

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

Instructor

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

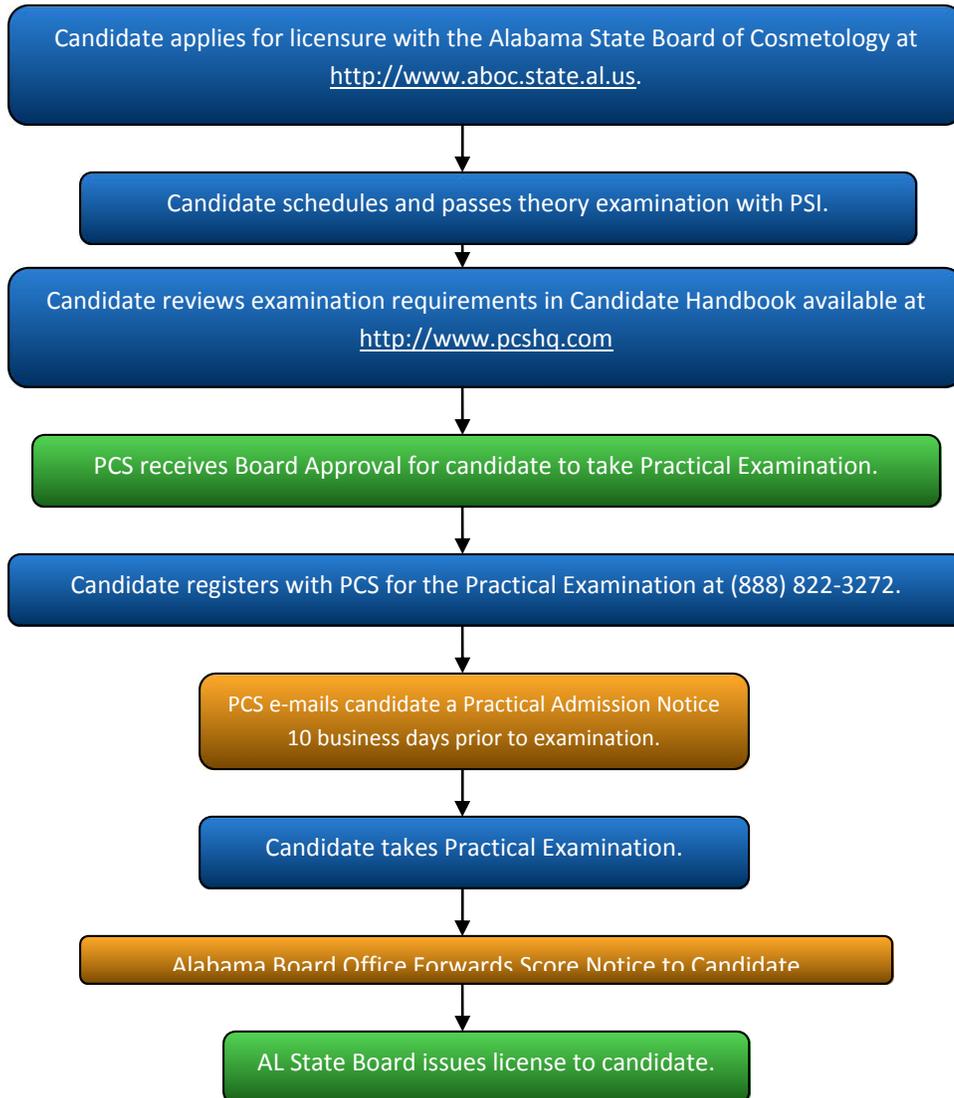
Toll-free: (800) 815-7453

Fax: (334) 242-1926

Website: <http://www.aboc.alabama.gov>

E-mail: cosmetology@aboc.alabama.gov

Application Process



Contents

Quick Reference.....	2
Application Process.....	3
Introduction	5
State Licensure Requirements	5
Special Accommodations	5
Practical Examination Dates	6
Practical Examination Registration	6
PCS Account Set-Up	7
PCS Registration	8
PCS Candidate Homepage.....	8
Registration Status.....	9
Reprinting Admission Letter	10
Examination Rescheduling.....	10
Registration Approval Process	11
Rescheduling Policy.....	11
Examination Day Requirements.....	12
General Examination Policies.....	13
Examination Results.....	14
Change of Information.....	15
Formal Complaints	16
State Practical Examination Guidelines	17
National Instructor Practical Examination	18
Frequently Asked Questions.....	22

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 Nail Technology 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 **Instructor**
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

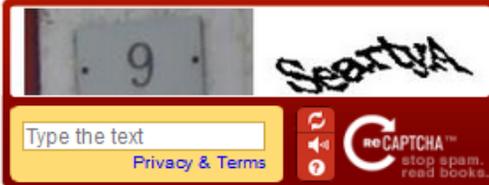
Last Name

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.

