



STATE OF ALABAMA
INSTRUCTOR 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 an instructor 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 80 must be achieved. Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed 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 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 bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.)
- 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. Once you have completed all tasks in the section please indicate that you are finished and 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 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.
- Manufacturer's labels are required on all disinfectants and sanitizers.
- NO Aerosol cans will be permitted into the examination room.

MANNEQUIN(S)

If you are required to bring:

Mannequin head(s), it is the candidate's responsibility to appear at the practical examination with mannequin head(s).

Mannequin hand(s) it is the candidate's responsibility to appear at the practical examination with mannequin hand(s). Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Theory Lesson Plan
Theory Lecture
Demonstration Lesson Plan
Demonstration Lecture

THEORY LESSON PLAN (10 minutes)

Verbal Instructions: "Please hand the examiner 1 copy of the lesson plan that you have prepared for today's lecture, you may retain one copy."

"You will have 10 minutes to set up your classroom for the lecture."

"You will be informed when you have 5 minutes remaining."

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

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)

- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "Student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- 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.)

THEORY LECTURE (20 minutes)

Verbal Instructions: "Now that you have completed your set up you may begin your theory lecture." "You will be evaluated for proper implementation of the assigned theory lesson topic."

"You will be evaluated for content, presentation, and communication skills." "You will be expected to use appropriate teaching methods and instructional teaching aids." "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 lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student 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
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- 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.)
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 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 (10 minutes)

Verbal Instructions: "Please hand the examiner 1 copy of the lesson plan that you have prepared for today's demonstration lecture, you may retain one copy." "You will have 10 minutes to set up your classroom for the demonstration lecture." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate 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...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan

- 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.)

DEMONSTRATION LECTURE (30 minutes)

Verbal Instructions: *"Now that you have completed your set up you may begin your demonstration lecture. "You will be evaluated for proper implementation of the assigned demonstration lecture lesson topic."
 "You will be evaluated for proper procedures, content, presentation, and communication skills." "You will be expected to use appropriate teaching methods and instructional teaching aids."
 "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 demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student 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
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- 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.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

CANDIDATE SUMMARY AND FINAL 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."*

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book, 2001

Milady, an imprint of Thomson Delmar Learning
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 730-2214
www.Milady.com

Salon Fundamentals

Pivot Point's Mindful Teaching Program
 2002-2005
 Chicago, IL 60626
 (800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards

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

Revised 01/08

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