

P R O F E S S I O N A L

CRE  **ENTIAL**
S E R V I C E S , I N C .



Alabama

BOARD OF COSMETOLOGY and BARBERING

Esthetician

Candidate Handbook

July 2014

Quick Reference

STEP ONE: COMPLETE APPLICATION

- Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address
Attn: Alabama Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address
Attn: Alabama Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272
Fax: (615) 312-4130
Email: alcos@pcshq.com
Website: <http://www.pcshq.com>

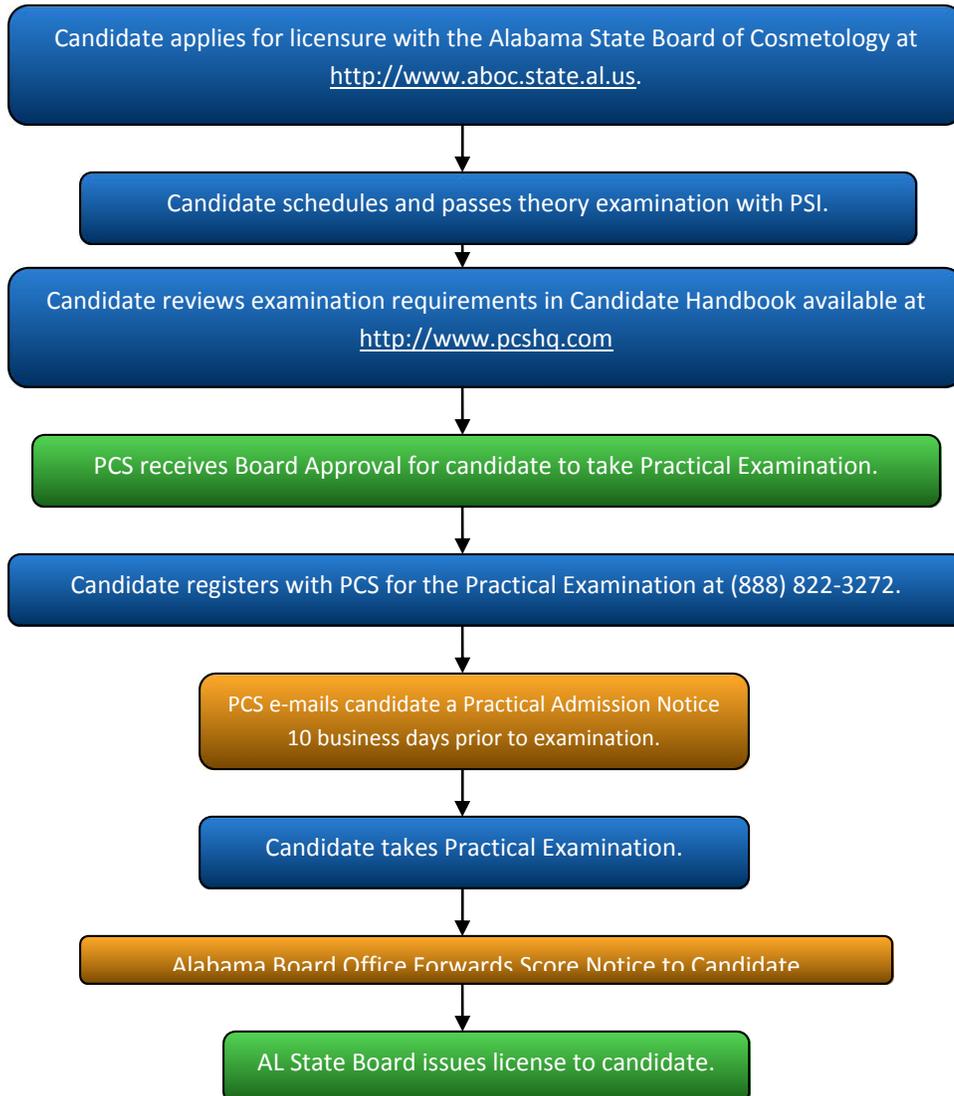
Alabama Board of Cosmetology and Barbering

