National Barber and Cosmetology Programs

COLORADO ESTHETICIAN TEST TAKER GUIDE

Please refer to our website to check for the most updated information
https://test-takers.psiexams.com/cocos

Effective October 14th: all test takers will be required to use the new PSI online application process located at *https://test-takers.psiexams.com/cocos* to apply for their exams.

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PSI NATIONAL TESTING – GENERAL INFORMATION

This Test Taker Guide (GTT) provides test takers with information about the PSI National Tests and application process for taking a Esthetician test with the Colorado Board of Barber and Cosmetology.

The Colorado Department of Regulatory Agencies, Division of Professional Occupations (DORA) (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Department to make certain that these tests meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Colorado and Online.

CHANGES TO APPLICATION PROCESS

We will no longer be using the Clarus application located at *https://cocos.useclarus.com*, beginning October 13th. Applications submitted through Clarus prior to the 13th, will be resolved by the 25th of October.

Applications Submitted beginning Oct 14th:
Effective October 14th , all test takers will be required to use the new PSI online application process located at *https://test-takers.psiexams.com/cocos* to apply for their exams.

Test takers will login to their PSI test taker account or create a PSI test taker account if they do not have one already, and then they will apply using the online application located inside their account.

Please use the link below to view the CO Online Applications Tutorial:
https://proctor2.psionline.com/media/programs/Instructions/PSI-Online-App-Tutorial-CO.pdf-2025.pdf

TEST ELIGIBILITY

Before applying to PSI to take your licensing examination(s) you must first access Colorado Application System located at https://test-takers.psiexams.com/cocos , and apply for licensure.

APPLICATION TO TEST

Online Application
Complete the Licensure by Testing Application online at https://test-takers.psiexams.com/cocos . The on-line system is a fast and easy way to apply for your Colorado test. Just follow the link and create your personal profile to apply. Test takers can upload all the required of documents such as the Record of Completion (ROC), transcripts, and any other supporting documentation required to complete the application. Payment for the on-line application is required to be made at the time of application in the form of a credit/debit card.

Applying By Mail
Print the application found on PSI's website and send via US Mail. Include the completed application, all required documents, and the $32 application fee to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034

Please note: For test takers submitting their initial application, test takers are required include all documents with their application. Allow 10 business days processing time for the initial application. Please understand any missing documents or application deficiencies will cause delays in the approval process.

Application is Approved
PSI will email a confirmation notice. Test takers are then responsible for contacting PSI to pay and schedule for a Practical test.

Deficient Applications

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In the case an application is deficient in some way. An email notice is sent to the test takers registered email address as to the deficiencies to the submission and steps to follow through with approval. Incomplete applications expire after one year from the date of submission.
Please note:

- Test takers must pass the Practical test before they can pay the fee and schedule for the Theory test.
- Test Takers have one (1) year from the date of the application submission/payment before their application expires. After the one-year period the application will expire, and a new application and fee submitted.
- Test takers who fail a test may retest an unlimited number of times during the one (1) year eligibility period. A waiting period of fourteen (14) days between attempts for the practical test and thirty (30) days for the theory test is required.
- Applications are valid for one (1) year and must be renewed with a new application fee if the test taker does do not pass both tests. Test takers may have to retake the entire test including any previously passed test.

NOTE: **All paid application fees are non-refundable and non-transferable. Deficient applications will stop the application process and delay testing. Please ensure all documentation is valid and uploaded.**

OUT OF STATE TRAINING OR LICENSURE BY ENDORSEMENT

If training was completed in another state, applicants must provide PSI with a record of completion (ROC) along with a transcript. Colorado laws and rules state the education hour requirement must meet or exceed the training requirements for Colorado test takers.
If an active license is held in another state, apply ONLINE (ONLY) through DORA using either website below and follow the endorsement application process:

www.dora.colorado.gov/professions/barbers OR www.dora.colorado.gov/professions/cosmetology

NOTE: **If endorsement requirements are not met, applicants may be required to take one or both Colorado tests.**

COLORADO TEST FEES

Esthetician Practical Test	$69	Practical Retake Fee	$67
Esthetician Theory Test	$62	Theory Retake Fee	$60

NOTE: Test fees are **NOT REFUNDABLE OR TRANSFERABLE.**
Test fees are **valid for one (1) year** from the date of payment.

