

P R O F E S S I O N A L  

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S E R V I C E S , I N C .



Alabama

**BOARD OF COSMETOLOGY and BARBERING**

**Esthetician**

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](mailto:alcos@pcshq.com)  
Website: <http://www.pcshq.com>

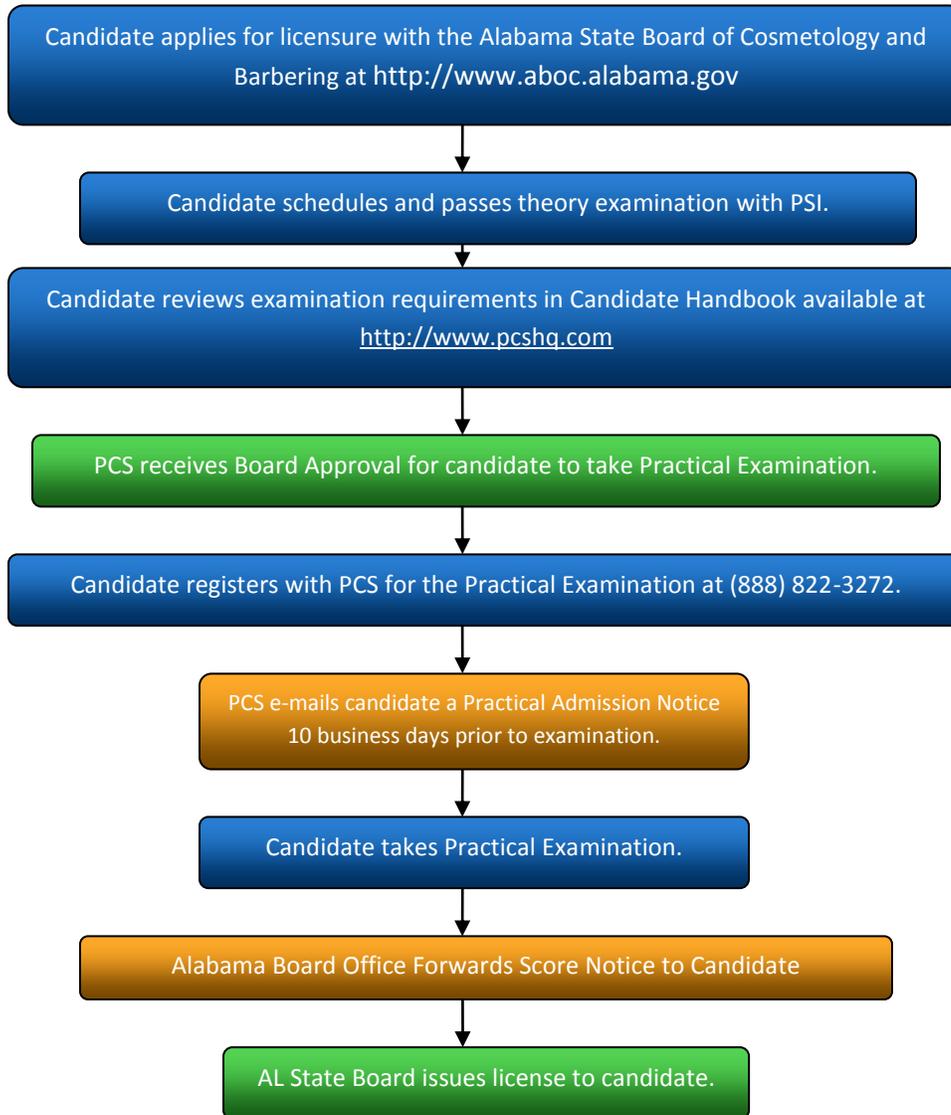
#### Alabama Board of Cosmetology and Barbering

*Regular Mailing Address*

RSA Union Building  
100 North Union Street, Suite 324  
P.O. 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](mailto: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 Esthetics 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.

## 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.pcsdq.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 **Esthetician**
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

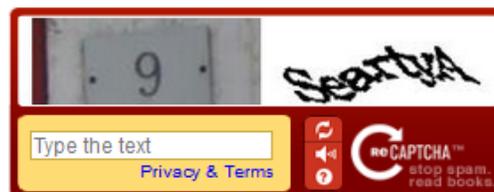
Last Name

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.

<b>Your Profile</b> 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 <a href="#">EDIT PROFILE</a>	<b>Active Applications</b> Alabama Cosmetology, Esthetician ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 09/01/2014 <a href="#">EDIT</a> Applied: 12/12/2013 Most recent application: 12/12/2013 Status: Paid, Waiting for review. <a href="#">Application Approval Requirements ADD</a> <a href="#">Final Review</a>
<b>Documents</b> <a href="#">ADD NEW DOCUMENT</a>	<b>DOCUMENTS</b> Application Form 12/12/2013 Last Changed: 12/12/2013 <a href="#">CREDENTIAL APPLICATION</a> <a href="#">NEW APPLICATION</a>
<b>Education</b> BLOUNT COUNTY AVC CLEVELAND AL From: 05/01/2011 Graduated: 09/01/2012 <a href="#">CHANGE SCHOOL</a>	<b>Pending Examinations</b> Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 WAITING FOR APPLICATION APPROVAL <a href="#">CANCEL</a> <a href="#">RESCHEDULE</a>
<b>PCS Contact Information</b> 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**

