

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



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com

## MICHIGAN BOARD OF COSMETOLOGY



## MICHIGAN MANICURIST EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for a Manicurist licensee in the State of Michigan.

The Michigan Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer and practical examination centers in Michigan.

**\*\*\*VERY IMPORTANT\*\*\***

### PRIOR TO TESTING

Before applying to PSI to take your licensing examination(s) you must first access the State of Michigan's MyLicense website located at [www.michigan.gov/mylicense](http://www.michigan.gov/mylicense), and apply for licensure. Only the State of Michigan may determine your eligibility for a license.

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of eligibility by the Department, you may proceed with the Examination Registration and Scheduling process.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay for the examination at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

**Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.**

**You must pass both the practical and theory examinations within one year from the date of passing the practical portion.**

### EXAMINATION FEES

Examination	Fee
Manicurist Theory and Practical	\$161
Manicurist Practical Portion only	\$91
Manicurist Theory Portion only	\$91

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

**If this is a first time registration, you must mail or fax these documents to PSI and allow 2 weeks for processing your initial application.**

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com). If you prefer, you may schedule with a live PSI Registrar Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

**Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.**

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee *if your cancellation notice is received 2 days prior to the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may use the PSI Website or call PSI at (800) 733-9267.

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

### MISSED APPOINTMENT OR LATE CANCELLATION

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

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

### SCHEDULING A RE-TAKE EXAMINATION

To schedule a retake:

- ON-LINE REGISTRATION ([www.psiexams.com](http://www.psiexams.com))

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

- MAIL (PSI, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the examination date. Examination fee must be paid by credit card (VISA, MasterCard, American Express or Discover), money order, company check or cashier's check (made payable to PSI; show applicant's social security number on



it). CASH AND PERSONAL CHECKS ARE NOT ACCEPTED FOR MAIL-IN REGISTRATIONS.

■ FAX (702-932-2666)

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

■ PHONE (800-733-9267)

Contact a PSI registrar by telephone. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

**SPECIAL EXAMINATION ARRANGEMENTS (ADA)**

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates with disabilities requesting special testing arrangements must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type, and the form will be found under "Information Links." A copy of this form may also be obtained by phoning (800) 733-9267. You will need to fax this form and supporting documentation to (702) 932-2666.

**ALTERNATIVE TEST DELIVERY ARRANGEMENTS**

*FOR THEORY EXAMINATIONS ONLY.* The following options are available to candidates seeking assistance taking the Cosmetology and related occupations theory examinations (excluding Instructors.)

First time test takers may take the examination without assistance, however, the following options are also available.

**Additional Time While Taking the Examination**

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of \$50 per examination.

**Word-to-Word Translation Dictionary**

Candidates may request to use a Word-to-Word dictionary at no cost. PSI provides Arabic, Hebrew, Russian, Spanish and Vietnamese at the test sites. The dictionary can not contain pictures or definitions. If approved, the State will forward the dictionary directly to the testing site. If time and ½ is requested there will be an additional fee of \$50 per examination.

**Request for a Reader**

Candidates may request to have the examination read to them in English for an additional fee of \$50 per examination. PSI will provide the reader.

**Reader along with Additional Time**

Candidates may request to have the examination read to them in English with extra time & 1/2 for an additional fee of \$50 per examination.

**Translator**

The candidate must complete a Request for Translator Approval Form from PSI. The candidate is responsible for the cost of the translator.

The form is sent to PSI for approval. If the request is approved, PSI notifies the candidate and the translator. If time and ½ is requested there will be an additional fee of \$50 per examination.

Candidates applying for alternative test delivery arrangements must contact PSI in writing. Any costs associated with alternative test delivery arrangements must be paid by the candidate.

**EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

**SOCIAL SECURITY NUMBER CONFIDENTIALITY**

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

**DUPLICATE RESULT REPORTS**

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

**EXAMINATION REVIEW**

PSI, in cooperation with the Department and Michigan Board of Cosmetology, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the Theory examination available to candidates.** There is NO review process for the Practical portion of the exam.



