



PSI licensure:certification

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

EFFECTIVE MARCH 15, 2010

TEXAS DEPARTMENT OF LICENSING AND REGULATION



INSTRUCTOR, MANICURIST INSTRUCTOR, AND FACIAL INSTRUCTOR 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.

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
920 Colorado
Austin, Texas 78701
(512) 463-6599
www.license.state.tx.us
Email: 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

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. 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 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. Fax 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 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 14th 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 16th Street (2nd 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 3rd 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 45th St and turn right. Turn left at the 2nd 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 (Northwest) (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 82nd St.

McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)

800 Fern Ave. Unit B

McAllen, TX 78501

From TX 336 (N 10th St) go South on TX 336 (N 10th 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 10th 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 Paulxy Drive. The Paulxy 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 is permitted once you enter the examination area. 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 provided by TDLR to PSI upon eligibility.

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

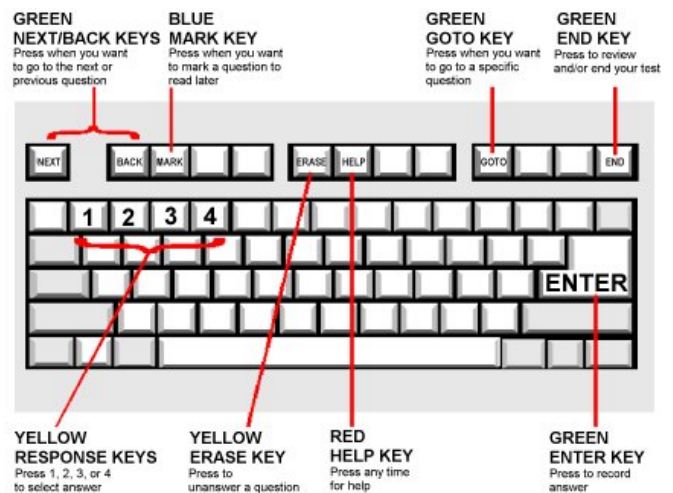
The following security procedures will apply during the examination:

- 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:

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 50 questions and you will have 1 hour and 5 minutes.

CONTENT OUTLINE

- I. Educator-Student Relationship (20%; 10 questions)
 - a. Learning Styles and Types of Learners
 - b. Feedback
- II. Curriculum Development (20%; 10 questions)
 - a. Lesson Plans
 - b. Course Content
- III. Teaching Methods (30%; 15 questions)
 - a. Implements and Equipment Used for Instruction
 - b. Student Motivation
 - c. Educational Environment
 - d. Teacher Characteristics and Teaching Styles
- IV. Student Evaluation and Testing Methods (14%; 7 questions)
 - a. Developing Tests
 - b. Grading Methods

V. Licensing and Regulation (16%; 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 Manager and School 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 Master Educator Student Course Book*. Letha Barnes, 2009. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. www.delmarlearning.com.
- Texas Administrative Code: Chapters 60 and 83. www.license.state.tx.us
- Texas Occupations Code, Title 9: Chapters 1602 and 1603. www.license.state.tx.us

SCORE REPORTING

You must score at least 70 percent to pass the examination (This is 35 points out of 50).

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.

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



- You may select the topic for your presentation. The topic you select for your presentation **MUST** be within the scope of the license for which you are applying and must include the demonstration of a procedure. Only mock chemicals may be used in the presentation, such as gel, cholesterol, water, etc. No hairspray may be used. Only mannequins may be used, not human models.
- Your lesson plan and cover sheet must be prepared in advance on the form or in the format prescribed by the TDLR, which will be made available on the TDLR website as a Word document that you can download and adjust so that your lesson plan fits in the space provided. The lesson plan **MUST BE TYPED**, not handwritten. Lesson plans presented in any other format will not be accepted and you will NOT receive any points for the Portion of the examination that involves the examiner's evaluation of the lesson plan. No time will be allowed for preparation or modification of your lesson plan at the test site; you will be expected to hand in your lesson plan and handout upon arrival.
- You will be required to furnish all equipment and supplies needed for your presentation, including a mannequin if one is needed. You may NOT use a live model for your presentation. See below for a list of the equipment that will be provided at the test site. It is your responsibility to develop a presentation that can be performed in this limited setting.
- 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.
- Test site personnel (a proctor) will be monitoring the time during the examination. Candidates must conduct their presentation for at least 10 minutes, not to exceed 35 minutes. The examiner will stop any candidate at 35 minutes and no further material presented will be rated. Candidates will FAIL the examination if their presentation does not last at least 10 minutes. Candidates will also have 10 minutes before the presentation begins to set up and arrange their materials.
- All supplies must be clean, sanitary, unstained, and labeled in **ENGLISH ONLY** (manufacturer labels are acceptable).
- Items left behind will be discarded. Please check for, and remove, all personal items at the end of exam.
- During your presentation, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- The lesson plan and handout must NOT be copied directly from a textbook or other reference source. Otherwise, a failing grade will be assigned for the scored elements associated with that section of the examination.

