

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

Instructor

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

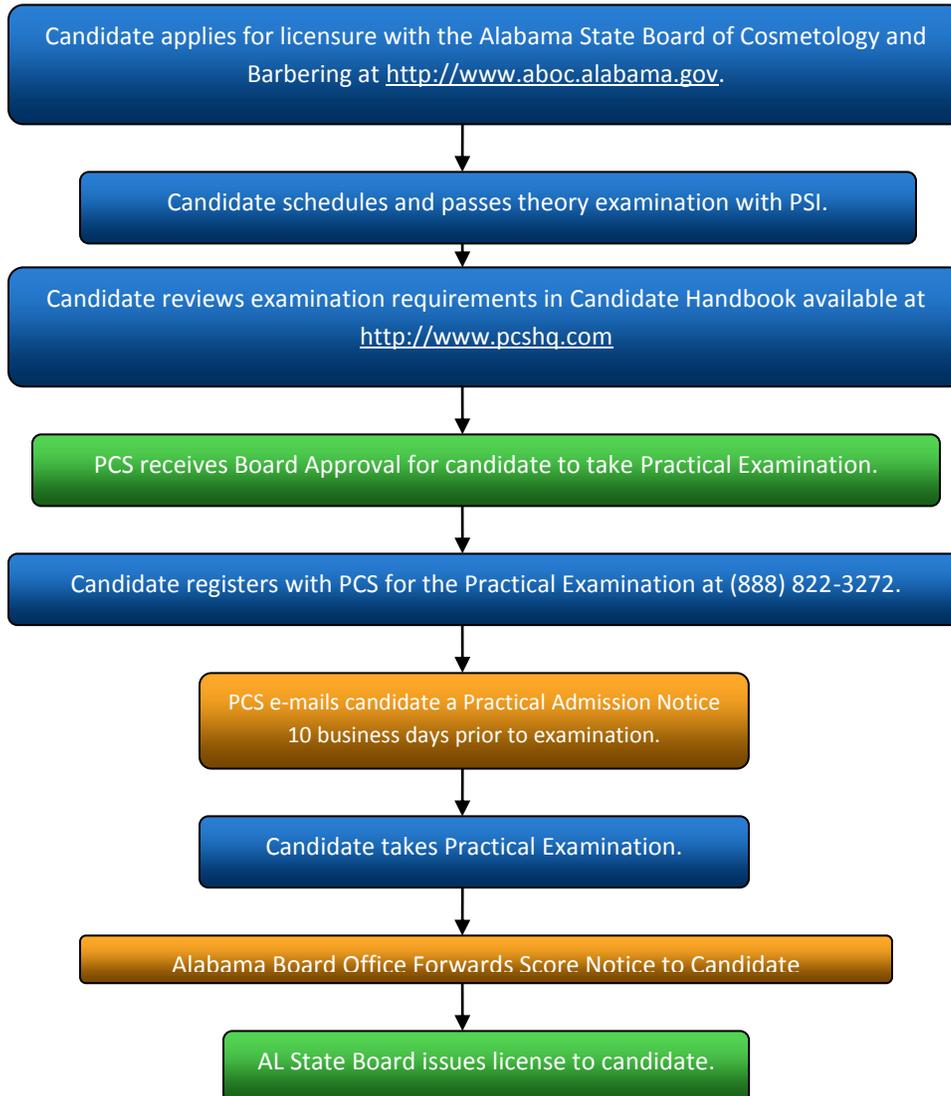
Toll-free: (800) 815-7453

Fax: (334) 242-1926

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

E-mail: cosmetology@aboc.alabama.gov

Application Process



Contents

Quick Reference.....	2
Application Process.....	3
Introduction	5
State Licensure Requirements	5
Special Accommodations	5
Practical Examination Dates 2016	6
Practical Examination Registration	6
PCS Account Set-Up	7
PCS Registration	8
PCS Candidate Homepage.....	8
Registration Status.....	9
Registration Approval Process	10
Rescheduling Policy.....	10
Reprinting Admission Letter	11
Examination Rescheduling	11
Examination Day Requirements.....	12
General Examination Policies.....	13
Examination Results.....	14
Change of Information	15
Formal Complaints.....	16
State Practical Examination Guidelines	17
National Instructor Practical Examination	18

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 Nail Technology 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
	12/5/2015	11/14/2015

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.pcshq.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 **Instructor**
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

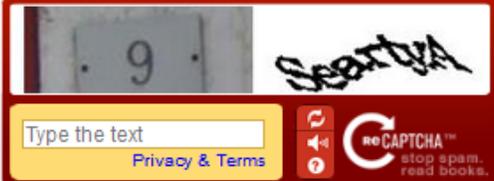
Last Name

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



Type the text

[Privacy & Terms](#)

reCAPTCHA™
stop spam.
read books.

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.

The screenshot displays a user's profile page with the following sections:

- 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. Includes an **EDIT PROFILE** button.
- Documents:** Includes an **ADD NEW DOCUMENT** button.
- Education:** BLOUNT COUNTY AVC, CLEVELAND AL; From: 05/01/2011; Graduated: 09/01/2012. Includes a **CHANGE SCHOOL** button.
- PCS Contact Information:** Professional Credential Services; P.O. Box 190768; Nashville, TN 37219; (888) 822-3272; alcos@pcshq.com.
- 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. Includes an **Application Approval Requirements ADD** button with a **Final Review** link.
- DOCUMENTS:** Application Form 12/12/2013; Last Changed: 12/12/2013. Includes **CREDENTIAL APPLICATION** and **NEW APPLICATION** buttons.
- Pending Examinations:** Alabama Esthetician Practical; Exam Date: 01/13/2014; Testing at: Birmingham Region; Schedule date: 12/12/2013; WAITING FOR APPLICATION APPROVAL. Includes **CANCEL** and **RESCHEDULE** buttons.

