psi National Barber and Cosmetology Programs

TENNESSEE ESTHETICIAN TEST TAKER GUIDE

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

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PSI NATIONAL TESTING – GENERAL INFORMATION

The Esthetician Guide to Testing provides test takers with information about the PSI National Tests and application process for a Esthetician license in Tennessee.

The Tennessee Board of Barber and Cosmetology Examiners has contracted with PSI to conduct the National Barber and Cosmetology Program (NBCP) testing in their state. PSI provides tests through online proctoring computer-based theory testing, online practical testing, and a network of testing facilities within Tennessee. PSI works closely with the State of Tennessee to be certain that our tests meet local as well as national requirements in basic principles and test development standards.

TEST APPROVAL

Test takers must be pre-approved to take the test. The education provider will provide an eligibility electronically to PSI upon a student's successful completion of the course requirements. Email confirmation will be received immediately after the document been submitted.

After the provider has submitted the document to PSI, test takers will go to **http://test-takers.psiexams.com/tncosmetology** or call 1-(855) 340-3710 to pay testing fees and schedule for their test. In the case PSI does not have a test taker eligibility record on file, test takers need to contact their education provider to submit the documentation to PSI.

The PSI National Esthetician Theory test is offered in Vietnamese and Spanish, as well as English in Tennessee.

NAME CHANGE INSTRUCTIONS

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

TEST PAYMENT AND SCHEDULING

Test takers must pass the National Esthetician Theory test before they may schedule the National Esthetician Practical test. Test takers have 3 years to pass both tests to qualify for licensure. Once both tests are passed, they have 6 months to apply for a license.

TENNESSEE TESTING FEES

Esthetician Theory Test only	$67
Esthetician Practical Test only	$67
Esthetician Reinstatement	$35

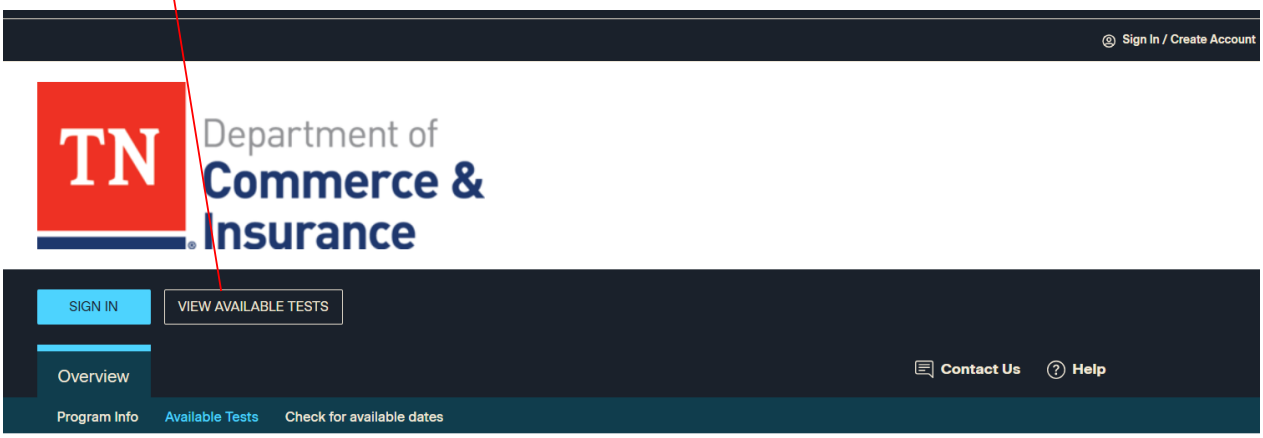
NOTE:
TESTING FEES ARE NOT REFUNDABLE OR TRANSFERABLE. TESTING FEES ARE VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

