



NATIONAL COSMETOLOGY
PRACTICAL EXAMINATION
CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Cosmetology Practical Examination content and administration. 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.
- 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 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.

- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch 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.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a live model or mannequin head(s) and/or a mannequin hand(s) for the examination.

*** Please refer to State guidelines.**

***If your state permits a live model:**

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

***If your state permits a mannequin head(s):**

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

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.

***If your state permits a mannequin hand(s):**

Candidates are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examinations. Prior to reporting to the examination candidates MUST apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

**COSMETOLOGY PRACTICAL
EXAMINATION CONTENT SECTIONS**

The scope of the National Cosmetology Practical Examination includes six (6) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

- Set Up and Client Protection
- Thermal Curling
- Haircutting
- Chemical Waving
- Virgin Hair Lightening Application and Hair Color Retouch
- Virgin Relaxer Application and Relaxer Retouch

Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state. The additional services that may be included in the examination are as follows and are denoted with an *:

- * Blow Dry Styling
- * Shaping and Pin Curl Placement
- * Roller Placement
- * Basic Facial
- * Manicure
- * Sculptured Nail
- * Hair Removal of the Eyebrows

CORE DOMAIN SERVICES

**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 thermal curling 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.”*

*** Please refer to State guidelines, if using hot iron please read the following statement:**

“Please plug in curling irons at this time.”

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup
-

**THERMAL CURLING
(10 minutes)**

Verbal Instructions:

“You will now perform the thermal curling section of this examination.”

“You will form three curls on the top of the head and four curls on one side of the head.”

“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.”*

Candidates will be evaluated on the following tasks:

Demonstration of Curling

- Tests temperature of iron **PRIOR** to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**HAIRCUTTING
(30 minutes)**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting 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 haircutting section of this examination.”
“You will complete a basic layered haircut using shears and a razor.”

“You will cut the nape section with a razor.”

“You will complete the haircut using the shears.”

“Please do not sweep the hair from the floor until you are instructed.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

“You will be informed when you have 15 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

HAIRCUTTING CONTINUED

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: (Individually)

“May I please use your comb to check your haircut?”

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

Safety and Infection Control

The following will be read to each candidate after checking their haircut: (Individually)

“You may clean up only your hair at this time.”

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL WAVING (20 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the chemical waving 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 chemical waving section of this examination.”

“You will wrap the center back section of the head, from crown to nape.”

“You will be instructed to apply simulated waving lotion.”

“You will be instructed to demonstrate a test curl.”

“Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl.”

“Do not remove the perm rods until the examiner instructs you to remove them.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: (Individually)

“Please demonstrate saturation.”

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

The following will be read to each candidate: (Individually)

“Please demonstrate a test curl.”

- Unwraps rod at least 1 1/2 turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

The following will be read to the entire group of candidates when the timer goes off: *“Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them.”*

The following will be read to the entire group of candidates after examiners have finished checking all candidates:

“Please remove all rods from the head and brush the hair straight back.”

**VIRGIN HAIR LIGHTENING APPLICATION
AND HAIR COLOR RETOUCH
(20 minutes, in two 10 minute segments)**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections 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 virgin hair lightening application section of this examination.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete the virgin hair lightening section.”

“You will be informed when you have 5 minutes remaining.”

“Upon completion, you will step back until instructed to apply the hair coloring retouch section.”

“You will have 10 minutes to complete the hair coloring retouch section.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the hair color retouch begins.

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: *“You have 10 minutes to complete the hair coloring section. “You will be informed when you have 5 minutes remaining.” “You may begin.”*

Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**VIRGIN RELAXER APPLICATION AND
RELAXER RETOUCH
(20 minutes, in two 10 minute segments)**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch 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 virgin relaxer application section of this examination.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete the virgin relaxer section.”

“You will be informed when you have 5 minutes remaining.”

“Upon completion, you will step back until instructed to apply the relaxer retouch section.”

“You will have 10 minutes to complete the relaxer retouch section.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back: *“You have 10 minutes to complete the relaxer retouch section. “You will be informed when you have 5 minutes remaining.” “You may begin.”*

Demonstration of Relaxer Retouch (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- Completely covers subsections with simulated product

**VIRGIN RELAXER APPLICATION AND
RELAXER RETOUCH CONTINUED**

The following will be read to each candidate: (*Individually*)
 “Please demonstrate smoothing the relaxer retouch product.”

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

ADDITIONAL SERVICES

Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state. The additional services that may be included in the examination are as follows and are denoted with an *.

*** BLOW DRY STYLING
(10 minutes)**

* Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.

* Blow Dry Styling is examined after Haircutting for states that elect to test this section.

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the blow dry styling 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 blow dry styling section of this examination.”

“You will blow dry only the top and one side of the head.”

“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.”

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands

Demonstration of Blow Drying

- Directs air flow to protect scalp
- Controls hair with brush
- Demonstrates drying of hair

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** SHAPING AND PIN CURL PLACEMENT
(20 minutes)**

* Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the shaping and pin curl placement 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 shaping and pin curl placement section of this examination on the top of the head.”

“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.”