## EXAMINATION SITE LOCATIONS FOR PRACTICAL PORTION

The Manicurist Practical portion is administered at the examination centers listed below:

### Southfield - Practical Examination Center

Crossroads Building

16250 Northland Drive, Suite 361

Southfield, MI 48075

*From I-75 North and South, exit West 8 Mile Rd. Cross the Lodge Fwy (Hwy 10). Turn right on Northland Drive. Northland Drive is next to the Northland Shopping Center.*

*From Southfield Fwy North and South, exit East 8 Mile Rd. Go east on 8 Mile Rd to Northland Drive. Northland Drive is next to the Northland Shopping Center.*

### Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 145

Grand Rapids, MI 49512

*From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28<sup>th</sup> Street, Beltline becomes Broadmoor. Continue south an additional 2 miles. 4595 Broadmoor is just south of 44<sup>th</sup> Street on the right. Use the North Entrance.*

*From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (Left) on Broadmoor. 4595 Broadmoor is just north of Barden Street, south of 44<sup>th</sup> Street on the left. Use the North Entrance.*

### Marquette Examination Center

RockCliff Professional Building

710 Chippewa Square, Ste 110

Marquette, MI 49855

*From Highway 41W, turn left onto Grove St. Then turn left onto Anderson St, and turn right onto Chippewa Square.*

### Southfield - Lahser Road Examination Center

26400 Lahser Road, Suite 150

Southfield, Michigan 48033

*From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road.*

### Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 201

Grand Rapids, MI 49512

*From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28<sup>th</sup> Street, Beltline becomes Broadmoor. Continue south an additional 2 miles. 4595 Broadmoor is just south of 44<sup>th</sup> Street on the right. Use the North Entrance. Room 201 is at the top of the stairs.*

*From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (Left) on Broadmoor. 4595 Broadmoor is just north of Barden Street, south of 44<sup>th</sup> Street on the left. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.*

### Gaylord Examination Center

440 W. Main St., Suite D

Gaylord, MI 49735

*From I-75 take exit # 282 / M-32 toward Alpena / Gaylord.*

*From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.*

### Marquette Examination Center

Mid Towne Office Complex

1229 W. Washington

Marquette, MI 49855

*Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.*

## EXAMINATION SITE LOCATIONS FOR MANICURIST THEORY

The Manicurist Theory portion is administered at the examination centers listed below:

### Holt-Lansing Examination Center

4202 Charlar Drive, Suite 1

Holt, Michigan 48842

*Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.*

### Southfield (Detroit Area) Examination Center

Crossroads Building

16250 Northland Drive, Suite 359

Southfield, MI 48075

*From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.*

*From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.*

## REPORTING TO THE EXAMINATION SITE

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

Your photograph will be taken upon arrival at the testing center.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 1 form of identification.* This must be a VALID form of government issued identification, which bears your signature and has your photograph. The name on the identification must exactly match the first and last name under which the candidate is registered.

Examples of acceptable identification:

- State State-issued driver's license
- State State-issued identification card
- US Passport
- US Military Identification Card
- US Alien Registration Card
- US Employment Authorization Card

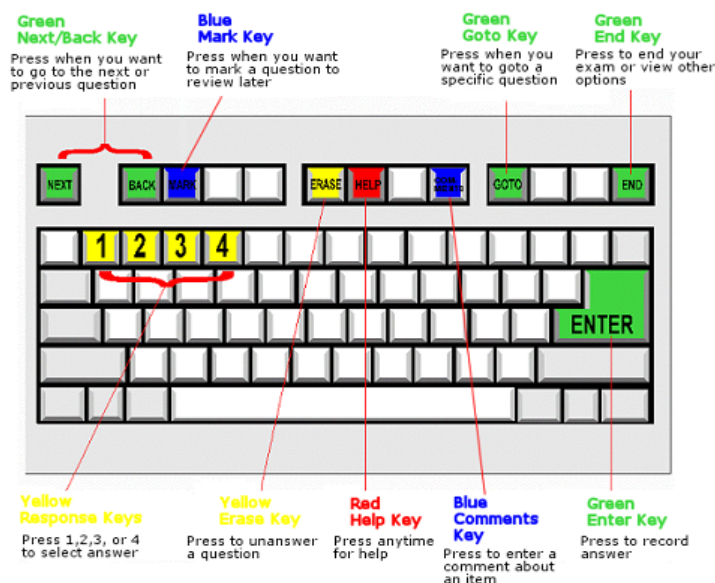




## TAKING THE THEORY PORTION BY COMPUTER

Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.

You will be taking the PSI Manicurist Theory portion by computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- No children, notes, books, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.
- NO smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.
- NO personal items are allowed in the testing center. PSI will NOT be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- You may NOT bring any notes, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the examination.

### IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the buildings' tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individuals other than the person who is being tested and their model (when applicable).

PSI understands that test candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the candidate to the test center. However, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted the following policy concerning guests.

"Person(s) accompanying a test candidate may not wait in the test center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors."

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.

### IDENTIFICATION SCREEN

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:

Mark Comments Goto Help End  
 Question: 3 of 40    Answered: 2    Unanswered: 1    Marked: 0    View: All    Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents  
 2. Colonies  
 3. States  
 4. Wars

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out or you have not ended your examination.

### EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of five to ten “experimental” questions may be administered to candidates during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

## MANICURIST THEORY PORTION

### CONTENT OUTLINE

The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 70 multiple-choice questions and you will have 105 minutes. This examination is closed book.

<b>Sanitation, Disinfection and Safety (31%)</b>
1. Safe working conditions and practices
a. Protective coverings (drapes, towels, neck strips, gloves, eye pads)
b. Signs of adverse reactions to products (patch test)
c. Chemical labeling and storage
d. Material Safety Data Sheet (MSDS)
e. Prohibited materials
2. Sanitation and Disinfection
a. Cleansers and disinfectants
b. Sanitation and disinfection of tools and implements (procedures, storage, single/multi use, ultraviolet)
c. Salon Sanitation Maintenance (state laws and rules)
d. Clean and sanitize hands
3. Infectious diseases and pathogens
a. Bacteria

b. Virus and fungus
4. Standard Precautions for exposure incidents
a. Procedures
b. Blood-exposure disinfection and disposal
5. Nail and skin anatomy and physiology
<b>Client Consultation and Analysis (6%)</b>
1. Client Consultation form
a. Contraindications
b. Medications
2. Nail analysis on desired outcomes
a. Nail conditions
b. Nail growth patterns
c. Nail disorders and diseases
<b>Basic Manicure/Pedicure (20%)</b>
1. Suitability factors of nail services
2. Preparation of nails and skin
3. Products
4. Basic Manicure and pedicure service
a. Massage
b. Manicure
c. Pedicure
d. Steps of services
5. Buffing and shining natural nails
6. Nail cosmetics application
<b>Nail Tips and Nail Wraps (13%)</b>
1. Application Procedures
a. Sizing Nail Tips
b. Types of Nail Tips
c. Nail Plate Preparation
d. Nail Adhesives
e. Product Placement
2. Removal of Nail Tips and Wraps
<b>Acrylic and Gel Nails (22%)</b>
1. Nail preparations for service a.
2. Types of products and effects
4. Application procedures on natural nails
5. Shaping acrylic and gel nails
6. Backfill on acrylic and gel nails
7. Maintenance and repair
8. Removal of acrylic and gel nails
9. Harmful nail products (acid primer and MMA)
10. Tools and implements
<b>Licensing (8%)</b>
1. Meeting licensure requirements
2. License renewal

3. Displaying the license - investigate
4. Change of address
5. Board responsibilities and disciplinary actions
6. Salon owner and manager responsibilities

### SUGGESTED REFERENCE LIST

Except for the Michigan Laws and Rules, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

*Michigan Administrative Rules for Cosmetology*, 1980, as amended, <http://www.michigan.gov/cosmetology>, Please refer to the Michigan website for the most current version

*Michigan Occupational Code*, 1980, as amended, Articles 1-6, 12, <http://www.michigan.gov/cosmetology>, Please refer to the Michigan website for the most current version

*Milady's Standard Nail Technology*, 2015, Cengage Learning, <http://Milady.cengage.com>

### MANICURIST THEORY PORTION RESULT REPORTING

You must score at least 70% percent to pass the examination.

A written result report will be provided to you immediately after completing the theory examination. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the test sections. Candidates should use this information to assist them in studying for the re-examination.

## **MANICURIST PRACTICAL PORTION**

For practical examination questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com).

Read the following instructions carefully so that you will be properly prepared for the examination.

- The entire exam is 1 hour and 45 minutes in length.
- An additional two minutes will be given before each section for setup.
- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- The total number of points on the exam is 77 and the passing score is 75%.
- You must have a mannequin hand for the entire examination. The mannequin hand must have artificial nails serving as foundation nail beds (with free edges not more than ½ inch long) and one nail MUST be polished.
- It is NOT necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., non-odorless liquid), you will NOT receive points for completing those steps.