REINSTATEMENT OF A DORA EXPIRED LICENSE

If your license has expired with DORA and you are choosing to re-take the test to prove competence, you can apply to re-take the theory test by applying and paying the application and testing fee. It is Important to Note: You must also complete a reinstatement application directly with DORA - Office of Barber and Cosmetology Licensure as well and pay the appropriate fees. Utilize the on-line application, as paper applications are no longer available, and you will be required to provide proof of passing the test to DORA.

DEPARTMENT OF REGULATORY AGENCIES (DORA) COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE

1560 Broadway, Suite 1350 * Denver, CO 80202
Phone: (303) 894-7800 *
www.dora.colorado.gov/professions/barbers
www.dora.colorado.gov/professions/cosmetology

OUT OF STATE REQUESTS

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Email out-of-state request to OutofStateRequest@psionline.com. Four (4) business days after receipt of the form and all documentation, PSI Exam Accommodations will email a confirmation of approval to the registration email with instructions for next steps in the process.

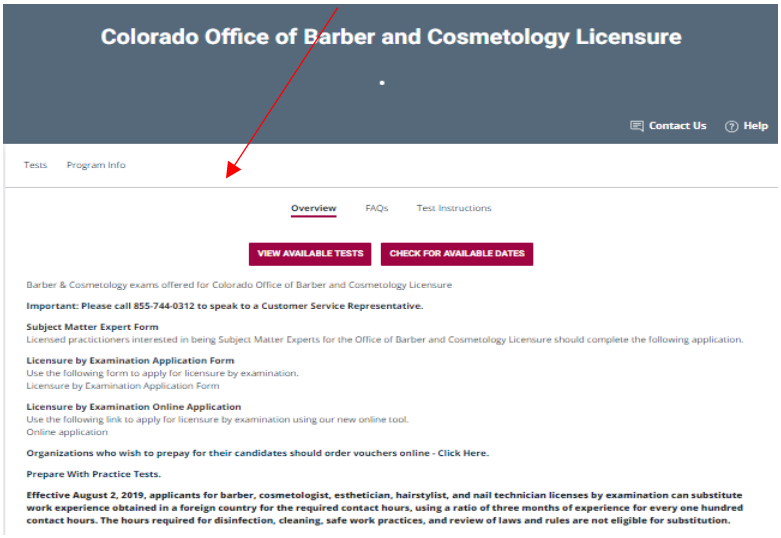
SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

Once a test taker has received an eligibility notice from PSI, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

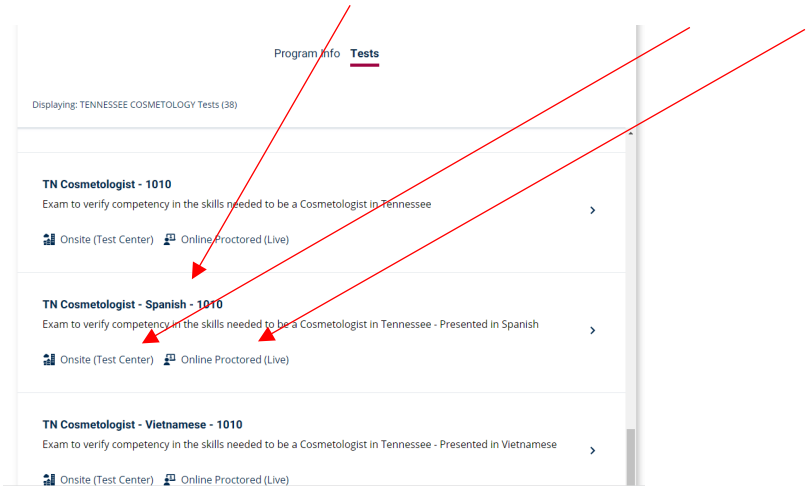
ONLINE REGISTRATION

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient to way schedule and pay for a test. Test takers may use this service by going to the PSI web page.

