

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .



Alabama

BOARD OF COSMETOLOGY and BARBERING

Cosmetology

Candidate Handbook

January 2016

Quick Reference

STEP ONE: COMPLETE APPLICATION

- Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Alabama Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Alabama Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Email: alcos@pcshq.com

Website: <http://www.pcshq.com>

Alabama Board of Cosmetology and Barbering

Regular Mailing Address

RSA Union Building
100 North Union Street, Suite 324
PO Box 301750
Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918

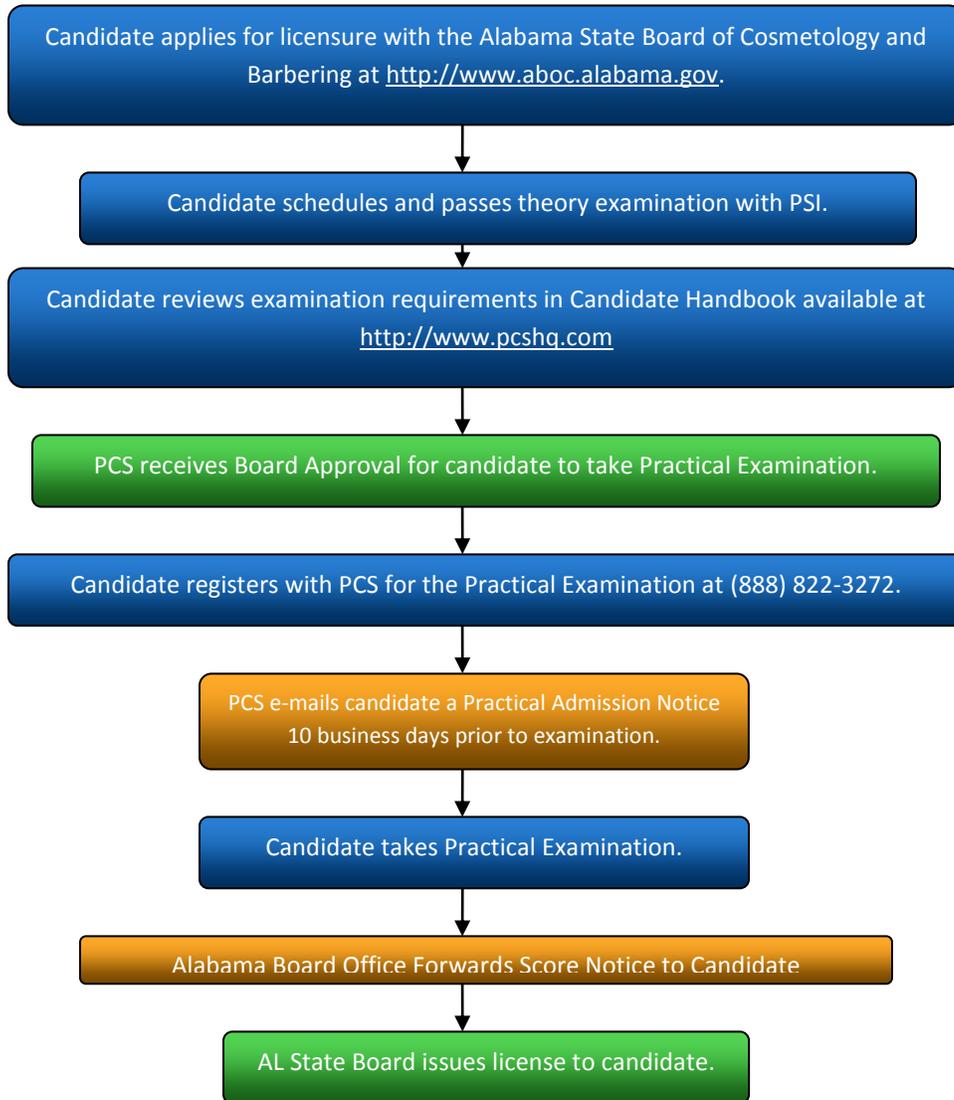
Toll-free: (800) 815-7453

Fax: (334) 242-1926

Website: <http://www.aboc.alabama.gov>

E-mail: cosmetology@aboc.alabama.gov

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Alabama Board for Cosmetology and Barbering (the “Board”) is responsible for licensing and regulating the profession of Cosmetology in the State of Alabama. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.alabama.gov>.

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license or receive reciprocity, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.alabama.gov>.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office.

