



November 25, 2015

Subject: Updated Content Outline for NIC Theory and Practical Exams.

To Whom It May Concern,

The National-Interstate Council of State Boards of Cosmetology (NIC) is pleased to announce the following NIC theory and practical examinations have been updated to reflect current professional practices in the U.S.:

- Barber Styling
- Esthetics (Esthetician)
- Nail Technology (Manicurist)

The updated content for the above-mentioned examinations will become effective **January 26, 2016**. Candidates taking these examinations on or after that date will be examined on the updated content.

The updated content for both the theory and practical examinations can be found in the enclosed NIC Candidate Information Bulletins.

New Candidate Handbooks will be available for all professional by December 1, 2015 to download from the PCS website at www.peshq.com. The Candidate Handbooks provide detailed information related to registration, application status, scores, the examination and much more. PCS strongly recommends that the Candidate Handbook be reviewed carefully and thoroughly.

Thank you for your cooperation in preparing candidates for the updated NIC examinations.

Sincerely,

Francine Rananto

Senior Manager

*******STATE GUIDELINES*******

Practical Examination:

The Missouri State Board of Cosmetology and Barber Examiners require candidates to be examined in the following services:

<p style="text-align: center;">Barbering (Barber Styling)</p> <ul style="list-style-type: none">• Set Up and Client Protection• Haircutting• Shaving with a Straight Razor• Chemical Waving• Virgin Hair Lightening and Hair Color Retouch• Chemical Relaxing, Virgin and Retouch	<p style="text-align: center;">Esthetics</p> <ul style="list-style-type: none">• Work Area and Client Preparations, Set Up of Universal Supplies (First Client)• Cleansing of the Face with Product• Exfoliating the Face with Product, Using Implement or Materials, Including Towel Steaming• Massaging the Face with Product• Work Area and New Client Preparation, and Set-Up of Supplies (Second Client)• Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax• Facial Mask and Conclusion of Facial Services• Facial Makeup• Blood Exposure Procedure
<p style="text-align: center;">Manicuring (Nail Tech)</p> <ul style="list-style-type: none">• Work Area and Client Preparations, Set Up of Universal Supplies (First Client)• Manicure and Polish Application• Work Area and New Client Preparation, and Set-Up of Supplies (Second Client)• Nail Tip Application and Blending• Sculptured Nail• Blood Exposure Procedure	

The Missouri State Board of Cosmetology and Barber Examiners require the use of the following during the practical examination.

Mannequins:

- **Barbering:** A mannequin is required for all services for all services as well as the necessary clamp to properly secure the mannequin head to the table during the examination. *A model may be used during the shaving and taper haircut portion only.
- **Nail Tech and Cosmetology:** A mannequin hand for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or corneal and sealed.

Models:

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering and/or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

- **Barbering:** Models are only permitted during the shaving and haircutting section of the practical examination.
- **Esthetics:** Models are required for all esthetics practical examination services.

Prohibited Items:

The following items are not permitted to be used at any time during the practical examination.

- **Aerosol products**
- **Methyl Methacrylate (MMA)**

Kit Size:

Recommended kit size is no larger than 30"x30". For safety reason all kits must be able to fit completely under the table area.



NATIONAL ESTHETICS
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Esthetics practical examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Esthetics Practical Examination content and administration.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**

- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

*** Please refer to State guidelines.**

If your state requires that you use a mannequin head(s) or hand(s):

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.

***If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.
- The model must present a valid driver's license or State ID card for admittance to the examination.
- The model must be appropriate for examination purposes.
- The model must agree to submit to all areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination

SPECIAL ATTENTION!

The following information is vital and specific to the
National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “to be disinfected”
 - Container labeled “soiled linens”
 - Container labeled “trash”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domains Sections).
- The examination includes a Blood Exposure Procedure (Content Domain Section 12.)
- During the Facial Makeup (Content Domain Section 10), candidates are expected to brace while working around the eye and mouth areas.
- During the Eyelash Enhancement (Content Domain Section 11, Additional Section), candidates are expected to brace while working around the eye.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

**ESTHETICS PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Esthetics Practical Examination includes 9 (nine) core domain services. The Core Domain Sections are based on the national job analysis and denoted below with a *.

1. Work Area and Client Preparation, and Set Up of Universal Supplies (First client)* (15 minutes)
2. Cleansing of the Face with Product* (10 minutes)
3. Exfoliating the Face with Product, Using Implement or Materials, Including Towel Steaming* (10 minutes)
4. Massaging the Face with Product* (10 minutes)
5. Work Area and **New Client** Preparation, and Set Up of Supplies (Second client)* (15 minutes)
6. Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax* (Untimed)
7. Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)
8. Particle Microdermabrasion on the Forehead+ (10 minutes)
9. Facial Mask and Conclusion of Facial Service* (10 minutes)
10. Facial Makeup* (20 minutes)
11. Eyelash Enhancement+ (this section may be administered during Facial Makeup (Content Domain Section 10) between eyeliner and mascara application) (10 minutes)
12. Blood Exposure Procedure* (Untimed)

+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections must be done in the order outlined above.

**ESTHETICS PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

**1. WORK AREA AND CLIENT PREPARATION, AND
SET UP OF SUPPLIES (15 minutes)**

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare and set up your work area for your client.”

“You will set up the universal supplies that you will use throughout the examination.”

“You will also set up for:

cleansing the face with product

exfoliating the face with product, using implement or materials, and including towel steaming

massaging the face with product.”

“Prepare your client for the services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(Additional verbal instructions if hard wax is used): *“Please plug in and turn on your wax pots at this time.”*

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 1.4 Applies protective covering to model/mannequin hair and body
- 1.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. CLEANSING OF THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform cleansing of the face with product.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate that you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Facial cleansing supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 2.2 Implements and supplies are visibly clean
- 2.3 Cleanses eye area completely
- 2.4 Cleanses lips completely
- 2.5 Distributes cleanser over face
- 2.6 Removes residual makeup and cleanser
- 2.7 Applies toner/astringent
- 2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back, please read the following statement to all candidates:

“Please stop working.”

3. EXFOLIATING THE FACE WITH PRODUCT, USING IMPLEMENT OR MATERIALS, INCLUDING TOWEL STEAMING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform exfoliating the face with product, using implement or materials, including towel steaming.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate that you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.1 Exfoliation supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 3.2 Implements and supplies are visibly clean
- 3.3 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
- 3.4 Steam towel is applied and removed
- 3.5 Removes residual product
- 3.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

4. MASSAGING THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform massaging the face with product."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate that you have finished."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- 4.1 Massage supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 4.2 Implements and supplies are visibly clean
- 4.3 Distributes massage product over face
- 4.4 Demonstrates effleurage movement
- 4.5 Demonstrates petrissage movement
- 4.6 Demonstrates tapotement movement
- 4.7 Demonstrates friction movement
- 4.8 Removes residual massage product

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

Proctor – Verbal Instructions: Read to all candidates:

“You will have 5 minutes to breakdown and properly dispose of supplies used in the previous sections of this examination.”

“You will be informed when you have 2 minutes remaining.”

“Do not set up or demonstrate any services until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

4.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

5. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your work area for a NEW client.”

“You will also prepare your client for services.”

“You will set up your work area with the universal supplies that you will use for the remainder of the examination.”