The screenshot shows the login page for Professional Credential Services, Inc. At the top, the company logo is displayed. Below it, the text "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)." At the bottom, there is a note: "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”

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Paid. Waiting for review.' A red box highlights the 'Application Approval Requirements' section, which contains a question mark icon and the text 'Final Review'. Below this is a 'DOCUMENTS' section with an 'Application Form 12/12/2013' and a 'Last Changed 12/12/2013' timestamp. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows 'Alabama Esthetician Practical' with an exam date of 01/13/2014 and a status of 'WAITING FOR APPLICATION APPROVAL'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

### 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.

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Approved.' A green checkmark icon is visible in the 'Application Approval Requirements' section, which also contains the text 'Final Review'. Below this is a 'DOCUMENTS' section with an 'Application Form 12/12/2013' and a 'Last Changed 12/12/2013' timestamp. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows 'Alabama Esthetician Practical' with an exam date of 01/13/2014 and a status of 'Waiting for scheduling'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

## 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 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](mailto: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.

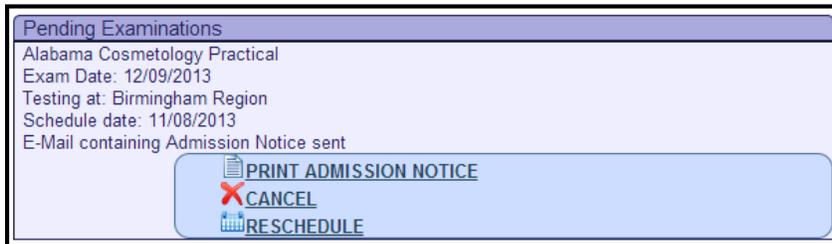
## Inclement Weather Policy

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](mailto: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: \_\_\_\_\_

## 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](mailto: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 Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

### Core Domain Services

The scope of the Esthetics Practical Examination includes 11 (eleven) sections:

- Work Area and Client Preparation, and Set Up of Universal Supplies (First client)
- Cleansing of the Face with Product
- Exfoliating the Face with Product, Using Facial Brush, 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
- Particle Microdermabrasion on the Forehead
- Facial Mask and Conclusion of Facial Service
- Facial Makeup
- Eyelash Enhancement
- Blood Exposure Procedure

### 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 any time 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 Esthetics 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. 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.

### **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.

## National Esthetics Practical Examination

### 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 facial brush, 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.”*

- (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 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 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.”*

### 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 to the next section of the examination.”*

#### 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.”*

## National Esthetics Practical Examination

### Exfoliating the Face with Product, Using Facial Brush, Including Towel Steaming (10 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will perform exfoliating the face with product, using facial brush, 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 facial brush 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 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.”*

### 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
- 4.9 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.”*

#### 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.”*

## National Esthetics Practical Examination

### 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)*
- *microdermabrasion*
- *facial mask*
- *facial makeup*
- *eyelash enhancement+*

*“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 manufacturer’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 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 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.”*

### 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

## National Esthetics Practical Examination

### Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax Continued

#### 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 the hair removal of eyebrows procedure has been examined for each candidate and it is time to proceed to next section of examination:

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

### Particle Microdermabrasion on the Forehead (10 minutes)

##### 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 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 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.”*

## National Esthetics Practical Examination

### 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 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.”*

### 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 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.”*

### Eyelash Enhancement (10 minutes)

#### 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.”*

## National Esthetics Practical Examination

### Eyelash Enhancement Continued

*"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 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."*

### 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 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 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."*

## Practical Examination Supplies

### Universal Supplies (Also known as 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 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" for items to be disinfected
- bag or container labeled "soiled linens" for soiled items
- bag or container labeled "trash" for 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
- facial brush
- wet steam towel(s)
- cotton rounds
- sponges
- gauze pads
- container of water

### Massaging the Face Supplies

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

### Hair Removal of the Eyebrows Supplies

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

### Particle Microdermabrasion Supplies

- 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

- 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

## Esthetician References

### PRIMARY REFERENCES

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***Milady's Standard Esthetics: Fundamentals***

2013, 11<sup>th</sup> Edition  
Joel Gerson  
Milady  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.cengage.com](http://www.milady.cengage.com)

***Salon Fundamentals Esthetics – A Resource for Your Skin Care Career***

2007, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013  
Pivot Point International, Inc.  
World Headquarters  
1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
800-886-4247  
[www.pivot-point.com](http://www.pivot-point.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

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***Salon Fundamentals Esthetics – A Resource for Your Skin Care Career***

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012  
Pivot Point International, Inc.  
World Headquarters  
1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
800-886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

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2007, 7<sup>th</sup> printing, 2<sup>nd</sup> Edition, February 2011  
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World Headquarters  
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Joel Gerson  
Delmar  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.cengage.com](http://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.