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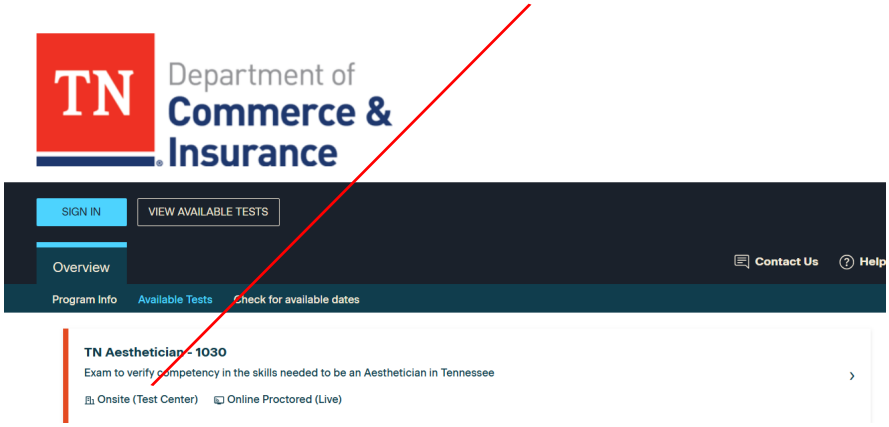
ONLINE REGISTRATION

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

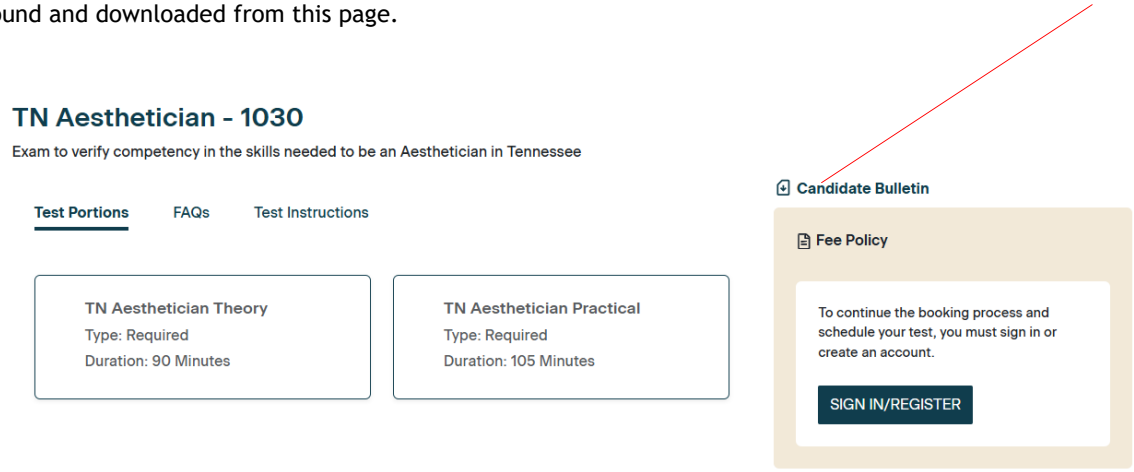
Select "VIEW AVAILABLE TESTS"



Test takers scroll to find their "test and administration" (onsite - test center)



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.

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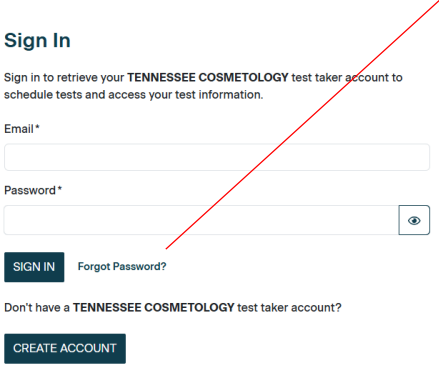
SIGN IN TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to SIGN IN/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) 744-0314 and request the assistance of a PSI testing professional. Once signed in, test takers follow the on-screen instructions to pay for and schedule their test.



IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT!
SEE THE INFORMATION BELOW

RETURNING TO AN EXISTING ACCOUNT

If a test taker with an existing PSI account is having issues logging into the system, **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) 744-0314.

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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 https://test-takers.psiexams.com, please use the existing username and password.
    b. If these instructions do not work, test takers will need to send an email to ODelete@psionline.com with their Name and email address and request that they delete the old online account.
    c. After confirmation has been received that the duplicate account was deleted, 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 Georgia Board of Cosmetology & Barbers, as they do not have any information to aid test takers in their registration process. Please contact PSI Customer Service at (855) 744-0314.

