



PSI Services, LLC
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com

*Before paying for
 your examination registration,
 be sure you understand
 the contents of this bulletin.
 Please retain and use it as a reference
 when contacting PSI.*



ALABAMA BOARD OF COSMETOLOGY

WRITTEN EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to www.psiexams.com for the latest updates to this bulletin.

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.

Following are the written examinations that PSI administers:

- Cosmetology
- Manicurist
- Esthetician
- Instructor

Candidates **MUST** pass the written examination before applying for the practical examination.

REGISTRATION & SCHEDULING PROCEDURES

ELIGIBILITY

Candidates will submit an application for the written examination to the Alabama Board of Cosmetology along with a \$75.00 fee. Approved candidates will be sent a letter and work permit.

Alabama Board of Cosmetology
RSA Union Building
100 North Union St., Suite 320
Montgomery, AL 36130-1750
Office Phone: 334-242-1918
Toll Free: 1-800-815-7453
Fax: 334-242-1926
www.aboc.state.al.us

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.

Please note that if you fail the written exam you must pay a new exam fee of \$75.00 and get authorization from the board office before rescheduling with PSI. After paying your new exam fee of \$75.00 and getting authorization you may then contact PSI to schedule your new exam.

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 I-65 take Airport Blvd West exit. The site is approximately 3 miles on Airport Blvd on the left hand side. Two doors down from the Lazy Boy Furniture Store.

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

You must present one form of valid non-expired government issued identification with a photograph and your signature (i.e. driver's license, state identification card or passport) in order to be admitted to the examination room at PSI.

The identification must be current, clearly recognizable or you may not be admitted to test.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

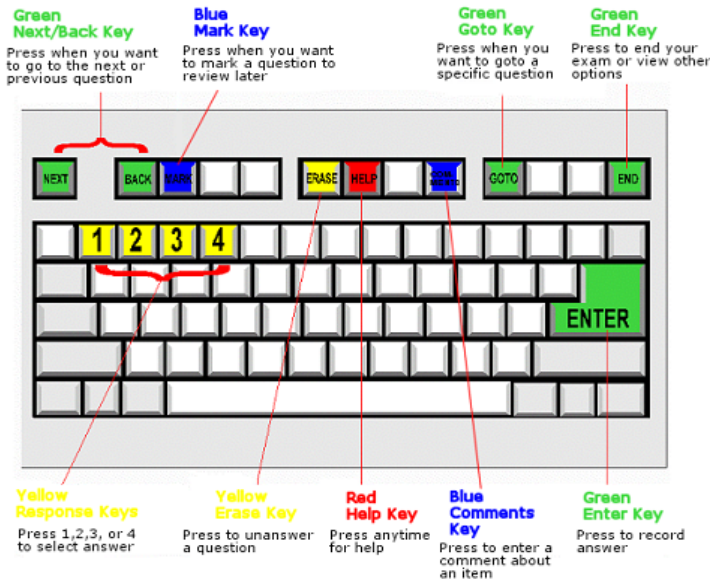
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items 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.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report.

EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

NATIONAL COSMETOLOGY WRITTEN EXAMINATION

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). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. The time allowed for the Cosmetology written examination is 90 minutes. You must score 70 to pass.

SCIENTIFIC CONCEPTS 29%

Infection Control

Microbiology

- Bacteria
- Viruses
- Parasites
- Immunity
- Prevention

Methods of infection control

- Sanitation
- Disinfection
- Sterilization

Federal regulations

Universal precautions

Human Anatomy and Physiology

Cells

Tissues

Body systems

- Skeletal system
- Muscular system
- Circulatory system

Nutrition

Ergonomics

Basic Principles of Chemistry

Compounds, mixtures, solutions, suspensions, and emulsions

The pH scale

Product ingredients

Chemical reactions

Basic Principles of Electricity

Electric current

- Direct current
- Alternating current

Electric measurements

Electricity in cosmetology

- Electrotherapy
- Light therapy
- Safety precautions

HAIR CARE AND SERVICES 51%

Trichology

Properties and structure of hair and scalp

- Shaft
- Root

Hair analysis and hair quality

- Porosity
- Texture
- Elasticity
- Density

Hair growth

- Anagen
- Catagen
- Telogen

Hair loss (alopecia)

