



PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

EFFECTIVE MARCH 15, 2010

# TEXAS DEPARTMENT OF LICENSING AND REGULATION



## MANICURIST LICENSE 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

The Texas Department of Licensing & Regulation (TDLR) has contracted with PSI licensure:certification to deliver its examinations.

Once you have been approved by TDLR, you are responsible for contacting PSI to register and schedule an appointment to take your examination.

### CONTACT INFORMATION

You must be approved to take the examination by the TDLR. Your license application and documentation must be sent to:

Texas Department of Licensing & Regulation  
PO Box 12088  
Austin, TX 78701-2088  
(512) 463-6599  
[www.license.state.tx.us](http://www.license.state.tx.us)  
Email: [examinations@license.state.tx.us](mailto:examinations@license.state.tx.us)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Upon TDLR approval of eligibility, you will be mailed a postcard containing instructions for scheduling an appointment to take the examination.

Note: You must pass the Written Portion of the examination before you will be made eligible for the Practical Portion. Once you are eligible, you can pay the fee and schedule the Practical Portion of the examination.

### EXAMINATION FEE

Written Portion only	\$55
Practical Portion only	\$78

**NOTE: FEES ARE NOT REFUNDABLE OR TRANSFERABLE.**

**IMPORTANT:** If you want to register for a Spanish or Vietnamese examination, you must speak to a PSI Customer Service Representative.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations

using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. To register over the Internet, complete the steps below:

1. Log on to PSI's website, select the link associated with the Texas examinations, then select Option 2, (for first-time candidates). Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired examination date.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your Complete the Examination Registration Form, including your VISA or MasterCard number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System or contact a PSI registrar Monday through Friday, between 6:30 am and 7:00 pm or Saturday, between 10:00 am and 4:00 pm, Central Time, to schedule your appointment for the examination.

### FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your VISA or MasterCard number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Faxed registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

### STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your student permit number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**



2. Please allow 7 business days to process your registration.

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that are most convenient for you. To schedule your examination 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 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time.

**Note: You must pass the Written Portion of the examination before you can schedule the Practical Portion.**

### RESCHEDULING AN EXAMINATION APPOINTMENT

You may reschedule an examination appointment without forfeiting your fee if your *notice is received 2 days before the scheduled examination date*. You may reschedule at [www.psiexams.com](http://www.psiexams.com) or 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.

**Note: A voice mail message is not an acceptable form of rescheduling. Please use the Internet, automated registration system, or call PSI and speak to a Customer Service Representative.**

### LOSING YOUR EXAMINATION FEE

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not reschedule your appointment at least 2 days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Are not dressed appropriately for the Practical Portion.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination sites 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 or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

### FOREIGN LANGUAGES

Examinations are administered in English. However, some exams are available in Spanish or Vietnamese for no additional cost. To take one of these exams you must indicate your

language preference on your original application or speak to a PSI customer service representative.

For examinations that are not available in the language of your choice, you may request to have them translated by contacting TDLR and paying an additional cost for each translation.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an 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.

### DUPLICATE SCORE REPORTS

You can write to PSI, not TDLR, to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$15. *Money order or cashier's check ONLY.*

### EXAMINATION REVIEW

PSI, in cooperation with TDLR, will be regularly 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 written 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, on a rare occasion, an error affecting examination scores is discovered, the scores of all affected candidates will be automatically adjusted. **This is the only review of the written examination available to candidates. There is NO review of the Practical examination.**

## **EXAMINATION SITE LOCATIONS**

It is your responsibility to verify that you are going to the correct site.

### **Abilene (WRITTEN EXAMINATION ONLY)**

Commerce Plaza  
1290 S. Willis, Suite 109  
Abilene, TX 79605

*From Highway 277, exit on South 14<sup>th</sup> Street going East. Turn left on S. Willis.*

### **Amarillo (WRITTEN EXAMINATION ONLY)**

1616 S. Kentucky, Building C, Suite C220  
Amarillo, TX 79101

*From I-40 take Georgia exit. Examination site is located North of I-40. Go to 16<sup>th</sup> Street (2<sup>nd</sup> traffic light) and turn left. Go one block to Kentucky and turn left into the Wellington Office Park located at 1616 S. Kentucky on the right side of the street. Go to Building C, second floor.*



**Amarillo (WRITTEN AND PRACTICAL EXAMINATIONS)**

4312 Teckla, Suite 500

Amarillo, TX 79109

*Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3<sup>rd</sup> building facing Teckla. Ste 500 is the end suite on the North side of the building.*

