays "3. What do the stars on the United States of America's flag represent?" with a text input field. Below the question, it says "(Choose from the following options)" and lists four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the screen are two buttons: "<< Back" and "Next >>".

DUPLICATE SCORE REPORTS

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

INTERPRETER INSTRUCTIONS

Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter, but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outlines", a small number (five to ten) "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and time to answer them has been added to the time allowed. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

For examination questions or concerns, please email cosmetology@psionline.com.

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in cosmetology practice, instruction, and regulatory issues. The examination content outlines identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

COSMETOLOGY GENERAL THEORY EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady's Standard Cosmetology (13th Edition), 2016. Cengage Learning
- Salon Fundamentals: A Resource for Your Cosmetology Career, 3rd edition, 2014. Pivot Point International, Inc.

The examination consists of 110 questions (100 scored, 10 experimental) and you will have 2 hours.

I. Safety and Infection Control (25%)
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Safety Data Sheet (SDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Infection control
Infectious diseases and pathogens
Cleaning and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination
d) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-spill disinfection and disposal
e) Adverse or allergic reaction
Signs and symptoms
Correct action
II. Client Consultation and Professional Conduct (4%)
a) Client consultation
Intake form
Contraindications



b) Record keeping
c) Professional ethics
d) Personal hygiene
III. Hair, Skin, and Nail Anatomy (8%)
a) Hair and scalp structure and physiology
Hair structure
Hair type (e.g. texture, elasticity, density, porosity)
Hair growth phases
Hair and scalp conditions and disorders
b) Skin structure and physiology
Skin structure
Skin types
Skin conditions and disorders
c) Nail structure and physiology
Nail structure
Nail conditions and disorders
IV. Shampooing, Conditioning, and Scalp Care (5%)
a) Shampoos and conditioners
Purpose
Types
Procedures
b) Scalp care
Scalp analysis
Scalp massage
Special procedures for presence of scalp conditions
V. Hairstyling (7%)
a) Hairstyling techniques
Blow-dry styling
Wet styling
Dry styling
Thermal styling
b) Combs and brushes
c) Temperature precautions
d) Artificial hair
VI. Haircutting (12%)
a) Types of haircuts
Blunt
Graduated
Layered
b) Guidelines
c) Sectioning hair

d) Thinning and texturizing
e) Using a razor
f) Using clippers
g) Using scissors or shears
VII. Hair Coloring (12%)
a) Color theory
Level and tone
Corrective color
b) Products and product chemistry
c) Application procedures
Strand test
Hair and scalp preparation
Mixing color
Color and bleach application
Color techniques
d) Precautions
Metallic and compound dyes
Minerals
Patch test
VIII. Chemical Texture Services (11%)
a) Permanent waving
Products and product chemistry
Hair and scalp preparation for permanent waving
Application, processing, and removing products
Techniques of wrapping hair with rods and other tools
b) Relaxing and chemical straightening
Products and product chemistry
Hair and scalp preparation for chemical straightening
Application, processing, and removing products
IX. Esthetics (8%)
a) Basic facial
Skin analysis
Products and product chemistry
Procedures
Massage manipulations
b) Make up application
Procedures
Tools and implements
c) Hair removal
Waxing
Tweezing

X. Nails (8%)
a) Basic manicure and pedicure
Products
Procedures
Tools and implements
Hand and foot massage
Sanitation and disinfection of spa bath
b) Artificial nail enhancements

COSMETOLOGY STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010
b) Board purpose and responsibilities	155A.20, 155A.21, 155A.24, 155A.31
c) Scope of practice for cosmetology, esthology, nail technology, and eyelash technology	2105.0105
II. Licensing (25%)	
a) Maintaining individual licenses	2105.0190, 155A.32
b) License renewal for individuals	2105.0200
c) Continuing education	155A.271
d) Types of salons and maintaining salon licenses	155A.29, 2105.0322, 2105.0393, 2105.0397, 2105.0520, 2105.0310 (Subp. 1)
e) Licensed services not offered in a licensed salon	155A.275, 2105.0410
III. Practice Requirements (45%)	
a) Salon physical requirements	2105.0360
b) Salon operational requirements	2105.0370
c) Infection control requirements	2105.0375
d) Salon prohibitions	155A.355, 2105.0377
e) Intoxicants and controlled substances	2105.0510
f) General practice requirements	2105.0190, 2105.0375, 2105.0350, 2105.0390, 2105.0115, 2105.0110
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36
b) Inspections	155A.25 (Subd. 1a, C), 2105.0115
c) Display of license	155A.32, 2105.0190 (Subp. 4)
d) Advertising	2105.0110

COSMETOLOGY WRITTEN PRACTICAL EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written Practical examination.

