

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 & BARBERING**

Natural Hair Stylist  
Candidate Handbook

July 2014

## Introduction

### 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](mailto: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

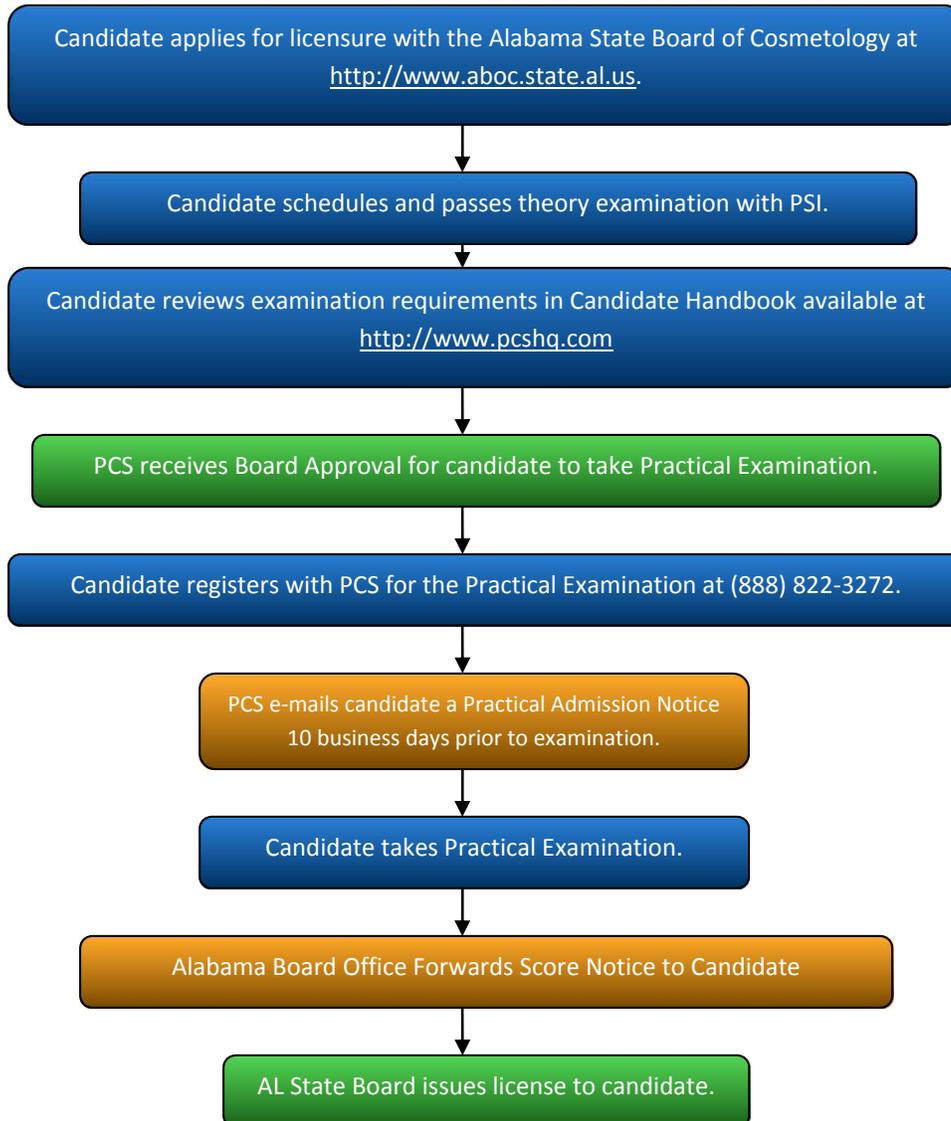
Toll-free: (800) 815-7453

Fax: (334) 242-1926

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

E-mail: [cosmetology@aboc.alabama.gov](mailto: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 Natural Hair Stylist 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 **Natural Hair Stylist**
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

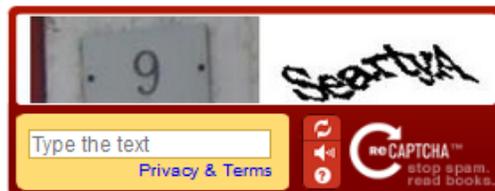
Last Name

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



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.

<b>Your Profile</b> Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8882223272 SSN 222896262 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com <a href="#">EDIT PROFILE</a>	<b>Active Applications</b> Alabama Cosmetology, Esthetician ADD STATE APPE ADD LICENSE NUMBER ADD LIC EXPI DATE App Expires: 09/01/2014 <a href="#">EDIT</a> Applied 12/12/2013 Most recent application: 12/12/2013 Status: Paid, Waiting for review <a href="#">Application Approval Requirements ADD</a> <a href="#">Final Status</a>
<b>Documents</b> <a href="#">ADD NEW DOCUMENT</a>	<b>DOCUMENTS</b> Application Form 12/12/2013 Last Changed 12/12/2013 <a href="#">CREDENTIAL APPLICATION</a> <a href="#">NEW APPLICATION</a>
<b>Education</b> BLOUNT COUNTY AVC CLEVELAND AL From 05/01/2011 Graduated: 09/01/2012 <a href="#">CHANGE SCHOOL</a>	<b>Pending Examinations</b> Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 WAITING FOR APPLICATION APPROVAL <a href="#">CANCEL</a> <a href="#">RESCHEDULE</a>
<b>PCS Contact Information</b> Professional Credential Services P.O. Box 198768 Nashville, TN 37219 (888) 822-3272 alcos@pcshq.com	

## 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**

## 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”

## 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.

**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: Approved.

**Application Approval Requirements** [ADD](#)  
[Final Review](#)

**DOCUMENTS**

[Application Form 12/12/2013](#)  
 Last Changed 12/12/2013

[CREIDENTIAL APPLICATION](#)

[NEW APPLICATION](#)

**Pending Examinations**

Alabama Esthetician Practical  
 Exam Date: 01/13/2014  
 Testing at: Birmingham Region  
 Schedule date: 12/12/2013  
 Waiting for scheduling

[CANCEL](#)  
[RESCHEDULE](#)

## 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.pcsdq.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](mailto: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](mailto: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 State 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
- Invisible/Overhand Braid
- Visible/Underhand Braid
- Sew-On Method
- Bonded Method
- Extension to Invisible Braid
- Extension to Visible Braid

### Mannequins

A mannequin hand is required for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination.

