



PSI licensure:certification

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

MICHIGAN BOARD OF COSMETOLOGY



STATE OF MICHIGAN

MICHIGAN COSMETOLOGIST EXAMINATION CANDIDATE INFORMATION BULLETIN

Content Outline

| | | | |
|---|---|---|----|
| Examinations by PSI licensure:certification | 2 | Cosmetology Theory Portion | 5 |
| Examination Registration and Scheduling | 2 | Identification Screen | 5 |
| Examination Fees | 2 | Tutorial | 5 |
| Scheduling an Examination | 2 | Examination Question Example | 5 |
| Canceling an Examination | 2 | Content Outline | 5 |
| Missed Appointment or Late Cancellation | 2 | Reference List | 6 |
| Scheduling a Re-take Examination | 2 | Result Reporting | 7 |
| Special Examination Arrangements | 3 | Cosmetology Practical Portion | 7 |
| Examination Site Closing for an Emergency | 3 | Kits/Supplies and Equipment | 7 |
| Social Security Number Confidentiality | 3 | Items Supplied by Testing Vendor | 8 |
| Duplicate Result Reports | 3 | Cosmetology Practical Tasks | 9 |
| Examination Review | 3 | Practical Portion Results Reporting | 13 |
| Examination Site Locations | 3 | Licensure Eligibility | 13 |
| Reporting to the Examination Site | 4 | Cosmetology Registration Form | 14 |
| Required Identification at the Examination Site | 4 | | |
| Security Procedures | 4 | | |

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

EXAMINATIONS BY PSI licensure:certification

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

The Michigan Department of Energy, Labor & Economic Growth (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, 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 |
|--------------------------------------|-------|
| Cosmetologist Theory and Practical | \$144 |
| Cosmetologist Practical Portion only | \$85 |
| Cosmetologist Theory Portion only | \$85 |

NOTE: EXAMINATIONS 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. Or, using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 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 call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak 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;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You 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)

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 VISA or MasterCard.

- 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 a Mastercard, VISA, money order or cashier's check (made payable to PSI and must contain the applicant's social security number). CASH, COMPANY CHECKS, 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 VISA or MasterCard.

■ 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 VISA or MasterCard.

SPECIAL EXAMINATION ARRANGEMENTS

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. Applicants with disabilities requesting special testing arrangements must fill out the special arrangement request form found at 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 will need to fax this form and supporting documentation to (702) 932-2666.

Candidates applying for assistance other than an ADA accommodation must contact PSI in writing. Any costs associated with a non-ADA accommodation will 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 can write to PSI to request a duplicate of your result report. The fee for a duplicate result report is \$15. *Money order or cashier's check ONLY.*

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 an error affecting examination results is discovered as a result, which occurs very rarely, the examination results of all affected candidates will be automatically adjusted. **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 COSMETOLOGY PRACTICAL PORTION**

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

Southfield (Detroit area) Examination Center

Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile Rd. 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 Rd. Go east on 8 mile to Northland Drive. Northland Drive is next to the Northland Shopping Center

Grand Rapids Examination Center

4595 Broadmoor, Suite 145

Grand Rapids, MI 49512 *From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. The examination center is just south of 44th Street on the right.*

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (Left) on Broadmoor. The examination center is on the left in the Kentwood Corporate Complex.

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.



EXAMINATION SITE LOCATIONS FOR COSMETOLOGY THEORY PORTION

The Cosmetology 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. 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. Go east on 8 mile to Northland Drive. Northland Drive is next to the Northland Shopping Center

Grand Rapids Examination Center

4595 Broadmoor, Suite 145

Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. . The examination center is just south of 44th Street on the right.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (Left) on Broadmoor. The examination center is on the left in the Kentwood Corporate Complex.

Gaylord Examination Center

440 W. Main St., Suite D

Gaylord, MI 49735

From I-75 North take exit #282 / M-32 toward Alpena/Gaylord. Turn Right on W Main St (M-32) and go a little less than half a mile. 440 W. Main St. is on the left hand side of the road, in the Alpine Executive Center. (Turn at "Brothers Coffee & Tea" which faces Main Street. The building is at the corner of Main and Indiana.)

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.

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 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.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. This must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. Identification provided must match the name on the Examination Registration Form.

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 (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 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.