- Types of alopecia
- Hair loss treatments

Disorders of the scalp

- Dandruff
- Tinea
- Scabies
- Pediculosis capitis

Principles of Hair Design

Elements of hair design

- Form
- Space
- Line
- Color
- Wave pattern/texture

Principles of hair design

- Proportion
- Balance
- Rhythm
- Emphasis/contrast
- Harmony

Facial shapes

Draping Procedures

Wet services

Dry services

Chemical services

Brushing, Shampooing, Conditioning, Hair, and Scalp

Treatment Procedures

Brushing the hair

Shampooing

- Types of shampoos
- Selection
- Procedure

Conditioning

- Types of conditioners
- Selection
- Procedure

Hair and scalp treatments

Safety precautions

Haircutting Procedures

Basic principles of haircutting



- Areas of the head
- Elevation
- Lines and angles
- Crosschecking
- Texturizing

Client consultation

- Desired look
- Face, head, and body shape
- Hair analysis
- Lifestyle

Tools

- Shears
- Texturizing/thinning/ taper shears
- Razor
- Clippers and trimmers
- Combs

Basic haircuts

- Blunt
- Graduated
- Uniformly-layered

Safety precautions

Hairstyling Procedures

Client consultation

Wet styling

- Tools
- Finger waving
- Pin curls
- Roller curls

Long hair styling

Thermal styling

- Blow-drying
- Curling irons
- Pressing irons

Safety precautions

Braiding, Wigs, and Hair Enhancements/Additions

Client consultation

Braiding

Hair extensions/additions

Wigs

Hairpieces

Safety precautions

Chemical Texture Services

Client consultation

Permanent waving

- Types of permanent waves
- Permanent waving procedures

Chemical hair relaxers

- Types of chemical hair relaxers
- Chemical hair relaxing procedures

Soft curl permanent or curl reforming

- Selection of soft curl permanent product
- Soft curl permanent procedures

Safety precautions

Hair Coloring Procedures

Color theory

Client consultation

Types of hair color

Color selection

Hair color applications

Hair lightening

Special effects hair coloring

Hair color problems and corrections

Safety precautions

SKIN CARE AND SERVICES 11%

Skin Histology

Anatomy of skin

- Layers of the skin
- Nerves of the skin
- Glands of the skin
- Types of skin
- Skin color
- Aging of the skin

Disorders of the skin

Functions of the skin

Draping Procedures

Hair Removal Procedures

Client consultation

Temporary hair removal

- Tweezing
- Waxing
- Depilatories

Safety precautions

Infection control

Facial Procedures

Client consultation

Skin care tools and work area

- Equipment
- Supplies

Facial massage

- Effleurage
- Petrissage
- Friction
- Tapotement
- Vibration

Facial treatments

- Masks
- Extractions
- Exfoliations

Safety precautions

Infection control

Facial Makeup Application

Client consultation

Cosmetics for facial makeup

Makeup color theory

Corrective theory

Safety precautions

Infection control

NAIL CARE AND SERVICES 9%

Nail Structure and Growth

Nail growth

Nail disorders/diseases

Manicure and Pedicure Procedures

Client consultation

Nail care tools and work area

- Equipment
- Supplies

Types of hand and foot massage

Types of manicures

- Basic

- Specialty
- Types of pedicures
- Basic
- Specialty
- Safety precautions
- Infection control

Advanced Nail Procedures
 Pre-service and post-service
 Artificial nail services
 Safety precautions
 Infection control

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Cosmetology 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 of the following substances is usually contained in a toner?
 - a. Metallic dye
 - b. Compound dye
 - c. Vegetable tint
 - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
 - a. A caustic
 - b. Deodorant
 - c. An antiseptic
 - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. rinsed in cold water.
 - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
 - a. Clipping
 - b. Slithering
 - c. Razor cutting
 - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
 - a. stop growing.
 - b. harden and set.
 - c. form new curls.
 - d. soften and swell.
6. When should a predisposition test be performed?
 - a. When the scalp has cuts
 - b. Before applying peroxide
 - c. Before every application of oxidizing tints
 - d. Before any application of vegetable coloring
7. At what part of the nail does growth start?
 - a. Wall
 - b. Matrix
 - c. Lunula
 - d. Cuticle

