



PSI Services LLC  
 3210 E Tropicana  
 Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)



## PROFESSIONAL LICENSING BOARDS DIVISION GEORGIA BOARD OF COSMETOLOGY

### COSMETOLOGY EXAMINATIONS CANDIDATE INFORMATION BULLETIN

|   |   |  |                 |
|---|---|--|-----------------|
| Examinations by PSI Services LLC .....        | 1 | Taking the Written Examination by Computer.....        | 4               |
| Examination Eligibility Procedures.....       | 1 | Identification Screen .....                            | 4               |
| Examination Scheduling Procedures .....       | 1 | Tutorial .....   | 4               |
| Scheduling an Examination .....               | 1 | Test Question Screen .....                             | 4               |
| Canceling an Examination .....                | 2 | Examination Review .....                               | 4               |
| Scheduling a Re-Examination .....             | 2 | Score Reports .....                                    | 4               |
| Missed Appointment or Late Cancellation ..... | 2 | Application for Licensure .....                        | 4               |
| Exam Accommodations.....                      | 2 | Taking the Practical Examination .....                 | 4               |
| Examination Site Locations.....               | 2 | Tips for Preparing for Your License Examination.....   | 5               |
| Reporting to the Examination Site .....       | 2 | Examination Content Outlines .....                     | 5               |
| Required Identification .....                 | 3 | Health and Safety Standards Blood Exposure Procedure . | 7               |
| Security Procedures .....                     | 3 | Eligibility Form .....                                 | 8               |
| Emergency Examination Center Closing .....    | 4 | Examination Registration Form .....                    | 9               |
|   |   | Out-of-State Testing Request .....                     | END OF BULLETIN |

Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## EXAMINATIONS BY PSI

The Georgia Board of Cosmetology has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of examination centers in Georgia and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Cosmetology Licensure in the State of Georgia.

**The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).**

## EXAMINATION ELIGIBILITY PROCEDURES

### CANDIDATES THAT ATTENDED A SCHOOL INSTRUCTIONS

Upon approval of eligibility sent to PSI from your approved educator, you will be mailed an eligibility notice containing instructions for scheduling an appointment to take the examination. Your eligibility is valid for 2 years from date of course completion. If you fail the examination, you may retake on an unlimited basis, during the 2-year period. If you do not pass within the 2-year period, you must re-apply with the Georgia Board of Cosmetology.

The PSI approval process will take up to 10 days to complete, from the date of receipt.

All questions and requests for information should be directed to PSI. Your email questions will be replied to within 48 hours of receipt.

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)  
Email: [gasupport@psionline.com](mailto:gasupport@psionline.com)

### CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

You must complete and submit the Request for Verification of training hours form to the Georgia State Board of Cosmetology at the following address. The Request for Verification can be found at <http://sos.ga.gov/index.php/licensing/plb/16>.

The Board will review your training hours and if you meet the requirements for examination, they will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

## APPRENTICE CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

If you have not already received your Request for Verification form, the form can be found at <http://sos.ga.gov/index.php/licensing/plb/16>.

The Board will review your apprentice hours and if you meet the requirements for examination, they will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

## RECIPROCITY CANDIDATE INSTRUCTIONS

Out-of-State or Out-of-Country candidates may be granted reciprocity with the State of Georgia and may not be required to take the examination. The Board will send you a letter after reviewing your application. The application can be found at <http://sos.ga.gov/index.php/licensing/plb/16>. Do not apply with PSI. If you do not meet the requirements, the Board will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

## UNITED STATES VETERAN INSTRUCTIONS

Georgia law (General Provisions Volume 30, Title 43-1-9.(1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores. To qualify, a veteran must have served for a minimum of one year in active duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans' preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination."

To apply for veterans' preference points, you must send a copy of your DD-214 form and documentation of your disability, if applicable, to the Board office along with your completed application for licensure.

## EXAMINATION SCHEDULING PROCEDURES

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, 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. You may schedule for an examination via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com). To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day



prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee **if your cancellation notice is received 2 days prior to the scheduled examination date.** For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

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

### SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled 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.

If you missed your appointment due to an emergency situation, you must provide written documentation. If valid, PSI will allow you to reschedule at no additional charge.

### EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

## GEORGIA EXAMINATION SITE LOCATIONS

### **PSI Atlanta (Written)**

1000 Circle 75 Parkway, Suite 720  
Atlanta, GA 30339

*From I-285 Bypass N, take exit- Exit 51B- toward Chattanooga/Greenville. Merge onto I-285 N. Take the Cobb Pkwy / US-41 exit- Exit 19- toward Dobbins ARB. Turn Left onto Cobb Pkwy SE / US-41 N / GA-3 N. Turn slight right onto Circle 75 Pkwy SE.*

*From the North of Atlanta (I-75 Southbound) exit onto Cobb Parkway and then turn right onto Circle 75 Parkway.*

*From I-285 Southbound take exit 20 and stay right to exit onto Cobb Parkway and then go right onto Circle 75 Parkway.*

*From the Atlanta and South of Atlanta (I-75 N), take exit 259B (this exit is a 270 degree turn). Stay right to exit onto Cobb Parkway.*

*From 285 Northbound, take exit directly onto Cobb Parkway but at Exit 19 and go left toward Circle 75 and turn right.*

*You must park on Level P-2 in the parking deck.*

### **PSI Atlanta/Smyrna (Practical)**

2400 Lake Park Drive, Suite 245  
Smyrna, GA 30080

*From I-75N, take exit 259B for I-285W. Follow signs for US-41/Cobb Pkwy/Dobbins Airbase. Turn right on US-41N/Cobb Pkwy follow US-41N for 1 mile. Turn left on Lake Park Dr.*

### **PSI Atlanta (Duluth) (Written)**

3505 Koger Blvd, Suite 175  
Duluth, GA 30096

*From I-85 N: Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building is on the right.*

### **PSI Atlanta (Marietta) (Written)**

The Pavilions at East Lake Shopping Center  
2100 Roswell Road NE, Suite 2128  
Marietta, GA 30062

*Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.*

### **PSI Macon (Practical and Written)**

3902 Northside Dr, Suite C5  
Macon, GA 31210

*From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from rear of buildings.*

*From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.*

### **PSI Tifton (Written)**

251 Southwell Blvd. Suite A  
Tifton, GA 31794

*I-75 S / GA-401 S. Take the Southwell Blvd exit- Exit 59. Turn Left onto CR-204 / Southwell Blvd. Continue to follow Southwell Blvd.*

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 following the instructions on the Out-Of-State Testing Request Form found at the end of this bulletin. The practical examination is only offered at the Georgia testing centers. **Practical examinations must be taken in Georgia.**

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. **If you arrive late, you may not be**



*admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.*

#### **PRIMARY IDENTIFICATION (with photo) - Choose One**

- 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

NOTE: ID must contain candidate's photo, be valid and unexpired.

#### **SECONDARY IDENTIFICATION - Choose One**

- Credit Card (must be signed)
- Social Security Card

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### 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.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- 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.

### IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the building's tenants, the use of aerosol sprays of any kind (i.e. hairspray, aerosol spray disinfectant) is **Strictly Prohibited** anywhere within the properties which house the PSI test centers. If it is discovered or reported that you or anyone you are associated with, are using or have used an aerosol spray (i.e. hairspray, aerosol spray disinfectant) within the property prior to or during the practical exam, you will not be allowed to test and will forfeit your testing fees.

Also, of note; arriving hours before your exam start time is **NOT ACCEPTABLE**. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in. If you arrive more than 30 minutes prior to the





testing start-time, you will not be allowed to wait in the test center, inside the building or on the building's property. Additionally, person(s) accompanying you may not wait in the test center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors. PSI understands that test Candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the Candidate to the test center; however, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted this policy.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## **TAKING THE WRITTEN 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 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.

### TEST QUESTION SCREEN

The "function bar" at the top of the test question provides mouse-click access to the features available while taking the examination.

Question: 3 of 40   Answered: 2   Unanswered: 1   Marked: 0   View: All   Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

<< Back   Next >>

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.

### EXAMINATION REVIEW

The Georgia Board of Cosmetology is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

### SCORE REPORTS

You will receive the score report immediately following the completion of the written and practical examinations.

The score on the written examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

You may request a written or practical score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

### APPLICATION FOR LICENSURE

Once you have taken and passed both the Written and Practical examinations, you may apply online by going to the following link: <https://secure.sos.state.ga.us/mylicense/>. Applying online is the most efficient way to have your application processed.

On this site, you may submit your application and pay your application fee using a Visa, Mastercard, American Express, or debit card. Application fees are non-refundable.