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.

SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies. Required supplies include the following items:

- Lesson plan for presentation (1 copy to examiner, 1 copy for candidate)
- Handout for presentation (1 copy to examiner, 1 copy for candidate)
- All tools and supplies needed for presentation, including mannequin if needed
- Mannequin stand or tripod if desired
- Dry-erase markers if whiteboard will be used

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Table/Workstation for setup. Any table available in examination area may be used for exam.
- Tripod mannequin holder (*NOTE: mannequin holder **MAY NOT WORK** with all mannequins. It is suggested that you bring your own mannequin holder as well. A table will be provided.)
 - Chairs for examiner and proctor
 - Hot & cold water (shampoo bowls)
 - Covered trash can
 - Mounted Wall clock
 - Whiteboard (2' x 3')
 - Broom and dustpan
 - Electrical outlet

COSMETOLOGY INSTRUCTOR LESSON PLAN GUIDELINES

You should use the form provided on the TDLR website www.license.state.tx.us/cosmet/cosmetexam.htm to complete the lesson plan. A summary of the content is provided below. This information must be typed. Handwritten lesson plans will not be accepted.

Subject
Topic
Learning Objectives
Prerequisites of the Learner
Tools and Materials A. Instructor B. Student
References



GUIDELINES FOR LESSON PRESENTATION

GREETING (include Subject Topic & Learning Objectives)

MOTIVATION

LEARNING ACTIVITIES (Lecture and Demonstration)

Major Topics/Key Points

SUMMARY / REVIEW

ORAL EVALUATION

(Include 5 written questions to be asked, and the correct answers)

FOLLOW-UP ASSIGNMENT

CONTENT OUTLINE

- Time for complete presentation including preparation: 20 minutes to 45 minutes
- Total number of points is 40.
- The passing score for the entire Practical examination is 70% (you need 28 points out of 40).

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

- 1) Turn in 1 copy of lesson plan for presentation (at the beginning of the examination)
- 2) Turn in 1 copy of handout for students and any other prepared visual aids for presentation (at the beginning of the examination)
- 3) Pre-exam set-up and disinfection (10 minutes)
- 4) Lesson Presentation (at least 10 minutes not to exceed 35 minutes)

LESSON PLAN FOR PRESENTATION (10 total points) (Handed in at the beginning of the examination)

Rating criteria (1 point each):

1. Cover page includes all required information, including list of references
2. Cover page lists appropriate instructional materials, equipment, and supplies
3. Greeting (introduction) includes subject, topic, and objectives
4. Objectives clearly state what student will be able to do as a result of the lesson
5. Includes description of motivation for learning
6. Lists major topics to be presented
7. Lists key points to be presented
8. Includes a summary and review
9. Includes 5 questions relevant to the topic (with answers) to be used in oral evaluation
10. Identifies follow-up assignment(s) for students to complete

HANDOUT FOR PRESENTATION (2 total points) (Handed in at the beginning of the examination)

Rating criteria (1 point each):

1. Adds to or reinforces the lesson presentation
2. Assists learner in recognizing key points

PRE-EXAM SET UP AND DISINFECTION (4 total points)

Time Allowed (10 minutes):

Rating Criteria (1 point each):

1. Implements/supplies are pre-sanitized and labeled in English only
2. Disinfects work surfaces with approved EPA-registered disinfectant
3. Sanitizes own hands using hand sanitizer
4. Kit must remain closed

PRESENTATION (24 total points) (At least 10 minutes, not to exceed 35 minutes)

Rating Criteria (1 or 2 points each as specified):

Open:

1. Greeting includes subject, topic, and learning objectives (1)
2. Motivation creates interest in subject/topic (1)
3. Speaks clearly with varying tone using professional terminology and can be heard (1)
4. Is well-groomed and professionally attired (need not wear smock/apron for teacher exam) (1)

Present:

5. Describes procedures as they are demonstrated (2)
6. Presents ideas clearly and concisely (2)

7. Explains key ideas and concepts effectively (2)
8. Makes use of handout provided (2)

Engage:

9. Makes eye contact with all students (2)
10. Refers to lesson plan but does not read directly (2)
11. Demonstrates use of implements and/or equipment so that all students can see (2)
12. Provides opportunities for student participation (2)

Close:

13. Emphasizes key concepts of sanitation and safety (1)
14. Summarizes key ideas and concepts (1)
15. Uses questions and answers presented in lesson plan (1)
16. Gives follow-up assignment (1)



TEXAS INSTRUCTOR, MANICURIST INSTRUCTOR, AND FACIAL INSTRUCTOR 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 the 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



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

FIRST CLASS MAIL