8. What is the function of sebum?
 - a. To dry the skin
 - b. To harden the skin
 - c. To cleanse the skin
 - d. To lubricate the skin
9. Sterilization is the process of
 - a. keeping bacteria alive.
 - b. destroying offensive odors.
 - c. destroying beneficial microorganisms only.
 - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
 - a. On a clean shelf
 - b. In any convenient place
 - c. In a closed cabinet or drawer
 - e. In neat stacks by the shampoo bowl

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

PLEASE CALL PSI at 1-800-733-9267 to take the COSMETOLOGY ONLINE PRACTICE TEST (\$30.00 fee applies)

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2008
 Milady, 5 Maxwell Drive, Clifton Park, NY 12065
 (800) 347-7707, www.Milady.com

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.nictesting.org

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities
 NIC, Inc., August 2007, www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004
 Milady, 5 Maxwell Drive, Clifton Park, NY 12065
 (800) 347-7707, www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006
 Pivot Point International, Inc., Evanston, IL 60201
 (800) 886-4247, www.pivot-point.com

Milady's Standard Nail Technology, 2007
 Milady, 5 Maxwell Drive, Clifton Park, NY 12065
 (800) 347-7707, www.Milady.com

Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended



and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

1. After each client or service,
2. Drain the tub
3. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
4. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
 - If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, 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 shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
5. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
6. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with 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. Storage as in number 6 above.

NATIONAL ESTHETICS WRITTEN EXAMINATION

The National Esthetics examination is the national licensure examination for Estheticians, 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 Esthetics examination, sample questions and answers. The time allowed for the Esthetics written examination is 90 minutes. You must score 70 to pass.

SCIENTIFIC CONCEPTS 65%

Sanitation and Infection Control

Microbiology

- Pathogenic & non-pathogenic bacteria
- Viruses

Methods of infection control

- Heat
- Chemical agents
- Ultraviolet

Levels of infection control

- Sanitation
- Disinfection
- Sterilization

Safety procedures

Human Physiology and Anatomy

Cells

- Structure
- Growth & reproduction

Tissues

- Epithelial
- Connective
- Nerve
- Muscular
- Liquid

Organs

- Brain
- Eyes
- Skin
- Lungs
- Liver
- Kidney
- Stomach & intestines
- Heart

Systems and their functions

- Skeletal
- Muscular
- Nervous
- Vascular
- Respiratory
- Endocrine
- Digestive
- Excretory

Skin Histology

Structure and function of the layers of the skin

- Epidermis
- Dermis
- Subcutaneous

Glands

- Sebaceous
- Sudoriferous



- Hair follicle
- Functions of the skin
 - Protection
 - Sensation
 - Heat
 - Excretion
 - Secretion
 - Absorption

Skin Diseases and Disorders

- Acne
- Sebaceous gland
- Sudoriferous gland
- Inflammation
- Infections
- Pigmentations
- Contagious
- Skin growths
- Aging

Hair and its Growth Cycle

- Structure of hair
- Growth cycle of hair
- Excessive hair growth

Basic Chemistry

- Acidity/Alkalinity (pH)
- Common elements
 - Hydrogen
 - Oxygen
 - Nitrogen
 - Sulfur
 - Carbon
- Compounds
- Mixtures
- Organic and inorganic

Cosmetic Ingredients

- Product ingredients
 - Surfactants
 - Emollients
 - Preservatives
 - Thickeners
 - Fatty acids
 - Fatty alcohols
 - Humectants
 - Botanicals
 - Fragrances
 - Colorants
 - Water
 - Chelating agents
 - Sunscreens
 - Antioxidants
 - Antibacterials
 - pH adjustors
 - Hydroxy acids
 - Vitamins
 - Lighteners
 - Other ingredients
- Product labeling
- Product safety

Factors that Affect the Skin

- Intrinsic factors
 - Nutrition
 - Age

- Heredity
- Gender
- Extrinsic factors
 - Medications
 - Environmental
 - Habits