*From Canyon, take Bell St exit and go North to traffic light at 45<sup>th</sup> St and turn right. Turn left at the 2<sup>nd</sup> traffic light to Teckla.*

**Arlington (WRITTEN EXAMINATION ONLY)**

2008 E. Randol Mill Road, Suite 102

Arlington, TX 76011

*From Hwy 183, take Industrial South. Turn left on Lamar Blvd. Turn right on Ball Park. Turn left on Randol Mill Road, to 2008 Randol Mill Road. The site is one block east of the ballpark. From I-30, take Collins (Hwy 157) exit South. Turn left on Randol Mill Road.*

**Austin (WRITTEN EXAMINATION ONLY)**

LaCosta Corporate Park

6448 Hwy 290 East, Suite F111

Austin, TX 78723

*If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.*

*If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.*

*PSI is located in NORTH Austin at the North West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.*

**Austin (WRITTEN AND PRACTICAL EXAMINATIONS)**

8000 Anderson Square, Ste 301B

Austin, Texas 78757

*If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.*

*If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.*

**Corpus Christi (WRITTEN EXAMINATION ONLY)**

2820 S Padre Island Dr, Suite 105

Corpus Christi, TX 78415

*From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.*

**Dallas (WRITTEN EXAMINATION ONLY)**

One Empire, 1140 Empire Central Dr, Suite 610

Dallas, TX 75247

*From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr.*

*From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.*

**Dallas (WRITTEN AND PRACTICAL EXAMINATIONS)**

1702 N. Collins Blvd, Suite 180

Richardson, TX 75080

*Take US 75 Central Expressway and exit Campbell Rd. Go West and the 1st light is Collins Blvd. Turn left, and go approx 2 blocks. The building PSI is in is on the left hand side. PSI is in a two-story red brick building on the northeast corner of North Collins and Omni.*

**El Paso (WRITTEN EXAMINATION ONLY)**

The Atrium

1155 Westmoreland, Suite 110

El Paso, TX 79925

*From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.*

**El Paso (WRITTEN AND PRACTICAL EXAMINATIONS)**

4171 N. Mesa

Bldg. A, Suite 121

El Paso, TX 79902

*From I-10E/US-180E toward downtown, take the Executive Center Blvd Exit (Exit 16). Turn left onto Executive Center Blvd. Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

*From I10-W, take the Executive Center Blvd Exit (Exit 16).*

*Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

*The examination site is located immediately on the right, in the Commons Office Complex.*

**Fort Worth (WRITTEN EXAMINATION ONLY)**

6801 McCart Avenue, Suite B-1

Fort Worth, TX 76133

*From I-20 take the McCart Ave exit #435. Go South on McCart Ave to 6801 McCart Ave. The building is located near Pep Boys. Examination site is located on the North side of the Professional Building.*

**Harlingen (WRITTEN EXAMINATION ONLY)**

Executive Central

722 Morgan Blvd, Suite C

Harlingen, TX 78550

*From Expressway 83, exit on Ed Carey Drive. Go North on Ed Carey Drive. At intersection of Ed Carey Drive and 77 Sunshine Strip, turn left onto 77 Sunshine Strip. Stay on 77 until it joins Morgan Blvd (Morgan Blvd is also road #507). Turn right on Morgan Blvd.*

**Houston North (Greenbriar Place) (WRITTEN EXAMINATION ONLY)**

Greenbriar Place

650 North Sam Houston Pkwy E, Suite 535

Houston, TX 77060

*From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.*

*From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).*



**Houston (East) (WRITTEN EXAMINATION ONLY)**

Atrium Building

11811 I-10 East Freeway, Suite 260

Houston, TX 77029

*From I-10 West, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West.*

*Building is on the right hand side, next to Papacitas.*

*From I-10 East, take the Holland Rd exit. Stay on the feeder road. Building is on the right hand side, next to Papacitas.*

**Houston (Southwest) (WRITTEN EXAMINATION ONLY)**

9000 W Bellfort Ave, Suite 545

Houston, TX 77031

*Go South on West Beltway 8. Take the Hwy 59/Beltway 8 Frontage Road exit. Stay on the Frontage Road and go under Hwy 59, then turn left onto West Bellfort .*

*OR Go West on South Beltway 8, take the West Bellfort Exit and turn right onto West Bellfort.*