Select "***VIEW AVAILABLE TESTS***"

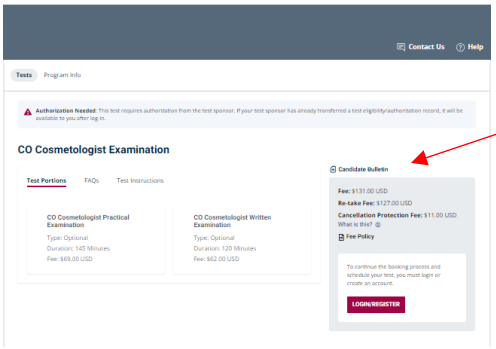


Test takers scroll to find their "test, language, and administration" (onsite OR online)



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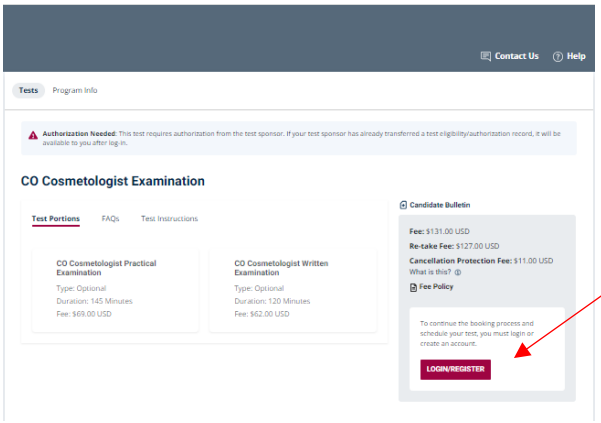
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin ("Test Taker Guide TTG)" is found and downloaded from this page.



Follow the easy on-screen directions to pay and schedule for a test.

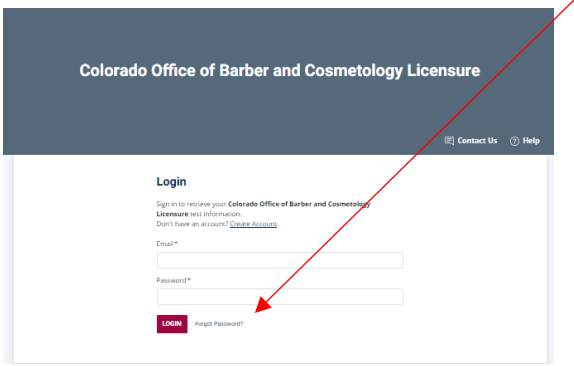
LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to LOGON/REGISTER



If the test taker has *ever* created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.

If the password is lost, test takers may click on the "Forgot Password" to reset their account password.
If test takers have difficulty entering their PSI account, please contact PSI Customer Service at (855) 744-0312 and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.



IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT!

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SEE THE INFORMATION BELOW

RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please *do not* create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system the does not know which file to choose and will not allow their information to become available.
Test takers use the login information they currently have with PSI, if that does not work, please contact PSI Customer Service at (855) 744-0312.

DELETING A DUPLICATE ACCOUNT

If a test taker is certain another account exists, follow the instructions below to delete the duplicate account. Please go to https://test-takers.psiexams.com

1. Click on "FIND YOUR TEST"
2. Click on "Barber & Cosmetology"
3. Locate your State and Industry – use the dropdown menus
4. At the top right, click "Sign In / Create Account"
    a. If there is an existing account at www.candidate.psiexams.com, please use the existing username and password.
    b. If #1 does not work, test takers will need to send an email to OADelete@psionline.com with their Name and email address and request that they delete the old online account.
    c. After confirmation has been received, it is completed, test takers can create a new account.
5. After logging in, click on "MANAGE" at the top and continue.

Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please *do not* call the Colorado Board Office as they do not have any information to aid test takers in their registration process. Please contact PSI Customer Service at (855) 744-0312.

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover).

Call (855) 744-0312, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

CANCELING OR RE-SCHEDULING

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least *48 hours prior* the scheduled test**.

- To cancel a test, use the PSI web page http://test-takers.psiexams.com/micos or call PSI Customer Support at (855) 229-9302, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

Leaving a voice mail message will *NOT* cancel a test, test takers need to speak directly to a live Customer Service Representative.

LATE CANCELATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.