SERVICES 35%

Skin Analysis and Procedures related to Consultation, Documentation, and Treatment

- Client consultation
- Draping
- Skin analysis
 - Oily
 - Normal
 - Combination
 - Dry
- Treatment protocol
- Documentation

Cleansing Procedures

- Product selection
- Product application
- Product removal

Towel Steaming Procedures

- Safe application of towel
- Safe removal of towel

Exfoliation Methods

- Methods
 - Chemical
 - Physical
- Product selection
- Product application
- Product removal

Safe and Proper Methods of Extractions

Massage Movements and their Effects

- Friction
- Effleurage
- Petrissage
- Tapotement
- Vibration
- Dr. Jacquet

Contraindications for Massage

Masks

- Types of masks
- Application procedures
- Removal procedures

Electricity and Use of Electrical Equipment

- Types of electrical current
 - Alternating
 - Direct
- Principals of electricity
 - Measurement
 - Conductivity & devices
 - Safety
- Various electrical equipment
 - Magnifying lamp
 - Wood's lamp

- Facial steamer/vaporizer
 - Brushing machine
 - Galvanic machine
 - High frequency machine
 - Spray machine
 - Suction machine
 - Electric/heat mask
 - Treatment mitts & boots
 - Lucas spray
 - Light therapy
- Contraindications and electrical equipment safety

Methods of Hair Removal

Hair removal methods

- Permanent
- Temporary

Hair removal products

- Pre-epilation products
- Post-epilation products
- Soft and hard wax
- Depilatory
- Sugar

Supplies and implements

- Hair removal fabric
- Wax heater
- Applicators
- Razor
- Thread
- Tweezers

Contraindications and hair removal safety

Color Theory and Makeup Application

Color theory

Analysis of face shapes and features

Product and implements

Safe application of makeup

Advanced Services

Reflexology

Water hydrotherapy

Algae treatments

Body wraps

Acupressure

Lymphatic drainage

Microdermabrasion

Aromatherapy

Chemical peels

Camouflage makeup

Other advanced services

SAMPLE QUESTIONS

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

1. What is an alternative to the use of wet cotton pads when cleansing the face?
 - a. Gauze
 - b. Tissues
 - c. Dry pads
 - d. Facial sponges
2. What is the most important reason for the regular

use of good hygiene in the salon?

- a. It builds customer confidence
- b. It helps the shop look better
- c. It maximizes financial profits
- d. It avoids the spread of infection

3. Psoriasis appears as
 - a. elevated nodules.
 - b. loss of body hair.
 - c. a viral infection.
 - d. scaly, red lesions.
4. What is a beneficial action of a clay mask?
 - a. To deepen color
 - b. To soften the skin
 - c. To absorb impurities
 - d. To increase temperature
5. When giving a massage, it is always important that the client is
 - a. kept cool.
 - b. stimulated.
 - c. sitting up.
 - d. fully relaxed.
6. Muscular tissue may be stimulated by
 - a. a massage.
 - b. an ice pack.
 - c. a makeup base.
 - d. an astringent.
7. Which one of the following are open sores on tissue surfaces?
 - a. Cysts
 - b. Ulcers
 - c. Polyps
 - d. Nodules
8. After removal of a facial mask, what should be used to tone the skin?
 - a. Paraffin wax
 - b. A mild astringent
 - c. A mild disinfectant
 - d. A solution of uric acid

Answers

- | | | | |
|------|------|------|------|
| 1. d | 3. d | 5. d | 7. b |
| 2. d | 4. c | 6. a | 8. b |

ESTHETICS REFERENCES

Milady's Standard Fundamentals for Estheticians
9th Ed., 2004, Milady, 5 Maxwell Drive
Clifton Park, NY 12065, (800) 347-7707
www.Milady.com

Salon Fundamentals Esthetics A Resource for Your Skin Care Career, 2004, Pivot Point International, Inc., Evanston, IL 60201, (800) 866-4247, www.pivot-point.com

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



OPTIONAL REFERENCES

Salon Fundamentals Esthetics, 2005, Pivot Point International, Inc., Evanston, IL 60201
(800) 866-4247, www.pivot-point.com

NATIONAL NAIL TECHNOLOGY (MANICURING) WRITTEN EXAMINATION

The National Nail Technology (Manicuring) Examination is the national licensure examination for Nail Technicians (Manicurists), which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Nail Technology (Manicuring) examination, sample questions, and answers. The time allowed for the Nail Technology (Manicuring) written examination is 90 minutes. You must score 70 to pass.