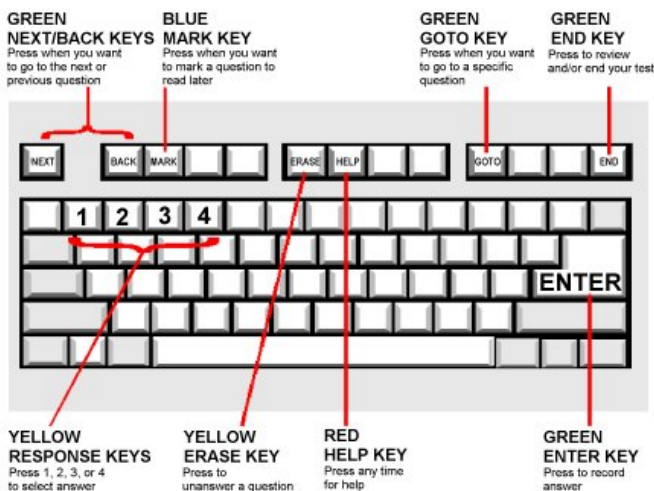
Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.

COSMETOLOGY THEORY PORTION

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 Cosmetology 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.



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:



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.

PRETEST ITEMS

In addition to the number of examination items specified, a small number of "pretest" questions (5) may be administered to candidates during each examination portion. These questions will not be scored and the time taken to answer them will not count toward examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

COSMETOLOGY 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 100 multiple-choice questions and you will have 2 hours. This examination is closed book.

- I. General Concepts (15%; 15 items)
 - a. Infection Control
 - b. Client Protection
- II. Applied Anatomy (5%; 5 items)
 - a. Hair & Scalp
 - i. Structure, Composition, and/or Function
 - ii. Growth & Regeneration
 - iii. Conditions, Disorders, and Disease
 - iv. Blood, Nerve, Muscle Supply, and Function
 - v. Analysis
 - vi. Irregularities
 - b. Skin

- i. Structure, Composition, and/or Function
 - ii. Growth & Regeneration
 - iii. Conditions, Disorders, and Disease
 - iv. Blood, Nerve, Muscle Supply, and Function
 - v. Analysis
 - vi. Irregularities
 - c. Nails
 - i. Structure, Composition, and/or Function
 - ii. Growth & Regeneration
 - iii. Conditions, Disorders, and Disease
 - iv. Blood, Nerve, Muscle Supply, and Function
 - v. Analysis
 - vi. Irregularities
- III. Physical Services (25%; 25 items)
- a. Shampoos & Rinses
 - i. Materials, Implements, and Supplies
 - ii. Procedures
 - iii. Purpose & Effect
 - iv. Related Chemistry
 - v. Safety Precautions
 - vi. Types
 - b. Scalp & Hair Care
 - i. Materials, Implements, and Supplies
 - ii. Procedures
 - iii. Purpose & Effect
 - iv. Related Chemistry
 - v. Safety Precautions
 - vi. Types
 - c. Skin, Facials, and Hair Removal
 - i. Materials, Implements, and Supplies
 - ii. Procedures
 - iii. Purpose & Effect
 - iv. Related Chemistry
 - v. Safety Precautions
 - vi. Types
 - d. Manicuring
 - i. Materials, Implements, and Supplies
 - ii. Procedures
 - iii. Purpose & Effect
 - iv. Related Chemistry
 - v. Safety Precautions
 - vi. Types
- IV. Chemical Services (25%; 25 items)
- a. Chemical Relaxing
 - i. Chemical Classification
 - ii. Corrective Measures
 - iii. Materials, Implements, & Supplies
 - iv. Procedures
 - v. Purpose & Effects
 - vi. Related Chemistry
 - vii. Safety Precautions
 - viii. Scalp & Hair Analysis
 - ix. Special Effects
 - x. Special Hair Problems
 - b. Chemical Waving
 - i. Chemical Classification
 - ii. Corrective Measures
 - iii. Materials, Implements, & Supplies
 - iv. Procedures
 - v. Purpose & Effects
 - vi. Related Chemistry
 - vii. Safety Precautions
 - viii. Scalp & Hair Analysis
 - ix. Special Effects
 - x. Special Hair Problems
- c. Hair Coloring
 - i. Chemical Classification
 - ii. Corrective Measures
 - iii. Materials, Implements, & Supplies
 - iv. Procedures
 - v. Purpose & Effects
 - vi. Related Chemistry
 - vii. Safety Precautions
 - viii. Scalp & Hair Analysis
 - ix. Special Effects
 - x. Special Hair Problems
 - d. Hair Lightening
 - i. Chemical Classification
 - ii. Corrective Measures
 - iii. Materials, Implements, & Supplies
 - iv. Procedures
 - v. Purpose & Effects
 - vi. Related Chemistry
 - vii. Safety Precautions
 - viii. Scalp & Hair Analysis
 - ix. Special Effects
 - x. Special Hair Problems
- V. Hair Styling & Shaping (20%; 20 items)
- a. Hair Shaping
 - i. Designing
 - ii. Materials, Implements, & Supplies
 - iii. Purpose & Effects
 - iv. Safety Precautions
 - v. Techniques
 - b. Hair Styling (Including Curl Formation)
 - i. Designing
 - ii. Materials, Implements, & Supplies
 - iii. Purpose & Effects
 - iv. Safety Precautions
 - v. Techniques
- VI. State Laws & Regulations (10%; 10 items)
- a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Salon Owner and Manager Responsibilities
 - f. Change of Address