During the Practical portion, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.

- You may not observe other candidates during the examination.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.

- Examiners will check nail liquid and primer prior to each examination. Liquids must be odorless, unopened with seal intact. Products containing MMA are prohibited by law and will be confiscated and turned over to the State Board. Candidates will not be allowed to test in this case.

Any violation of the following code of conduct will result in the loss of points for the tasks performed during the time the conduct is taking place and a report of your conduct will be filed with your State Licensing Bureau.

- You may NOT observe the work of other candidates and you must keep your eyes on your own workstation during the examination.
- You may NOT ask questions while performing tasks.
- You are NOT allowed to speak to or assist other candidates throughout the examination.
- You may NOT bring any notes (e.g., written task lines on containers), cheat sheets, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the practical examination.

### KITS/SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the Manicurist Practical Portion Rating Criteria and be sure you bring all the supplies/equipment you will need to perform these services.

- Kit (30" X 30" in size). This can be mesh with a plastic liner. Kit is considered dry storage and should remain closed when not in use.
- Paper towels to dry hands, and to use when cleaning stations
- Cotton towels
- Cotton/nail wipes
- Hospital grade disinfectant (e.g., Barbicide)
- Hand sanitizer
- 70% alcohol
- Means of showing that implements have been disinfected (i.e., implements in a zip lock bag labeled "disinfected/sanitized implements")
- Bag for disposal of waste materials
- Tape for waste bag
- Dark polish
- Paper towels
- Dappen dishes for acrylic with lids
- Base coat
- Top coat (may be same as base coat)
- Cuticle remover
- Plastic dish (i.e., finger bath)
- Bottle containing finger bath solution (soap and water)
- Scissors



- Nail clippers
- Nail files
- Manicurist sticks/Orangewood sticks
- Cuticle pusher
- Buffers
- Nail brush
- Sculpture brush
- Odorless liquid, primer or primer replacement product (e.g., bondaid or scrubfresh; unopened). [See note under “Manicurist Practical Portion” on this page].
- THE FOLLOWING ARE EXAMPLES OF ODORLESS PRODUCTS THAT MAY BE USED FOR THE MANICURIST EXAM:
  - OPI Bondex Low Odor (Primer)
  - OPI Clarite Odorless Products (Monomer Liquid)
  - Creative Nail Design Acid Free (Primer) Low Odor
  - Originails Odorless Sculpture Nail (Liquid)
- Nail forms
- Nail tips (non-colored; no press-ons)
- Nail glue
- Linen, silk, or fiberglass nail wrap (pre-cut acceptable)
- Nail wrap adhesive (activator if needed)
- Sculpture nail powder
- Sculpture nail liquid
- Nail polish remover (non-acetone)
- Wet sanitizer (e.g., container filled with disinfectant or alcohol)
- Hand lotion/cream
- Blood spill kit (including antiseptic, bandages, gloves, disinfectant, and labeled blood spill bag)
- Mannequin hand with artificial nails serving as foundation nail beds, free edges not more than ½ inch long, and one polished nail

ITEMS SUPPLIED BY TESTING VENDOR

- Liquid soap
- Hot and cold water
- Manicuring table
- Chairs
- Manicure stools
- Covered trash cans
- First aid kit
- Wall clock



## MANICURIST PRACTICAL PORTION RATING CRITERIA

- The exam will be 1 hour and 45 minutes in length.
- Total number of points is 77.
- The passing score for the entire Practical examination is 75%

The following information will be used by examiners to grade your performance during the practical portion:

It is NOT necessary to perform additional or altered tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates **MUST raise their hand at the end of each section indicating completion.**

Each task line listed is worth 1 point each.

### Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

#### Safety Criteria:

1. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
2. Disposes of waste material using trash bag
3. Disinfects work surfaces with 70% alcohol/approved disinfectant
4. Sets up manicure table (i.e. immerses working surfaces of non-porous implements in wet sanitizer); prepares towel cushion; affixes trash bag onto table
5. Ensures all containers remain closed when not in use
6. Kit must remain closed
7. Removes products from containers without contamination

### Manicure Service

Time Allowed: 20 minutes

*Perform a basic manicure on three fingers of mannequin hand.*

All tasks must be performed in the order listed.

