ALABAMA BOARD OF COSMETOLOGY AND BARBERING

NAIL TECHNOLOGY WRITTEN EXAMINATION INFORMATION

EXAMINATIONS BY PSI SERVICES LLC

The Alabama Board of Cosmetology and Barbering is responsible for licensing and regulating the profession of cosmetology in the State of Alabama. The Board has contracted with PSI Services LLC (PSI) to deliver its examinations.

Candidates MUST pass the written examination before applying for the practical examination. You have one attempt to test per eligibility. If you fail you must reapply with the Board.

SCHEDULING PROCEDURES

Once approved by the Alabama Board of Cosmetology and Barbering, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Alabama examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 6:30 am and 9:00 pm, and Saturday/Sunday between 8:00 am and 4:30 pm, Central Time, to schedule your appointment for the examination.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

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

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:
- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as   possible.

COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination centers.

Birmingham
100 Centerview Drive, Suite 121
Birmingham, AL 35216
After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville
4900 University Square, Suite 4
Huntsville, AL 35816
From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile
6051 - B Airport Blvd.
Mobile, AL 36660
From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles on Airport Blvd. Look for a small red brick office complex, on the left side of the road called the Reynold's Place. You have to make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery
500 Interstate Park Drive
Suite 530
Montgomery, Alabama, 36104
From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Alabama.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFCATION – Choose One
�’ State issued driver's license
➘ State issued identification card
➘ US Government Issued Passport
➘ US Government Issued Military Identification Card
➘ US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION – Choose One
➘ Credit Card (must be signed)
➘ Social Security Card
➘ US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.
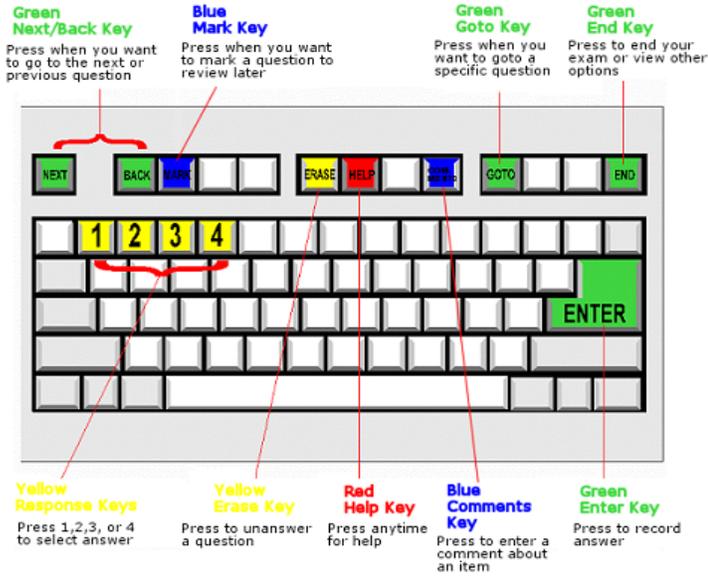
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.

Green Next/Back Key
Press when you want to go to the next or previous question

Blue Mark Key
Press when you want to mark a question to review later

Green Goto Key
Press when you want to goto a specific question

Green End Key
Press to end your exam or view other options

Yellow Response Keys
Press 1,2,3, or 4 to select answer

Yellow Erase Key
Press to unanswer a question

Red Help Key
Press anytime for help

Blue Comments Key
Press to enter a comment about an item

Green Enter Key
Press to record answer

IDENTIFICATION SCREEN

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

TUTORIAL

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

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

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

| Mark | Comments | Goto | Help | End |

| Question: 3 of 40 | Answered: 2 | Unanswered: 1 | Marked: 0 | View: All | Time Left(Min): 359 |

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

(Choose from the following options)

☐ 1. Presidents

☐ 2. Colonies

☐ 3. States

☐ 4. Wars

<< Back   Next >>

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your

response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Alabama Board of Cosmetology and Barbering is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

BARBER AND COSMETOLOGY EXAMINATIONS

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nictesting.org.

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.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - o Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - o Communicating to other candidates or any examiner.
  - o 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, ergometrics, 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	

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career
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
Alisha Rimando Botero, Catherine M. Frangie, Jim McConnell, et al
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

Nail Technician
2007 2.1 Edition
Author: Randy Rick
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
www.clicusa.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 – A Resource for Your Skin Care Career
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
Catherine M. Frangie, Douglas Schoon, Sue Ellen Schultes plus 11 others
Thompson Delmar Learning Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.com

Nail Technician
2007 1st Edition
Author: Randy Rick
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
800-207-5400
www.clicusa.com