Regular Mailing Address

RSA Union Building
100 North Union Street, Suite 320
Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918
Toll-free: (800) 815-7453
Fax: (334) 242-1926
Website: <http://www.aboc.alabama.gov>
E-mail: cosmetology@aboc.alabama.gov

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Alabama Board for Cosmetology and Barbering (the “Board”) is responsible for licensing and regulating the profession of Esthetics 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 application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Practical Examination Dates

Site	Exam Date	Application Deadline	Site	Exam Date	Application Deadline
North Alabama	1/6/2014	12/16/2013	Mobile	1/27/2014	1/6/2014
	2/3/2014	1/13/2013		2/17/2014	1/27/2014
	3/3/2014	2/10/2014		3/17/2014	2/24/2014
	4/7/2014	3/17/2014		4/21/2014	3/31/2014
	5/5/2014	4/14/2014		5/19/2014	4/28/2014
	6/2/2014	5/12/2014		6/16/2014	5/26/2014
	7/7/2014	6/16/2014		7/21/2014	6/30/2014
	8/4/2014	7/14/2014		8/18/2014	7/28/2014
	9/22/2014	9/1/2014		9/15/2014	8/25/2014
	10/6/2014	9/15/2014		10/20/2014	9/29/2014
	11/3/2014	10/13/2014		11/17/2014	10/27/2014
	12/1/2014	11/10/2014		12/15/2014	11/24/2014
Birmingham	1/13/2014	12/23/2013	Montgomery	1/27/2014	1/6/2014
	2/10/2014	1/20/2014		2/24/2014	2/3/2014
	3/17/2014	2/24/2014		3/24/2014	3/3/2014
	4/14/2014	3/24/2014		4/28/2014	4/7/2014
	5/12/2014	4/21/2014		5/19/2014	4/28/2014
	6/9/2014	5/19/2014		6/23/2014	6/2/2014
	7/21/2014	6/30/2014		7/28/2014	7/7/2014
	8/25/2014	8/4/2014		8/25/2014	8/4/2014
	9/8/2014	8/18/2014		9/29/2014	9/8/2014
	10/13/2014	9/22/2014		10/27/2014	10/6/2014
	11/17/2014	10/27/2014		11/24/2014	11/3/2014
	12/8/2014	11/17/2014		12/22/2014	12/1/2014

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

Once you have passed the Theory Examination with PSI, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at <http://www.pcshq.com> (steps for online registration are outlined on pages 8 - 9).

! You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Alabama**
5. Click **Esthetician**
6. Click **Apply Online** (First Time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the REcaptcha information below



Type the text

Privacy & Terms

reCAPTCHA™
stop spam.
read books.

PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
5. Choose the examination region and date; click Next.
6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.

The screenshot shows a user profile and application page. The profile section includes fields for Name, Address, Phone, SSN, Alt ID, Birthdate, EMail, and Username. The application section shows active applications for Cosmetology, Esthetician, with fields for State, License Number, and Exam Date. It also displays a list of documents and pending examinations.

Your Profile	Active Applications
Name: Mr. John Douglas Doe	Alabama
Address: 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214	Cosmetology, Esthetician
Phone: 8888223272	ADD STATE APP#
SSN: 222595252	ADD LICENSE NUMBER
Alt ID: 123456789	ADD LIC EXP DATE
Birthdate: 05/05/1955	App Expires: 09/01/2014 EDIT
EMail: zopkey@pcshq.com	Applied: 12/12/2013
Username: zopkey@pcshq.com	Most recent application: 12/12/2013
EDIT PROFILE	Status: Paid, Waiting for review.
Documents	Application Approval Requirements ADD
ADD NEW DOCUMENT	Final Review
Education	DOCUMENTS
BLount County AVC	Application Form 12/12/2013
CLEVELAND AL	Last Changed 12/12/2013
From 05/01/2011	CREDENTIAL APPLICATION
Graduated: 09/01/2012	NEW APPLICATION
CHANGE SCHOOL	Pending Examinations
PCS Contact Information	Alabama Esthetician Practical
Professional Credential Services	Exam Date: 01/13/2014
P.O. Box 198768	Testing at: Birmingham Region
Nashville, TN 37219	Schedule date: 12/12/2013
(888) 822-3272	WAITING FOR APPLICATION APPROVAL
alcos@pcshq.com	CANCEL
	RE-SCHEDULE

PCS Candidate Homepage

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**

The screenshot shows the login page for Professional Credential Services, Inc. It features a header with the company logo and a login form with fields for E-Mail Address and Password, and a Log In button. Below the form, there are links for password recovery and account creation.