#### Procedure Criteria:

1. Washes own hands and mannequin hand with soap and water
2. Sanitizes own hands and mannequin hand with hand sanitizer
3. Removes polish from one finger
4. Files from outside edges to centers (no sawing), while holding skin away from sides of nail, avoiding filing tops of nails
5. Immerses mannequin hand in finger bath
6. Applies cuticle remover to cuticles of all 3 nails
7. Gently pushes back cuticles with a cuticle pusher/cotton-tipped orangewood stick on all 3 nails
8. Cleans under free edges of all 3 nails with cotton-tipped cuticle pusher/cotton-tipped orangewood stick or brush
9. Massages fingers and hand with lotion/cream
10. Removes residue from all 3 nail plates with alcohol/polish remover
11. Applies base coat smoothly and evenly on 3 nails
12. Applies two coats of polish smoothly and evenly on 3 nails
13. Applies top coat smoothly and evenly on 3 nails
14. Removes all traces of polish from cuticles on all 3 nails with cotton-tipped cuticle pusher/cotton-tipped orangewood stick, brush, or pointed cotton swab if necessary

#### Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Replaces contaminated items
4. Ensures all containers remain closed when not in use
5. Kit must remain closed
6. Removes products from containers without contamination

### **Nail Tip Application Service**

**Time Allowed: 20 minutes**

*Prepare for a nail tip application and choose one unpolished finger to apply one non-colored nail tip.*  
All tasks must be performed in the order listed.

#### **Procedure Criteria:**

1. Sanitizes mannequin hand, including nail plates using hand sanitizer
2. Lightly buffs nail plate with file/buffer to remove shine
3. Selects nail tip that covers from sidewall to sidewall but not more than half of nail plate
4. Attaches nail tip, ensuring there are no air bubbles, gaps, or tunnels
5. Buffs tip to blend with natural nail
6. Files, shapes nail tip while holding skin away from sides of nail
7. Ensures nail and cuticle are free from bonding material
8. Ensures free edge is smooth, cut, and shaped

#### **Safety Criteria:**

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed
7. Removes products from containers without contamination

### **Nail Wrap Service**

**Time Allowed: 20 minutes**

*Apply a nail wrap to the nail tip.*

All tasks must be performed in the order listed.

#### **Procedure Criteria:**

1. Sanitizes mannequin hand, including nail plates using hand sanitizer
2. Lightly buffs nail plate with file/buffer to remove shine
3. Removes dust from nail surface
4. Using scissors cuts wrap to the approximate width and shape of the nail plate
5. Applies adhesive to nail plate
6. Ensures cuticle is free of adhesive
7. Smooths nail by buffing with file/buffer while holding skin away from sides of nail
8. Ensures wrap covers nail surface without touching cuticle

#### **Safety Criteria:**

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed
7. Removes products from containers without contamination

### **Sculptured Nail Service**

**Time Allowed: 25 minutes**

*Complete the preparation necessary for applying one sculptured nail to any unpolished finger.*

All tasks must be performed in the order listed.

#### **Procedure Criteria:**

1. Sanitizes mannequin hand, including nail plates using hand sanitizer
2. Lightly buffs nail plate with file/buffer to remove shine
3. Removes dust from nail surface
4. Applies nail form to fit snugly under free edge
5. Applies primer or primer replacement product with brush or cotton-tipped orangewood stick
6. Applies acrylic to entire nail surface, ensuring cuticle area remains free of product
7. Ensures acrylic extends beyond the free edge
8. Files, shapes, and buffs nail while holding skin away from sides of nail
9. Ensures final appearance of nail is smooth and even

**Safety Criteria:**

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed
7. Removes products from containers without contamination

**End of Exam Disinfection**

Time Allowed: 10 minutes

**Safety Criteria:**

1. Disinfects work surface with 70% alcohol/approved disinfectant
2. Disinfects work area to include chair and Lamp with 70% alcohol/approved disinfectant
3. Sanitizes hands with hand sanitizer
4. Removes all supplies, materials and personal belongings

**MANICURIST PRACTICAL PORTION RESULT REPORTING**

You must score at least 75% (58 points) in order to pass the practical examination.

A written result report will be mailed to you by PSI within 7 business days following the examination. In addition, examination results will be available to candidates on-line one business day after the exam date. Simply go to [www.psiexams.com](http://www.psiexams.com) and click the "create an account" button and follow the simple steps. Once you have created an account, you will be able to see your result as well as pay for and schedule your exams. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the services in the Practical Portion Rating Criteria. Candidates should use this information to assist them in studying for the re-examination.