- Milady's Standard Cosmetology (13th Edition), 2016. Cengage Learning
- Salon Fundamentals: A Resource for Your Cosmetology Career, 3rd edition, 2014. Pivot Point International, Inc.

The examination consists of 65 questions (60 scored, 5 experimental) and you will have 2 hours.

I. Safety and Infection Control (15%)
a) Disinfection and infection control procedures
b) Storage of tools and implements
c) First aid and exposure incidents
II. Shampooing, Conditioning, and Scalp Care (12%)
a) Hair and scalp analysis
Hair structure (texture, porosity, elasticity, density)
Hair and scalp disorders and diseases
b) Shampooing and conditioning
Types
Procedures
c) Scalp massage
III. Hair Styling (10%)
a) Blow dry styling
b) Thermal styling
c) Wet styling
d) Use of tools and implements
IV. Hair Coloring (13%)
a) Color theory and mixing
b) Draping
c) Hair and scalp preparation
d) Sectioning
e) Application and processing
f) Strand test
g) Patch test
V. Permanent Waving (7%)
a) Draping
b) Sectioning
c) Rods and wrapping techniques
d) Application and processing
e) Product and chemical selection
f) Strand test

g) Patch test
VI. Chemical Relaxing (7%)
a) Draping
b) Sectioning
c) Hair and scalp preparation
d) Application and processing
e) Product selection
f) Strand test
g) Patch test
VII. Hair Cutting (13%)
a) Draping
b) Sectioning
c) Guidelines
d) Cutting angles
e) Using haircutting tools (shears, razor)
VIII. Skin Care (8%)
a) Skin analysis
Skin types and structure
Skin conditions, disorders and diseases
b) Basic facial
Cleansing
Exfoliation
Steaming
Masks
Massage manipulations
Product and product chemistry
Extractions
c) Make up
Face shapes, contouring, and corrective
Application
Forms of makeup
Brushes and tools
IX. Hair Removal (5%)
a) Tweezing
Tweezing procedure
Before and after treatment
b) Waxing
Types of wax
Waxing procedure
Before and after treatment
X. Nail Care (7%)

a) Nail analysis
Nail structure
Disorders and diseases
b) Manicure procedures
c) Pedicure procedures
d) Tools and implements
Nail Enhancements (3%)
a) Tips
b) Wraps
c) Acrylic
d) Gel

NAIL TECHNICIAN GENERAL THEORY EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Nail Technology (7th Edition), 2015. Cengage Learning
- Salon Fundamentals-Nails Textbook 2007. Pivot Point International, Inc.

The examination consists of 70 questions (60 scored, 10 experimental) and you will have 1.5 hours.

I. Safety and Infection Control (35%)
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Safety Data Sheet (MSDS)
Prohibited materials
b) Safety Agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Infection control
Infectious diseases and pathogens
Cleaning and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Sanitation and disinfection of spa bath
Storage of tools and equipments
Single and multiuse items
Prevention of cross-contamination
d) Standard precautions for exposure incidents

Procedures
First aid kit
Blood-spill disinfection and disposal
e) Adverse or allergic reaction
Signs and symptoms
Correct action
II. Client Consultation and Professional Conduct (5%)
a) Client consultation
Intake form
Contraindications
b) Record keeping
c) Professional ethics
d) Personal hygiene
III. Nail Structure and Physiology (15%)
a) Nail structure
b) Nail conditions, diseases and disorders
IV. Basic Manicure and Pedicure (25%)
a) Products
b) Procedures
Preparing hands and feet for services
Grooming nails and cuticles
Natural nail repair
Buffing, shaping, and polishing
c) Tools and equipment
d) Hand and foot massage manipulations
V. Artificial Nail Enhancements (20%)
a) Application and removal procedures
Nail tips
Gels and acrylics
b) Tools, equipment, and products
c) Maintenance

