



Daily Set-up Tutorial
All Examinations

PSI National Practical Examination Tutorial Series



psi **National Test Taker Guide**

The very first and most important item, is to go to <https://test-takers.psiexams.com> and download a current copy of the Test Takers Guide.

The Test Taker Guide for your State will contain all information you will need throughout your testing journey, from entering your initial testing application to receiving your license.



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**National Barber and
Cosmetology Programs**

PSI NATIONAL COSMETOLOGY TEST TAKER GUIDE

Please refer to our website to check for the most updated information

<https://test-takers.psiexams.com>

National Test Taker Guide

NATIONAL TEST TAKER GUIDE WILL ALSO GIVE YOU AN INSITE TO THE REQUIREMENTS TO TEST AND THE INFECTION CONTROL AND SAFETY CRITERIA USED TO EVALUATE IN THE TEST. IT WILL ALSO EXPLAIN ANY OF THE STATE SPECIFIC TESTING RULES SUCH AS ATTIRE TO BE WORN, ETC.

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 takers 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 items are 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, disrupting the administration of a test, or violating any security rule of 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.
- 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.

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 the Practical 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 fictitious 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 to be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturer's label attached or in a container with the manufacturer's 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 manufacturer's label attached and legible. Disinfectants used must have **virucidal, bactericidal, and fungicidal** properties listed on the manufacturer's 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 taker's name and/or school names are to be covered on their person and supplies while in the test.
- The number one safety rule in the 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 a Barber II 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.
 - 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 a barber'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 barber.
 - Keeping containers being used free from contamination.
 - Making sure tools are clean and disinfected.
 - If a body fluid becomes present during a service (i.e., blood, vomit, feces), how a professional deals with the situation without contaminating themselves 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.
- A Barber must know and have a working understanding of workplace safety regulations 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.

PSI National Practical Examination Tutorial

WORKSTATION PREPARATION AND WORKSTATION PREPARATION FOR NEXT CLIENT TUTORIAL CAN BE UTILIZED FOR ALL NATIONAL COS/BARBER EXAMS.

PSI NATIONAL COSMETOLOGY PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC MANICURE	20 MINUTES
TOPIC AREA: 3	NAIL ENHANCEMENT USING A FORM	30 MINUTES
TOPIC AREA: 4	BASIC FACIAL	20 MINUTES
TOPIC AREA: 5	EYEBROW WAXING AND TWEEZING	20 MINUTES
TOPIC AREA: 6	HAIRCUTTING	20 MINUTES
TOPIC AREA: 7	CHEMICAL WAVE	45 MINUTES
TOPIC AREA: 8	SODIUM HYDROXIDE RELAXER (STRAIGHTENER) APPLICATION	20 MINUTES
TOPIC AREA: 9	COLOR LIFT	20 MINUTES
TOPIC AREA: 10	PERMANENT HAIR COLOR DEPOSIT	20 MINUTES
TOPIC AREA: 11	WORKSTATION PREPARATION FOR NEXT CLIENT	10 MINUTES

Workstation Preparation

The Workstation Preparation is for the test taker to demonstrate the process of setting up a clean and disinfected workstation and daily supplies for a client service.

Topic Area: (First topic in every National Exam)

Workstation Preparation

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.

The Evaluation

We set up with the supplies and products needed for the workstation to operate on a day-to-day basis.

PSI will observe disinfection of the worksurface with a manufacturers labeled disinfectant displaying virucidal, bactericidal and fungicidal properties.

The station should be set up with the multi-use and single-use bags, disinfectant, hand sanitizer, gloves, paper towels, first aid kit.

Sanitize hands and step back and stand quietly.

EVALUATION:

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

Workstation Preparation

IMPORTANT REMINDERS

Always use gloves when handling disinfectant.

Workstation supplies include: Multi-use and single-use bags, hand sanitizer, disinfectant, box of gloves, small roll of paper towels, & first aid kit.

Disinfectant must be manufacturer labeled and display virucidal, bactericidal and fungicidal properties. (Retail brands are not acceptable ie Clorox, Lysol, member mark. Must be a professional grade such as Barbicide, Lucas-Cide, Citrus 2, Mar-V-Cide, etc.)

Hand sanitizer, alcohol, Monomer, acetone and dehydrators must be manufacturers labeled.

Workstation Preparation for New Client

Workstation Preparation for Next Client, is for the test taker to demonstrate the process of turning over a dirty workstation to a clean and disinfected workstation for hosting a service on a new (different) client.

Topic Area: (Last topic in every exam)

Workstation Preparation for Next Client

Instruction: This evaluation is a daily workstation preparation for the 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.



The Evaluation

We set up with the supplies and products needed for the workstation to operate for a new client service.

PSI will observe disinfection of the worksurface and supplies with a manufacturers labeled disinfectant displaying virucidal, bactericidal and fungicidal properties.

The station should be set up with the same multi-use and single-use bags, disinfectant, hand sanitizer, gloves, paper towels, first aid kit.

Sanitize hands and step back and stand quietly.

The final clean up instructions will be read after this topic area timing ends. After final clean up instruction, the exam is over, all supplies are put away in the kit, and the test taker exits the exam room.

EVALUATION:

- 11.1 Completes clean-up of workstation for next client
- 11.2 Adheres to workplace infection control precautions
- 11.3 Adheres to workplace safety precautions

Workstation Preparation for New Client

IMPORTANT REMINDERS

Nothing is returned to the supply kit. The supplies remaining on the table at the start of this topic should be the supplies needed for this topic.

Always wear gloves when using disinfectants.

The manikin head may remain on the clamp or tri-pod, however, draping is removed.

PSI allows aerosol shave cream in the examination; no other aerosols may be used.

Items remaining on the station are just as the beginning; disinfectant, hand sanitizer, box of gloves, paper towels, first aid kit.

After the final clean up instruction is given, the exam is over, *then* all supplies are put away in the kit, and the test taker exits the exam room.

Thank you for listening.

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