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) 340-3710, 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 Customer Service Representative.

CANCELLING OR RE-SCHEDULING A TEST

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/tncosmetology or call PSI at (855) 340-3710, 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 to a live Customer Service Representative.

LATE CANCELLATION 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.

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TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. PSI will meet test taker accommodations. A test taker who will require an accommodation to take a test, must create an account and register to take a PSI National test prior to their request.
The instructions to request an accommodation are listed on the **Test Accommodations Request Form** available by Clicking Here.

Requirements for a testing accommodation request:

Test takers 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.

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

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

TEST REVIEW

In cooperation with the Tennessee Board of Cosmetology and Barber Examiners, PSI will consistently evaluate all tests being administered to ensure that the tests accurately measure competency in the required areas of knowledge. Comments may be given in writing to the test proctor at the conclusion of the test. Test takers may also submit comments on their computer during the theory test. Comments are entered by clicking the Comments link on the function bar of the test question screen.

Comments will be received by the PSI test development staff. PSI will not respond to individuals regarding these comments; however, all comments are reviewed. In the case a discrepancy is found, PSI and the State Board could re-evaluate test takers' results and adjust them accordingly.

This is the only method to review theory test questions available to a test taker. There is no review process for a practical test.

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

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PSI TENNESSEE THEORY TESTING LOCATIONS

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

Cookeville
Cookeville Higher Education Campus
1000 Neal St.
Cookeville, TN 38501

Head east on I-40 0.6 mi Take exit 288 for TN-111 toward Livingston/Sparta 0.2 mi
Turn left onto TN-111 N (signs for Algood/Livingston) Use the right lane to take the US-70N ramp to Monterey/Cookeville 0.2 mi Turn left onto US-70N W/E Spring St (signs for Cookeville) Pass by Burger King (on the right in 0.2 mi) 0.3 mi Turn left onto Neal St Destination will be on the right 0.8 mi.

Chattanooga
6918 Shallowford Rd., Suite 314
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson
368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.
From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right. North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass.

Johnson City
904 Sunset Drive, Suite 7A
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Knoxville
301 South Gallaher View Rd Suite 114
Knoxville, TN 37919

Traveling I-40/I-75 East Bound, take exit # 379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn Left onto Kingston Pike. Turn right onto South Gallaher View Rd.

Memphis - Lab Four Professional Development Center
1255 Lynnfield Road, Suite 160
Memphis, TN 38119

A face mask will be required when coming in to take an exam. Lab Four is located in Building A. Suite 160 if the first door on the Right upon entering the building.

Nashville
The Oaks
1102 Kermit Drive, Suite 101
Nashville, TN 37217

From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the second building on your left.

From I-40 West: take exit onto Briley Parkway, turn left onto Briley PWY. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the second building on your left.

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PSI TENNESSEE PRACTICAL TESTING LOCATIONS

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

Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).
Coming West from Nashville on Interstate Hwy 40, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.
Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.
For all going South on Mt. Moriah Rd., take the second *entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).*

PSI Nashville
Corporate Park, Bldg. B
444 Metroplex Dr., Suite B100
Nashville, TN 37211

From I-40, exit onto I-24 East. From I-24 Exit #56 onto Harding Place (if exiting from I-24 East, turn left onto Harding, if existing from I-24 West, turn right onto Harding). Turn left at the first traffic light (Metroplex Drive). Turn right into Corporate Park. Go to the last building in the left. A sign in front shows "444 Metroplex". Go to the back of the building to the first floor. Enter through double doors Ste 100.

PSI Knoxville
9050 Executive Park Dr., Suite 206B
Knoxville, TN 37923

Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).

Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).

The suite is in the back of the building.

REPORTING TO THE 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 PSI with identification verification and be seated.
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 taker's name exactly as it appears in the test registration, with signature and photograph, or a complete physical description.

Again, all identification must display the test takers name *exactly* as it appears in the test registration form.
Test takers who are not able to provide the required identification must call (855) 340-3710 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.
***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.**
***Government issued temporary paper IDs are acceptable form of ID when presented with the expired ID.**

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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.