“You will also set up your work area for the following sections of the examination:

hair removal of the eyebrows (tweezing and simulated soft wax),

+ hair removal of the upper lip (hard wax)

+ microdermabrasion

facial mask,

facial makeup,

+ eyelash enhancement.”

+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections must be done in the order outlined above.

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 5.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 5.3 Universal supplies are labeled in English (If original manufacture’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 5.4 Applies new protective covering to model/mannequin hair and body
- 5.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

Proctor – Verbal Instructions:

“You will perform the hair removal of the eyebrows by tweezing and using simulated soft wax.”

“You will demonstrate hair removal from one eyebrow by tweezing.”

“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures.”

“This is an untimed section.”

“Do not begin hair removal until you are instructed to do so by the examiner.”

(1) *“The instructions will be repeated.”*

HAIR REMOVAL OF EYEBROWS - TWEEZING

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal of the eyebrow by tweezing.”

Candidates will be evaluated on the following tasks:

- 6.1 Hair removal of the eyebrows (tweezing and simulated soft wax) supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 6.2 Implements and supplies are visibly clean
- 6.3 Candidate wears gloves
- 6.4 Applies antiseptic to eyebrow area
- 6.5 Holds skin taut (without slack)
- 6.6 Demonstrates tweezing of hair in direction of hair growth
- 6.7 Applies antiseptic to treated area

HAIR REMOVAL OF EYEBROWS – SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate the hair removal of the eyebrow using simulated soft wax.”

- 6.8 Applies antiseptic to eyebrow area
- 6.9 Uses absorbent material or product to dry eyebrow area
- 6.10 Tests temperature of simulated wax product on wrist
- 6.11 Applies simulated wax product along entire length of eyebrow in direction of hair growth
- 6.12 Smooths wax strip over simulated wax product

- 6.13 Holds skin taut (without slack)
- 6.14 Removes wax strip in opposite direction of hair growth
- 6.15 Applies antiseptic to treated area
- 6.16 Applies post-epilation product to treated area
- 6.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Examiner – Verbal Instructions: Read to each candidate individually once the hair removal of the eyebrows procedure has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

7. HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (Untimed) + Additional Section+

Proctor – Verbal Instructions:

“You will perform hair removal of the upper lip with hard wax.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“Do not begin demonstrating this section until you are instructed by the examiner.”

“This is an untimed section.”

“You will be instructed individually by the examiner to demonstrate the procedure.”

(1) *“The instructions will be repeated.”*

Candidates will be evaluated on the following tasks:

- 7.1 Hard wax supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 7.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal of the upper lip using hard wax.”

- 7.3 Candidate wears gloves
- 7.4 Cleanse area to be waxed
- 7.5 Uses absorbent material or product to dry area to be waxed
- 7.6 Tests temperature of hard wax product on wrist
- 7.7 Applies hard wax along upper lip area
- 7.8 Hold skin taut (without slack)
- 7.9 Removes hard wax
- 7.10 Applies antiseptic to treated area
- 7.11 Applies post-epilation product to treated area
- 7.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Examiner – Verbal Instructions: Read to each candidate individually once the hair removal of the upper lip procedure has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

**8. PARTICLE MICRODERMABRASION ON THE FOREHEAD (10 minutes)
+ Additional Section+**

Proctor – Verbal Instructions:

“You will perform particle microdermabrasion.”

“You will demonstrate horizontal and vertical strokes on the forehead.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Please step back to indicate that you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 8.1 Microdermabrasion supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 8.2 Implements and supplies are visibly clean
- 8.3 Applies degreaser/prep solution
- 8.4 Dries excess moisture
- 8.5 Applies eye protection to model/mannequin
- 8.6 Candidate wears eye protection and mask that covers mouth and nose
- 8.7 Candidate wears gloves
- 8.8 Holds skin taut (without slack)
- 8.9 Demonstrates vertical strokes with simulated hand piece across entire forehead. Cord must be attached to hand piece
- 8.10 Demonstrates horizontal stroke with simulated hand piece across entire forehead. Cord must be attached to hand piece
- 8.11 Removes particles from treated area
- 8.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. FACIAL MASK AND CONCLUSION OF FACIAL SERVICE (10 minutes)

Proctor – Verbal Instructions:

“You will apply the facial mask and conclude the facial service.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate that you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 9.1 Facial mask supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 9.2 Implements and supplies are visibly clean
- 9.3 Applies mask to cover face excluding eyes and lips
- 9.4 Removes mask
- 9.5 Applies toner/astringent
- 9.6 Applies moisturizer
- 9.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

10. FACIAL MAKEUP (20 minutes)

Proctor – Verbal Instructions:

“You will apply facial makeup.”

“You are expected to brace when working around the eye and mouth areas.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate that you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 10.1 Facial makeup supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 10.2 Implements and supplies are visibly clean
- 10.3 Applies protective covering to shoulders
- 10.4 Secures hair off face
- 10.5 Applies foundation to cover face
- 10.6 Applies powder to face
- 10.7 Applies blush
- 10.8 Grooms eyebrows
- 10.9 Applies eyeshadow
- 10.10 Applies eyeliner
- 10.11 Applies mascara
- 10.12 Applies lip liner
- 10.13 Applies lip color
- 10.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

**11. EYELASH ENHANCEMENT (10 minutes)
+ Additional Section+**

Proctor – Verbal Instructions:

"You will apply eyelash enhancement."

"You are expected to brace when working around the eyes."

"You will add a complete eyelash band to the full length of the lash line of both eyes."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Please step back to indicate that you have finished."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- 11.1 Eyelash enhancement supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 11.2 Implements and supplies are visibly clean
- 11.3 Brushes lashes to remove foreign matter
- 11.4 Measures and cuts band to appropriate length **PRIOR** to application
- 11.5 Applies adhesive to the band
- 11.6 Applies band starting from inner corner of the eye (near the nose)
- 11.7 Applies band so lashes follow natural lash line
- 11.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

12. BLOOD EXPOSURE PROCEDURE (Untimed)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the forehead. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“Do not remove materials from the first aid kit until you are instructed by the examiner to begin the procedure.”

“This is an untimed section.”

“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”

“Do not begin until you are instructed to do so by the examiner.”

(1) *“The instructions will be repeated.”*

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate the blood exposure procedure for this scenario.”

Candidates will be evaluated on the following tasks:

- 12.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 12.2 Removes materials from first aid kit
- 12.3 Supplies and materials are visibly clean
- 12.4 Candidate wears gloves
- 12.5 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)
- 12.6 Covers with dressing that is absorbent and secured
- 12.7 Disposes of all contaminated supplies

Examiner – Verbal Instructions: Read to each candidate individually once the blood exposure procedure has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

CANDIDATE SUMMARY AND FINAL CLEANUP

Proctor – Verbal Instructions: Read at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“This concludes the National Esthetics Practical Examination.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

SUGGESTED EXAMINATION SUPPLIES

All supplies must be labeled in English. No other languages can be present unless an original manufacturer's label is present. Original manufacturers' labels must have English and may be multi-language. All other created labels must be only English

** Please refer to State guidelines*

UNIVERSAL SUPPLIES (Also known as General Supplies)

- dry storage kit/container*
- hand sanitizer with real product and manufacturer's label
- mannequin pre-marked with make-up are **NOT** permitted, however, Esthetic mannequins need eyebrows.
- body drapes
- head bands and drapes
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- container labeled "items to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- cloth and paper towel(s)
- tissues
- cotton rounds
- sponges
- gauze pads
- disposable applicators
- spatula(s)
- container of water
- first aid kit
- tape