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. with the following elements:

- Header: PROFESSIONAL CREDENTIAL SERVICES, INC.
- Section: **Log into your account**
- Fields: E-Mail Address (with a dropdown menu), Password, and a **Log In** button.
- Text: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)."
- Text: "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 the 'DOCUMENTS' section, showing 'Application Form 12/12/2013' and 'Last Changed 12/12/2013'. 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 next to the 'Application Approval Requirements' section, which also contains the text 'Final Review'. Below this is the 'DOCUMENTS' section, showing 'Application Form 12/12/2013' and 'Last Changed 12/12/2013'. 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 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.

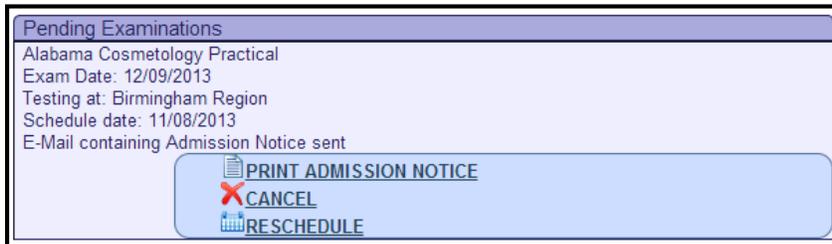
Inclement Weather Policy

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.



A screenshot of a web interface titled "Pending Examinations". It displays details for an "Alabama Cosmetology Practical" exam, including the exam date (12/09/2013), testing location (Birmingham Region), and schedule date (11/08/2013). Below the text, there is a light blue button with three options: "PRINT ADMISSION NOTICE" (with a document icon), "CANCEL" (with a red X icon), and "RESCHEDULE" (with a calendar icon).

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.



A screenshot of a web interface titled "Active Applications". It shows details for an "Arizona Cosmetology, Aesthetician" application, including links to "ADD STATE APP#", "ADD LICENSE NUMBER", and "ADD LIC EXP DATE". It also displays the application expiration date (04/16/2014), the date applied (04/16/2013), and the status (Approved). A red-bordered box highlights the "Application Approval Requirements" section, which includes "Board Review", "Coordinator Review", and "Final Review", each with a green checkmark icon. Below this box are two buttons: "VIEW APPLICATION FORM" and "RESCHEDULE PRACTICAL" (with a circular arrow icon).

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 receive also receive information on how to reschedule from the State 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: _____

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 Arizona State Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Theory Lesson Plan
- Theory Lecture
- Demonstration Lesson Plan
- Demonstration Lecture

Mannequin

During the DEMONSTRATION section of the exam, a mannequin is required if relevant to your assigned Demonstration lecture topic.

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 the table areas.

National Instructor 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.
- 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 must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must prepare and submit an originally developed lesson plan. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.) *Please refer to State guidelines.
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each 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, 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 the candidate being dismissed immediately, and the actions reported to the proper authorities. The examiners have been instructed not to answer any questions concerning the 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.
- 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.

Theory Lesson Plan

Verbal Instructions:

"Please hand the examiner one copy of the theory lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the theory lecture." "Do not begin the theory lecture until verbal instructions have been read." (1) "The instructions will be repeated." (2) "You may begin set up."

Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student

learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")

- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Outlines sequence of lecture
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

National Instructor Practical Examination

Theory Lecture (20 minutes)

Verbal Instructions:

"You will perform the theory lecture section of this examination." "You will be expected to convey proper safety and infection control procedures." "You will have 20 minutes to complete this section." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Procedures and Content

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Presents topic in the sequence outlined in lesson plan
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout lecture
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout lecture
- Maintains work area in a safe manner throughout lecture
- Lectures for at least 15 minutes

Verbal Instructions after Instructor has concluded the Theory Lecture:

"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."

Demonstration Lesson Plan

Verbal Instructions:

"Please hand the examiner one copy of the demonstration lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the demonstration lecture." "Do not begin the demonstration lecture until verbal instructions have been read." (1) "The instructions will be repeated." (2) "You may begin set up."

Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists steps of procedure for topic in correct order
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

National Instructor Practical Examination

Demonstration (30 minutes)

Verbal Instructions:

"You will perform the demonstration lecture section of this examination." "You will be expected to convey proper safety and infection control procedures." "You will have 30 minutes to complete this section." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Procedures and Content

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstration can be observed by all students
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Simultaneously demonstrates and explains assigned topic
- Demonstrates steps of procedure for topic in correct order
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout demonstration
- Confines demonstration and explanation to assigned topic
- Covers complete content of lesson plan
- Summarizes demonstration (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout demonstration
- Maintains work area in a safe manner throughout demonstration
- Demonstrate for at least 25 minutes

Candidate Summary and 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."

National Instructor Practical Examination

Instructor References

PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers
2014, 14th Edition

Authors: Wilbert J. McKeachie & Marilla D. Svinicki
Wadsworth
20 Davis Drive
Belmont, CA 94002-3098
(800) 354-9706

<http://www.cengage.com/us/#>

Mindful Teaching Pro eBook 101.1 – 701.6
2013

Pivot Point International
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
(800) 886-4247

<http://www.pivot-point.com/>

SUPPORTING REFERENCES

(formerly referred to as Optional References)

*Milady's Master Educator
Student Course Book*

2014, 3rd Edition
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.milady.com

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers

2011, 13th Edition
Authors: Wilbert J. McKeachie & Marilla D. Svinicki
Wadsworth
20 Davis Drive
Belmont, CA 94002-3098
(800) 354-9706

<http://www.cengage.com/us/#>

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

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.