*OR From the 610 Loop, take US 59 (Southwest Freeway) South to the Sam Houston Tollway South Frontage Road exit. Turn left on the Sam Houston Tollway Frontage Road going South. Turn left on W. Bellfort.*

*THEN Once you have turned onto W Bellfort from Sam Houston Tollway (Beltway 8), it is about one mile to the examination site. It is a 5-story red brick building on the left, next to Auto Zone.*

**Houston (Northeast) (WRITTEN AND PRACTICAL EXAMINATIONS)**

9800 Northwest Freeway

Suite 200

Houston, TX 77092

*From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*

*Driving north on Loop 610 West exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*

*Driving west on Loop 610 North, exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*

**Lubbock (WRITTEN EXAMINATION ONLY)**

The Center

4413 82nd St., Suite 210

Lubbock, TX 79424

*From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82<sup>nd</sup> St.*

**McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)**

800 Fern Ave. Unit B

McAllen, TX 78501

*From TX 336 (N 10<sup>th</sup> St) go South on TX 336 (N 10<sup>th</sup> St) to West Fern Ave. Turn left onto West Fern Ave.*

*From Nolana Ave. If you are going west on Nolana Ave E, turn left (South) onto TX 336 (N 10<sup>th</sup> St). Turn left onto Fern Ave.*

*From US 83 going West toward S 10th St/TX-336. Turn right onto N 10th St/TX-336. Turn right onto Fern Ave.*

*From East TX-107 E/S CONWAY AVE/S ALTON BLVD toward E EISENHOWER AVE. Turn right onto TX-107 E/ HIGHWAY 107. Turn left onto N 10th St/ TX-336. Turn left onto Fern Ave. From W University Dr; State Route 107 W Edinburg toward HOEHN DR. Make a u-turn at Hoehn Dr onto W University Dr/ TX-107 E. Turn right onto N 10th St/ TX-336. Turn left onto Fern Ave.*

**Midland (WRITTEN EXAMINATION ONLY)**

Delwood Office Center

3404 W. Illinois, Suite 104

Midland, TX 79703

*From I-20 take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Site is located on the right hand side, next to the Vet Center.*

**Midland (WRITTEN AND PRACTICAL EXAMINATIONS)**

Westwood Village Shopping Center

4200 West Illinois Avenue, Suite 200

Midland, TX 79703

*From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.*

*From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.*

*From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.*

**San Antonio (WRITTEN AND PRACTICAL EXAMINATIONS)**

9502 Computer Drive, Ste 105

San Antonio, TX 78229

*From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.*

*From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.*

**Tyler (WRITTEN EXAMINATION ONLY)**

3800 Paluxy Dr, Suite 310

Tyler, TX 75703

*From I-20 turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.*

**Waco (WRITTEN EXAMINATION ONLY)**

345 Owen Lane, Suite 124

Waco, TX 76710

*From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.*

*If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.*



You may also test at a PSI site outside of Texas. Please call (800) 733-9267 for more information.

Lake Charles, LA  
Shreveport, LA  
Baton Rouge, LA  
McAlester, OK  
Oklahoma City, OK  
Tulsa, OK  
Woodward, OK

## 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. NO conversing or any other form of communication among candidates and/or models is permitted once you enter the examination area. You are required to appear for the Practical Portion of the examination in a sleeved smock/lab coat. You must wear closed-toe shoes. If you arrive late or do not appear in the appropriate attire, you will 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.* The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears your printed name, photograph, and date of birth. 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 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 and will forfeit your examination fee.*

## SECURITY PROCEDURES

The following security procedures will apply during the examination:

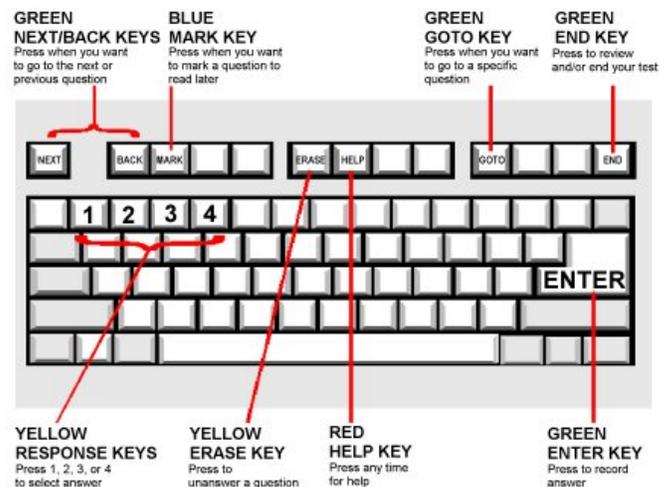
- While at a PSI examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the PSI staff or other candidates. You must adhere to all TDLR policies and standards to ensure that all candidates have a pleasant and professional examination experience. If you fail to comply with these policies, you will have your examination results disqualified and will forfeit your examination fee.
- NO conversing or any other form of communication among candidates and/or models is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed at the examination site.
- Please be advised that children, guests, cell phones, pagers, cameras, programmable electronic devices and