Log into your account

E-Mail Address:

Password:

*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

If you have not previously created a PCS account please go to your [profession and state home page](#).

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show a question mark by “Final Review”
- Practical Exam Date will state “Waiting for Application Approval”

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Paid, Waiting for review'. A red box highlights the 'Application Approval Requirements' section, which includes a question mark icon and the text 'Final Review'. Below this is a 'DOCUMENTS' section with an 'Application Form 12/12/2013' and a 'Last Changed 12/12/2013' timestamp. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows the exam date as 01/13/2014 and the status as 'WAITING FOR APPLICATION APPROVAL'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

Approved Registration

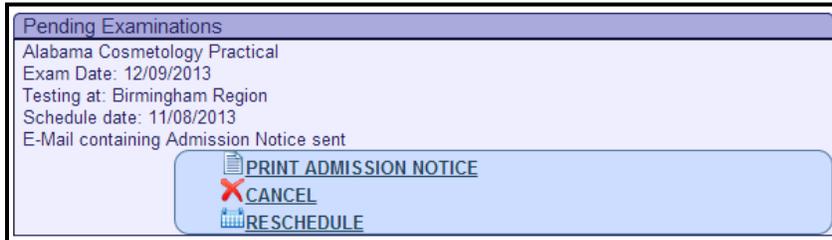
- As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Approved'. A red box highlights the 'Application Approval Requirements' section, which includes a green checkmark icon and the text 'Final Review'. Below this is a 'DOCUMENTS' section with an 'Application Form 12/12/2013' and a 'Last Changed 12/12/2013' timestamp. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows the exam date as 01/13/2014 and the status as 'Waiting for scheduling'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice.



Pending Examinations

Alabama Cosmetology Practical
Exam Date: 12/09/2013
Testing at: Birmingham Region
Schedule date: 11/08/2013
E-Mail containing Admission Notice sent

 **PRINT ADMISSION NOTICE**
 **CANCEL**
 **RESCHEDULE**

Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule with the Alabama Board Office at (800) 815-7453. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at <http://www.pcshq.com>.

- Click **Reschedule Practical** under Active Applications.



Active Applications.

Arizona
Cosmetology, Aesthetician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 04/16/2014 [EDIT](#)
Applied 04/16/2013
Most recent application: 04/16/2013
Status: Approved.

Application Approval Requirements [ADD](#)

 [Board Review](#)
 [Coordinator Review](#)
 [Final Review](#)

 **VIEW APPLICATION FORM**
 **RESCHEDULE PRACTICAL**

Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on page seven of this Handbook, you will receive your requested date.

Examination Notification

1. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive an e-mail at least five business days prior to your requested examination date, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Rescheduling Policy

Rescheduling is not permitted unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

Inclement Weather 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 a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice
- A current 2x2 passport type photo
- Two (2) forms of identification with one form must be a government issued photo id (see below)
- Examination Supplies

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, 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.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to 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.

Examination Results

Score Notices

An official score notice will be forwarded to you from the State Board Office. If you fail the examination, you will also receive information on how to reschedule.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a “Congratulations” letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Fax: 615-312-4130

Email: alcos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Mail Complaint to:

Professional Credential Services, Inc.
Attn: Alabama Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.

State Practical Examination Guidelines

The Alabama Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

Mannequins

A mannequin is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

Hair Removal of the Eyebrows

Simulated soft wax products such as honey or thick lotion are acceptable.