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Ridge Curl

- Forms a ridge shaping
- Carves pin curl from ridge shaping
- Forms pin curl shaping protecting ridge
- Ribbons strand for control
- Forms pin curls without disturbing ridge
- Clips pin curls securely

Demonstration of “C” Shaping

- Forms a “C” shaping
- Carves pin curls from “C” shaping
- Ribbons strand for control
- Forms pin curls without disturbing “C” shaping
- Clips pin curls securely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures

*** SHAPING AND PIN CURL PLACEMENT
CONTINUED**

Safety and Infection Control

- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** ROLLER PLACEMENT
(10 minutes)**

*** Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the roller placement 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 roller placement section of this examination on the top of the head."

"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."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Roller Placement

- Subsections hair straight and evenly
- Subsections hair same length as roller
- Subsections hair same width as roller
- Wraps hair evenly and smoothly around roller
- Roller #1 placed on base
- Roller #2 placed half off base
- Roller #3 placed off base
- Clips roller securely

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** BASIC FACIAL
(10 minutes)**

*** Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the basic facial 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 basic facial section of this examination."

"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."*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Demonstration of Facial

- Removes cleanser from container using infection control procedures and applies it to the entire face safely
- Removes cleanser from face without dragging or pulling skin
- Removes massage product from container using infection control procedures and applies it to entire face safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner/astringent safely

Safety and Infection Control

- Maintains hair drape throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** MANICURE**
(20 minutes)

* Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.

Verbal Instructions for Set Up:

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers while maintaining continuous contact
- Cleanses massage product from each nail plate

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** SCULPTURED NAIL**
(20 minutes)

* Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.

Due to health and safety issues associated with Methyl Methacrylate Monomer (MMA), candidates are prohibited from using a liquid monomer containing MMA. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.

Verbal Instructions for Set Up:

“You have 2 minutes to set up the supplies for the sculptured nail 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 one sculptured nail using an odorless product.”

“You will apply a sculptured nail to the index finger.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Upon completion of the sculptured nail section of this examination, please turn the hand toward the examiner to indicate that you are finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Sets up implements that are visibly clean and sanitary
- Sanitizes finger
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

*** SCULPTURED NAIL CONTINUED**

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

*** HAIR REMOVAL OF THE EYEBROWS**

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

*** Every State Regulatory Entity has different testing needs and may elect one or more of the following additional services. Please contact your State Regulatory Entity to obtain a list of services that constitute the practical examination administered in your state.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

You will now perform the hair removal of the eyebrows section of this examination.”

“You will be instructed individually to demonstrate the tweezing and soft wax procedure.”

“Do not demonstrate hair removal until instructed.”

“You will be observed for client protection, safety and infection control procedures.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin preparation.”*

Candidates will be evaluated on the following tasks:

Tweezing Section

Preparation

- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

The following will be read to each candidate: (Individually)

“Please demonstrate the tweezing procedure.”

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

Soft Waxing Section

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

The following will be read to each candidate: (Individually)

“Please demonstrate the soft wax procedure.”

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

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in safe manner throughout service

CANDIDATE SUMMARY AND FINAL CLEANUP

Verbal Instructions:

“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- dry storage kit/container*
- hand sanitizer
- mannequin head(s) and a table clamp* (pre-marked mannequins 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*
- container/bag for soiled/trash items
- container or bag for items to be disinfected*
- 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
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- tape

THERMAL CURLING SUPPLIES

- thermal curling iron
- comb(s)
- material for testing temperature of iron

HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)

HAIR LIGHTENING/COLORING SUPPLIES

*** Please refer to State guidelines**

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol*
- comb(s)
- hair clips

CHEMICAL RELAXING SUPPLIES

*** Please refer to State guidelines**

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol*
- comb(s)

***BLOW DRY STYLING SUPPLIES**

*** Please refer to State guidelines**

- blow dryer
- hair brush(es)

***SHAPING & PIN CURL PLACEMENT SUPPLIES**

*** Please refer to State guidelines**

- clippers
- gel
- comb(s)

***ROLLER PLACEMENT SUPPLIES**

*** Please refer to State guidelines**

- clippers
- rollers
- comb(s)

***BASIC FACIAL SUPPLIES**

*** Please refer to State guidelines**

- hair drape
- cleansing cream
- massage cream
- toner or astringent

***MANICURE SUPPLIES**

*** Please refer to State guidelines**

- mannequin hand(s) with artificial nails attached* (Trainer hands are **NOT** permitted.)
- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil
- base coat
- top coat
- red polish
- polish remover

***SCULPTURED NAIL SUPPLIES**

*** Please refer to State guidelines**

- mannequin hand(s) with artificial nails attached* (Trainer hands are **NOT** permitted.)
- cuticle pusher
- sculptured nail products (powder, primer, liquid) (The product must be sealed and in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

***HAIR REMOVAL OF THE EYEBROWS SUPPLIES**

*** Please refer to State guidelines**

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product*
- post epilation product
- applicators

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2012

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

Salon Fundamentals, Cosmetology, 2010

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

*Cosmetology Career Concepts, Haircutting, Hairdesigning,
Haircoloring, and Success Dynamics, 2010*

CLiC International
396 Pottsville-St. Clair Highway
Pottsville, PA 17901
(800) 207-5400
www.clicusa.com

NIC Health and Safety Standards

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

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004 & 2008

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

Salon Fundamentals Cosmetology, 2006 & 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007

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

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

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

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

1 All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer’s directions.

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

DRY STORAGE STANDARD

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

HAND WASHING

(Anti-Bacterial Soap is recommended)

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

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

Visit our website at www.nictesting.org