**LICENSURE ELIGIBILITY**

To be eligible for licensure, you must complete the license application at the MyLicense website ([www.michigan.gov/mylicense](http://www.michigan.gov/mylicense)), submit the required fee to the State of Michigan, pass the required examination(s), and meet the following requirements:

- be at least 17 years of age;
- be of good moral character;
- have an education equivalent to the completion of the ninth grade; and
- have successfully completed a course of study of at least 400 hours; OR
- have served at least six months as an apprentice in a licensed establishment under an approved apprenticeship program in which Manicurist is practiced.

A false statement or dishonest answer on the license application may be 1) grounds for denial of licensure; 2) grounds for disciplinary action against any future license; or 3) punishable by law. Furthermore, any conviction(s) for which you did or could have gone to jail may delay your application for a license. If licensure is denied, this action may be appealed to the Board of Cosmetology.

After the State of Michigan determines your eligibility to test and receive a license, an electronic file will be submitted to PSI. It is at this time that you may submit your completed Examination Registration Form (found at the back of this Candidate Information Bulletin) to PSI.

When you have finished the Examination Registration Form in its entirety, please mail or fax the form, along with the appropriate fees, to the address below.

PSI licensure:certification \* ATTN: Examination Registration MI COSMO  
3210 E Tropicana \* Las Vegas, NV \* 89121  
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)



## RECEIPT OF ONSITE LICENSE

A candidate that successfully meets all of the Licensure Eligibility requirements (above), will receive their license upon passing the final required examination (Theory).

This license will be a durable, wallet-size, pocket card containing the licensee's photo, signature, address, and issue and expiration dates of the license. With this pocket license, the new licensee will be immediately licensed to perform as a licensed Manicurist in the State of Michigan. The State of Michigan will print and mail the standard wall license to the new licensee within 7 business days of the issuance of the onsite-issued pocket license.





MICHIGAN MANICURIST  
EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

Social Security: [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] (FOR IDENTIFICATION PURPOSES ONLY)

Mailing Address: \_\_\_\_\_  
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste  
\_\_\_\_\_  
City State Zip Code

Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Date Year

Examination: (Check one)  Manicurist Theory and Practical (\$161)  Manicurist Practical Portion only (\$91)  
 Manicurist Theory Portion only (\$91)

Total Fees Included: \_\_\_\_\_

Pay by credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.

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

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

I am requesting special accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA).

YES  NO

If yes, you must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type, and the form will be found under "Information Links". A copy of this form may also be obtained by phoning 1-800-733-9267.

YOU MUST FILL OUT THE NEXT PAGE





**Check one of the following:**

- First Time Exam Candidate** - has never taken this exam. All First Time candidates must have their school complete the following Affidavit Section.
- Retake Candidate** - has previously taken the exam and did not pass. If no information has changed from your original application, you may call PSI to schedule your exam or schedule online at [www.psiexams.com](http://www.psiexams.com). If information has changed you will need to fill out this registration form again.
- Relicensure Candidate** - an individual whose Manicurist license has been lapsed for 3 or more years. All Relicensure candidates must have the state complete the Relicensure Section on the bottom of this page.
- Out-of-State Candidate** - All Out-of-State candidates must have the state complete the Out-of-State section on the bottom of this page.
- Apprenticeship Candidate** - All Apprenticeship candidates must have the state complete the Apprenticeship section on the bottom of this page.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Affidavit Section**

**THIS SECTION MUST BE COMPLETED BY AN APPROVED SCHOOL OFFICIAL FOR ALL FIRST-TIME CANDIDATES.**

I hereby certify that this applicant has successfully completed the required course of training following the curriculum guidelines as required by Administrative Rule, promulgated by the Department.

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Name of School: \_\_\_\_\_ Number of Hours Completed: \_\_\_\_\_

Address of School: \_\_\_\_\_ School License Number: \_\_\_\_\_

Language that classes and school exams were given in: \_\_\_\_\_ Text book language: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Owner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

**Relicensure, Out-of-State and Apprenticeship Section**

**THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at 517-373-8068 for detailed instructions.**

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

The candidate must complete the following exams:

- Practical and Theory     Theory Only     Practical Only    Code \_\_\_\_\_

\_\_\_\_\_  
Signature of State Official \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

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