### 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 mannequin head(s) are **NOT** permitted)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- gel
- spatulas
- scissors
- first aid supplies (blood spill kit)
- tape

### Invisible/Overhand Braid Supplies

- small rubber bands
- bobby pins

### Visible/Underhand Braid Supplies

- small rubber bands
- bobby pins

### Sew-On Method

- weft of hair
- thread
- blunt end needle
- measuring tape

### Bonded Method Supplies

- weft of hair
- manufacturer's adhesive
- blow dryer
- measuring tape

### Extension to Invisible Braid Supplies

- extension fibers
- drawing board (optional)

### Extension to Invisible Braid Supplies

- extension fibers
- drawing board (optional)

## National Natural Hair Stylist 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 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the invisible/overhand braid section of this 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(s)

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).

**Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

## National Natural Hair Stylist Practical Examination

### Set Up and Client Protection (10 minutes)

#### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination." "You will also set up the invisible braid supplies." "You will be observed for client protection, safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin set up."*

### Invisible/Overhand Braid (15 minutes)

#### Verbal Instructions:

*"You will now perform the invisible braid section of this examination in the right front section of the head." "You will divide the head into three sections, dividing from ear to ear and from crown to forehead." "You will be instructed to remove the braid." "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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

#### Demonstration of Invisible/Overhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is invisible and uniform
- Strands of hair are overlapping on top of each other
- Proper tension is used
- Ends of braid are secure

**Examiners will read the following to each candidate:**

*"Please demonstrate removing the braid."*

- Starts at end of braid and works toward scalp to remove braid
- 

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

### Visible/Underhand Braid (15 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the visible braid 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 visible braid section of this examination in the right front section of the head." "You will be instructed to remove the braid." "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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

#### Demonstration of Visible/Underhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is visible and uniform
- Three strand braid is woven under center strand
- Proper tension is used
- Ends of braid are secure

**Examiners will read the following to each candidate:**

*"Please demonstrate removing the braid."*

- Starts at end of braid and works toward scalp to remove braid

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

# National Natural Hair Stylist Practical Examination

## Sew-One Method (15 minutes)

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the sew-on method 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 sew-on method section of this examination."  
"You will create a horizontal cornrow in the nape section of the head."  
"You will attach the weft of hair to the cornrow track." "You will be instructed to remove the weft of hair." "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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

#### Demonstration of Sew-On Method

- Section parted for three strand braid
- Measures width of weft according to sub-section
- Creates horizontal cornrow on which weft will be sewn
- Sews track between nape and occipital area
- Sews weft to cornrow track safely
- Weft is tight and secure
- Proper tension is used
- Ends of braid are secure

### Examiners will read the following to each candidate:

*"Please demonstrate removing the extension and cornrow track."*

- Cuts cord without cutting hair for weft removal
- Cuts each stitch without cutting hair

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

## Bonded Method (15 minutes)

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the hair bonded method 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 bonded method section of this examination in the nape section of the head." "You will be instructed to remove the weft of hair." "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."*

### Candidates will be evaluated on the following tasks:

#### Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

#### Demonstration of Bonded Method

- Section parted for weft application
- Width of subsection is as long as extension needed
- Measures extension properly
- Weft with adhesive is applied ¼ inch from scalp
- Uses blow dryer on medium heat to dry adhesive
- Weft is tight and secure

### Examiners will read the following to each candidate:

*"Please demonstrate removing the extension and bonding adhesive."*

- Uses manufacturer's bond remover to remove weft

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

## National Natural Hair Stylist Practical Examination

### Extension to Invisible Braid (15 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the extension to invisible braid 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 extension to invisible braid section of this examination to the left front section of the head." "You will be instructed to remove the extension." "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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

##### Demonstration of Extension to Invisible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is invisible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

#### Examiners will read the following to each candidate:

*"Please demonstrate removing the extension."*

- Starts at end of braid and works toward scalp for extension removal

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

### Extension to Visible Braid (15 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the extension to visible braid 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 extension to visible braid section of this examination to the left front section of the head." "You will be instructed to remove the extension." "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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

##### Demonstration of Extension to Visible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is visible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

#### Examiners will read the following to each candidate:

*"Please demonstrate removing the extension."*

- Starts at end of braid and works toward scalp for extension removal

#### Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

## National Natural Hair Stylist Practical Examination

### 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."*

### Natural Hair Braider References

#### **Milady's Standard Textbook of Cosmetology, 2008**

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Natural Hair Care and Braiding, 1998**

Baily, Diane Carol  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### **Salon Fundamentals, 2007**

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### **NIC Health and Safety Standards**

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

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

### Dry Storage Standard

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

### Hand Washing

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

### Nail Technology

#### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

**Adopted as amended October 2002**

## Frequently Asked Questions

### General Questions

- 1. What is NIC?**
  - NIC is the abbreviation for the National Interstate Council of State Boards of Nail Technician, Inc. NIC is the founder of national testing for Nail Technician, and Nail Technician 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.