NAIL TECHNICIAN STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010
b) Board purpose and responsibilities	155A.20, 155A.21, 155A.24, 155A.31
c) Scope of practice for cosmetology, esthiology, nail technology, and eyelash technology	2105.0105
II. Licensing (25%)	
a) Maintaining individual licenses	2105.0190, 155A.32
b) License renewal for individuals	2105.0200
c) Continuing education	155A.271
d) Types of salons and maintaining salon licenses	155A.29, 2105.0322, 2105.0393, 2105.0397, 2105.0520,



	2105.0310 (Subp. 1)
e) Licensed services not offered in a licensed salon	155A.275, 2105.0410
III. Practice Requirements (45%)	
a) Salon physical requirements	2105.0360
b) Salon operational requirements	2105.0370
c) Infection control requirements	2105.0375
d) Salon prohibitions	155A.355, 2105.0377
e) Intoxicants and controlled substances	2105.0510
f) General practice requirements	2105.0190, 2105.0375, 2105.0350, 2105.0390, 2105.0115, 2105.0110
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36
b) Inspections	155A.25 (Subd. 1a, C), 2105.0115
c) Display of license	155A.32, 2105.0190 (Subp. 4)
d) Advertising	2105.0110

NAIL TECHNICIAN WRITTEN PRACTICAL EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written Practical examination.

- Nail Technology (7th Edition), 2015. Cengage Learning
- Salon Fundamentals--- Nails Textbook 2007. Pivot Point International, Inc.

The examination consists of 50 questions (45 scored, 5 experimental) and you will have 1.5 hours.

1. Safety and infection control (29%)	
a) Disinfection and infection control procedures	
b) Storage of tools and implements	
c) First aid and exposure incidents	
II. Nail Analysis (15%)	
a) Nail structure	
b) Conditions, disorders and diseases	
III. Basic Manicure and Pedicure (29%)	
a) Manicure procedures	
b) Pedicure procedures	
c) Tools and implements	
IV. Nail Enhancements (27%)	
a) Tips	
b) Wraps	
c) Acrylic	
d) Gel	

ESTHETICIAN GENERAL THEORY EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady's Standard Fundamentals for Estheticians (11th Edition), 2013. Cengage Learning
- Salon Fundamentals--Esthetics: A Resource for Your Skin Care Career, 2nd edition, 2007. Pivot Point International, Inc.

The examination consists of 85 questions (75 scored, 10 experimental) and you will have 1.5 hours.

I. Safety and Infection Control (35%)
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Safety Data Sheet (MSDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Infection control
Infectious diseases and pathogens
Cleaning and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipments
Single and multiuse items
Prevention of cross-contamination
d) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-spill disinfection and disposal
e) Adverse or allergic reaction
Signs and symptoms
Correct action
II. Client Consultation and Professional Conduct (10%)
a) Client consultation
Intake form
Contraindications
b) Record keeping
c) Professional ethics
d) Personal hygiene

III. Skin Structure and Physiology (14%)
a) Skin structure and anatomy
b) Skin types
c) Skin conditions
d) Skin diseases and disorders
IV. Basic Facials (23%)
a) Skin analysis
b) Products and product chemistry
c) Procedures
Cleansing
Exfoliation
Steaming
Masks
Moisturizer and sunscreen
d) Tools, implements, and equipment
e) Massage manipulations
V. Hair Removal (10%)
a) Waxing
Application and removal
Types of wax
Temperature precautions
b) Tweezing
VI. Makeup (8%)
a) Application and removal
b) Color theory
c) Corrective make up
d) Brushes and tools
e) Artificial eyelashes