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ESTHETICIAN THEORY AND LAW TESTS

The theory and law tests are 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

During the test, only one question will appear on the screen at a time. The timer feature displays the time a test taker has remaining to complete their test. Note: Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. One 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.

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 100 scored questions and 15 non-scored experimental questions. Test takers will have 150 minutes to complete the test.

Topic Name	Weight
I. Safety and Infection Control	30%
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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II. Client Consultation and Skin Analysis	14%
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	
III. Skin Care	13%
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	
IV. Makeup	2%
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)	

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V. Eyelash and Eyebrow	5%
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	
VI. Hair Removal	11%
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	
VII. Licensure Requirements	15%
A) Meeting Licensure Requirements	
1. General requirements and licensed duties (e.g., hours)	
2. Renewal, reinstatement, retirement and fees	
3. Communication with the Board and disciplinary actions (e.g., license revocation)	
4. Displaying the license	
5. Mobile shops and residential services	
B) Salon and Shop Requirements	
1. Change of address (location)	
2. Contact information	
3. Ownership	
VIII. Rights and Responsibilities	3%
A) Salon/Shop Owner and Manager Responsibilities	
B) Displaying Signs Pertaining to Clients' Rights	
C) Responsibility for Compliance and Posting of Rules and Licenses	
IX. Sanitary Rules	7%
A) General Rules	
1. Inspections and facilities	
2. Equipment, attire, and laundry	
3. Animals	
4. Trash containers	
5. Communicable diseases	
B) Products	
1. Prohibited hazardous substances and use of products	
2. Alcoholic beverages	

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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**

Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March 2018 (Revised) TN Rules of COS Board - Ch. 0440-01

Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March 2018 (Revised) TN Rules of COS Board - Ch. 0440-02

Tennessee Ce Title 62 Professions, Businesses and Trades, Chapter 4, 2010, Tennessee Code Annotated, Title 62 –Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986
https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBVZENhdGFsb2e9=zYpNUjTRaIWVfyrur9ud&crid=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21

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ESTHETICIAN AND TENNESSEE LAW SCORE AND REPORTING INFORMATION

Test takers must score at least 70 percent to pass the test.

Test takers' score reports will be given immediately following completion of the test. The score reporting process varies as to the test administration type.

- **COMPUTER TESTING** – The test results will appear immediately on the computer screen automatically upon the completion of the test.
- When test takers utilize the review feature, the test result will appear immediately on the computer screen automatically upon indication the test is complete, and they would like to see their results.
  - If the score is PASS, test takers receive an on-screen successful notification.
  - If the score is a NOT-PASS, test takers receive an on-screen un-successful notification, with a diagnostic report indicating strengths and weaknesses that may require further study to pass a test.
  - Registration forms to retake the test will be available at the PSI testing web site or the previously mentioned processes.
- **PAPER/PENCIL TESTING** – an official score report will be printed at the test site and given to the test taker.
- **ONLINE TESTING** – An official score report will be emailed to the test taker within 24 hours of their test completion.

To better prepare for the PSI National Esthetician Theory test, test takers can now review by taking an online practice test. Go to http://test-takers.psiexams.com/tncosmetology for more information and to register!

* Practice tests are intended to aid test takers with live test questions to study. The purpose is to familiarize a test taker with the general types of questions that will appear on a licensing test. 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 study for the test, PSI does not recognize nor endorse other study guides that may be offering information on the PSI National Cosmetology and Barbering 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.

OBTAINING A DUPLICATE SCORE REPORT AND/OR LICENSE APPLICATION

To request a duplicate score report and/or a license application after leaving the test, test takers may email scorereport@psionline.com or call Customer Service (855) 340-3710.

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

General rules for testing:

Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared to sit for a test. For practical test questions or concerns, test takers and instructors please contact PSI Customer Service at 855-340-3710.

- 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 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 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 Nail Technician 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.

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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 nail technician.
- 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 Nail Technician 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 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 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 right or wrong techniques 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 taught in school or during apprenticeship or training and as test takers will continue once licensed, demonstrating their *utmost attention* to public health and safety. (See 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 taker's performance and are not allowed to converse 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 any way. Direct all score questions and/or concerns to PSI Customer Service at (855) 744-0314.

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PSI 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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