



ALABAMA BOARD OF COSMETOLOGY AND BARBERING

NATURAL HAIR STYLING WRITTEN EXAMINATION INFORMATION

EXAMINATIONS BY PSI SERVICES LLC

The Alabama Board of Cosmetology and Barbering is responsible for licensing and regulating the profession of cosmetology in the State of Alabama. The Board has contracted with PSI Services, LLC (PSI) to deliver its examinations.

Candidates **MUST** pass the written examination before applying for the practical examination. You have one attempt to test per eligibility. If you fail you must reapply with the Board.

SCHEDULING PROCEDURES

Once approved by the Alabama Board of Cosmetology and Barbering, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(833) 333-4751 • Fax (702) 932-2666
www.psiexams.com

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Alabama examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

PSI registrars are available at (833) 333-4751, Monday through Friday between 6:30 am and 9:00 pm, and Saturday/Sunday between 8:00 am and 4:30 pm, Central Time, to schedule your appointment for the examination.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (833) 333-4751 or fax a note to (702) 932-2666.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 333-4751. Every effort will be made to reschedule your examination at a convenient time as soon as possible.



COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination centers.

Birmingham (Vestavia Hills)
100 Centerview Drive, Suite 100
Vestavia Hills, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at the first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville
4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile
Dorsey Center
6051-B Airport Blvd.
Mobile, AL 36608

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles ahead on Airport Blvd. Dorsey Center is a small red brick office complex on the left side of the road. You have to make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery
500 Interstate Park Drive, Suite 530
Montgomery, Alabama, 36104

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (833) 333-4751. You will need to speak with a Customer Service Representative.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.



- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Alabama Board of Cosmetology and Barbering is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.



NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

BARBER AND COSMETOLOGY EXAMINATIONS

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nicesting.org.



NATIONAL NATURAL HAIR STYLING
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Natural Hair Styling Theory Examination is the licensure examination for Natural Hair Stylists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Natural Hair Styling Theory Examination is **90 minutes**.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content** and **Important Instructions** – This document provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This document provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

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. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

**NATURAL HAIR STYLING THEORY EXAMINATION
CONTENT OUTLINE**

The following outlines the scope of content covered by the NIC National Natural Hair Styling Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

DOMAIN 1: SCIENTIFIC CONCEPTS (45%)

A. Infection Control and Safety Practices

1. Identify how disease and infection are caused and transmitted
2. Recognize purpose and/or effects of infection control principles
 - a. Levels of infection control: Sanitation/Cleaning
 - b. Levels of infection control: Disinfection
 - c. Levels of infection control: Sterilization
 - d. Process of infection control: Cross-contamination (e.g., recognition, prevention)
 - e. Process of infection control: Differentiate between the purpose of single- and multi-use tools
3. Apply blood contact and exposure procedures
4. Identify requirements of government agencies:
 - a. OSHA standards
 - b. EPA
 - c. FDA

B. Human Anatomy and Physiology

1. Identify function, structure, and composition of the hair and scalp
2. Identify growth cycle of hair
3. Identify signs and symptoms of conditions, disorders, and diseases of the hair and scalp
4. Identify muscles and joints and their functions of head and face
5. Identify functions of body systems as related to head, hair, and scalp:
 - a. Nervous system
 - b. Circulatory system
6. Recognize effects of nutrition on hair and scalp

C. Basic Chemistry of Products Used in Natural Hair Styling

1. Recognize purpose and effects of products and ingredients (e.g., shampoos, conditioners, rinses, adhesives)
2. Recognize effect of chemical processing on natural hair
3. Recognize physical interactions with chemicals
4. Recognize chemical reactions (e.g., overexposure, chemical burn)
5. Interpret the chemical pH scale

DOMAIN 2: NATURAL HAIR CARE AND SERVICES (55%)

- A. Client Consultation, Analysis and Documentation for Natural Hair Care Services
 - 1. Evaluate condition of client's hair and scalp (i.e., assessment)
 - 2. Analysis of hair material
 - 3. Determine client's history of hair care (e.g., past use of chemicals, extreme heat)
 - 4. Recognize conditions that would prohibit service (i.e., contraindications)
 - 5. Determine services or products
 - 6. Recommend time frame and maintenance for style
 - 7. Recognize purpose and interpret results of strand test
 - 8. Establish/Maintain client records (e.g., service history, client card, medical history)
- B. Materials and Tools used in Natural Hair Care Services
 - 1. Identify function and purpose of tools used in hair services:
 - a. Equipment (e.g., chair, workstation) and tools (e.g., irons (conventional or marcel), blow dryers, steamers)
 - b. Implements (e.g., curved needle, combs/brushes, shears)
 - c. Supplies and materials (e.g., towels, drape, neck strips)
 - d. Types of hair extension materials
 - 2. Recognize safe practices in use of tools (i.e., equipment, implements, supplies, ergonomics)
- C. Natural Hair Care Services
 - 1. Apply knowledge of procedures for safely removing braids, twists, locks, bonding/adhesives, etc.
 - 2. Apply knowledge of procedures for safely combing, brushing, and detangling natural hair
 - 3. Apply knowledge of principles and procedures for shampooing and rinsing
 - 4. Apply knowledge of principles and procedures for conditioning or treatments
- D. Natural Hair Design Procedures
 - 1. Apply principles of balance and design (e.g. facial shape, physical structure)
 - 2. Apply knowledge of principles, procedures and safety of natural hair styling:
 - a. Hair cutting (e.g., trimming, transitional cut, shaping)
 - b. Wet styling
 - c. Thermal styling (e.g., ironing, blow drying)
 - d. Braiding, twisting, wrapping, locking, etc.
 - 1. Basic Twist
 - 2. Locks
 - 3. Single Braids
 - 4. Cornrows
 - 5. Knots
 - 3. Apply knowledge of principles, procedures and safety of integration of hair material:
 - a. Braid
 - b. Sew attachment

**NATURAL HAIR STYLING THEORY EXAMINATION
SAMPLE QUESTIONS**

The following sample questions are similar to those presented in the NIC Natural Hair Styling Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

1. Debris is removed from tools and implements using which of the following procedures?
 - (A) Cleaning
 - (B) Disinfection
 - (C) Sterilization
 - (D) Decontamination

2. Which of the following will reinforce and reconstruct the hair shaft?
 1. Scalp treatment
 2. Balancing shampoo
 3. Hair brushing
 4. Protein conditioner

3. When damaged, which of the following will cause the hair growth to be inhibited?
 - (A) Papilla
 - (B) Shaft
 - (C) Cuticle
 - (D) Arrector pili

4. Applying the proper amount of tension while braiding will help prevent
 - (A) dandruff.
 - (B) hair loss.
 - (C) itchy scalp.
 - (D) split ends.

5. Which of the following is the term for the amount of hair per square inch on the scalp?
 - (A) Elasticity
 - (B) Texture
 - (C) Density
 - (D) Resilience

KEY: 1: A, 2: D, 3: A, 4: B, 5: C
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