ESTHETICIAN STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010
b) Board purpose and responsibilities	155A.20, 155A.21, 155A.24, 155A.31
c) Scope of practice for cosmetology, esthology, nail technology, and eyelash technology	2105.0105
II. Licensing (25%)	
a) Maintaining individual licenses	2105.0190, 155A.32
b) License renewal for individuals	2105.0200
c) Continuing education	155A.271
d) Types of salons and maintaining salon licenses	155A.29, 2105.0322, 2105.0393, 2105.0397, 2105.0520, 2105.0310 (Subp. 1)
e) Licensed services not offered in a licensed salon	155A.275, 2105.0410
III. Practice Requirements (45%)	
a) Salon physical requirements	2105.0360



b) Salon operational requirements	2105.0370
c) Infection control requirements	2105.0375
d) Salon prohibitions	155A.355, 2105.0377
e) Intoxicants and controlled substances	2105.0510
f) General practice requirements	2105.0190, 2105.0375, 2105.0350, 2105.0390, 2105.0115, 2105.0110
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36
b) Inspections	155A.25 (Subd. 1a, C), 2105.0115
c) Display of license	155A.32, 2105.0190 (Subp. 4)
d) Advertising	2105.0110

ESTHETICIAN WRITTEN PRACTICAL EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written Practical examination.

- Milady's Standard Fundamentals for Estheticians (11th Edition), 2013. Cengage Learning
- Salon Fundamentals--Esthetics: A Resource for Your Skin Care Career, 2nd edition, 2007. Pivot Point International, Inc.

The examination consists of 55 questions (50 scored, 5 experimental) and you will have 1.5 hours.

I. Safety and infection control (24%)	
a)	Disinfection and infection control procedures
b)	Storage of tools and implements
c)	First aid and exposure incident
II. Skin analysis (16%)	
a)	Skin types and structure
b)	Skin conditions, disorders and diseases
III. Basic Facial (26%)	
a)	Cleansing
b)	Exfoliating
c)	Steaming
d)	Masks
e)	Massage manipulations
f)	Product and product chemistry
g)	Extractions
IV. Makeup (12%)	
a)	Face shapes, contouring, and corrective
b)	Application
c)	Forms of makeup
d)	Brushes and tools
V. Hair Removal (22%)	
a)	Tweezing

Tweezing procedure
Before and after treatment
b) Waxing
Types of Wax
Waxing Procedures
Before and after treatment

ADVANCED ESTHETICIAN GENERAL THEORY EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady Standard Esthetics: Advanced, 2nd Edition
- Aesthetics Exposed: Mastering Skin Care in a Medical Setting and Beyond, 1st Edition
- Milady's Aesthetician Series: Peels and Chemical Exfoliation, 2nd Edition
- Milady's Aesthetician Series: Microdermabrasion, 2nd Edition
- Milady's Standard Fundamentals for Estheticians, 2013
- Salon Fundamentals--Esthetics: A Resource for Your Skin Care Career, 2nd edition, 2007
- Minnesota Statutes - CHAPTER 155A. COSMETOLOGY (specifically 155A.23, subd. 14)
- Minnesota Administrative Rules - CHAPTER 2105, COSMETOLOGY; SALONS - BOARD OF COSMETOLOGIST EXAMINERS - Ch. 2105

The examination consists of 65 questions (60 scored, 5 experimental) and you will have 1.5 hours.

I. Safety and Infection Control for Advanced Practice Services (10%)
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Chemical labeling and storage
Safety Data Sheet (SDS)
Prohibited materials
Disposal of hazardous materials
Safety agencies (HIPPA)
b) Infection control
Infectious diseases and pathogens
Sanitation and disinfection
Levels of decontamination
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination through use of tools, products, gloves, and handwashing
Sterilization
Types of sterilization
Procedures for tools and equipment
c) Standard precautions for exposure incidents
Procedures

First aid kit
Blood-spill disinfection and disposal
d) Adverse or allergic reaction
Signs, symptoms, and monitoring
Correct action
II. Client Consultation (10%)
a) Client consultation
Skin analysis
Contraindications, recent services, and current product or medicine use
Consent and intake forms
Factors that affect the skin
Patch tests
b) Record keeping
III. Skin Structure and Physiology (10%)
a) Skin structure and anatomy
b) Skin types and classification
c) Skin conditions and disorders
d) Lymphatic system and lymphatic drainage
e) Wound healing
IV. Advanced Exfoliation (20%)
a) Methods, processes, and results
Dermaplaning
Microdermabrasion
Chemical or enzyme exfoliation
b) Product chemistry and chemical interaction
c) Risks and contraindications
d) Depth of penetration
e) After care
V. Advanced Skin Care Treatments (20%)
a) Electrical energy treatment methods and processes
Galvanic current
High frequency
Light therapy
Microcurrent
Radio frequency
Ultrasonic
b) Advanced extractions
Lancets
c) Product chemistry and chemical interaction
d) Risks and contraindications
e) Depth of penetration
f) After care
VI. Skin Needling (15%)
a) Methods, processes, and results
b) Product chemistry and chemical interaction