CLEANSING THE FACE SUPPLIES

- facial cleanser
- cotton rounds
- sponges
- gauze pads
- astringent or toner
- container of water

EXFOLIATING AND STEAMING THE FACE SUPPLIES

- exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- cotton rounds
- sponges
- container of water

MASSAGING THE FACE SUPPLIES

- massage product
- cotton rounds
- sponges
- gauze pads
- spatula(s)

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

* Please refer to State guidelines

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax/simulated product*
- post-epilation product
- tissue, gauze, or cotton rounds
- disposable applicator

+HAIR REMOVAL ON UPPER LIP SUPPLIES (ADDITIONAL SERVICE)

* Please refer to State guidelines

- gloves
- antiseptic
- hard wax*
- wax heater*
- tissue, gauze, or cotton rounds
- post-epilation product
- disposable applicator

+PARTICLE MICRODERMABRASION SUPPLIES (ADDITIONAL SECTION)

- hand piece or simulated hand piece with 4-foot tubing or simulated tubing attached
- simulated degreaser/prep solution
- dry material for brushing (e.g., brush, gauze, cotton, etc.)
- face mask (for candidate)
- eye protection (for candidate)
- eye protection (for mannequin/model)
- bowl
- gloves
- tissue, gauze, or cotton rounds
- sponges
- container of water

FACIAL MASK SUPPLIES

- mask product (with color)
- astringent or toner
- moisturizer
- tissue, gauze, or cotton rounds
- sponges
- mask brush
- spatula(s)

FACIAL MAKEUP SUPPLIES

- head band/drape
- body drape
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color
- palette
- tissue, gauze, or cotton rounds
- cosmetic sponges
- disposable applicator(s)
- spatula(s)

+EYELASH ENHANCEMENT SUPPLIES (ADDITIONAL SECTION)

- head band/drape
- disposable lash brush
- eyelash bands (must be a length longer than natural lash line)
- eyelash band adhesive
- tweezers
- scissors

BLOOD EXPOSURE PROCEDURE SUPPLIES

- first aid kit
- bag for disposal of blood-contaminated materials

ESTHETICS REFERENCES

PRIMARY REFERENCES

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

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NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

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SUPPORTING REFERENCES

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NATIONAL ESTHETICS
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Esthetics Theory Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

1. **SCIENTIFIC CONCEPTS (55%)**
 - A. Apply knowledge of infection control procedures related to:
 1. Microbiology
 - a. Bacteria
 - b. Viruses
 - c. Parasites
 - d. Fungi
 2. Infection control
 - a. Levels of infection control
 - i. Cleaning and Sanitation
 - ii. Disinfection
 - iii. Sterilization
 - b. Methods of infection control
 - i. Heat
 - ii. Chemical Agents
 3. Safety procedures and guidelines
 - b. Blood exposure/contact

- B. Demonstrate an understanding of basic knowledge of human physiology and anatomy related to:
 - 1. Cells
 - a. Structure
 - b. Growth and reproduction
 - 2. Tissues
 - a. Epithelial
 - b. Connective
 - c. Nerve
 - d. Muscular
 - 3. Organs and their function (e.g. skin, lungs, heart)
 - 4. Systems and their functions (e.g., muscular, integumentary, nervous)

- C. Demonstrate an understanding of histology and physiology of the skin related to:
 - 1. Structure and function of the layers of the skin
 - 2. Structure and function of the glands
 - 3. Structure of the hair follicle
 - 4. Functions of the skin (e.g., protection, temperature regulation, absorption)

- D. Demonstrate an understanding of skin disorders and diseases related to:
 - 1. Disorders of the sebaceous gland (e.g., acne, millia, seborrhea)
 - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
 - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 - 5. Skin pigmentation (e.g., hyperpigmentation, hypopigmentation)
 - 6. Skin growths (e.g., verruca, moles, keratoma)
 - 7. Skin cancers (e.g., basal cell carcinoma, squamous cell carcinoma, malignant melanoma)
 - 8. Skin lesions (e.g., keloid, scars, ulcers)

- E. Understand composition of body hair related to:
 - 1. Structure and growth of hair
 - 2. Abnormal hair growth (e.g., hirsutism, hypertrichosis)

- F. Demonstrate an understanding of basic chemistry including the composition and purpose of cosmetic products related to:
 - 1. Ingredients (e.g., peptides, humectants)
 - 2. Labeling
 - 3. Function (e.g., hydration, protection, cleanse)
 - 4. Acidity/Alkalinity (i.e., pH)

2. SKIN CARE AND SERVICES (45%)

- A. Demonstrate an understanding of performing a client consultation and documentation related to:
 - 1. Skin analysis
 - a. Fitzpatrick scale
 - b. Skin type
 - c. Skin condition
 - 2. Client records (e.g., health history, intake form, consultation chart)
 - 3. Treatment protocol
 - 4. Contraindications for skin services

- B. Demonstrate an understanding of cleansing procedures

- C. Demonstrate an understanding of steaming procedures (i.e., towel and steamer/vaporizer)

- D. Demonstrate an understanding of exfoliation procedures related to:
 - 1. Chemical (e.g., AHA, BHA, enzymes)
 - 2. Physical (e.g., scrubs, brushing, microdermabrasion)
 - 3. Gommage

- E. Demonstrate an understanding of extraction procedures
- F. Demonstrate an understanding of massage movements and effects
- G. Demonstrate an understanding of the use of masks related to:
 - 1. Clay/Mud
 - 2. Gel
 - 3. Rubberized
 - 4. Cream
- H. Demonstrate an understanding of hair removal methods and procedures related to:
 - 1. Waxing (i.e., hard and soft)
 - 2. Tweezing
- I. Demonstrate an understanding of principles of and procedures for makeup application related to:
 - 1. Analysis of face shapes and features
 - 2. Color theory
 - 3. Applications
- J. Demonstrate a knowledge of the use of electrical equipment during skin services related to:
 - 1. Magnifying lamp
 - 2. Wood's lamp
 - 3. Facial steamer/vaporizer
 - 4. High frequency machine
 - 5. LED therapy
 - 6. Microdermabrasion
 - 7. Microcurrent
- K. Demonstrate a basic knowledge of other services related to:
 - 1. Body treatments
 - 2. Eyelash extensions

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. What is the term for the scientific study of the skin?
 - a. Myology
 - b. Angiology
 - c. Physiology
 - d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
 - a. Disinfection
 - b. Sterilization
 - c. Ionization
 - d. Sanitation

3. Which of the following is also referred to as the basal layer?
 - a. Stratum granulosum
 - b. Stratum lucidum
 - c. Stratum germinativum
 - d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
 - a. beginning to destroy itself.
 - b. actively growing.
 - c. shedding.
 - d. disconnecting from the papilla.

5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
 - a. Monthly
 - b. Annually
 - c. At the first treatment
 - d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as
 - a. seborrhea.
 - b. keratoma.
 - c. telangectasia.
 - d. dehydrated.

7. Melanocytes that are more active will produce
 - a. lighter skin.
 - b. darker skin.
 - c. sebaceous skin.
 - d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
 - a. oxygenate the skin.
 - b. moisturize the skin.
 - c. decrease circulation.
 - d. detoxify the skin.

