



## ALABAMA BOARD OF COSMETOLOGY AND BARBERING

### INSTRUCTOR PRACTICAL EXAMINATION INFORMATION

#### EXAMINATIONS BY PSI SERVICES LLC

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

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

#### SCHEDULING PROCEDURES

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

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

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(833) 333-4751 • Fax (702) 932-2666  
[www.psiexams.com](http://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](http://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

PSI registrars are available at (833) 333-4751, Monday through Friday between 6:30 am and 9:00 pm, and Saturday/Sunday, between 8:00 am and 4:30 pm, Central Time, to schedule your appointment for the examination.

#### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (833) 333-4751 or use the PSI Website.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website 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 (833) 333-4751. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## PRACTICAL EXAMINATION CENTER LOCATIONS

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

### Birmingham

Hampton Inn Birmingham  
I-65/Lakeshore Dr  
30 State Farm Parkway  
Birmingham, AL 35209

### Huntsville

Hilton Garden Inn  
Huntsville/Space Center  
4801 Governors House Drive  
Huntsville, AL 35805

### Mobile

Wingate by Wyndham  
516 Springhill Plaza CT  
Mobile, AL 36609

### Montgomery

Homewood Suites  
7800 Eastchase Pky  
Montgomery, AL 36117

## 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.

### EXAMINATION REVIEW

The Alabama Board of Cosmetology and Barbering is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area. For questions or concerns please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com) or [barber@psionline.com](mailto:barber@psionline.com) for assistance.

## SCORE REPORTING

Your score will be processed and mailed to the address on file within two weeks after completion of the examination.

## INSTRUCTOR EXAMINATION

The National Instructor examination is the national licensure examination for Instructors, 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](http://www.nictesting.org).

The National-Interstate Council of State Boards of Cosmetology (NIC) offers many different exams that are legally defensible. Because of this, the Alabama State Board of Cosmetology and Barbering is unable to provide a state-specific Candidate Information Bulletin. Therefore, some information included is not required by Alabama.

### **Alabama Practical Examination Guidelines for Instructor**

The Alabama State Board of Cosmetology and Barbering requires you to be examined on the following services in the order in which they are listed below on the practical examination:

#### Core Domain Services:

1. Lesson Plan
2. Theory Lecture
3. Demonstration

#### Mannequins:

A mannequin head is required for all instructor topics. 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. A mannequin hand with digital fingers (trainer hands) are NOT permitted during the examinations.

#### Prohibited Items:

Aerosol products are not permitted at any time during the examination.

Monomer must be low odor/less-odor and factory sealed in its original container with the manufacturer's label. **Polymer and primer** must be in its original container with manufacturer's label.

#### Kit Size:

Kit size must be no larger than 30x30. For safety reasons, all kits must fit completely under the table areas.

#### Dress Code:

You should dress professionally as you would when you are working in a shop/or school. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.