



ALABAMA BOARD OF COSMETOLOGY

COSMETOLOGY WRITTEN EXAMINATION INFORMATION

EXAMINATIONS BY PSI SERVICES LLC

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

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

SCHEDULING PROCEDURES

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

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

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

INTERNET REGISTRATION

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

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

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during

non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time, to schedule your appointment for the examination.

CANCELING AN EXAMINATION APPOINTMENT

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

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

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

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



COMPUTER EXAMINATION CENTER LOCATIONS

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

Birmingham

100 Centerview Drive, Suite 121
Birmingham, AL 35216

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

Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

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

Mobile

6051 - B Airport Blvd.
Mobile, AL 36660

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

Montgomery

500 Interstate Park Drive
Suite 530

Montgomery, Alabama, 36104

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

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

REPORTING TO THE EXAMINATION CENTER

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

REQUIRED IDENTIFICATION

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

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

PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

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

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

SECURITY PROCEDURES

The following security procedures will apply during the examination:

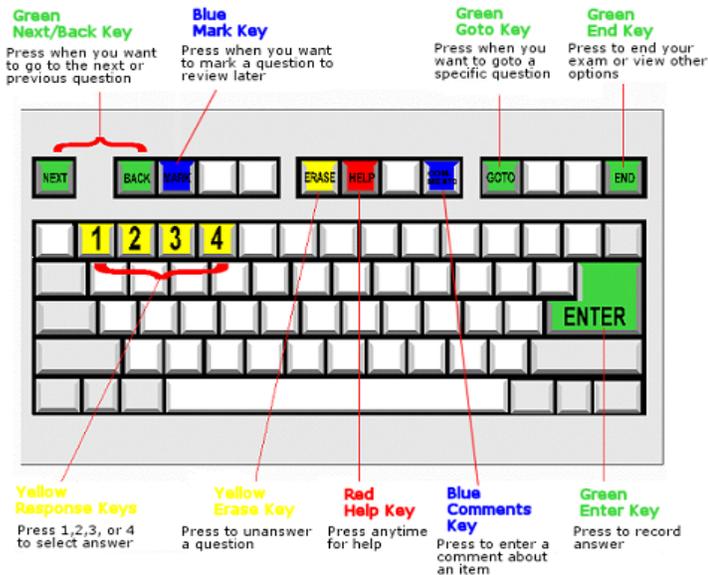
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items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



TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

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



IDENTIFICATION SCREEN

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

TUTORIAL

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

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

EXAMINATION QUESTION EXAMPLE

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



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

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

EXAMINATION REVIEW

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

SCORE REPORTING

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

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

BARBER AND COSMETOLOGY EXAMINATIONS

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



NATIONAL NATURAL HAIR STYLING
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Natural Hair Styling examination is the national licensure examination for Natural Hair Styling, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Natural Hair Styling examination, sample questions and answers. The time allowed for the Natural Hair Styling written examination is 90 minutes.

**SCIENTIFIC
CONCEPTS
30%**

Infection Control

- ◇ Contamination and decontamination of supplies and instruments
 - Wet sanitizers
 - Dry sanitizers
 - Electronic sanitizers
- ◇ Proper disposal of waste materials
 - Previously used hair
 - Equipment & implements
- ◇ Methods of infection control
 - Antimicrobial soap
 - Antiseptics
 - Disinfectants
- ◇ OSHA and EPA standards
- ◇ Material Safety Data Sheets
- ◇ Bacteriology
 - Pathogenic bacteria
 - Non-pathogenic bacteria

Diseases

- ◇ Communicable diseases
- ◇ Viruses

Human Physiology

- ◇ Basic anatomy of the head and neck
 - Skin
 - Muscles
 - Skeletal
- ◇ Disorders of the hair and scalp
- ◇ Structure of the hair
 - Follicle
 - Bulb
 - Papilla
 - Hair root
 - Hair shaft
 - Chemical composition