Answers

1. d 3. c 5. d 7. b
 2. d 4. b 6. c 8. a

**TO TAKE THE NIC
 ESTHETICS ONLINE
 PRACTICE EXAM**

[CLICK HERE](#)

OR GO TO:

<http://www.iqttesting.com/registrationv2008/quickregister.aspx>

**FOR ASSISTANCE,
 PLEASE CALL IQT AT
 1-866-773-1114.
 (\$39.00 fee applies)**

ESTHETICS REFERENCES

PRIMARY REFERENCES

Milady's Standard Esthetics: Fundamentals

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NATIONAL BARBER STYLING
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Barber Styling Practical Examination is the licensure examination for Barber Stylists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the NIC National Barber Styling Practical Examination content and administration.
PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

*** Please refer to State guidelines.**

If your state requires that you use a mannequin head(s) or hand(s):

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.

***If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.
- The model must present a valid driver's license or State ID card for admittance to the examination.
- The model must be appropriate for examination purposes.
- The model must agree to submit to all areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination

SPECIAL ATTENTION!

The following information is vital and specific to the
National Barber Styling Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "to be disinfected"
 - Container labeled "soiled linens"
 - Container labeled "trash"
- The Shaving with a Straight Razor section is UNTIMED.
- For the Haircutting section, the candidate is expected to complete a tapered haircut using shears and clippers, with AND without guards.
- The Virgin Hair Lightening and Haircolor Retouch section of the examination is 20 minutes consisting of two 10-minute segments.
- The Chemical Relaxing, Virgin and Retouch section of the examination is 20 minutes consisting of two 10-minute segments.

**BARBER STYLING PRACTICAL
EXAMINATION CONTENT DOMAIN SECTIONS**

The scope of the National Barber Styling Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis and denoted below with a *.

1. Set Up and Client Protection (10 minutes)*
2. Haircutting (30 minutes)*
3. Shaving with a Straight Razor (Untimed)*
4. Basic Facial (10 minutes) +
5. Blow Dry Styling (15 minutes) +
6. Thermal Curling (10 minutes) +
7. Chemical Waving (20 minutes)*
8. Virgin Hair Lightening and Haircolor Retouch (20 minutes, Two 10-minute segments)*
9. Chemical Relaxing, Virgin and Retouch (20 minutes, Two 10-minute segments)*

+Denotes Additional Sections for States that elect to test this/these sections. Confirm with your examination provider about which sections are required. Administration of any of these sections is recommended in the order outlined above.

**BARBER STYLING PRACTICAL EXAMINATION TASK LINES
AND VERBAL INSTRUCTIONS**

1. SET UP AND CLIENT PROTECTION (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will now set up the general supplies that you will use throughout your examination.”

“You will also set up supplies to perform a haircut.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands **PRIOR** to setting up work area
- 1.3 Sets up work area with supplies labeled in English
- 1.4 Sets up implements that are visibly clean and sanitary
- 1.5 Uses neck strip or towel and applies drape for haircut
- 1.6 Practices infection control procedures safely throughout setup
- 1.7 Maintains work area in a safe manner throughout setup
- 1.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. HAIRCUTTING (30 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the haircutting section of this examination.”

“You will complete a tapered haircut using clippers with and without guards and shears.”

“You will be expected to complete and blend the haircut.”

“Do not clean up the hair until you are instructed to do so.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

“You will be informed when you have 15 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Sanitizes hands **PRIOR** to starting haircut
- 2.2 Uses clipper and comb **without** guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers **with** guard to perform a tapered haircut from the front of the ear to the parietal ridge
- 2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
- 2.5 Establishes outline around ears and sides of neck that follows natural hairline
- 2.6 Handles shears safely at all times
- 2.7 Handles clippers safely at all times

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed:

“May I please use your comb to check your haircut?”

- 2.8 Hair in front of ear (sideburns) is uniform in length
- 2.9 Haircut blended evenly **without** weight line
- 2.10 At least ½ inch of hair is cut throughout

Examiner – Verbal Instructions: Read to each candidate individually after checking their haircut:

“You may clean up only your hair at this time.”

- 2.11 Removes hair clippings from skin, drape, and work area
- 2.12 Removes hair from floor completely
- 2.13 Maintains neck strip or towel and drape for protection throughout service
- 2.14 Practices infection control procedures safely throughout service
- 2.15 Maintains work area in a safe manner throughout service
- 2.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

3. SHAVING WITH A STRAIGHT RAZOR (Untimed)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the shaving with a straight razor section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the shaving with a straight razor section of this examination.”

“You will drape your model/mannequin for the shave.”

“You will prepare the face for shaving by lathering and steaming.”

“Please step back to indicate you are ready to demonstrate the shave.”

“You will be instructed individually when to remove the towel, re-lather, and begin the shave.”

“Do not remove the steam towel or demonstrate any strokes until instructed.”

“You will be observed for client protection, safety and infection control procedures.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.1 Sets up implements that are visibly clean and sanitary
- 3.2 Sets up work area with supplies labeled in English
- 3.3 Sanitizes hands to include wrist
- 3.4 Applies drape across front of model covering shoulders but not touching the skin of the neck
- 3.5 Applies towel securely by tucking into neckband
- 3.6 Places residue towel across chest/shoulder area
- 3.7 Lathers beard and mustache area using a circular motion with cushion of fingers evenly and safely
- 3.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel around face folding ends over forehead and leaving nostrils exposed

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate they have completed their preparation. Please do nothing until instructed individually by the examiner.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove the steam towel, re-lather, and demonstrate the shave.”

- 3.9 Removes steam towel and lather together in a continuous motion
- 3.10 Re-lathers beard and mustache area using a circular motion with cushion of fingers safely
- 3.11 Uses freehand stroke in areas 1, 3, and 4

- 3.12 Holds straight razor in correct freehand position with palm facing toward model/mannequin safely while shaving
- 3.13 Uses backhand stroke in area 2
- 3.14 Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- 3.15 Uses reverse freehand stroke in area 5
- 3.16 Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely

Examiner – Verbal Instructions: Read to each candidate individually after shave is evaluated:

“Please complete your shave at this time.”

- 3.17 Keeps stretching hand dry and lather-free to prevent slipping
- 3.18 Strokes straight razor at 20°- 40° angle
- 3.19 Performs shaving stroke(s) with leading point of straight razor safely
- 3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
- 3.21 Applies toner or astringent safely
- 3.22 Maintains drape for protection throughout service
- 3.23 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 3.24 Practices infection control procedures safely throughout service
- 3.25 Maintains work area in a safe manner throughout service

Examiner – Verbal Instructions: Read to each candidate individually after they have completed the shave:

“Please step back and wait for further instruction.”

Proctor – Verbal Instructions: – Read to entire group when all examiners have graded the shave:

“All examiners have indicated they have completed their assessment.”

**4. BASIC FACIAL (10 minutes)
+ Additional Section +**

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the basic facial section of this examination.”

“You will prepare your model/mannequin for the service.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 4.1 Sets up implements that are visibly clean and sanitary
- 4.2 Sets up work area with supplies labeled in English
- 4.3 Sanitizes hands **PRIOR** to draping
- 4.4 Applies hair drape to secure hair away from face
- 4.5 Re-sanitizes hands to include wrist
- 4.6 Removes cleanser from container using infection control procedures
- 4.7 Cleanses entire face safely
- 4.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and removes all cleanser using steam towel safely
- 4.9 Removes massage product from container using infection control procedures
- 4.10 Distributes massage product over face
- 4.11 Demonstrates massage while maintaining continuous contact
- 4.12 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and removes massage product using steam towel safely
- 4.13 Applies toner or astringent safely
- 4.14 Maintains neck strip or towel and drape for protection throughout service
- 4.15 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 4.16 Practices infection control procedures safely throughout service
- 4.17 Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

**5. BLOW DRY STYLING (15 minutes)
+ Additional Section+**

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the blow dry styling section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the blow dry styling section of this examination.”