recording devices of any kind are NOT allowed to enter PSI examination sites. Additionally, **NO personal items are to enter the examination sites.** PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Texas State Law. Either one may result in the disqualification of examination results and may lead to legal action.

## COMPUTER BASED EXAMS

You will be taking the PSI Written 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:

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

<< Back   Next >>

**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.

## **WRITTEN PORTION**

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. 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 90 questions and you will have 1 hour and 45 minutes.

### CONTENT OUTLINE

- I. Sanitation, Disinfection, and Safety (26%; 23 questions)
  - a. Cleaning, Disinfecting, and Storage of Implements and Equipment
  - b. Cleaning and Disinfecting of Work Environment
  - c. Safety and Sanitary Procedures
  - d. Pathogens
- II. Client Consultation and Analysis (14%; 13 questions)
  - a. Communication with Client
  - b. Nail Evaluation
  - c. Human Physiology and Disorders
- III. Manicure/Pedicure (19%; 17 questions)

- a. Applying Manicuring/Pedicuring Products
- b. Cleaning Nails
- c. Trimming/Shaping/Buffering Nails
- d. Applying Nail Cosmetics
- e. Massage/Manipulation

#### IV. Nail Tips and Nail Wraps (17%; 15 questions)

- a. Applying Nail Tips
- b. Applying Nail Wraps
- c. Shaping and Maintenance

#### V. Acrylic and Gel Nails (15%; 14 questions)

- a. Applying Acrylic Products
- b. Applying Gel Products
- c. Shaping and Maintenance

#### VI. Licensing & Regulation (9%; 8 questions)

- a. Meeting Licensure Requirements/Licensed Duties
- b. Renewal
- c. Texas Department of Licensing and Regulation (TDLR) Responsibilities and Disciplinary Actions
- d. Displaying the License
- e. Salon Owner and Manager Responsibilities
- f. Change of Address

### REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below are used to prepare the questions for this examination.

- *Milady's Standard Cosmetology*, 2008. DelmarPublishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. [www.delmarlearning.com](http://www.delmarlearning.com).
- *Milady's Standard Nail Technology*, 2007. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. [www.delmarlearning.com](http://www.delmarlearning.com).
- *Salon Fundamentals: A Resource for Your Cosmetology Career*, 2000. Pivot Point International, Inc., 1560 Sherman Avenue, Suite 700, Evanston, IL 60201. [www.pivot-point.com](http://www.pivot-point.com)
- *Texas Administrative Code: Chapters 60 and 83*. [www.license.state.tx.us](http://www.license.state.tx.us)
- *Texas Occupations Code, Title 9: Chapters 1602 and 1603*. [www.license.state.tx.us](http://www.license.state.tx.us)

### WRITTEN SCORE REPORTING

You must score at least 70 percent to pass the examination (This is 63 points out of 90).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your



score immediately when you indicate that you have finished and would like to see your results.

- If you **pass**, you will immediately receive a successful notification.
- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

## 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.

- NO conversing or any other form of communication among candidates and/or models is permitted once you enter the examination area.
- You must use a live model for the examination. Please see the "Model Requirements" section below for more information.
- Your model must be present with you at the time specified on the Admission Notice.
- A proctor will monitor the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- 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.
- All procedure criteria MUST be performed in the order listed for candidate to receive points for the tasks.
- The time allotted for each service includes time for setup and cleanup.
- It is important to have all needed supplies and equipment with you when you arrive for the exam. You will NOT be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean, sanitary, unstained and labeled in ENGLISH (manufacturer labels are acceptable). Candidates MUST raise hand at the end of each section indicating completion.
- If you do NOT bring the items listed in the "Supplies and Equipment" section or bring a wrong item (e.g., non-odorless acrylic), you will NOT receive points for completing those steps.
- Cheat sheets and written notes (e.g., written task lines on containers) are NOT to be used during the Practical exam.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- Items left behind will be discarded. Please check for and remove all personal items at the end of exam.