NAME CHANGE INSTRUCTIONS

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If a test taker name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

TEST PAYMENT AND SCHEDULING

Upon approval of eligibility by the Department, you may proceed with the test registration and scheduling process. The Test Registration Form is found at the end of this Test Taker Guide. You must pay for the test at the time you schedule. Your testing fee will be forfeited if you do not test within 1 year of the date your testing fee is received by PSI.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your test scores to the DORA. A State law requires State agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and testing accommodations will be made in meeting a test taker's needs. Test takers with disabilities requesting test accommodations must fill out the test accommodation request form CLICK HERE .
Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

https://psi.wistia.com/medias/3321yp1ic8

PSI COLORADO TESTING LOCATIONS

The **PSI National Esthetician Practical and Theory** tests are administered at the testing centers listed below:

Denver/Wheat Ridge
4891 Independence St. Suite 220
Wheat Ridge, Co. 80033

Fort Collins
3000 S. College Avenue Suite 206
Fort Collins, Co. 80525

Colorado Springs
5050 Edison Avenue Suite 117
Colorado Springs, Co. 80915

Grand Junction
743 Horizon Court Suite 203
Grand Junction, CO. 81506

Durango
799 East 3rd Street Suite 3
Durango, Colorado 8130

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The **PSI National Esthetician Theory** test is also administered at the testing centers listed below:

Denver (Centennial)
12200 E Briarwood Avenue Suite 270
Centennial, Colorado 80112

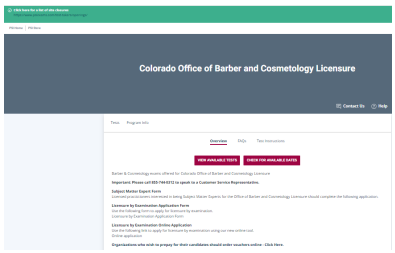
Pueblo
803 West 4th Street Suite 803S
Pueblo, Co.

Additionally, PSI has theory testing centers in many other regions across the United States. You may take a test at any of these locations. Once you have paid for the test, enter the test takers zip code and a list of the testing centers closest to the zip code will appear. Choose the one most convenient to travel to.
Practical tests must be completed and passed in Colorado.

EMERGENCY TEST SITE CLOSURE

In the event of severe weather or any other emergency could cause a test center to close. PSI will contact the test taker and re-schedule a test date. PSI Customer Support will attempt to contacting the test taker as soon as a closure in imminent. If a situation is happening in the area, test takers may check the status of a test center by calling (855) 744-0312. We will make every effort to reschedule the test at a convenient time, and as soon as possible. Test takers may also check our website at https://test-takers.psiexams.com/cocos for any posted notices of a site closure.

Test takers may also check the status of testing sites by accessing the PSI Colorado webpage at https://test-takers.psiexams.com/cocos go to the green area at the top of the page.



REPORTING TO A TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide the testing staff with identification verification and to be seated. Test takers need to provide 1 form of I.D. upon check in as outlined below.
Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers are required to provide 1 form of identification.

- I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- If the primary ID does not include a signature but meets the other requirements, a secondary form of identification shall be required and must match exactly with the first and last name on the primary identification and must contain a signature.

Identification must display the test takers name *exactly* as it appears in the approved test application form, or the test taker will be denied entry to the test.

Test takers who are not able to provide the required identification must call (855) 744-0312 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.

***Electronic ID is allowed (i.e - a Test Taker ID on myColorado app can be shown at the site)**

***Government issued temporary paper IDs are acceptable form of ID when presented with the expired ID.**

***Military ID cannot be used for admission in an online test. If a test taker only has a military ID to utilize for admission, the test taker must test at an official PSI Testing Center location where the ID will be accepted.**

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Passing both the practical and theory tests:

- If the answers are "NO" to all screening questions in Section 3 of the application form, and the applicant has never worked as an esthetician in Colorado, the license will immediately be issued, and the test taker will receive a successful notification containing a wall license as well as a photo-bearing pocket card.
- If the answers are "Yes" to one or more of the screening questions in Section 3 of the application form, or have previously worked in Colorado as an esthetician, the test taker will need approval from DORA, (Office of Barber and Cosmetology Licensure) before PSI can mail the test taker a wall license and photo-bearing pocket card and that office will be in contact with the test taker.
-

Implementation of SB 21-077

On May 27, 2021, Governor Jared Polis signed SB21-077 Remove Lawful Presence Verification Credentialing. The bill specifies that the verification of lawful presence is not required of an applicant for a license, certificate, or registration to practice a regulated profession, and removes such requirements from the Department of Education and the Department of Regulatory Agencies. The bill also authorizes applicants for licensure to utilize their Individual Taxpayer Identification Number (ITIN), or other forms of identification as authorized by each board or program by rule, in addition to a Social Security Number (SSN). The bill also clarifies that this exclusion is state law with regards to eligibility for state and local public benefits.

GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats:** For security purposes outerwear such as, but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. **In the event test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
  - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the test site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing 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, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.

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- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared to sit for a test. Practical test questions or concerns, test takers and instructors please contact PSI Customer Service at (855) 744-0312.

General rules for testing:

- During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to "Please stop working", test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- Test takers are required to prepare and bring a closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 24" long and 24" high. This will allow the test taker to place the supply kit under the table when not in use. There are no *supply lists* or *suggested supplies* for the PSI National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment.
- Test takers are *required* to bring to the test, two containers to dispose of used items. One marked "Single use" and one marked "multi-use". All items used in the test are categorically disposed of in one of these containers.
- Products that are *not* grouped as "dangerous chemicals" by OSHA and are required to be listed on an actual business SDS sheet, may be fictious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.
- Chemical products that are required be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.
- Labeling on products must be in large print, legible, and clearly visible for the evaluator to observe.
- Absolutely NO aerosols are allowed into the testing area.
- Disinfectant containers must have the manufacturers label attached and legible. Disinfectants used must have **virucidal, bactericidal and fungicidal** properties listed on the manufacturers label.
- Monomer being used for the test must be factory sealed and manufacture labeled as a "low odor or odorless" product. Product not meeting the test requirement will not be allowed into the testing room.
- Test takers may not observe other test takers during the test. PSI views and responds to this behavior as form of cheating. The test taker will be warned up to and including dismissal from the test. Please focus on individual tasks and do not depend on viewing the performance of other test takers to be successful.
- Test takers' name and/or school names are to be covered on their person and supplies while in the test.

- The number one safety rule in our industry is: "Following Instructions". There is no necessary or required style or technique a school needs to teach, or a test taker needs to perform. All topic areas are observed in the manner an Esthetician would normally complete a task. Tasks should be taken seriously and performed as instructed in the test and to the highest skill level they are capable. Scores are based on the test taker displaying a solid knowledge of workplace Infection Control and Safety Precautions.

WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.

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- Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents a clean and disinfected storage in an esthetician's workstation and should be treated as such.
- Knowledge of single-use and multi-use items and where to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the esthetician.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- An Esthetician must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- Cross-contamination of chemicals and products on the workstation.
- Chemical mixing procedures, storage of chemicals and SDS sheets.
- Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- Tools and equipment are used in a safe manner.

KITS/SUPPLIES AND EQUIPMENT

Test takers are required to prepare and bring an unmarked closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 24" long and 24" high. This will allow the test taker to place the supply kit under the table when not in use.

> Monomer being used for the test must be a "low odor or odorless" product. Product that does not meet the test requirement will not be allowed into the testing room.

There are no *supply lists* or *suggested supplies* for the PSI Practical National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment. There are no right or wrong supplies or is there a right or wrong technique to demonstrate a Topic Area. Professionals learn and do tasks as they learn in school, apprenticeship programs, or manufacturer training. Please demonstrate Topic Areas with the equipment and supplies and as you do now and will continue once you are licensed, demonstrating their *utmost attention* to public health and safety. (See the and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

IMPORTANT NOTICE

A PSI Evaluator may not score a test taker who is a, current employee, employer, or co-worker, or is related to the evaluator by family, personal or financial interest or other relationship. If a test taker knows the evaluator that is assigned to them falls into one or more of these categories, they must notify the site proctor/supervisor immediately. In the case an evaluator has observed and scored a test taker in violation of this policy, the test results may be voided.

Evaluators are responsible for observing and scoring a test takers performance and are not allowed to converse

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with test takers except to provide a general salutation. Test takers who ask questions will be told one of two statements "Do the best with what you have" or "Demonstrate as you learned". Evaluators do not instruct nor discuss test results in anyway. Direct all score questions and/or concerns to PSI Customer Service at (855) 744-0312.