“Prepare by wetting the top and one side of the head.”

“You will blow dry only the top and one side of the head.” “You will be observed for client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Sets up implements that are visibly clean and sanitary
- 5.2 Sanitizes hands **PRIOR** to draping
- 5.3 Uses neck strip or towel and drape
- 5.4 Directs air flow to protect scalp
- 5.5 Controls hair with a brush or comb
- 5.6 Demonstrates drying of hair on top and one side of head
- 5.7 Dries hair from scalp to ends to create volume
- 5.8 Maintains neck strip or towel and drape for protection throughout service
- 5.9 Practices infection control procedures safely throughout service
- 5.10 Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read if the timer goes off before all candidate have stepped back:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until instructed to do so.”

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section: *“All examiners have indicated they are ready to proceed.”*

6. THERMAL CURLING (10 minutes)
+ Additional Section+

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the thermal curling section of this examination.”

“Plug in your curling irons at this time.” (Applies only to states that require hot irons)

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the thermal curling section of this examination.”

“You will form three curls on the top of the head and four curls on one side of the head.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 6.1 Sets up implements that are visibly clean and sanitary
- 6.2 Sanitizes hands **PRIOR** to thermal curling
- 6.3 Tests temperature of iron **PRIOR** to applying to hair
- 6.4 Subsections hair same width as barrel of iron
- 6.5 Subsections hair no wider than 3 inches
- 6.6 Establishes a base
- 6.7 Distributes hair evenly around iron
- 6.8 Forms a complete curl
- 6.9 Protects scalp from iron with comb
- 6.10 Forms curl so that the hair is smooth and unmarked
- 6.11 Uses iron safely at all times
- 6.12 Maintains neck strip or towel and drape for protection throughout service
- 6.13 Practices infection control procedures safely throughout service
- 6.14 Maintains work area in a safe manner throughout service
- 6.15 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

7. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the chemical waving section of this examination.”

“You will wrap the center back section of the head, from crown to nape.” “Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl.”

“You will be instructed to demonstrate saturation.”

“You will be instructed to demonstrate a test curl.”

“Do not remove the perm rods until the examiner instructs you to remove them.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 7.1 Sets up implements that are visibly clean and sanitary
- 7.2 Sets up work area with supplies labeled in English
- 7.3 Sanitizes hands **PRIOR** to subsectioning hair
- 7.4 Subsections hair straight and evenly
- 7.5 Subsections hair no longer than length of rod
- 7.6 Subsections hair same width as rod
- 7.7 Wraps hair evenly and smoothly around rod
- 7.8 Distributes hair evenly across end paper
- 7.9 Extends end papers beyond hair ends
- 7.10 Places bands correctly
- 7.11 Uses same rod base placement throughout section
- 7.12 Wraps hair around rod at least 1½ times

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back or timing has elapsed:

“Please demonstrate saturation.”

- 7.13 Applies cotton and/or protective cream at nape
- 7.14 Wears gloves during application of simulated product
- 7.15 Applies simulated product across length of all rods safely

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

- 7.16 Unwraps rod at least 1 ½ turns and hair is held to relax to demonstrate test procedure

Examiner – Verbal Instructions: Read to each candidate individually:

“Please step back and do not remove the perm rods until instructed to do so.”

- 7.17 Maintains neck strip or towel and drape for protection throughout service
- 7.18 Practices infection control procedures safely throughout service
- 7.19 Maintains work area in a safe manner throughout service
- 7.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read the following to the entire group of candidates after examiners have finished checking all candidates:

“Please remove all rods from the head and brush the hair straight back.”

8. VIRGIN HAIR LIGHTENING AND HAIRCOLOR RETOUCH
(20 minutes, Two 10-minute segments)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the hair lightening and haircolor retouch section of this examination.”

“You may begin sectioning the head into 4 equal sections.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the virgin hair lightening application section of this examination.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete the virgin hair lightening section.”

“You will be informed when you have 5 minutes remaining.”

“Upon completion, you will step back until instructed to apply the hair coloring retouch section.”

“You will have 10 minutes to complete the hair coloring retouch section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 8.1 Sets up implements that are visibly clean and sanitary
- 8.2 Sets up work area with supplies labeled in English
- 8.3 Sanitizes hands **PRIOR** to performing the predisposition test
- 8.4 Performs predisposition test with simulated product behind the ear
- 8.5 Divides head into four equal sections
- 8.6 Applies protective cream around hairline
- 8.7 Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application

- 8.8 Subsections hair 1/4 inch wide or less
- 8.9 Applies simulated product 1/2 inch from scalp
- 8.10 Applies simulated product up to but not including last 1 inch of hair
- 8.11 Completely covers midshaft with simulated product

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read to entire group if timer goes off:

“Please step back.”

Demonstration of Haircolor Retouch (10 minutes)

Proctor – Verbal Instructions:

“You have 10 minutes to complete the hair color retouch section.”

“You will be informed when you have 5 minutes remaining.”

“You may begin.”

- 8.12 Outlines hair color retouch quadrant with simulated product
- 8.13 Subsections hair 1/2 inch wide or less
- 8.14 Applies simulated product on the scalp out to 2 inches
- 8.15 Completely covers new growth with simulated product
- 8.16 Keeps perimeter skin free of product
- 8.17 Maintains neck strip or towel and drape for protection throughout service

- 8.18 Practices infection control procedures safely throughout service
- 8.19 Maintains work area in a safe manner throughout service
- 8.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. CHEMICAL RELAXING, VIRGIN AND RETOUCH
(20 minutes, Two 10-minute segments)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions:

“You will now perform the virgin relaxer application section of this examination.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete the virgin relaxer section.”

“You will be informed when you have 5 minutes remaining.”

“Upon completion, you will step back until instructed to apply the relaxer retouch section.”

“You will have 10 minutes to complete the relaxer retouch section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

(First 10-minute segment)

- 9.1 Sets up implements that are visibly clean and sanitary
- 9.2 Sets up work area with supplies labeled in English
- 9.3 Sanitizes hands **PRIOR** to applying protective cream
- 9.4 Applies protective cream around hairline
- 9.5 Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application

- 9.6 Subsections hair 1/4 inch wide or less
- 9.7 Applies simulated product 1/2 inch from scalp
- 9.8 Applies simulated product up to but not including last 1 inch of hair
- 9.9 Completely covers midshaft with simulated product

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read to entire group if timer goes off:

“Please step back.”

Demonstration of Relaxer Retouch (10 minutes)

Proctor – Verbal Instructions:

“You have 10 minutes to complete the relaxer retouch section.”

“You will be informed when you have 5 minutes remaining.”

“You may begin.”

- 9.10 Subsections hair ¼ inch wide or less
- 9.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- 9.12 Completely covers new growth with simulated product

Examiner – Verbal Instructions: Read to each candidate individually after timing is completed or all candidates have stepped back:

“Please demonstrate smoothing the relaxer retouch product.”