- ◇ Growth cycle of the hair
 - Anagen
 - Catagen
 - Telogen
 - Normal amount of shedding
- ◇ Condition of the hair
 - Texture
 - Porosity
 - Elasticity
 - Density
 - Color
 - pH

**PHYSICAL
CONCEPTS
30%**

Types of Hair Related to Natural Hair Styling

- ◇ Natural/Virgin hair
- ◇ Commercial hair
 - Synthetic hair
 - Animal hair
 - Human hair

Physical Movement

- ◇ Ergonomics
- ◇ Proper finger and hand control

Proper Care for Locks

Proper Care for Braids and Extensions

- ◇ Cleansing procedures
- ◇ Conditioning procedures
- ◇ Use of implements for finishing procedures

Natural Hair Styling Supplies

**PHYSICAL
SERVICES
40%**

Professional Consultation

- ◇ Types of facial structures
- ◇ Client profile cards
- ◇ Selecting materials
- ◇ Hair and scalp analysis
- ◇ Identifying previously chemically treated hair
- ◇ Planning and placement of patterns

Definition of Services

- ◇ Shampooing
- ◇ Arranging/Styling
- ◇ Twisting
- ◇ Wrapping
- ◇ Weaving
- ◇ Extending
- ◇ Locking
- ◇ Braiding
- ◇ Finishing

Draping

- ◇ Capes
- ◇ Neck strips and towels

Techniques

- ◇ Basic twist
- ◇ Basic wrap
- ◇ Locks
 - Stages of lock development
 - Lock repair & tightening
- ◇ Single braids
- ◇ Single plaits
- ◇ Cornrows
- ◇ Knots
- ◇ Wiggery
- ◇ Techniques resulting in tension on hair roots
- ◇ Weaving tracks or wefts of hair
- ◇ Bonding tracks or wefts of hair
 - Proper application of adhesives

- Proper removal of adhesives
- ◇ Extensions
- ◇ Application of heat
- ◇ Braid and weave removal

Preparation of the Salon Environment

- ◇ Supply setup
- ◇ Preparation of hair

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Natural Hair Styling Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Which term describes a chemical that destroys bacteria?
 - a. Vapor
 - b. Fumigant
 - c. Antiseptic
 - d. Disinfectant
2. Combs and brushes are **BEST** sanitized by being immersed in
 - a. glycerin.
 - b. a disinfectant.
 - c. a deodorant solution.
 - d. a boric acid solution.
3. Naturally coiled hair is characterized by
 - a. very tight curls.
 - b. loose curls.
 - c. pin curls.
 - d. barrel curls.
4. Which of the following is **NOT** contagious?
 - a. Tinea capitis
 - b. Favus
 - c. Scabies
 - d. Canities

5. A hair extension is attached to a cornrow by
 - a. knotting.
 - b. sewing.
 - c. bonding glue.
 - d. fusion.

6. Hair that has NOT been altered by chemical or thermal services is considered
 - a. over processed.
 - b. colored.
 - c. natural.
 - d. pressed.

7. Hepatitis is a disease that is characterized by inflammation of the
 - a. heart.
 - b. liver.
 - c. stomach.
 - d. adrenal gland.

8. Stimulation of muscular tissue on the scalp can be achieved by using
 - a. immersion.
 - b. cold water.
 - c. massage.
 - d. paraffin.

9. Which one of the following is the term for the amount of hair per square inch on the scalp?
 - a. Density
 - b. Texture
 - c. Elasticity
 - d. Resilience

10. Applying the proper amount of tension while braiding will help to prevent which of the following?
 - a. Hair loss
 - b. Dandruff
 - c. Itchy scalp
 - d. Split ends

**NATURAL HAIR STYLING
REFERENCES**

Milady's Standard Textbook of Cosmetology, 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707

www.Milady.com

Natural Hair Care and Braiding, 1998

Baily, Diane Carol
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707

www.Milady.com

Salon Fundamentals, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247

www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002

www.nictesting.org

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