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>

Michigan Occupational Code, 1980, as amended, Articles 1-6, 12. <http://www.michigan.gov/cosmetology>

Milady's Standard Cosmetology, 2008. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. ****This text is a suggested reference in place of the same text from 2004.****

Salon Fundamentals: A Resource for Your Cosmetology Career, 2004. Pivot Point International, Inc. 1971 West Howard Street, Chicago, IL 60626.

COSMETOLOGY 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.

COSMETOLOGY PRACTICAL PORTION

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

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

- You must use a mannequin head or mannequin hand for all exam services.
- Your mannequin hand must have artificial nails serving as foundation nail beds with free edges not more than ½ inch in length. In addition, one finger MUST be polished.
- It is NOT necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- 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 entire exam will be 3 hours and 10 minutes in length.
- The total number of points on the exam is 136 and the passing score is 75%.
- 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.
- An additional two minutes will be given before each section for setup.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with these markings may not receive points for the sections of the exam requiring use of these mannequins.
- 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 examination.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., real hair color or real permanent wave solution), you will NOT receive points for completing those steps.

KITS/SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the Cosmetology Practical Portion Rating Criteria and be sure

you bring all the supplies/equipment you will need to perform these services.

- Combs
- Hair brushes (vent or round)
- Protective drape(s) for mannequin (one drape MUST be appropriate for chemical services)
- Clips (for sectioning)
- Hair cutting shears
- Razor (with guard)
- Permanent wave rods (at least 5)
- End papers
- Protective cotton coil
- Protective cream
- Sanitary neck strips
- One permanent wave lotion applicator containing simulated perm wave lotion (i.e water)
- Shampoo and Conditioner
- Cholesterol cream (use for mock chemical services)
- Tint brush & tint bowl, or bottle for mock chemicals
- Applicator bottle(s) for color/lightening containing simulated product (e.g., cholesterol)
- Blow dryer
- Curling iron (electric Marcel)
- Professional cosmetology towels
- Disinfectant (hospital grade; e.g., Barbicide)
- Hand sanitizer
- 70% alcohol
- One comb-out drape
- Facial cleansing cream
- Facial massage cream
- Astringent, freshener, or toner
- Spatula(s)
- Facial tissue
- Spray bottle for water
- Protective head covering (drape for hair; e.g., plastic cap, towel, or turban)
- Cotton/cotton pads in clean container
- Make-up pads
- Disposable gloves
- Bag(s) for disposal of waste materials
- Tape to affix waste bag to station
- Blood spill kit (including: bandages, labeled blood spill bag, antiseptic, disinfectant, gloves)
- Wet sanitizer (e.g., container filled with disinfectant or alcohol)
- Hand lotion/cream
- Nail polish remover
- Mannequin hand with artificial nails serving as foundation nail beds, with free edges not more than ½ inch in length
- Manicure sticks/Orangewood sticks
- Cuticle pusher
- Emery boards
- Nail brush
- Cuticle remover
- Plastic dish (i.e., finger bath)
- Bottle which contains finger bath solution (i.e., soap and water)
- Bottle of dark polish
- Bottle of base coat
- Bottle of top coat (can be same as base coat if labeled)



- Means of showing that implements have been disinfected. (A zip lock bag labeled “disinfected/sanitized implements” would be appropriate)
- Mannequin with hair of 5 inches in length or longer and a mannequin stand

ITEMS SUPPLIED BY TESTING VENDOR

- Liquid soap
- Hot and cold water
- Workstations with mirrors
- Manicuring table
- Chairs for candidates
- Manicure/pedicure stool
- Covered trash cans
- First aid kit
- Wall clock
- Broom & dust pans
- Diagrams of head sectioned into quadrants