c) Risks and contraindications
d) Depth of penetration
e) After care
VII. Advanced Practice Esthetician Laws and Rules (15%)
a) Services within the scope of practice for an advanced practice esthetician
b) Sterilization equipment requirements
Permissible types of sterilization
Record keeping requirements
c) Situations requiring gloves

ADVANCED ESTHETICIAN WRITTEN PRACTICAL EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written Practical examination.

- Milady Standard Esthetics: Advanced, 2nd Edition
- Aesthetics Exposed: Mastering Skin Care in a Medical Setting and Beyond, 1st Edition
- Milady's Standard Fundamentals for Estheticians, 2013
- Salon Fundamentals--Esthetics: A Resource for Your Skin Care Career, 2nd edition, 2007

The examination consists of 40 questions (35 scored, 5 experimental) and you will have 1.5 hours.

I. Safety and Infection Control (10%)
a) Disinfection, sterilization, and infection control procedures
b) First aid and exposure incidents
c) Processes for negative reactions
II. Skin Analysis (20%)
a) Identifying skin types, classifications, and structure
b) Use of skin analysis tools
c) Identifying skin disorders and diseases
d) Determining proper services for skin type and classification
e) Identifying depth of penetration and skin layer impacted
III. Advanced Exfoliation (35%)
a) Methods:
Dermaplaning
Microdermabrasion
Chemical or enzyme exfoliation
b) Product combinations and mixtures
c) Monitoring skin reactions
d) After care
IV. Advanced Skin Care Treatments (35%)
a) Processes and procedures for:

Electrical energy treatments
Light therapy
Galvanic current
Microcurrent
High frequency
Radio frequency
Ultrasonic energy
Lymphatic drainage
Advanced extractions
Skin needling

EYELASH EXTENSION GENERAL THEORY EXAMINATION

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady's Standard Esthetics Fundamentals 2013
- The Essential Guide to Lash Extension Technology
- Milady Standard Makeup 2013 - chapter 17

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. Safety and Infection Control (35%)
a) Safe working conditions and practices
Environment
Protective coverings (e.g., draping, gloves)
Water temperature
Chemical labeling and storage
Safety Data Sheet (SDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Infection control
Infectious diseases and pathogens
Sanitation and disinfection
Levels of decontamination
Cleansers and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipments
Single and multiuse items
Prevention of cross-contamination
d) Standard Precautions for exposure incidents
Procedures

First aid kit
Blood-spill disinfection and disposal
e) Adverse or allergic reaction
Signs and symptoms
Correct action
II. Client Consultation and Analysis (20%)
a) Client consultation
Intake form
Contraindications
b) Record keeping
c) Professional ethics
d) Personal hygiene
e) Eyelash evaluation
f) Skin analysis
g) Eye shapes
III. Anatomy, Physiology, and Disorders of the Eye (15%)
a) Face and Eye Disorders
b) Eyelash Growth Cycle
IV. Eyelash Application and Removal (30%)
a) Implements, Materials, and Related Equipment
b) Eyelash Extension Application
c) Eyelash Extension Isolation and Separation
d) Eyelash Extensions Removal
e) Adhesives & Removers

EYELASH EXTENSION STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010
b) Board purpose and responsibilities	155A.20, 155A.21, 155A.24, 155A.31
c) Scope of practice for cosmetology, esthology, nail technology, and eyelash technology	2105.0105
II. Licensing (25%)	
a) Maintaining individual licenses	2105.0190, 155A.32
b) License renewal for individuals	2105.0200
c) Continuing education	155A.271
d) Types of salons and maintaining salon licenses	155A.29, 2105.0322, 2105.0393, 2105.0397, 2105.0520, 2105.0310 (Subp. 1)
e) Licensed services not offered in a licensed salon	155A.275, 2105.0410
III. Practice Requirements (45%)	
a) Salon physical requirements	2105.0360
b) Salon operational requirements	2105.0370
c) Infection control requirements	2105.0375
d) Salon prohibitions	155A.355, 2105.0377
e) Intoxicants and controlled substances	2105.0510



f) General practice requirements	2105.0190, 2105.0375, 2105.0350, 2105.0390, 2105.0115, 2105.0110
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36
b) Inspections	155A.25 (Subd. 1a, C), 2105.0115
c) Display of license	155A.32, 2105.0190 (Subp. 4)
d) Advertising	2105.0110

