



STATE OF ALABAMA
COSMETOLOGY EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Alabama Board of Cosmetology (the "Board") is responsible for licensing and regulating the profession of cosmetology in the State of Alabama. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Any questions regarding your Board Application should be directed to the Board at:

AL State Board of Cosmetology
RSA Union Building
100 North Union Street, Ste 320
Montgomery, AL 36130-1750

Phone: (334) 242-1918
Toll Free #: 1-800-815-7453
Fax: (334) 242-1926
cosmetology@aboc.state.al.us

Professional Credential Services
Attn: Alabama Cos Coordinator
150 Fourth Ave North, Ste 800
Nashville, TN 37219-2496

Toll-Free: 888-822-3272
Fax: 615-846-0153
E-mail: alcos@pcshq.com
Web site: www.pcshq.com

A candidate who wishes to obtain a cosmetologist's license must pass a theory and a practical examination within 2 years of completing school or apprenticeship hours. To take either of these examinations, a candidate must be approved by the Alabama State Board of Cosmetology. Once you have been approved to take the practical examination, the Board will then notify PCS. Approved candidates are required to call PCS at 1-888-822-3272 in order to schedule to take the practical examination.

How To Schedule and Take the Practical Examination: Approved candidates are required to call PCS at 1-888-822-3272 to schedule to take the practical examination. PCS will issue an **Admission Notice** for the practical examination approximately 7-10 business days prior to the test date. If you do not receive your admission notice on Monday prior to the approved examination date, please call PCS for further instructions. Visit www.pcshq.com for a current list of practical examination dates and deadlines. Any questions regarding scheduling for the practical exam should be directed to PCS.

Americans with Disabilities: Candidates that require special accommodations under the Americans with Disabilities Act must receive prior approval through the Alabama Board of Cosmetology. Prior approval must be submitted in writing to the Board.

Fees: All fees should be paid directly to the Board.

Practical Examination Admission Requirements:

1. You must present your **Admission Notice**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of government issued identification with a photograph and your signature (i.e. driver's lic., resident card or passport) at the **practical examination** site in order to be admitted into the examination room.
2. The identification must be current, clearly recognizable or you will not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification.
3. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Practical Examinations:

Security Policies: Suspected security breaches during the practical exam administration, 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.**

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or **all electronic devices** such as cameras, walkmans, radios, all types of i-pods, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for any personal items brought into 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.

Emergency 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 you have reason to question whether or not a practical exam facility will be closed, please call PCS to make inquiries.

Refunds and Rescheduling Policies: Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for the practical examination. Written documentation of the above-noted exceptions is required.

Score Information: For the practical examination, an overall score of 70 must be achieved. Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed the practical examinations, the Board will automatically send a "Congratulations" letter to you. Complete and mail this Congratulations letter to the Board with required fees (Money Order or Cashier's Check ONLY) in order to receive your license. Please be sure to notify the Board of any mailing address changes.

Failing Candidates: Failing candidates will receive a score report from the Board, as well as information on how to retest.

Thermal Curling Irons: Cold thermal curling irons are now required. No heat or electricity necessary. Candidates will be asked to "simulate" testing the temperature of your cold curling iron.

CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION:

SPECIAL INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. **The kit must be kept closed** except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MANNEQUINS

Mannequin Heads:

You are required to bring 2 mannequin heads. It is the candidate's responsibility to appear at the practical examination with their mannequin head(s). Models are not permitted. Candidates must supply the necessary clamp required to properly secure a mannequin head to a table during the examination. Mannequin heads that have been purchased presectioned indicating the sections by various colors and/or notches are **NOT** allowed during any part of the practical examination.

Mannequin Hand:

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

COSMETOLOGY PRACTICAL EXAMINATION CONTENT SECTIONS

The NIC Cosmetology practical examination covers the professional tasks a licensed Cosmetologist can be expected to perform in his or her profession. The scope of the practical examination used in your state will include the 6 core domain areas. The core domains are the basic content areas as required based on the job analysis. The core domains are as follows:

Core Domain Areas

- Set Up and Client Protection
 - Thermal Curling
 - Haircutting
 - Chemical Waving
- Hair Lightening & Hair Coloring
 - Chemical Relaxing

Alabama's Additional Required Services

- Facial
- Manicure

SET UP AND CLIENT PROTECTION (10 minutes)

Verbal Instructions: "You will now set up the general supplies that you will use throughout your examination." "You will also set up the supplies for the thermal curling section of this examination." "You will perform the client protection section of this examination." "You will be expected to follow all safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining."

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

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Disposes of soiled materials using infection control procedures
- Uses a neck strip or towel
- Applies drape
- Re-sanitizes hands

THERMAL CURLING (10 minutes) COLD IRON

Verbal Instructions: "You will now perform the thermal curling section of this examination." "You will form at least three thermal curls in the top section of the head." "You will also form two parallel rows of curls in the side section of the head with at least two thermal curls in each row." "You will be expected to follow all safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining."

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

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron prior to applying to hair

Demonstration of Thermal Curling

- Subsections hair same width as barrel of iron
- Subsections hair no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curls so that hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

HAIRCUTTING (30 minutes)

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

Verbal Instructions: "You will now perform the haircutting section of this examination." "You will complete a basic layered haircut using shears and a razor." "You must remove at least one inch of hair throughout the haircut." "You will use your razor to cut the nape section of the hair from the top of the ears to the hairline." "You will complete the remainder of the haircut using the shears." "Please do not sweep the hair from the floor until you are instructed." "You will be expected to follow all safety and infection control procedures." "You will have 30 minutes to complete this section." "You will be informed when you have 15 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary

Demonstration of Haircutting

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

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: "May I please use your comb to check your haircut?"