COSMETOLOGY PRACTICAL PORTION RATING CRITERIA

- The exam will be 3 hours and 10 minutes in length.
- Total number of points is 136.
- 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

Procedure Criteria:

1. Implements and supplies are pre-sanitized and labeled in English
2. Disposes of waste material using trash bag
3. Disinfects work surfaces with approved disinfectants
4. Sets up table (i.e., immerses working surfaces of non-porous implements in wet sanitizer) for each service
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 five 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 (using hand sanitizer/alcohol)
3. Removes polish from one finger
4. Files from outside edges to centers (no sawing), avoiding filing tops of nails
5. Immerses mannequin hand in finger bath
6. Applies cuticle remover to cuticles of all 5 nails
7. Gently pushes back cuticles with a cuticle pusher/cotton-tipped orangewood stick on all 5 nails
8. Cleans under free edges of all 5 nails with cotton-tipped cuticle pusher/ orangewood stick or brush
9. Massages fingers and hand with lotion/cream
10. Removes residue from all 5 nail plates with alcohol/polish remover
11. Applies base coat smoothly and evenly on 5 nails
12. Applies two coats of polish smoothly and evenly on 5 nails
13. Applies top coat smoothly and evenly on 5 nails
14. Removes all traces of polish from cuticles on all 5 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

Facial Service

Time Allowed: 15 minutes

Cleanse mannequin's face, apply massage cream, and demonstrate effleurage, petrissage, and tapotement manipulations.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes workstation/area
2. Sanitizes own hands (using hand sanitizer/alcohol)
3. Drapes with towel or towel and drape
4. Secures mannequin's hair with drape
5. Cleanses face with cleansing cream upward and outward using fingers
6. Removes cleansing cream upward and outward with towel/tissue/cotton
7. Applies facial massage cream upward and outward using fingers
8. Demonstrates one full set of proper manipulations each for effleurage, petrissage, and tapotement (while maintaining continuous contact)
9. Removes facial massage cream upward and outward with towel/tissue/cotton
10. Applies astringent, freshener, or toner with cotton/make-up pad/tissue

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. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination

Chemical Services:

(Assume same client is receiving all chemical services; no need to change capes or gloves during chemical services)

Time Allowed: 40 minutes Total

Procedure Criteria:

Chemical Application Preparation ONLY for Virgin Hair Lightening, Hair Coloring Retouch, and Relaxer Retouch

Time Allowed: 10 minutes

Prepare for chemical services.

1. Sanitizes own hands (using hand sanitizer/alcohol)
2. Applies chemical draping using towel, chemical cape, and towel
3. Sections hair into four equal quadrants
4. Applies protective cream around entire hairline

Virgin Hair Lightening on Right Front Quadrant

Time Allowed: 10 minutes

Complete virgin hair lightening procedure on right front quadrant.

All tasks must be performed in the order listed.

1. Works within the right front quadrant
2. Divides hair into 1/8 to 1/4 inch subsections
3. To half of quadrant, applies lightener beginning 1/2 to 1 inch from scalp up to 1 inch from ends
4. Saturates hair with lightener evenly over front and back of hair strands
5. Ensures no chemical products are left on mannequin's facial skin or ears

Hair Coloring Retouch on Right Rear Quadrant

Time Allowed: 10 minutes

Complete hair coloring retouch on right rear quadrant assuming 1 inch of regrowth

All tasks must be performed in the order listed.

1. Works within the right rear quadrant
2. Divides hair into 1/4 to 1/2 inch subsections
3. To half of quadrant, applies color on the scalp up to 1 inch regrowth line
4. Saturates new growth with color evenly over front and back of hair strands
5. Ensures no chemical products are left on mannequin's facial skin or ears

Relaxer Retouch on Left Rear Quadrant

Time Allowed: 10 minutes

Complete relaxer retouch on left rear quadrant from the scalp assuming 1 inch of regrowth applying no base relaxer
All tasks must be performed in the order listed.

1. Works within the left rear quadrant
2. Applies protective cream 1 inch away from scalp through the ends
3. Divides hair into 1/4 to 1/2 inch subsections
4. To half of quadrant, applies relaxer from the scalp to 1 inch of regrowth
5. Saturates regrowth with relaxer evenly over front and back of hair strands
6. Ensures no chemical products are left on mannequin's facial skin or ears

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. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination
9. Wears protective gloves throughout chemical services (same pair acceptable)

Clean-Up and Shampoo

Time Allowed: 10 minutes

Prepare for permanent waving procedure by shampooing/conditioning hair that was colored/relaxed and combing out hair.
Do not begin draping until the next section begins.