EYELASH EXTENSION WRITTEN PRACTICAL EXAMINATION

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written Practical examination.

- Milady's Standard Esthetics Fundamentals 2013
- The Essential Guide to Lash Extension Technology
- Milady Standard Makeup 2013 - Chapter 17

The examination consists of 30 questions (25 scored, 5 experimental) and you will have 1 hour.

I. Safety and Infection Control (35%)
a) Disinfection and infection control procedures
b) Storage of tools and implements
c) First aid and exposure incident
II. Client Consultation and Analysis (15%)
a) Eyelash evaluation
b) Skin analysis
c) Eyelash extension selection
d) Identification of disorders, allergies, and adverse reactions
e) Patch Test
III. Eyelash Extension Application (25%)
a) Skin and eye preparation
b) Eyelash isolation and separation
c) Procedure for outside corner of eye
d) Procedure for inside corner of eye
e) Post-service clean up and client directions
IV. Eyelash Extension Removal (25%)
a) Skin and eye preparation
b) Eyelash isolation and separation
c) Removal of lashes

SALON MANAGER

The examination consists of 30 questions (25 scored, 5 experimental) and you will have 1 hour.

I. General Information and Licensing (20%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010
b) Scope of practice for cosmetology, esthiology, nail technology, and eyelash technology	2105.0105
c) Salon manager license renewal	2105.0200 (Subp. 2), 155A.271
d) Salon license renewal	2105.0330
e) Types of salons and maintaining salon licenses	155A.29, 2105.0322, 2105.0393, 2105.0397, 2105.0520, 2105.0310 (Subp. 1A), 2105.0360
f) Licensed services not offered in a licensed salon	155A.275, 2105.0410
II. Manager Responsibilities (25%)	
a) Advertising	2105.0110
b) Designated licensed salon manager	2105.0305, 2105.0375, 2105.0390, 2105.0190
c) Salon supervision	2105.0390, 2105.0205
d) Maintaining a salon license	2105.0322
III. Practice Requirements (40%)	
a) Salon physical requirements; General practice requirements	2105.0360, 2105.0190
b) Salon operational requirements	2105.0370
c) Infection control requirements	2105.0375
d) Salon prohibitions	155A.355, 2105.0377
e) Intoxicants and controlled substances	2105.0510
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36, 155A.23, 2105.0390
b) Inspections	155A.25 (Subd. 1a, C), 2105.0115
c) Display of license	155A.32, 2105.0190 (Subp. 4)

SCHOOL MANAGER

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. Definitions and Licensing (15%)	MN Statute or Rule
a) Definitions	155A.232110.0010
b) School licensing	155A.30, 2110.0320, 2110.0330
c) School manager license renewal	155A.271, 2105.0200 (Subp. 2b, 5)
d) Designated school manager	2110.0600, 2110.0625
II. Records Responsibilities (55%)	
a) Advertising	2110.0110
b) School curricula	
1) Curriculum approval and content	2110.0500
2) Cosmetologist training	2110.0510
3) Esthetician training	2110.0520
4) Nail technician training	2110.0530
5) Eyelash technician training	2110.0580
6) Credit towards another license	2110.0550
7) Skills courses	2110.0545
c) Transfer students	2110.0705
d) Enrollment contracts and pre-enrollment disclosures	2110.064, 2110.0730
e) Student records	2110.0670
f) Certification of student hours	2110.0680
g) Student deadline to become licensed	2110.0690
III. Operational Requirements (30%)	
a) Inspections	2110.0125
b) Physical requirements	2110.039, 2110.0610
c) Fixtures, furniture, and equipment	2110.0400
d) Supplies and materials	2110.0410
e) Instructors	2110.0630
f) School clinics	2110.0740
g) Prohibited uses	155A.355

COSMETOLOGY SCHOOLS

Use the appropriate school code from this list to register for your exams.