### IMPORTANT NOTICE

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater's current student, current employee, employer or co-

worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate's examination results may be voided.

Raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.

### MODEL REQUIREMENTS

- NOT permitted to converse with candidates or other models once he/she enter the exam area.
- Must be at least 16 years of age; Models under the age of 18 must have signed parental consent
- Must be willing to have candidate perform procedures on them;
  - Must present a current, government-issued photo identification with date of birth, such as a driver's license, at the exam site;
  - Must not assist the candidate in any way or speak to the candidate during the examination;
  - Must have a visible free edge for the candidate to demonstrate performance on the Practical examination;
  - Must be informed and must agree to all procedures of the manicurist exam. It is mandatory that the model signs a release form at the test site attesting to his/her understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this *Bulletin* and the services to be performed. Models may not actively participate in any way during the examination. You may only speak to your model in order to provide directions;
  - Must sign Model Affidavit form upon arrival at the examination site;
  - Must leave the examination site property immediately once he/she has finished participating.

### SUPPLIES AND EQUIPMENT

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

- Finger bowl
- Orangewood stick
- Emery boards
- Sanitizable cuticle pusher
- Nail brush
- Polish kit (including base/top coat and dark polish coat)
- Manicure scissors
- Large Nail Clipper
- Nail adhesive
- Nail wrap (self-adhesive) and tip for one nail
- Nail forms
- Odorless monomer and odorless primer for one nail
- Baggie with tape on it
- Towels (Professional Barber or Cosmetology Only)
- Paper towels
- EPA-registered disinfectant
- Hand gel sanitizer
- Blood spill kit (including: bandages, labeled blood spill bag,



- antiseptic, disinfectant, gloves)
- Polish remover
- Cuticle cream
- Lotion or cream
- Cotton balls
- Sealable plastic bag for waste materials
- Adhesive accelerator
- Dehydrator
- Block buffer
- Cuticle scissors and nippers

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Manicure tables with chairs for models and candidates
- Hot and cold water (Shampoo bowls)
- Covered trash cans
- Mounted Wall clock
- Broom & dust pans
- Windex (Mirror Cleaner)

## CONTENT OUTLINE

- The entire exam will be 1 hour and 30 minutes in length.
- Total number of points is 86.
- The passing score for the entire Practical examination is 70% (This is 61 points out of 86).

The following information will be used by examiners to grade your performance during the Practical Portion:

All procedure criteria MUST be performed in the order listed for candidate to receive points for the tasks. DO NOT begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST raise hand at the end of each section indicating completion.

### **Pre-Exam Set Up and Disinfection**

**Time Allowed: 10 minutes**

Safety Criteria (1 point each):

1. Implements/supplies are pre-sanitized and labeled in English only
2. Disposes of waste material using trash bag
3. Disinfects work surfaces with approved EPA-registered disinfectant
4. Ensures all containers remain closed when not in use
5. Blood spill kit is present
6. Kit must remain closed
7. Removes products from containers without contamination

### **Manicure Service (Model)**

*Perform a basic manicure on five nails.*

**Time Allowed: 25 minutes**

Procedure Criteria (1 point each):

1. Sanitizes own hands and model's hands using hand sanitizer
2. Removes polish from one nail
3. Files from outside edges to centers, (no sawing) avoiding filing tops of nails while rolling back the sidewalls
4. Immerses model's hand in finger bowl/applies cuticle remover
5. Gently pushes back cuticles with a cuticle pusher/cotton-tipped orangewood stick on 5 nails
6. Nips cuticle on one nail and places trimming on cotton/tissue
7. Massages fingers and hand with lotion/cream
8. Cleans under free edge of 5 nails with cotton-tipped cuticle pusher/cotton-tipped orangewood stick
9. Removes residue from 5 nail plates with alcohol/polish remover/dehydrator
10. Applies base coat on 5 nails
11. Applies two coats of polish smoothly and evenly on 5 nails
12. Applies top coat on 5 nails
13. Removes all traces of polish from cuticles with cotton-tipped cuticle pusher/cotton-tipped orangewood stick, if necessary

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures table/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements/supplies are pre-sanitized and labeled 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 Tip Application on One Nail of Unmanicured Hand**

*Complete the preparation necessary for applying a nail tip and apply one nail tip to any nail on the UNMANICURED hand or you will receive no points for the procedure criteria.*