Practical Examination Dates 2016

Site	Exam Date	Application Deadline
North Alabama	1/4/2016	12/14/2015
	2/1/2016	1/11/2016
	3/7/2016	2/15/2016
	4/4/2016	3/14/2016
	5/2/2016	4/11/2016
	6/6/2016	5/16/2016
	7/11/2016	6/20/2016
	8/1/2016	7/11/2016
	9/12/2016	8/22/2016
	10/3/2016	9/12/2016
	11/7/2016	10/17/2016
	12/5/2016	11/14/2016

Site	Exam Date	Application Deadline
Mobile	1/11/2016	12/21/2015
	2/15/2016	1/25/2016
	3/21/2016	2/29/2016
	4/18/2016	3/28/2016
	5/16/2016	4/25/2016
	6/20/2016	5/30/2016
	7/18/2016	6/27/2016
	8/15/2016	7/25/2016
	9/19/2016	8/29/2016
	10/17/2016	9/26/2016
	11/21/2016	10/31/2016
	12/19/2016	11/28/2016

Site	Exam Date	Application Deadline
Birmingham	1/4/2016	12/14/2015
	2/8/2016	1/18/2016
	3/14/2016	2/22/2016
	4/11/2016	3/21/2016
	5/9/2016	4/18/2016
	6/20/2016	5/30/2016
	7/11/2016	6/20/2016
	8/15/2016	7/25/2016
	9/12/2016	8/22/2016
	10/10/2016	9/19/2016
	11/14/2016	10/24/2016
	12/12/2016	11/21/2016

Site	Exam Date	Application Deadline
Montgomery	1/25/2016	1/4/2016
	2/22/2016	2/1/2016
	3/28/2016	3/7/2016
	4/25/2016	4/4/2016
	5/23/2016	5/2/2016
	6/27/2016	6/6/2016
	7/25/2016	7/4/2016
	8/29/2016	8/8/2016
	9/26/2016	9/5/2016
	10/31/2016	10/10/2016
	11/28/2016	11/7/2016
	12/19/2016	11/28/2016

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

Once you have passed the Theory Examination with PSI and paid for your practical exam, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at <http://www.pcsq.com> (steps for online registration are outlined on pages 8 - 9).

! You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Alabama**
5. Click **Cosmetology**
6. Click **Create an Account** (First Time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

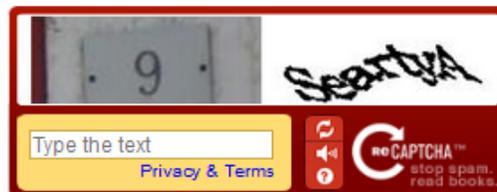
Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the REcaptcha information below



Create Account

PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
5. Choose the examination region and date; click Next.
6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.

Your Profile Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8888223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com EDIT PROFILE	Active Applications Alabama Cosmetology, Esthetician ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 09/01/2014 EDIT Applied: 12/12/2013 Most recent application: 12/12/2013 Status: Paid, Waiting for review. Application Approval Requirements ADD Final Review
Documents ADD NEW DOCUMENT	DOCUMENTS Application Form 12/12/2013 Last Changed: 12/12/2013 CREDENTIAL APPLICATION NEW APPLICATION
Education BLOUNT COUNTY AVC CLEVELAND AL From: 05/01/2011 Graduated: 09/01/2012 CHANGE SCHOOL	Pending Examinations Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 WAITING FOR APPLICATION APPROVAL CANCEL RESCHEDULE
PCS Contact Information Professional Credential Services P.O. Box 198768 Nashville, TN 37219 (888) 822-3272 alcos@pcshq.com	

PCS Candidate Homepage

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**

PROFESSIONAL
CREDENTIAL
SERVICES, INC.

Log into your account

E-Mail Address

Password

[Log In](#)

*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

If you have not previously created a PCS account please go to your [profession and state home page](#).

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show a question mark by “Final Review”
- Practical Exam Date will state “Waiting for Application Approval”

Active Applications. Alabama Cosmetology, Esthetician ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 09/01/2014 EDIT Applied 12/12/2013 Most recent application: 12/12/2013 Status: Paid. Waiting for review. <div style="border: 1px solid red; padding: 2px;"><input type="checkbox"/> ? Application Approval Requirements ADD <small>Final Review</small></div> <p style="text-align: center;">DOCUMENTS</p> <p>Application Form 12/12/2013 <small>Last Changed 12/12/2013</small></p> <p style="text-align: center;">CREDENTIAL APPLICATION NEW APPLICATION</p> Pending Examinations Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 WAITING FOR APPLICATION APPROVAL <div style="text-align: right;">X CANCEL RESCHEDULE</div>
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Approved Registration

- As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.