School Code	School Name
066	Atelier Academy
003	Avalon School of Cosmetology
052	Aveda Institute (Minneapolis)
073	Aveda Institute (Rochester)
068	Bloomington Career & College Academy
030	Century College
007	Cosmetology Careers Unlimited (Duluth)
013	Empire Beauty School (Bloomington)
014	Empire Beauty School (Spring Lake Park)
017	Hastings Beauty School
019	LA Beauty School
072	MN Beauty School
071	Minnesota Brow Lash Studio & Academy
026	Minnesota Career Education Center (Shakopee)
053	Minnesota School of Beauty
050	Minnesota School of Cosmetology (Plymouth)
023	Minnesota School of Cosmetology (Woodbury)
037	Minnesota State College Southeast Technical (Winona)
028	Minnesota West Community & Technical College (Jackson)
054	Minnesota West Community & Technical College (Pipestone)
024	Minnesota State Community & Technical College (Wadena)
031	Model College of Hair Design
060	Northeast Metro Career & Technical Center
061	Nova Academy of Cosmetology (Mankato)
034	Nova Academy of Cosmetology (Rochester)
055	Park Avenue School of Cosmetology Inc (Alexandria)
051	Park Avenue School of Cosmetology Inc (Brainerd)
035	Park Avenue School of Cosmetology Inc (Park Rapids)
047	PCI Academy
036	Professional Salon Academy
029	Ridgewater College
044	Riverland Community College (Austin)
062	Riverland Community College (Waseca FCI)
027	Saint Paul Technical College
069	The Salon Professional Academy (Maplewood)
070	The Salon Professional Academy (Rochester)
057	VN Beauty School



MINNESOTA COSMETOLOGY EXAMINATION REGISTRATION FORM

Legal Name: _____
Last Name First Name Middle Name

Social Security #: [] [] [] - [] [] - [] [] [] [] FOR IDENTIFICATION PURPOSES ONLY

Mailing Address: _____
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

City State Zip Code

Telephone: Cell _____ - _____ Other _____ - _____

Email: _____@_____

School Code: [] [] [] [] (See list on previous page)

Examination (Check one):

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Cos Combo Exam (\$90) | <input type="checkbox"/> Nail Technician Combo Exam (\$90) | <input type="checkbox"/> Esthetician Combo Exam (\$90) | <input type="checkbox"/> Advanced Esthetician Combo Exam (\$90) | <input type="checkbox"/> Eyelash Extension Combo Exam (\$80) |
| <input type="checkbox"/> Cos General Theory Exam only (\$35) | <input type="checkbox"/> Nail Technician General Theory Exam only (\$35) | <input type="checkbox"/> Esthetician General Theory Exam only (\$35) | <input type="checkbox"/> Advanced Esthetician General Theory Exam only (\$35) | <input type="checkbox"/> Eyelash Extension General Theory Exam only (\$25) |
| <input type="checkbox"/> Cos State Exam only (\$25) | <input type="checkbox"/> Nail Technician State Exam only (\$25) | <input type="checkbox"/> Esthetician State Exam only (\$25) | <input type="checkbox"/> Advanced Esthetician Written Practical Exam (\$30) | <input type="checkbox"/> Eyelash Extension State Exam only (\$25) |
| <input type="checkbox"/> Cos Written Practical Exam (\$30) | <input type="checkbox"/> Nail Technician Written Practical Exam (\$30) | <input type="checkbox"/> Esthetician Written Practical Exam (\$30) | | <input type="checkbox"/> Eyelash Extension Written Practical Exam (\$30) |

(Check one) First Time Retake

Total Fee Included: \$_____. You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

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

Card Number: _____ 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: _____

I am submitting the Exam Accommodations Request form and required documentation. (See end of bulletin.) Yes No



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 exam accommodations

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

Requirements for exam accommodation 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 stationery 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: _____ Social Security or ID#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

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

Email Address: _____

Check any exam accommodations 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 _____

- Interpreter
Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter, but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121