**Time Allowed: 10 minutes**

Procedure Criteria (1 point each):

1. Gently pushes back cuticle with a cuticle pusher/orangewood stick
2. Buffs natural nail gently to remove shine
3. Selects nail tip that fits natural nail
4. Applies nail dehydrator/cleanser with cotton-tipped orangewood stick or spray



5. Applies adhesive to the well of the tip
6. Slides on tip by using position stop to align tip against free edge
7. Rocks tip onto nail plate slowly
8. Trims nail tip with tip cutter
9. Blends tip into natural nail plate while rolling back the sidewalls
10. Bevels tip with file

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures table/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements/supplies are pre-sanitized and labeled 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 on One Nail of Unmanicured Hand**

*Apply a self-adhesive nail wrap to the nail tip.*

**Time Allowed: 15 minutes**

Procedure Criteria (1 point each):

1. Applies dehydrator to nail
2. Cuts wrap material to desired shape
3. Presses material on nail with orangewood stick
4. Covers material with resin
5. Brushes on/sprays on resin accelerator/catalyst
6. Repeats resin application
7. Repeats resin accelerator/catalyst application
8. Buffs nail with fine buffer while rolling back sidewalls
9. Bevels, shapes, and refines the wrapped nail to a smooth finish

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures table/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements/supplies are pre-sanitized and labeled 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

#### **Acrylic Nail Application on One Nail of Unmanicured Hand**

*Complete the preparation necessary for applying an acrylic nail and apply one acrylic nail to any finger on the unmanicured hand or you will receive no points for the procedure criteria.*

**Time Allowed: 20 minutes**

Procedure Criteria (1 point each):

1. Gently pushes back cuticle with a cuticle pusher/orangewood stick
2. Buffs natural nail with fine/medium abrasive to remove shine
3. Applies nail dehydrator with cotton-tipped orangewood stick or spray
4. Positions nail form to fit snugly under free edge
5. Uses primer brush to apply primer to natural nail surface
6. Places bead of product on nail form where free edge joins the nail to extend free edge
7. Defines shape and length of free edge
8. Places second bead of product in center of nail and shape
9. Places smaller bead of product near base of nail and leaves tiny free margin between product and skin
10. Ensures acrylic material is smooth and even
11. Shapes free edge with coarse/medium abrasive while rolling back sidewalls
12. Bevels, shapes, and refines the nail to a smooth finish
13. Buffs top of acrylic nail to shine
14. Cleans nail to remove debris and dust

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures table/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Implements/supplies are pre-sanitized and labeled 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**

*Sanitize and clean up work area.*

**Time Allowed: 10 minutes**

Safety Criteria (1 points each):

1. Disposes of used materials
2. Disinfects work surfaces with approved EPA-registered disinfectant
3. Cleans and sanitizes workstation area
4. Sanitizes own hands using hand sanitizer
5. Removes all supplies, materials, and personal belongings



# TEXAS 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.

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

2. Student Permit Number:

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

4. Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

5. Email: \_\_\_\_\_@\_\_\_\_\_

6. Examination: (Check one)  
 Written Portion only (\$55)  Practical Portion only (\$78)

You must pass the Written Portion of the examination before you can pay the fee and schedule Practical Portion. (Money Order, Cashier's Check, MasterCard or VISA are accepted. Make checks payable to "PSI" and write the applicant's student permit number on the check). (Cash, personal checks and company checks are not accepted).

VISA or MasterCard 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 VISA or MasterCard. 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: \_\_\_\_\_

7. I am enclosing a Special Arrangement Request letter and required documentation.  Yes  No

8. 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 examination information bulletin.

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

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.  
Complete and forward this registration form with the applicable examination fee to:  
PSI licensure:certification \* ATTN: Examination Registration TX CO  
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)

If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

### Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Texas Barber & Cosmetology practical skills examinations conducted at \_\_\_\_\_ (the "Event").

**I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING BARBER OR COSMETOLOGY SKILLS.** Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: allergic reactions; infection; negligence by others including, without limitation, barber or cosmetology personnel; inattention of others; misuse of supplies or equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. **I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.**

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise barber and cosmetology test activities, including without limitation, at the Event.

**RELEASE AND INDEMNITY:** I voluntarily agree to assume all risk of personal injury, including paralysis and death, and damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATH THAT MAY RESULT. THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE BARBER OR COSMETOLOGY EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Live Model

Parent or Legal Guardian (if under the age of 18)

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

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

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