- 9.13 Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension
- 9.14 Keeps perimeter skin free of product
- 9.15 Maintains neck strip or towel and drape for protection throughout service
- 9.16 Practices infection control procedures safely throughout service
- 9.17 Maintains work area in a safe manner throughout service
- 9.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section.

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor – Verbal Instructions: Read at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“This concludes the National Barber Styling Practical Examination.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

SUGGESTED EXAMINATION SUPPLIES

All supplies must be labeled in English. No other languages can be present unless an original manufacturer's label is present. Original manufacturers' labels must have English and may be multi-language. All other created labels must be only English

** Please refer to State guidelines*

UNIVERSAL SUPPLIES (Also known as General Supplies)

- dry storage kit/container*
- hand sanitizer with manufacturer's label
- mannequin head(s) and a table clamp* (pre-marked mannequin head(s) are NOT permitted)
- a towel to place between the clamp and the table*
- EPA-registered, hospital-grade disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- astringent or toner
- container labeled "to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cloth towel(s)
- paper towel(s)
- neck strip(s)
- protective drape(s) (child size is appropriate for mannequin)
- hair clip(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- tape
- first aid kit

HAIRCUTTING SUPPLIES

- haircutting shears
- clippers
- comb(s)
- guard(s)

SHAVING SUPPLIES

- shaving cream (non-aerosol)
- straight razor
- wet steam towels

+BASIC FACIAL SUPPLIES (ADDITIONAL SECTION)

- hair drape
- cleanser
- massage product
- astringent or toner
- wet steam towels

+BLOW DRY STYLING SUPPLIES (ADDITIONAL SECTION)

- blow dryer
- spray bottle with water
- hair brush(es)

+THERMAL CURLING SUPPLIES (ADDITIONAL SECTION)

- thermal curling iron with cord attached
- comb(s)
- material for testing temperature of iron

CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- simulated waving lotion (water)
- comb(s)

HAIRCOLORING AND LIGHTENING SUPPLIES

- tint brush(es) and bowl or bottle applicator
- thick gel or colored cholesterol*
- comb(s)
- hair clips

CHEMICAL RELAXING SUPPLIES

- tint brush(es) and bowl or bottle applicator
- thick gel or colored cholesterol*
- comb(s)

BARBER STYLING REFERENCES

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug_2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug_2014.pdf)

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com



NATIONAL BARBER STYLING
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Barber Styling Theory Examination is the licensure examination for Barber Stylists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Barber Styling Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation, please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

BARBER STYLING THEORY EXAMINATION CONTENT OUTLINE

1. **SCIENTIFIC CONCEPTS (27%)**
 - A. Demonstrate an understanding of the principles and practice of infection control as it relates to:
 1. Microbiology
 - a. Bacteria
 - b. Viruses
 - c. Parasites
 - d. Immunity
 - e. Prevention
 2. Methods of infection control
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization

3. Federal Regulations
 - a. Occupational Health and Safety Administration (OSHA) guidelines
 - b. Universal precautions
 - c. Material Safety Data Sheets (MSDS)
 - d. Environmental Protection Agency (EPA)
 - e. Food and Drug Administration (FDA)
 4. First Aid
 - a. Minor bleeding and wounds
 - b. Minor burns
 - c. Minor eye irritation
- B. Demonstrate an understanding of basic human anatomy as it relates to:
1. Cells
 2. Tissues
 3. Organs
- C. Demonstrate an understanding of basic physiology (body systems) as it relates to:
1. Skeletal system
 - a. Head
 - b. Face
 - c. Neck
 2. Muscular system
 - a. Head
 - b. Face
 - c. Neck
 3. Nervous system
 - a. Head
 - b. Face
 - c. Neck
 4. Circulatory system
 5. Endocrine system
 6. Digestive system
 7. Respiratory system
 8. Integumentary system
 9. Excretory system
- D. Demonstrate an understanding of basic principles of chemistry as it relates to:
1. Matter
 2. The pH scale
 3. Effects of nutrition on hair, scalp, and skin
 4. Compounds
 5. Mixtures
 6. Product ingredients
 7. Product labeling
 8. Product safety
- E. Demonstrate an understanding of basic principles of electricity as it relates to:
1. Electric current
 2. Electric measurements
 3. Electricity in barber-styling
 - a. Electrotherapy
 - b. Light therapy

2. HAIR CARE SERVICES (40%)

- A. Demonstrate an understanding of trichology as it relates to:
 - 1. Properties and structure of the hair and scalp
 - a. Shaft
 - i. Cuticle
 - ii. Cortex
 - iii. Medulla
 - b. Root
 - i. Follicle
 - ii. Bulb
 - iii. Papilla
 - iv. Arrector pili muscle
 - v. Sebaceous gland
 - 2. Hair analysis and hair quality
 - a. Porosity
 - b. Texture
 - c. Elasticity
 - d. Density
 - 3. Hair growth stages
 - 4. Hair loss
 - a. Types
 - b. Treatments
 - 5. Disorders of the hair and scalp
 - a. Types
 - b. Treatments

- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Desired look
 - 2. Face shape
 - 3. Hair analysis

- C. Demonstrate an understanding of procedures for draping for all hair services

- D. Demonstrate an understanding of concepts needed for haircutting and styling as it relates to:
 - 1. Elements of hair design
 - a. Form
 - b. Shape
 - c. Line
 - d. Color
 - e. Wave pattern
 - 2. Principles of hair design
 - a. Proportion
 - b. Balance
 - c. Symmetry
 - 3. Facial shapes

- E. Demonstrate an understanding of procedures for shampooing, conditioning, massage, and brushing as it relates to:
1. Shampooing
 - a. Product selection
 - b. Procedure
 2. Conditioning
 - a. Product selection
 - b. Procedure
 3. Scalp massage
 - a. Types of manipulations
 - b. Procedure
 4. Scalp treatments
 - a. Product selection
 - b. Procedure
 - c. Equipment
- F. Demonstrate an understanding of procedures for haircutting as it relates to:
1. Basic principles of haircutting
 - a. Areas of the head
 - b. Elevation or projection
 - c. Lines and angles
 - d. Crosschecking
 - e. Texturizing
 2. Tools, implements, and equipment
 - a. Types
 - b. Selection
 - c. Care and maintenance
 3. Safety
 4. Body positioning
 5. Basic haircuts
 - a. Blunt
 - b. Layered
 - c. Tapered
 6. Haircutting procedures
 7. Neck shaving procedures
- G. Demonstrate an understanding of procedures for head shaving as it relates to:
1. Preparation
 2. Shaving procedure
 3. Safety
- H. Demonstrate an understanding of procedures for hairstyling as it relates to:
1. Wet Styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 2. Thermal styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 3. Natural hairstyling (e.g., braids, locks, etc.)
 4. Safety

- I. Demonstrate an understanding of wigs, hair pieces, and hair enhancements as it relates to:
 - 1. Materials and construction
 - 2. Supplies
 - 3. Sizing
 - 4. Attachment methods
 - 5. Styling
 - 6. Maintenance

- J. Demonstrate an understanding of procedures for chemical services as it relates to:
 - 1. Chemical Texture
 - a. Chemical waving
 - i Application procedures
 - ii Product selection
 - b. Reformation curls
 - i Application procedures
 - ii Product selection
 - c. Chemical relaxing
 - i Application procedures
 - ii Product selection
 - 2. Haircolor and lightening (including facial hair)
 - a. Color theory
 - i Law of color
 - ii Tone
 - iii Level
 - b. Application procedures
 - c. Product selection
 - 3. Safety