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

Safety and Infection Control

- Removes hair clippings from skin, cape, and work area
- Examiners will read the following to each candidate after checking their haircut:** "You may clean up only your hair at this time."
- Sweeps hair from floor
 - Maintains neck strip or towel and drape for protection throughout service
 - Practices infection control procedures safely throughout service

- Maintains work area in a safe manner throughout service

CHEMICAL WAVING (20 minutes)

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

Verbal Instructions: "You will now perform the chemical waving section of this examination." "You will wrap the center back section of the head, from crown to nape." "You will demonstrate a wrap to form a full curl." "You will be instructed to apply simulated waving lotion by your examiner." "You will be instructed to demonstrate a test curl by your examiner." "You will be expected to follow all safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining."
(1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

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

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1½ times

Examiners will read the following to each candidate:

"Please demonstrate saturation."

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

Examiners will read the following to each candidate:

"Please demonstrate a test curl."

- Unwraps rod at least 1½ turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout
- Maintains work area in a safe manner throughout service

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

Please read the following to the entire group of candidates after examiners have finished checking all candidates: "Please remove all rods from the head and brush the hair straight back."

HAIR LIGHTENING/HAIR COLORING (20 minutes)

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

Verbal Instructions: "You will now perform the hair lightening and hair coloring section of this examination."

"You will divide the head into four equal sections."

"You will apply a virgin lightener to section # 1, the right front section of the head."

"You will apply a 2 inch hair coloring retouch to section # 2, the right back section of the head."

"You may use either a bottle or a brush application."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

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

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application

- Subsections hair ½ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Retouch Hair Coloring Application

- Outlines hair color retouch quadrant with simulated product
- Subsections hair ½ inch wide or less
- Applies simulated product from scalp up to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL RELAXING (25 minutes)

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

Verbal Instructions: "You will now perform the chemical relaxing section of this examination." "You will apply a virgin relaxer application to section #3, the left back section of the head." "You will apply a 2 inch relaxer retouch application on section #4, the left front section of the head." "You may use either a bottle or a brush application." "You will be instructed to demonstrate smoothing the relaxer retouch product by your examiner." "You will be expected to follow all safety and infection control procedures." "You will have 25 minutes to complete this section." "You will be informed when you have 13 minutes remaining."

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

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Applies protective cream around hairline

Demonstration of Virgin Relaxer Application

- Wears gloves during application of simulated relaxer product
- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Relaxer Retouch Application

- Outlines relaxer retouch quadrant with simulated product
- Subsections hair ¼ inch wide or less
- Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches
- Completely covers subsections with simulated product

Examiners will read the following to each candidate:

"Please demonstrate smoothing the relaxer retouch product."

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

Safety and Infection Control

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

BASIC FACIAL (10 minutes)

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

Verbal Instructions: "You will now perform the facial section of this examination." "You will cleanse the face, apply massage cream, demonstrate facial manipulations, and remove the massage cream." "You will be expected to follow all safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining."

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

Candidates will be evaluated on the following tasks:

Preparation

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

Demonstration of Basic Facial

- Cleanses entire face safely
- Removes massage product from container using infection control procedures
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Maintains hair drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MANICURE (20 MINUTES)

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

Verbal Instructions: "You will now perform the manicure section of this examination." "You will demonstrate a complete manicure on one hand only." "You will be observed for client preparation, filing, pushing, massage, and polishing." "You will be expected to use red polish." "You will be expected to follow all safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." "Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished."
(1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Re-sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nail from outside edge to center
- Avoids filing too deeply into corners
- Avoids filing on top of nail plate
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Pushing

- Immerses fingers in bowl
- Dries hand and nails
- Applies cuticle cream or remover
- Pushes back cuticle area safely

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact
- Massages hand and fingers
- Cleanses cream from each nail

Demonstration of Polish Application

- Applies a base coat
- Applies red polish smoothly and evenly
- Applies a top coat
- Skin surrounding nail is free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

FINAL CLEANUP

At the conclusion of the practical examination, candidates must make sure that all kit supplies and disposable materials are taken with them. Candidates may not dispose of waste materials in the trash receptacles, as they are unable to accommodate all waste materials from every candidate that takes the examination.

GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

Recommended kit size is no larger than 30" x 30". For safety reason all kits must be able to fit completely under the table area. **NO AEROSOL CANS WILL BE PERMITTED INTO THE EXAM ROOM.

- dry storage kit/container
- hand sanitizer
- 2 mannequin head(s) and a table clamp (pre-marked mannequins are **NOT** permitted)
- a towel to place between the clamp and the table
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton

- protective gloves
- first-aid supplies (blood spill kit)
- tape
- smock

THERMAL CURLING SUPPLIES

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

CHEMICAL WAVING SUPPLIES

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

HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

HAIR LIGHTENING/COLORING SUPPLIES

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

CHEMICAL RELAXING SUPPLIES

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

FACIAL SUPPLIES

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

Manicure Supplies

- mannequin hand with artificial nails attached (trainer hands are **NOT** permitted)
- cuticle pusher
- filing implements
- cuticle cream/remover
- base coat/top coat
- red** polish
- massage product
- bowl and container of water
- polish remover

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2007

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

Salon Fundamentals Cosmetology 2005

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nicesting.org

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2004

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

Salon Fundamentals of Cosmetology, 2004 & 2006

Pivot Point International, Inc., 2000
Evanston, IL 60201
(800) 886-4247

Milady's Standard Nail Technology, 2007

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
Revised 03/08

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

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

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.**
This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (**see NOTE**).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (**see NOTE**).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC 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, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.

2 All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

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

HAND WASHING

(Anti-Bacterial Soap is recommended)

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.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC practical examinations.

Odorless or low odor sculpture nail products are required for use during NIC practical examinations.

Adopted as amended October 2002

Visit our web site at www.nictesting.org