Active Applications. Alabama Cosmetology, Esthetician ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 09/01/2014 EDIT Applied 12/12/2013 Most recent application: 12/12/2013 Status: Approved. <div style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/> Application Approval Requirements ADD <small>Final Review</small></div> <p style="text-align: center;">DOCUMENTS</p> <p>Application Form 12/12/2013 <small>Last Changed 12/12/2013</small></p> <p style="text-align: center;">CREDENTIAL APPLICATION NEW APPLICATION</p> Pending Examinations Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 Waiting for scheduling <div style="text-align: right;">X CANCEL RESCHEDULE</div>
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Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on pages 6 and 7 of this Handbook, you will receive your requested date.

Examination Notification

A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive an e-mail at least five business days prior to your requested examination date, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Rescheduling Policy

Rescheduling is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

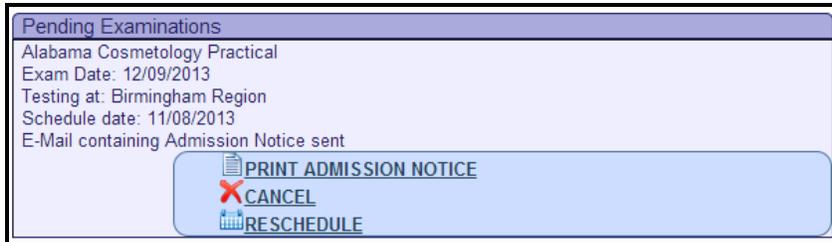
Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS at (888) 822-3272 to make inquiries regarding the practical examination.

Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice.



Pending Examinations
Alabama Cosmetology Practical
Exam Date: 12/09/2013
Testing at: Birmingham Region
Schedule date: 11/08/2013
E-Mail containing Admission Notice sent

 **PRINT ADMISSION NOTICE**
 **CANCEL**
 **RESCHEDULE**

Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule by sending payment to the Alabama Board Office. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at <http://www.pcshq.com>.

- Click **Reschedule Practical** under Active Applications.



Active Applications.
Arizona
Cosmetology, Aesthetician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 04/16/2014 [EDIT](#)
Applied 04/16/2013
Most recent application: 04/16/2013
Status: Approved.

Application Approval Requirements [ADD](#)

 [Board Review](#)
 [Coordinator Review](#)
 [Final Review](#)

 **VIEW APPLICATION FORM**
 **RESCHEDULE PRACTICAL**

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice
- A current 2" x 2" passport type color photo (selfies are not accepted)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)
- Examination Supplies (see NIC Content Outline page)

! If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

! Student ID and employment ID are NOT acceptable forms of Identification.

! If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required.

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be forwarded to you from the State Board Office within three (3) weeks of your examination. If you fail the examination, you will also receive information on how to reschedule from the Board Office.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a “Congratulations” letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Email: alcos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

! It is your responsibility to notify the State Board Office of any changes to your name, address, etc.

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

1. Email: alcos@pcshq.com
2. Professional Credential Services, Inc.
Attn: Alabama Cosmetology
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

State Practical Examination Guidelines

The Alabama State Board of Cosmetology and Barbering require you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Thermal Curling (cold iron will be used to demonstrate)
- Haircutting
- Chemical Waving
- Virgin Hair Lightening Application and Hair Color Retouch
- Virgin Relaxer Application and Relaxer Retouch
- Basic Facial
- Basic Manicure

Mannequins

A mannequin(s) is required for all services. Please see *Practical Examination Supplies*

It is the candidate's responsibility to come prepared for the examination. Mannequin heads that are pre-marked or pre-sectioned are NOT allowed for any part of the practical examination. Mannequin heads must be approved by PCS prior to admittance into the examination.

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under table areas.

National Cosmetology Practical Examination

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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back 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.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to

other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.

- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Mannequin(s)

You are required to bring a mannequin head(s); it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

You are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

National Cosmetology Practical Examination

Set Up and Client Protection (10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the thermal curling supplies." "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." (1) "The instructions will be repeated." (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Thermal Curling (10 minutes)

Verbal Instructions:

"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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Demonstration of Curling

- Tests temperature of iron PRIOR to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl

National Cosmetology Practical Examination

- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Haircutting (30 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the haircutting section of this examination."

"You will complete a basic layered haircut using shears and a razor." "You will cut the nape section with a razor." "You will complete the haircut using the shears." "Please do not sweep the hair from the floor until you are instructed." "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." "The instructions will be repeated." "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Haircutting Continued

Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: (Individually)

"May I please use your comb to check your haircut?"