3. FACIAL HAIR SERVICES (17%)

- A. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- B. Demonstrate an understanding of procedures for draping for all facial hair services
- C. Demonstrate an understanding of procedures for shaving and facial hair designing as it relates to:
 - 1. Tools and implements
 - 2. Facial shaving
 - a. Preparation
 - b. Positions and strokes
 - 3. Mustaches and beards
 - a. Preparation
 - b. Products
 - 4. Safety

4. SKIN CARE AND FACIAL SERVICES (16%)

- A. Demonstrate an understanding of skin histology as it relates to:
 - 1. Anatomy of the skin
 - a. Layers of the skin
 - b. Nerves of the skin
 - c. Glands of the skin
 - d. Types of skin
 - e. Skin pigmentation
 - f. Aging of the skin
 - 2. Functions of the skin
 - 3. Disorders of the skin

- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- C. Demonstrate an understanding of procedures for draping for all skin care and facial services
- D. Demonstrate an understanding of procedures for facials as it relates to:
 - 1. Tools and implements
 - 2. Equipment
 - 3. Products and materials
 - 4. Types of facial massage manipulations
 - 5. Types of facial treatments
 - 6. Electrotherapy and light therapy
 - 7. Safety
- E. Demonstrate knowledge of types of temporary hair removal

BARBER STYLING SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Barber Styling Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Anthrax and tetanus bacilli form which of the following types of spore?
 - a. Mitosis
 - b. Flagella
 - c. Spherical
 - d. Infectious
2. All French style shears
 - a. are cobalt metal.
 - b. have a finger brace.
 - c. are made in France.
 - d. have tight pivots.
3. Prior to a shaving service the headrest must be
 - a. washed and dried.
 - b. disinfected and covered.
 - c. washed and removed.
 - d. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
 - a. away from the origin of the muscle.
 - b. toward the origin of the muscle.
 - c. around the origin of the muscle.
 - d. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
 - a. Applying oil to the ends
 - b. Using a styling gel on the ends
 - c. Moistening the ends
 - d. Cutting the ends

6. The diameter of a single strand of hair is also called
 - a. growth pattern.
 - b. porosity.
 - c. density.
 - d. texture.

7. What should be performed **FIRST** before applying permanent hair color?
 - a. Strand test
 - b. Patch test
 - c. Curl test
 - d. Texture test

8. Before sodium hydroxide processing, hair should be analyzed to determine its
 - a. acidity.
 - b. alkalinity.
 - c. texture, porosity and elasticity.
 - d. density, color and end bonds.

Answers		
1. c	4. b	7. b
2. b	5. d	8. c
3. b	6. d	

BARBER STYLING REFERENCES

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug_2014.pdf)

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com



NATIONAL NAIL TECHNOLOGY
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Nail Technology Practical Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Nail Technology Practical Examination content and administration.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

*** Please refer to State guidelines.**

If your state requires that you use a mannequin head(s) or hand(s):

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.

***If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.

- The model must present a valid driver’s license or State ID card for admittance to the examination.
- The model must be appropriate for examination purposes.
- The model must agree to submit to all areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination

SPECIAL ATTENTION!

The following information is vital and specific to the
National Nail Technology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “to be disinfected”
 - Container labeled “soiled linens”
 - Container labeled “trash”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Nail Technology Practical Examination Content Domains section).
- The examination includes a blood exposure procedure section (see Nail Technology Practical Examination Content Domains below and Content Domain 6 Blood Exposure Procedure).

**NAIL TECHNOLOGY PRACTICAL
EXAMINATION CONTENT DOMAIN SECTIONS**

The scope of the National Nail Technology Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis.

1. Work Area and Client Preparation, and Set Up of Supplies (First client) (15 minutes)
2. Manicure and Polish Application (20 minutes)
3. Work Area and **New Client** Preparation, and Set Up of Supplies (Second client) (10 minutes)
4. Nail Tip Application and Blending (20 minutes)
5. Sculptured Nail (20 minutes)
6. Blood Exposure Procedure (Untimed)

NAIL TECHNOLOGY PRACTICAL EXAMINATION TASK LINES
AND VERBAL INSTRUCTIONS

1. WORK AREA AND CLIENT PREPARATION AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare and set up your work area for your client.”

“You will set up the universal supplies that you will use throughout the examination.”

“You will also set up the supplies for the manicure and polish application.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

2. MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform manicure and polish application.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Manicure supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 2.2 Implements and supplies are visibly clean
- 2.3 Sanitizes hand to be manicured with product labeled in English (manufacturer’s label)
- 2.4 Shapes free edge to establish uniform length and shape
- 2.5 Immerses all fingernails in bowl of water
- 2.6 Applies cuticle remover
- 2.7 Pushes back cuticle
- 2.8 Cleans under free edge
- 2.9 Brushes or wipes nails to remove product or remaining debris
- 2.10 Buffs nail
- 2.11 Applies cuticle oil
- 2.12 Applies massage product
- 2.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements
- 2.14 Cleanse each nail plate with appropriate solution (i.e., nail dehydrator, alcohol, nail prep solution)
- 2.15 Applies base coat to cover entire nail plate
- 2.16 Applies red polish to cover entire nail plate
- 2.17 Applies top coat to cover entire nail plate

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

- 2.18 Final appearance of polish is smooth and even
- 2.19 Nail plate is entirely covered with red polish
- 2.20 Cuticle and surrounding skin are free of polish and free of injury

Examiner – Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates when examiners have finished checking the final appearance of the nails:

“All examiners have indicated they are ready to proceed with the examination.”

“You will have 5 minutes to remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be informed when you have 2 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

2.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

*“You will prepare your work area for a **NEW** client.”*

“You will set up your work area with the universal supplies that you will use for the remainder of the examination.”

“You will also set up for the following sections of the examination:

nail tip application and blending

sculptured nail”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant

3.2 Sanitizes hands with product labeled in English (manufacturer’s label)

3.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)

3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform nail tip application and blending.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will apply the nail tip to the _____ finger.” (DO NOT READ: Note to Proctor - Choose any finger)

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 4.1 Nail tip application and blending supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 4.2 Implements and supplies are visibly clean
- 4.3 Sanitizes mannequin/model hand with product labeled in English (manufacturer’s label)
- 4.4 Removes residual nail polish from nail plate with appropriate solution
- 4.5 Removes shine from nail plate
- 4.6 Removes dust from nail plate
- 4.7 Applies nail dehydrator product to nail plate
- 4.8 Selects full-well tip and attaches to nail plate of assigned finger
- 4.9 Trims and shapes nail tip
- 4.10 Blends and finishes nail tip

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

- 4.11 Result of tip selection and application
- 4.12 Cuticle and surrounding skin are free of adhesive (cuticle, surrounding skin, hyponychium)
- 4.13 Appearance of finished nail tip

Examiner – Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

- 4.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will sculpt a nail on the _____ finger.” (DO NOT READ: Note to Proctor - Choose any finger)

*“You must use low-odor/less-odor product.” *check state testing guidelines for product requirements.*

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Sets up sculptured nail supplies. Polymer, monomer, and primer MUST be in original container and have manufacturer’s label in English.
- 5.2 Implements and supplies are visibly clean
- 5.3 Removes shine from nail plate
- 5.4 Cleanses and dehydrates nail plate
- 5.5 Applies nail form to fit snugly under free edge
- 5.6 Applies nail primer to nail plate
- 5.7 Sculpt a nail to extend the free edge of assigned finger
- 5.8 Shapes, contours and finishes sculptured nail

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

- 5.9 Appearance of finished sculptured nail is smooth, balanced, and even
- 5.10 Cuticle and surrounding skin are free of sculptured product (cuticle, surrounding skin, hyponychium) and remain undamaged

Examiner – Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

6. BLOOD EXPOSURE PROCEDURE (Untimed)

Proctor – Verbal Instructions: Read to all candidates:

“You will now demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the thumb. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”

“This is an untimed section.”

“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”

“Do not begin until you are instructed to do so by the examiner.”

(1) *“The instructions will be repeated.”*

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate the blood exposure procedure for this scenario.”

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 6.2 Removes materials from first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Candidate wears gloves
- 6.5 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 Disposes of all contaminated supplies

Examiner – Verbal Instructions: Read to each candidate individually once the blood exposure procedure has been examined:

“Please do nothing until the next verbal instructions are given.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor - Verbal Instructions: Read at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“This concludes the National Nail Technology Practical Examination.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“Do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

SUGGESTED EXAMINATION SUPPLIES

All supplies must be labeled in English. No other languages can be present unless an original manufacturer's label is present. Original manufacturers' labels must have English and may be multi-language. All other created labels must be only English

** Please refer to State guidelines*

UNIVERSAL SUPPLIES (Also known as General Supplies)

- dry storage kit/container*
- hand sanitizer with real product and manufacturer's label
- mannequin hand (must be entire hand, cannot have removable digits)
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container labeled "to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cloth and paper towel(s)
- polish remover
- cotton
- first aid kit
- tape

BASIC MANICURE AND POLISH SUPPLIES

- bowl for water (finger bowl)
- container of water
- cuticle cream/remover
- files and/or buffers
- cuticle pusher
- nail brush
- massage product
- cuticle oil
- nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- base coat
- top coat
- red polish
- polish remover
- cotton
- spatula(s)

NAIL TIP APPLICATION AND BLENDING SUPPLIES

- full-well nail tips
- nail tip clipper
- adhesive
- files and/or buffers
- cuticle oil
- cotton
- polish remover

SCULPTURED NAIL SUPPLIES

- sculptured nail products (monomer, polymer, and primer). The product must be *low-odor/less-odor* and in its original container with the manufacturer's label.
- sculptured nail brush
- dappen dishes
- files and/or buffers
- sculptured nail form(s)
- nail prep solution
- cuticle oil
- cotton

BLOOD EXPOSURE PROCEDURE SUPPLIES

- first aid kit
- bag for disposal of blood-contaminated materials

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals – Nails
2007, 10th printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady's Standard Nail Technology
2011, 6th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

Nails – Exhibits of Art
2007 2.1 Edition
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
www.clcusa.com

NIC Infection Control and Safety Standards
Adopted 1998: Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

SUPPORTING REFERENCES

Salon Fundamentals – Nails

2007, 7th printing, 1st Edition, October 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Nail Technology

2007, 5th Edition, Revised Edition

Thompson Delmar Learning Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.com

Nails – Exhibits of Art

2007 1st Edition

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

www.elicusa.com



NATIONAL NAIL TECHNOLOGY
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Nail Technology Theory Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Nail Technology Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
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 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

1. **SCIENTIFIC CONCEPTS (40%)**
 - A. Infection Control and Safety Practices
 1. Identify how disease and infection are caused and transmitted
 2. Recognize purpose and/or effects of infection control principles (e.g., cleansing, sanitation, disinfection, sterilization)
 - a. Levels of infection control
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies)
 1. Recognize when cross-contamination occurs
 2. Differentiate between the purpose of single- and multi-use tools
 3. Apply blood exposure/contact procedures
 4. Identify purpose of Material Safety and Data Sheets (MSDS)
 5. Identify ways to prevent work injuries (e.g., ventilation, ergonomics, environment)
 - B. Basic Human Anatomy and Physiology
 1. Identify function and structure of the skin
 2. Differentiate between disorders and diseases of the skin
 3. Identify bones of the arms and hands
 4. Identify bones of the legs and feet
 5. Identify muscles of the arms and hands and their functions
 6. Identify muscles of the legs and feet and their functions

- C. Nail Anatomy and Physiology
 - 1. Identify the parts of the nail (e.g., root, mantle, matrix)
 - 2. Identify function of structures of the nail
 - 3. Differentiate between signs and symptoms of nail conditions, disorders, and diseases
- D. Basic Chemistry of Nail Products
 - 1. Explain purpose and effects of products and ingredients
 - 2. Recognize interaction between chemicals
 - 3. Recognize physical interactions with chemicals
 - 4. Recognize chemical reactions (e.g., overexposure, chemical burn)

2. NAIL TECHNOLOGY PROCEDURES (60%)

- A. Client Consultation and Documentation
 - 1. Identify elements of a client consultation
 - 2. Evaluate condition of client's nail and skin (i.e., nail assessment)
 - 3. Recognize conditions that would prohibit service (i.e., contraindications)
 - 4. Determine services or products
 - 5. Maintain client records (e.g., service history, client card, health history)
- B. Nail Service Tools
 - 1. Identify function and effects of tools
 - a. Nail equipment (e.g., table, lamp, electric file, pedicure basin)
 - b. Nail implements (e.g., nail clippers, cuticle pusher)
 - c. Nail supplies, products, and materials (e.g., cotton, lotion, towels)
 - 2. Follow practices for safe use of tools (i.e., equipment, implements, supplies)
- C. Nail Service Preparation
 - 1. Perform set-up of work station/service area following infection control procedures
 - 2. Perform sanitation of client's and technician's hands and/or feet
- D. Manicure and Pedicure Services
 - 1. Perform procedures safely for basic manicure and/or pedicure service
 - a. Shape nails
 - b. Cuticle detailing (e.g., cuticle pushing, removal, conditioning)
 - c. Cleanse nails
 - d. Buff nails
 - e. Exfoliate (e.g., foot file, scrub, AHA)
 - f. Perform basic massage
 - 1. Identify mechanics of massage movements
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - 2. Recognize effects of massage types
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - 2. Recognize purpose and procedures for add-on services
 - a. Paraffin
 - b. Hot oil/lotion
 - c. Masks (e.g., detox, moisture)
 - d. Soak-off gels

- E. Perform Application, Maintenance, and Removal Procedures for Nail Enhancement Services
 - 1. Nail tip
 - 2. Acrylics
 - 3. Light-cured gels
- F. Perform Post-service Procedures Following Infection Control Guidelines

NAIL TECHNOLOGY SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Pumice stone is used in pedicuring as
 - a. an abrasive.
 - b. a bleach.
 - c. a lubricant.
 - d. an astringent.
2. What is the **FIRST** step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.
6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.
7. After each use, manicuring implements should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.

8. For which one of the following are oil manicures recommended?
 - a. Leuconychia
 - b. Split nails
 - c. Brittle nails
 - d. Prevention of infection

9. What is the actively growing part of the nail?
 - a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge

10. What should be applied to a split in the nail before wrapping it?
 - a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

Answers			
1. a	4. a	7. c	10. c
2. d	5. a	8. c	
3. d	6. b	9. b	

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NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career
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 World Headquarters
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NATIONAL NAIL TECHNOLOGY
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Nail Technology Theory Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Nail Technology Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
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