NATIONAL ESTHETICIAN PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC FACIAL	20 MINUTES
TOPIC AREA: 3	EYEBROW WAXING AND TWEEZING	20 MINUTES
TOPIC AREA- 4	MAKE UP APPLICATION	25 MINUTES
TOPIC AREA- 5	WORKSTATION PREPARATION FOR NEXT CLIENT	10 MINUTES

PSI NATIONAL ESTHETICIAN PRACTICAL TEST RATING CRITERIA

Test takers must score at least 70% to pass the PSI National Esthetician Practical test.

The following information will be used by evaluators to grade test taker performance during the practical test. Please read and follow the instructions as listed.

- The practical test is approximately 85 minutes in length.

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PSI NATIONAL ESTHETICIAN PRACTICAL TEST

INSTRUCTIONS:

We would like to welcome you to the PSI National Practical Test. Electronics of any kind are strictly prohibited in the testing facility. Please raise your hand if you have any of these restricted devices in your possession so we may address your situation. If any test taker is found possessing any prohibited items in the testing facility, PSI will stop your test, and you will be required to leave the testing facility immediately and a report on your actions will be submitted to your governing authorities.

Test takers are responsible for providing all necessary equipment and supplies needed for the performance of their practical test. Test takers are not permitted to assist other test takers in any way. Test takers are evaluated at all times throughout the test for public health and safety.

If you have an emergency or need to use the restroom during the test, please raise your hand for assistance in leaving the testing area. You will be required to sign out and sign back in when returning. Keep in mind the time will continue to elapse and any instructions you miss will not be repeated. Only one test taker may leave the area at a time, please return as quickly as possible.

The prompter will read instructions for each topic area, and the evaluator will facilitate the timing for each topic area and supervise the test. You are not allowed to speak or ask questions pertaining to the test content. A Certified Practical Evaluator is responsible for observing and scoring test takers' performance and is not allowed to converse with test takers except to provide instruction when required in specific demonstrations within the topic areas. You are each provided with a Red Book to read along with the instructions in your language. Please do not touch or turn the pages in the Red Book, however, feel free to re-read the instructions for the topic as needed to understand the tasks. Evaluators are only permitted to answer general questions that are not directed to the test content.

Are there any questions about the instruction you have been given?

TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 MINUTES

INSTRUCTIONS:

We will begin with the evaluation of a Daily Workstation Preparation. 10 minutes will be provided to prepare your daily workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:

1.1 Prepares daily workstation
1.2 Adheres to workplace infection control precautions
1.3 Adheres to workplace safety precautions

INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop and stand quietly.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 2 BASIC FACIAL ♦ 20 MINUTES

INSTRUCTIONS:

This evaluation is **Basic Facial.** 5 minutes will be provided to set up your workstation and prepare your client for a basic facial. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

2.1 Prepares basic facial workstation
2.2 Adheres to workplace infection control precautions
2.3 Adheres to workplace safety precautions
2.4 Prepares client for a basic facial
2.5 Adheres to workplace infection control precautions
2.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:

10 minutes will be provided to complete a basic facial. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your basic facial, timing begins now.

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EVALUATION:
2.7 Demonstrates a basic facial using a towel steam process
2.8 Adheres to workplace infection control precautions
2.9 Adheres to workplace safety precautions

INSTRUCTION:
- There are 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:
We will now continue the basic facial. 5 minutes will be provided to clean off your basic facial workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:
2.10 Cleans up basic facial workstation
2.11 Adheres to workplace infection control precautions
2.12 Adheres to workplace safety precautions

INSTRUCTION:
- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 3 EYEBROW WAXING AND TWEEZING ♦ 20 MINUTES

INSTRUCTIONS:
This evaluation is **Eyebrow Waxing and Tweezing.** 5 minutes will be provided to set up your workstation and prepare your client for an eyebrow wax and tweezing. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:
3.1 Prepares workstation for eyebrow wax and tweezing
3.2 Adheres to workplace infection control precautions
3.3 Adheres to workplace safety precautions
3.4 Prepares client for eyebrow wax and tweeze
3.5 Adheres to workplace infection control precautions
3.6 Adheres to workplace safety precautions

INSTRUCTION:
- You have 2 minutes left to finish.
- Please stop working and stand quietly.
- Please stand quietly and wait for the Evaluator.