If you cannot apply online, you may download a paper application from the website at: <http://sos.ga.gov/index.php/licensing/plb/16> and submit along with your non-refundable application fee to:

Georgia State Board of Cosmetology  
237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-2440

## TAKING THE 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.
- 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
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- 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.
- You may **NOT** bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required. You must wear a sleeved smock/lab coat. You must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.

- Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer's label.
- Candidates must use a curling iron with a cord for the Thermal Curling Service.

### INSTRUCTOR PRACTICAL PORTION

- If registering on line, call customer service to receive your lecture and demonstration topics.
- Instructors must bring 3 copies of each lesson plan.

### MANNEQUIN(S)

Candidates must use a mannequin head and a mannequin hand for the examination.

It is the candidate's responsibility to appear at the practical examination with their mannequin head and hand, along with a table clamp.

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.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## STATE OF GEORGIA COSMETOLOGY WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES

THE EXAMINATIONS ARE DEVELOPED BY THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC). YOU WILL FIND THE DETAILED EXAMINATION CONTENT OUTLINES AT [WWW.NICTESTING.ORG](http://WWW.NICTESTING.ORG) SELECT TESTING PROGRAMS, THEN CANDIDATE INFORMATION BULLETINS (CIBS).

### THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:

#### ESTHETICIAN (PRACTICAL ONLY)

WORK AREA AND CLIENT PREPARATION, AND SET UP OF UNIVERSAL SUPPLIES (FIRST CLIENT)



|  |
|--|
| CLEANSING OF THE FACE WITH PRODUCT   |
| EXFOLIATING THE FACE WITH PRODUCT  |
| WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT) |
| HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX        |
| FACIAL MASK AND CONCLUSION OF FACIAL SERVICE                                 |
| FACIAL MAKEUP  |
| BLOOD EXPOSURE PROCEDURE   |
| PARTICLE MICRODERMABRASION ON THE FOREHEAD                                   |
|  |
| <b>ESTHETICIAN (WRITTEN ONLY)</b>  |
| SCIENTIFIC CONCEPTS  |
| ESTHETICS PRACTICES  |
|  |
| <b>ESTHETICIAN INSTRUCTOR (PRACTICAL ONLY)</b>                               |
| LESSON PLAN  |
| THEORY LECTURE   |
| DEMONSTRATION  |
|  |
| <b>ESTHETICIAN INSTRUCTOR (WRITTEN ONLY)</b>                                 |
| THE PROFESSIONAL INSTRUCTOR  |
| CLASSROOM MANAGEMENT   |
|  |
| <b>HAIR DESIGNER (PRACTICAL ONLY)</b>  |
| WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES                     |
| THERMAL CURLING  |
| HAIRCUTTING  |
| WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES                 |
| CHEMICAL WAVING  |
| PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT                   |
| HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT    |
| HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT                            |
| VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT                    |
| BLOOD EXPOSURE PROCEDURE   |
|  |
| <b>HAIR DESIGNER (WRITTEN ONLY)</b>  |
| SCIENTIFIC CONCEPTS  |
| HAIR CARE AND SERVICES   |
|  |
| <b>HAIR DESIGNER INSTRUCTOR (PRACTICAL ONLY)</b>                             |
| LESSON PLAN  |
| THEORY LECTURE   |

|  |
|--|
| DEMONSTRATION  |
|  |
| <b>HAIR DESIGNER INSTRUCTOR (WRITTEN ONLY)</b>                               |
| THE PROFESSIONAL INSTRUCTOR  |
| CLASSROOM MANAGEMENT   |
|  |
| <b>MASTER COSMETOLOGIST (PRACTICAL ONLY)</b>                                 |
| WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES                     |
| THERMAL CURLING  |
| HAIRCUTTING  |
| WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES                 |
| CHEMICAL WAVING  |
| PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT                   |
| HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT    |
| HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT                            |
| VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT                    |
| BLOOD EXPOSURE PROCEDURE   |
| BASIC FACIAL   |
| SCULPTURED NAIL  |
|  |
| <b>MASTER COSMETOLOGIST (WRITTEN ONLY)</b>                                   |
| SCIENTIFIC CONCEPTS  |
| HAIR CARE AND SERVICES   |
| SKIN CARE AND SERVICES   |
| NAIL CARE AND SERVICES   |
|  |
| <b>MASTER COSMETOLOGIST INSTRUCTOR (PRACTICAL ONLY)</b>                      |
| LESSON PLAN  |
| THEORY LECTURE   |
| DEMONSTRATION  |
|  |
| <b>MASTER COSMETOLOGIST INSTRUCTOR (WRITTEN ONLY)</b>                        |
| THE PROFESSIONAL INSTRUCTOR  |
| CLASSROOM MANAGEMENT   |
|  |
| <b>NAIL TECHNICIAN (PRACTICAL ONLY)</b>                                      |
| WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (FIRST CLIENT)      |
| MANICURE AND POLISH APPLICATION  |
| WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT) |