Create Account

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 page with the following sections:

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

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. with the following elements:

- Header: **PROFESSIONAL CREDENTIAL SERVICES, INC.**
- Section: **Log into your account**
- Fields: E-Mail Address (with a dropdown arrow), Password, and a **Log In** button.
- Text: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)."
- Text: "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 displays the 'Active Applications' section for an Alabama Cosmetology Esthetician. The application status is 'Final Review', indicated by a question mark icon. The 'Status' is 'Paid, Waiting for review'. The 'DOCUMENTS' section shows an 'Application Form 12/12/2013' with a 'Last Changed' date of 12/12/2013. Below the documents are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows an 'Alabama Esthetician Practical' exam with a date of 01/13/2014, testing at the Birmingham Region, and a schedule date of 12/12/2013. The status is 'WAITING FOR APPLICATION APPROVAL', and there are 'CANCEL' and 'RESCHEDULE' buttons.

Approved Registration

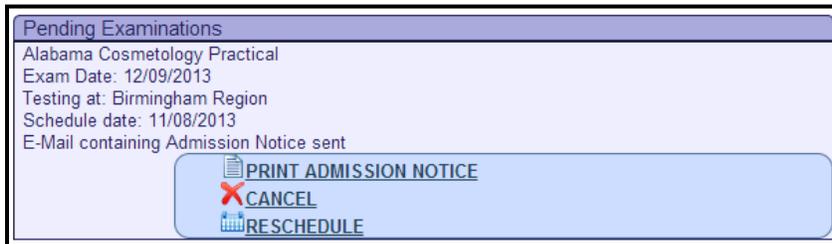
- As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.

The screenshot displays the 'Active Applications' section for an Alabama Cosmetology Esthetician. The application status is 'Final Review', indicated by a green checkmark icon. The 'Status' is 'Approved'. The 'DOCUMENTS' section shows an 'Application Form 12/12/2013' with a 'Last Changed' date of 12/12/2013. Below the documents are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows an 'Alabama Esthetician Practical' exam with a date of 01/13/2014, testing at the Birmingham Region, and a schedule date of 12/12/2013. The status is 'Waiting for scheduling', and 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
- Three copies of Lesson Plan
- 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 receive 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 Arizona State Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Theory Lesson Plan
- Theory Lecture
- Demonstration Lesson Plan
- Demonstration Lecture

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.

National Instructor 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.
- 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 prepare and submit an originally developed lesson plan. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.) *Please refer to State guidelines.
- 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.
- 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, 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 the candidate being dismissed immediately, and the actions reported to the proper authorities. The examiners have been instructed not to answer any questions concerning the 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.

Theory Lesson Plan

Verbal Instructions:

"Please hand the examiner one copy of the theory lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the theory lecture." "Do not begin the theory lecture until verbal instructions have been read." (1) "The instructions will be repeated." (2) "You may begin set up."

Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student

learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")

- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Outlines sequence of lecture
- Provides summary of lesson
- 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.)

National Instructor Practical Examination

Theory Lecture (20 minutes)

Verbal Instructions:

"You will perform the theory lecture section of this examination." "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 assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We 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
- Presents topic in the sequence outlined in lesson plan
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout lecture
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- 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.)
- Practices infection control procedures safely throughout lecture
- Maintains work area in a safe manner throughout lecture
- Lectures for at least 15 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

Verbal Instructions:

"Please hand the examiner one copy of the demonstration lesson plan. You may retain one copy." "You will have 10 minutes to set up your classroom for the demonstration lecture." "Do not begin the demonstration lecture until verbal instructions have been read." (1) "The instructions will be repeated." (2) "You may begin set up."

Lesson plan will be evaluated on the following tasks:

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

Verbal Instructions:

"You will perform the demonstration lecture section of this examination." "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 assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We 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
- Demonstration can be observed by all students
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Simultaneously demonstrates and explains assigned topic
- Demonstrates steps of procedure for topic in correct order
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout demonstration
- Confines demonstration and explanation to assigned topic
- Covers complete content of lesson plan
- Summarizes demonstration (e.g., re-states key points, paraphrases lesson plan, etc.)
- 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.)
- Practices infection control procedures safely throughout demonstration
- Maintains work area in a safe manner throughout demonstration
- Demonstrate for at least 25 minutes

Candidate Summary and 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 Second Edition, 2009

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

Milady's Master Educator Student Course Book, 2001

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

Optional References

Pivot Point's Mindful Teaching Program, 2002-2005

Salon Fundamentals
Evanston, IL 60201
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NIC Health and Safety Standards

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

National Instructor 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. The NIC theory examination is administered in English only.
- 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.