SCIENTIFIC CONCEPTS 45%

Infection Control Procedures

Microbiology

- Pathogenic and non pathogenic bacteria
- Viruses

Methods of infection control

- Chemical agents
- Heat

Levels of infection control

- Sanitation
- Disinfection
- Sterilization

Safety Procedures

- Disposal
- Storage

Basic Human Anatomy and Physiology

Skin of the hands and feet

- Function
- Structure
- Disorders and diseases
 - Abnormal pigmentation
 - Infections
 - Inflammations
 - Lesions

Systems and their functions

- Skeletal system
 - Arms
 - Hands
 - Legs
 - Feet
- Muscular system
 - Forearms
 - Hands
 - Lower legs
 - Feet
- Blood vascular (circulatory) system
- Nervous system

Nail Composition

Structure

- Cuticle
- Free edge

- Hyponychium
- Matrix
- Nail bed
- Nail folds/grooves
- Nail plate

Disorders and diseases of the nail

- Abnormal nail growth or formation (e.g., trumpet, tile-shaped, egg shell, onychiauxis)
- Brittle
- Bruised
- Corrugations and furrows
- Discolored nails
- Fungus, infections, and molds
- Hangnail
- Ingrown
- Leuconychia (white spots)
- Melanonychia (black band under or within the nail plate)
- Onychia (inflammation of entire nail)
- Onycholysis (lifting of the nail)
- Paronychia (infection of the tissue around the nail)
- Pterygium (overgrowth of cuticle)

Basic Chemistry

Nail service products

- Acetone and non-acetone
- Alum (styptic)
- Antiseptic
- Brush cleaner
- Catalyst/activator
- Cuticle cream and solvents
- Exfoliants
- Gels (e.g., light-cured, no light-cured)
- Moisturizers
- Monomer
- Nail adhesives
- Nail enamel/ polish/treatments
- Polymer
- Priming agent

OSHA hazard communication standard

- MSDS standard
- Product safety
 - Labeling
 - Storage
 - Ventilation
 - Disposal

NAIL TECHNOLOGY PROCEDURES 55%

General Nail Technology Procedures

Client consultation
Contraindications
Nail assessment
Service protocol
Documentation

Nail Service Tools

Equipment
Implements
Supplies, products, and materials

Natural Nail Service Procedures (Manicure and Pedicure)

Sanitize
Remove polish
Shape nails
Apply cuticle remover



Soften cuticles in warm soak
 Exfoliate (pedicure)
 Push back cuticle
 Remove excess cuticle
 Clean nails (i.e., top and free edge)
 Buff nails
 Apply cuticle oil
 Apply lotion for
 massage
 Remove traces of oil or lotion on/under nails
 Apply polish

Basic Massage Movements

Effleurage
 Friction
 Petrissage
 Tapotement

Apply, Repair and Maintain Nails

Tips
 Acrylic

- Backfill
- Fill
- Overlays
- Sculpted
- Tips

 Wraps

- Fill
- Overlays
- Tips

 Gels

- Light-cured
 - Backfill
 - Fill
 - Overlays
 - Sculpted
 - Tips
- No light-cured
 - Fill
 - Overlays
 - Tips

Electric Filing

Safety procedures

- Appropriate attachment
- Appropriate speed
- Appropriate use

 Maintenance and disinfection

Specialty Services

Hot oil/lotion therapy
 Paraffin treatment
 Scrubs
 Soaks

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology (Manicuring) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in manicuring as
 - a. an abrasive.
 - b. a bleach.

- c. a lubricant.
 - d. an astringent.
2. What is the FIRST step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.
6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.
7. After each use, manicuring instruments should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.
8. For which one of the following are oil manicures recommended?
 - a. Leuconychia
 - b. Split nails
 - c. Brittle nails
 - d. Prevention of infection
9. What is the actively growing part of the nail?
 - a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
 - a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

Answers

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

PLEASE CALL PSI at 1-800-733-9267 to take the NAIL TECHNOLOGY ONLINE PRACTICE TEST (\$30.00 fee applies)

NAIL TECHNOLOGY (MANICURING) REFERENCES

Milady's Standard Nail Technology, 2007
Milady, 5 Maxwell Drive, Clifton Park, NY 12065
(800) 347-7707, www.Milady.com

Salon Fundamentals Nails 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

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities, NIC, Inc., August 2007, www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2004
Milady, 5 Maxwell Drive, Clifton Park, NY 12065
(800) 730-2214, www.Milady.com

Salon Fundamentals, Cosmetology, 2002, Pivot Point International, Inc., Evanston, IL 60201, (800) 886-4247
www.pivot-point.com

Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

1. After each client or service,
2. Drain the tub
3. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
4. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
 - If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, 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 shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the

manufacturer's instructions.

5. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
6. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with 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. Storage as in number 6 above.

NATIONAL INSTRUCTOR WRITTEN 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). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes. You must score 80 to pass.

THE PROFESSIONAL INSTRUCTOR 53%

Effective Teaching Methods

Classroom preparation

- Preliminary analysis of measurable student learning objectives
- Preparing time frame for lesson plan
- Preparing course outline

Teaching methods

- Lecture (incl. presentations by outside sources)
- Demonstration (incl. presentations by outside sources)
- Discussion (e.g., question and answer, reflective, summarization)
- Project (e.g., portfolios, reports, resumes)
- Visual aids
- Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
- Homework/ Independent study
- Internship programs (e.g., pre-planning, follow-up, supervision/ assessment)

Communication Skills

- Language skills (e.g., pronunciation, grammar,



- vocabulary)
- Voice (modulation, projection, tone)
- Non-verbal (e.g., body mechanics, facial expression)

Methods of Assessment for Student Learning

Type of Assessment

- Written
- Performance/Practical
- Oral
- Project/Portfolio

Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)

Validity/Reliability of assessments (e.g., assessment consistent with instruction)

Evaluation/Self-evaluation

Consistency in grading (e.g., scoring rubrics)

CLASSROOM MANAGEMENT 47%

Learning Environment

Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)

Record keeping (e.g., attendance, progress report, assessments)

Motivation (e.g., enthusiasm, instructor's presentation, activities)

Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)

Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

Instructor Qualities

Professional conduct

- Professional image
- Professional ethics

Classroom supervision

- Manage situations
- Discipline
- Professional leadership

SAMPLE QUESTIONS

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

- A demonstration should be immediately followed by
 - student practice.
 - a change of subject.
 - a student rest period.
 - a complete lecture period.
- The most important part of the instructor's responsibility is to create and develop student
 - organizations.
 - course of study.
 - extracurricular programs.
 - willingness and desire to learn.
- If instruction methods are to be properly employed, they must be
 - flexible.
 - impersonal.
 - strictly enforced.
 - followed without deviation.

- To be most effective, videos should be selected on the basis of
 - availability.
 - running time.
 - subject matter.
 - abilities of the students.
- A properly organized workbook should be coordinated with the
 - curriculum.
 - lesson plan.
 - text material.
 - course of study.
- The discussion method is useful because it develops
 - spirited review lessons.
 - student interpersonal relations.
 - ideas and expressions from students.
 - manipulative techniques and skills of students.
- An instruction sheet is important because it gives pertinent facts about
 - clinic patrons.
 - tools and materials.
 - rules and regulations.
 - student attendance rules.
- In planning a lesson, careful consideration must be given to the
 - objectives of the lesson.
 - student to instructor relations.
 - extracurricular activities.
 - various student organizations.

Answers

- | | | | |
|------|------|------|------|
| 1. a | 3. a | 5. a | 7. b |
| 2. d | 4. c | 6. c | 8. a |

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book, 2001
Milady, 5 Maxwell Drive, Clifton Park, NY 12065, (800) 347-7707, www.Milady.com

Pivot Point's Mindful Teaching Program, 2002-2005
Salon Fundamentals, Evanston, IL 60201, (800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards, NIC, Inc., October 2008
www.nictesting.org

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