|  |
|--|
| NAIL TIP APPLICATION AND BLENDING                  |
| SCULPTURED NAIL                                    |
| BLOOD EXPOSURE PROCEDURE                           |
|  |
| <b>NAIL TECHNICIAN (WRITTEN ONLY)</b>              |
| SCIENTIFIC CONCEPTS                                |
| NAIL TECHNOLOGY PROCEDURES                         |
|  |
| <b>NAIL TECHNICIAN INSTRUCTOR (PRACTICAL ONLY)</b> |
| LESSON PLAN  |
| THEORY LECTURE                                     |
| DEMONSTRATION                                      |
|  |
| <b>NAIL TECHNICIAN INSTRUCTOR (WRITTEN ONLY)</b>   |
| THE PROFESSIONAL INSTRUCTOR                        |
| CLASSROOM MANAGEMENT                               |

**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**

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.

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. Adopted as amended October 2002.

**HEALTH AND SAFETY STANDARDS  
BLOOD EXPOSURE PROCEDURE**

*If blood exposure 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.** This is the responsibility of the candidate and should be executed as follows:

**CANDIDATE INJURY - FOR EXAMINATION PURPOSES:**

- **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
- **APPLY** antiseptic and/or liquid or spray styptic as appropriate (**see NOTE**).
- **DRESSING** - cover the injury with the appropriate dressing.
- **COVER** injured area with finger guard or glove as appropriate.
- **CLEAN** model/client and station as appropriate.
- **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- **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 EXPOSURE LOG.**







9. **Total Fee \$**\_\_\_\_\_ Pay by money order, cashier's check, company check, or credit card. Personal checks and cash are not accepted.

**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR ONE YEAR.**

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete and forward this registration form with the applicable examination fee to:  
PSI Services LLC \* ATTN: Examination Registration - GA COS  
3210 E Tropicana Ave \* Las Vegas, NV\* 89121  
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929 \* Email: gasupport@psionline.com**

**GEORGIA BOARD OF COSMETOLOGY APPROVED EDUCATOR -CANDIDATE ELIGIBILITY FOR EXAMINATION FORM**

NAME OF LICENSED GEORGIA STATE SCHOOL \_\_\_\_\_ SCHOOL CODE NUMBER (SC#) \_\_\_\_\_

**HOURS REQUIRED - SCHOOL OFFICIAL MUST CHECK THE APPROPRIATE BOX (a copy of the candidate's high school diploma or GED must be attached):**

- Master Cosmetologist: 1,500 school hours in a minimum of 9 months -OR- 54 Semester Credit Hours from an accredited state technical college encompassing the 1500 hours -OR- Barber licensee crossover hours plus 250 school hours in an approved Cosmetology school; and proof of a high school diploma or GED.
- Hair Designer: 1325 school hours in a minimum of 7 months; and proof of a high school diploma or GED.
- Nail Technician: 525 school hours in a minimum of 4 months -OR- 20 Semester Credit Hours from an accredited state technical college encompassing the 525 hours; and proof of a high school diploma or GED.
- Esthetician: 1,000 school hours in a minimum of 9 months -OR- 33 Semester Credit Hours from an accredited state technical college encompassing the 1,000 hours; and proof of a high school diploma or GED.
- Master Cosmetology Instructor: 750 school hours at a Board approved school within 1 year -OR- 24 Semester Credit Hours from an accredited state technical college encompassing the 750 hours, copy of current Cosmetology license & 1 year master level work experience; and proof of a high school diploma or GED.
- Hair Designer Instructor: 750 school hours at a Board approved school within 4 months, copy of current Hair Designer license & 1 year master level work experience; and proof of a high school diploma or GED.
- Esthetician Instructor: 500 school hours at a Board approved school within 9 months, copy of current Esthetician license & 1 year master level work experience; and proof of a high school diploma or GED.
- Nail Technician Instructor: 250 school hours at a Board approved school within 4 months, copy of current Nail Technician license & 1 year master level work experience; and proof of a high school diploma or GED.