Please stand quietly and wait for the evaluator. Note: Evaluator will observe and score each test taker one-on-one.

EVALUATOR INSTRUCTION:
Please complete a waxing procedure on one eyebrow, begin now.

EVALUATION:
3.7 Demonstrates an eyebrow wax procedure using simulated soft wax
3.8 Adheres to workplace infection control precautions
3.9 Adheres to workplace safety precautions

EVALUATOR INSTRUCTION:
Please complete a tweezing procedure on three (3) hairs, begin now.

EVALUATION:
3.10 Demonstrates a tweezing procedure on three (3) hairs
3.11 Adheres to workplace infection control precautions
3.12 Adheres to workplace safety precautions

EVALUATOR INSTRUCTION:
Please stop and stand back quietly.
You have completed your demonstration. Please stand quietly.

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INSTRUCTIONS:
We will now continue the eyebrow waxing and tweezing. 5 minutes will be provided to clean-off your eyebrow waxing and tweezing workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start you clean-up, timing begins now.

EVALUATION:
3.13 Cleans up eyebrow waxing and tweezing workstation
3.14 Adheres to workplace infection control precautions
3.15 Adheres to workplace safety precautions

INSTRUCTION:
- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 4 MAKEUP APPLICATION - 25 MINUTES

INSTRUCTIONS:
This evaluation is **Makeup Application.** 10 minutes will be provided to set up your workstation and prepare your client for a makeup application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:
4.1 Prepares workstation for makeup application
4.2 Adheres to workplace infection control precautions
4.3 Adheres to workplace safety precautions
4.4 Prepares client for makeup application
4.5 Adheres to workplace infection control precautions
4.6 Adheres to workplace safety precautions

INSTRUCTION:
- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:
10 minutes will be provided to complete a makeup application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your Makeup Application, timing begins now.

EVALUATION:
4.7 Transfers makeup to palette
4.8 Adheres to workplace infection control precautions
4.9 Adheres to workplace safety precautions
4.10 Uses applicators
4.11 Adheres to workplace infection control precautions
4.12 Adheres to workplace safety precautions

INSTRUCTION:
- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:
We will now continue the makeup application. 5 minutes will be provided to clean-up your makeup application workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:
4.13 Cleans up makeup application workstation
4.14 Adheres to workplace infection control precautions
4.15 Adheres to workplace safety precautions

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INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 5 WORKSTATION PREPARATION FOR NEXT CLIENT ♦ 10 MINUTES

INSTRUCTIONS:

This evaluation is a daily Workstation Preparation For Next Client. 10 minutes will be provided to prepare your daily workstation for the next client. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:

5.1 Completes clean-up of workstation for next client
5.2 Adheres to workplace infection control precautions
5.3 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop and stand quietly.
- Please stop working, the timing has ended.
- All scoring has been completed. The test timing is complete.

FINAL INSTRUCTIONS:

This concludes your PSI National Practical Test. Please make certain your floor is clear of debris, and your workstation has been cleaned with disinfectant. Clear your work area of all the items you have brought into the room. Return all trash and supplies to your kit to carry out with you, when you are finished, raise your hand, and wait for the proctor to sign off your work area. Test takers begin your test clean-up.

EXITING INSTRUCTIONS:

PSI would like to thank you for coming today. You will receive your score report via email within 48 hours. Please direct any questions about your results to the email address or phone number listed on your score report. We cannot answer any questions about the test or your test results. Have a great day, you are excused.

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PSI THEORY TESTING EQUIPMENT

The PSI National tests will be administered using a computer, a mouse and computer keyboard.

IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

TEST QUESTION SCREEN

The "function bar" at the top of the test question, provides mouse-click access to any features available while taking the test. During the test, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a test taker has remaining to complete the test.

Note:
Once a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. Once a test taker signs out of a test or timing expires; this feature will no longer be available.



EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

ESTHETICIAN THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Esthetics, Esthetician instruction, or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.
The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

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ESTHETICIAN THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Esthetician test consists of 75 scored questions and 10 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

Topic Name	Weight
1. Safety and Infection Control	**40%**
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

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2. Client Consultation and Skin Analysis	**19%**
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Skin	
1. Skin structure	
2. Skin analysis	
3. Selection of appropriate services based on condition of skin	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Skin diseases and disorders	
3. Signs of adverse reactions to products during and after service	
3. Skin Care	**17%**
A. Massage	
1. Safe facial massage movements	
B. Preparation, Products, and Services	
1. Preparing client for skin care services	
2. Use of different skin care products	
C. Skin Care Safety	
1. Safe procedures for performing facial services	
2. Safe procedures for chemical and mechanical exfoliation	
3. Safe use of skin care tools, machines, and devices	
4. Safe application and removal of hot towels	
5. Safe product use and application for all skin conditions	

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Topic Name	Weight
4. Makeup	**3%**
A. Makeup Safety and Hygiene	
1. Safe makeup application and removal procedures (e.g., bracing techniques)	
2. Hygienic makeup application and removal procedures (e.g., disposable applicators, artist palette)	
5. Eyelash and Eyebrow	**6%**
A. Eyelash and Eyebrow Safety	
1. Safe application and removal of eyelash enhancements	
2. Safe application procedures for chemical eyelash services	
B. Products and Procedures	
1. Safe use of eyebrow and eyelash tinting products	
2. Safety procedures for artificial eyelash adhesive and remover products	
6. Hair Removal	**15%**
A. Hair Removal Safety	
1. Safe hair removal using waxing and sugaring	
2. Safe hair removal using tweezing and threading	
3. Tools, supplies, and products for hair removal	
B. Infection Control (e.g., cross-contamination, wearing gloves)	
C. Contraindications to Hair Removal Services	

ESTHETICIAN TEST REFERENCE MATERIALS

This test is CLOSED BOOK.
The reference materials listed below were used to develop the questions for this test.

Pivot Point Fundamentals: Esthetics, (101E – 111E); ©2022 Pivot Point International, Inc.
1st Edition, 3rd Printing, September 2022
ISBN 978-1-951862-26-8 (Coursebook set)
Pivot Point International, Inc.
https://www.pivot-point.com/shop/
Contact: info@pivot-point.com
847-866-0500

Milady Standard Foundations with Standard Esthetics: Fundamentals. 12th Edition, April 2019. ISBN: 978-0-357263-79-2
Milady www.miladypro.com **Customer Service:** info@milady.com 800.998.7498 ext. 2700

Other References;
The Institute of Epidermal Cell Therapy Skills book: 6th Edition rev_2019-12-24 (1) School of Esthetics and Research https://www.epidermalinstituteofcelltherapy.com

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PSI SCORE REPORTING INFORMATION

Test takers must score at least 70% to pass the Esthetician Theory test.

- All score results are confidential and will be issued to only the test taker and the Colorado Board office.
- Numeric results are not available. Test takers will receive a Pass or Fail report.
- Test takers who do not pass the test, will be informed on the score report an individual topic scores to assist them in their studies to re-test.

On site test reporting:

- All score reports will be printed and issued at the site upon completion of their test. There will also be a subsequent report emailed to the test taker.
- The license will be printed and issued at the site upon passing the theory test.

Online test reporting:

- All score reports will be emailed to the test takers registered email address within 48 hours of the completion of the test.
- The license will be emailed to the test takers registered email address within 48 hours of passing the theory test of the test.

To better prepare for the PSI National Esthetician Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on a Esthetician test. Though questions are based on Esthetics, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for *each time the test is utilized for review*.
Go to https://www.psionlinestore.com for more information and to register!

EXAMINATION REVIEW

PSI, in cooperation with the Department and Colorado Board of Barber and Cosmetology will be continually evaluating the tests being administered to ensure that the tests accurately measure competency in the required knowledge areas. Comments may be entered during the test by clicking the Comments link on the function bar of the test question screen. Test taker comments regarding the questions and the tests are welcomed. Comments will be analyzed by PSI test 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 Department may re-evaluate test taker' result and adjust them accordingly. This is the only review of the Theory test available to test takers. There is not a review process for the Practical portion of the test.

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report test takers may contact PSI Customer Service at (855) 744-0312.

ACCOMODATION REQUEST FORM

All testing 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 test request for alternative arrangements by CLICKING HERE.

Requirements for testing accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

MAKE SURE YOU ARE ELIGIBLE AND REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS

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2nd Floor
Henderson, NV 89014
https://test-takers.psiexams.com

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