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Practical Examination Supplies

Recommended General Supplies

All supplies must be labeled in English

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked mannequins are NOT permitted)
- body drape
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

Cleansing and Steaming the Face Supplies

- cleansing cream
- cloth towel(s)
- astringent or toner
- container or thermos of water

Massaging the Face Supplies

- massage cream
- astringent or toner

Manual Extraction on the Forehead Supplies

- eye protection
- gloves
- appropriate material
- astringent or toner

Hair Removal of the Eyebrows Supplies

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product

Facial Mask Supplies

- mask product
- astringent or toner
- moisturizer

Facial Makeup Supplies

- hair drape/cover
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color

National Esthetics Practical Examination

Important 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 15 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.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported 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 supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Mannequin

If you are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

National Aesthetics Practical Examination

Setup and Client Protection (15 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the cleansing and steaming supplies and perform proper draping." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Cleansing and Steaming the Face (15 minutes)

Verbal Instructions:

"You will now perform the cleansing and steaming the face section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

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

Massaging the Face (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the massaging the face 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 massaging the face section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will be given 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."

National Aesthetics Practical Examination

Massaging the Face continued

Candidates will be evaluated on the following tasks:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product 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
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Manual Extraction on the Forehead

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead 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 a manual extraction on the forehead." "Do not demonstrate the manual extraction until instructed."

"You will be instructed individually once you have completed preparation." "You will be observed for client protection, safety and infection control procedures." (1) "The instructions will be repeated." (2) "You may begin preparation."

Candidates will be evaluated on the following tasks:

Preparation

- Applies eye protection to client safely
- Wears gloves

Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

"Please demonstrate a manual extraction procedure on the forehead."

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

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

Hair Removal of the Eyebrows

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows 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."

National Aesthetics Practical Examination

Hair Removal of the Eyebrows continued

Verbal Instructions:

You will now perform the hair removal of the eyebrows section of this examination. “You will be instructed individually to demonstrate the tweezing and soft wax procedure.” “Do not demonstrate hair removal until instructed.” “You will be observed for client protection, safety and infection control procedures.” (1) “The instructions will be repeated.” (2) “You may begin preparation.”

Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

Examiners will read the following to each candidate:

“Please demonstrate the tweezing procedure.”

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

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

Facial Mask (10 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the application of the facial mask 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 mask section of this examination.” “You will be observed for client protection, safety and infection control procedures.” “You will be given 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.”

National Aesthetics Practical Examination

Facial Mask (10 minutes)

Candidates will be evaluated on the following tasks:

Preparation

- Removes mask product from container using infection control procedures

Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

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

Facial Makeup (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the facial makeup 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 makeup section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to perform 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

- Protects shoulders with protective covering
- Secures hair off face

Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

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

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."

National Aesthetician Practical Examination

Aesthetician References

Milady's Standard Fundamentals for Aestheticians 10th Ed., 2009

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

Salon Fundamentals Aesthetics 2007, 2005, 2004, 2002

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

Milady's Standard Fundamentals for Aestheticians 9th Ed., 2004, 2003

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

Modern Aesthetics, Gambino

1992
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Cosmetology, 2004

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

NIC Health and Safety Standards

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

National Aesthetician Practical Examination

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.

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology, and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Esthetics Practical Questions

- 1. Can I use a mannequin for the Esthetics practical examination?**
 - All services in the Esthetics must be performed on a mannequin.
- 2. Do I need to cover the eyes when applying products or spray toner?**
 - You should use a spray toner or astringent they should cover the eyes for protection. Product should not enter the eyes, nose or mouth.
- 3. Am I required to wear eye protection during the manual extraction on the forehead?**
 - Eye protection is to be applied to the mannequin only.
- 4. How should I bring the towels for the steaming section of the examination?**
 - You can bring towels in a container and pour water from a thermos or you can bring towels that are pre-saturated but they must demonstrate wringing the towels.
- 5. Do I need to test the temperature of the steam towel? Will the examiner evaluate the temperature of the steam towel?**
 - You must test the temperature of the steam towel on the wrist prior to applying. The examiners will not evaluate the temperature of the towels.
- 6. Does my mannequin need to have a blemish for the manual extraction?**
 - Your mannequin does not have to have a blemish; the examiners will evaluate the procedure according to NIC.