|                   |                        |                           |              |
|-------------------|------------------------|---------------------------|--------------|
| COURSE START DATE | COURSE COMPLETION DATE | NUMBER OF HOURS COMPLETED | TODAY'S DATE |
|-------------------|------------------------|---------------------------|--------------|

|                         |                            |   |
|-------------------------|----------------------------|---|
| SIGNATURE OF INSTRUCTOR | PRINTED NAME OF INSTRUCTOR | INSTRUCTOR LICENSE NUMBER & EXPIRATION DATE |
|-------------------------|----------------------------|---|

Please provide the following candidate information. Upon receipt of this eligibility form, PSI will mail an eligibility notice to the candidate, containing instructions for scheduling an appointment to take the examination.

Candidate Name:     
 Last Name First Name M.I.

Candidate Social Security or VISA#:  (FOR IDENTIFICATION PURPOSES ONLY)

Candidate Mailing Address:    
 Number, Street Apt/Ste

-   
 City State Zip Code

Candidate Telephone: Cell   -  Office   -

Candidate Birth Date:  -  -  Candidate Email: \_\_\_\_\_@\_\_\_\_\_  
 M M D D Y Y

Examination Candidate is Approved For: (Check one)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Esthetician (Practical and Written) (\$109)</li> <li><input type="checkbox"/> Esthetician (Practical Only) (\$64)</li> <li><input type="checkbox"/> Esthetician (Written Only) (\$45)</li> <li><input type="checkbox"/> Esthetician Instructor (Practical and Written) (\$34)</li> <li><input type="checkbox"/> Esthetician Instructor (Practical Only) (\$19)</li> <li><input type="checkbox"/> Esthetician Instructor (Written Only) (\$15)</li> <li><input type="checkbox"/> Hair Designer (Practical and Written) (\$109)</li> <li><input type="checkbox"/> Hair Designer (Practical Only) (\$64)</li> <li><input type="checkbox"/> Hair Designer (Written Only) (\$45)</li> <li><input type="checkbox"/> Hair Designer Instructor (Practical and Written) (\$34)</li> <li><input type="checkbox"/> Hair Designer Instructor (Practical Only) (\$19)</li> <li><input type="checkbox"/> Hair Designer Instructor (Written Only) (\$15)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Master Cosmetologist (Practical and Written) (\$109)</li> <li><input type="checkbox"/> Master Cosmetologist (Practical Only) (\$64)</li> <li><input type="checkbox"/> Master Cosmetologist (Written Only) (\$45)</li> <li><input type="checkbox"/> Master Cosmetologist Instructor (Practical and Written) (\$109)</li> <li><input type="checkbox"/> Master Cosmetologist Instructor (Practical Only) (\$64)</li> <li><input type="checkbox"/> Master Cosmetologist Instructor (Written Only) (\$45)</li> <li><input type="checkbox"/> Nail Technician (Practical and Written) (\$109)</li> <li><input type="checkbox"/> Nail Technician (Practical Only) (\$64)</li> <li><input type="checkbox"/> Nail Technician (Written Only) (\$45)</li> <li><input type="checkbox"/> Nail Technician Instructor (Practical and Written) (\$34)</li> <li><input type="checkbox"/> Nail Technician Instructor (Practical Only) (\$19)</li> <li><input type="checkbox"/> Nail Technician Instructor (Written Only) (\$15)</li> </ul> |
|--|---|

Complete and forward this eligibility form via mail, email, or fax. Remember to include a copy of the candidate's high school diploma or GED.

PSI Services LLC \*\* ATTN: Examination Registration GA COS \*\*3210 E Tropicana Ave \*\*Las Vegas, NV \*\* 89121  
 Email: [gasupport@psionline.com](mailto:gasupport@psionline.com) \*\* Fax (702) 932-2666





---

**EXAM ACCOMMODATIONS  
OR  
OUT-OF-STATE TESTING REQUEST**

---

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

**Requirements for exam accommodation requests:**

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION ACCOMMODATIONS**

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121