Procedure Criteria:

1. Ensures all product residue is removed from mannequin hair.

Permanent Waving Service

Time Allowed: 20 minutes

Wrap 5 rods in the center back of the head from crown to nape area and applies mock chemical waving solution (i.e., water).
All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands (using hand sanitizer/alcohol)
2. Applies chemical draping: towel, chemical cape, towel
3. Uses clips to section hair, ensures section is equal to length of rods
4. Subsections hair in sections equal to diameter of rods
5. Spreads hair evenly across end papers for each rod
6. Spreads hair evenly around each rod
7. Extends end papers beyond hair ends
8. Maintains consistent rod/base relationship (all on or half off)
9. Wraps rods for proper tension (without picks) ensuring proper band placement
10. Applies protective cotton around wrapped section
11. Saturates hair evenly with waving lotion, safely ensuring excess lotion does not remain on skin (wears protective gloves)
12. Demonstrates test curl to confirm curl development

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. Ensures chemical draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English
5. Uses a clean towel for entire procedure
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed

Hair Cutting Service

Time Allowed: 40 minutes

Remove at least 1 inch of hair throughout entire head by performing a 90 degree layered haircut using shears and a razor.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands (using hand sanitizer/alcohol)
2. Drapes with neckstrip and cape
3. Sections hair using any sectioning method (using a minimum of 4 sections)
4. Safely establishes a guideline at nape with razor to determine length (guard is on correctly and hair is wet), ensuring candidate's skin is not cut and mannequin surface is not damaged
5. Safely palms razor throughout haircut
6. Follows established guideline throughout haircut with traveling guide using shears
7. Safely palms shears throughout haircut
8. Ensures haircut is blended and even throughout
9. Ensures hair is cut at a 90 degree angle
10. Ensures at least one inch of hair is consistently cut from head
11. Finished haircut is no shorter than 4 inches
12. Cleans hair off workstation and sweeps hair from floor

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. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English
5. Replaces contaminated items
6. Kit must remain closed

Blow Drying & Thermal Curling Service

Time Allowed: 25 minutes

Blow dries wet hair and completes 3 horizontal curls on top center section of hair beginning at front hair line, using curling iron.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands (using hand sanitizer/alcohol)
2. Drapes using neckstrip and cape
3. Blow dries top center section of wet hair safely in direction away from scalp, ensuring hair is tangle-free using vented/round brush
4. Sections hair from one to three inches wide. Subsections are equal to the diameter of the curling iron
5. Tests iron for proper temperature by clamping down on neckstrip or tissue paper
6. Manipulates iron to form a base
7. Places curl # 1 on-base
8. Places curl # 2 off-base
9. Places curl # 3 in a figure 8 or two loops
10. Protects scalp with comb
11. Ensures smooth, open curl formation without securing with clips

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. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English
5. Replaces contaminated items
6. Kit must remain closed

End of Exam Disinfection
Time Allowed: 10 minutes

Procedure Criteria:

1. Removes cape
2. Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
3. Disinfects work surfaces with approved disinfectants
4. Sanitizes own hands (using hand sanitizer/alcohol)
5. Cleans and sanitizes workstation area, chair and mirror
6. Removes all supplies, materials and personal belongings

Cosmetology Practical Portion Result Reporting

You must score at least 75% (102 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 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), 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 1,500 hours; OR
- have served at least two years as an apprentice in a licensed establishment under an approved apprenticeship program in

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

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 Cosmetologist 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 COSMETOLOGY 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) Cosmetology Theory and Practical (\$144) Cosmetology Practical Portion only (\$85)
 Cosmetology Theory Portion only (\$85)

Total Fees Included: _____ (Money Order, Cashier's Check, MasterCard or VISA are accepted. Make payment payable to "PSI" and write the applicant's social security number on the form of payment.) Personal and company checks are not accepted.

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____

I am requesting special accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA) You must fill out the special arrangement request form found at 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.

YES NO

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. If information has changed you will need to fill out this registration form again.
- Relicensure Candidate** - an individual whose cosmetologist 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.

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 517-241-8720 for detailed instructions.

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.

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



PSI licensure:certification
3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL