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

Safety and Infection Control

The following will be read to each candidate after checking their haircut: (Individually)

"You may clean up only your hair at this time."

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Chemical Waving (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions

National Cosmetology Practical Examination

have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"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." "You will be instructed to apply simulated waving lotion." "You will be instructed to demonstrate a test curl."

"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and 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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: (Individually)

"Please demonstrate saturation."

- Applies cotton and/or protective cream at nape

Chemical Waving Continued

- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

The following will be read to each candidate: (Individually)

“Please demonstrate a test curl.”

- Unwraps rod at least 1 1/2 turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

The following will be read to the entire group of candidates when the timer goes off: *“Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them.”*

The following will be read 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.”

Virgin Hair Lightening Application and Hair Color Retouch (20 minutes, in two 10 minute segments)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections of this examination. Please do not begin

any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“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.” (1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the hair color retouch begins.

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Virgin Hair Lightening Application and Hair Color Retouch continued

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: "You have 10 minutes to complete the hair coloring section. "You will be informed when you have 5 minutes remaining." "You may begin."

Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Virgin Relaxer Application and Relaxer Retouch (20 minutes, in two 10 minute segments)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

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."(1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application (10 minutes)

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

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back: "You have 10 minutes to complete the relaxer retouch section. "You will be informed when you have 5 minutes remaining." "You may begin."

Demonstration of Relaxer Retouch (10 minutes)

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

The following will be read to each candidate: (*Individually*)

"Please demonstrate smoothing the relaxer retouch product."

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

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Virgin Relaxer Application and Relaxer Retouch continued

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Basic Facial (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

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

"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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Demonstration of Facial

- Removes cleanser from container using infection control procedures and applies it to the entire face safely
- Removes cleanser from face without dragging or pulling skin
- Removes massage product from container using infection control procedures and applies it to entire face safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner/astringent safely

Safety and Infection Control

- Maintains hair drape throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Basic Manicure (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manicure section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the manicure section of this examination." "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." "Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished." (1) "The instructions will be repeated." (2) "You may begin."

National Cosmetology Practical Examination

Basic Manicure continued

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers while maintaining continuous contact
- Cleanses massage product from each nail plate

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please 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."

Practical Examination Supplies

Recommended General 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

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked mannequins are NOT permitted)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container/bag for soiled/trash items
- container or bag for items to be disinfected
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood exposure kit)
- tape

Thermal Curling Supplies

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

Haircutting Supplies

- haircutting shears
- razor
- comb(s)

Chemical Waving Supplies

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

Hair Lightening/Coloring Supplies

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

Chemical Relaxing Supplies

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

Basic Facial Supplies

- hair drape
- cleansing cream
- massage cream
- toner or astringent

Manicuring Supplies

- Mannequin hand(s) with artificial nails attached (Trainer hands are NOT permitted.)
- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil
- base coat
- top coat
- red polish
- polish remover

National Cosmetology Practical Examination

Cosmetology References

PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

Salon Fundamentals Cosmetology

December, 2013, 8th Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2012 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

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007

www.nictesting.org

SUPPORTING REFERENCES

(formerly referred to as Optional References)

Salon Fundamentals Cosmetology

2011, 2nd Edition

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Cosmetology: Fundamentals

2008

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2912

www.milady.cengage.com

National Cosmetology Practical Examination

NIC Health and Safety Standards Blood Exposure Procedure

If a blood spill should occur, the following steps MUST be followed:

- When possible, injured party should go to sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

Candidate/Student/Licensee Injury:

1. **PROTECTION** – If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
2. **APPLY** antiseptic to the injured area.
3. **DRESSING** - cover the injury with the appropriate adhesive dressing.
4. **COVER** injured area with finger guard or glove if appropriate.
5. **BAG** and dispose of all contaminated single use items.
6. **REMOVE** gloves and wash hands.
7. **CLEAN** model/client.
8. **CLEAN AND DISINFECT** implements and station.
9. **CLEAN** hands.
10. **RETURN** to the service.

Model/Client Injury:

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area.
4. **APPLY** antiseptic.
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **BAG** and dispose of all contaminated single use items.
7. **CLEAN** and disinfect any implements or surfaces contaminated.
8. **CLEAN** hands.
9. **RETURN** to service.

Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate’s service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Examiners should also complete an incident report.

Wet Disinfection Standard

1. All tools and implements. Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal (Formulated for Hospitals)* disinfectant that is mixed and used accordingly to the manufacturer’s directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
2. Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer’s label to be effective.
3. All disinfectant solution must be changed per the manufacturer’s label or sooner if contaminated.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.