



# D.L. Roope Administrations Inc. Candidate Handbook

## MONTANA COSMETOLOGY



D.L. Roope Administrations Inc.  
1.888.375.2020  
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Effective November 2016



# D.L. Roope Administrations Inc. Candidate Handbook – Montana

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## **D.L. Roope Administrations Inc. Candidate Handbook – Montana**

### **D.L. ROOPE ADMINISTRATIONS INC. CONTACT INFORMATION**

To request examination information you may write, phone, or visit our web site:

D.L. Roope Administrations Inc.

P.O. Box 631

Hampden, ME 04444-0631

Toll Free: 1-888-375-2020 ~ Direct: 1-207-848-7720

Fax (207) 848-5511 ~ [www.DLRoope.com](http://www.DLRoope.com)

### **ELIGIBILITY REQUIREMENTS**

Eligibility requirements for the licensure examinations are set by the Montana Board of Barbers and Cosmetologists (Board). D.L. Roope Administrations Inc. is contracted by the Board to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Board office, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the board office at 1-406-841-2300.

### **MONTANA SCHOOL CANDIDATES**

If you graduated from a licensed school in the state of Montana, you may obtain a paper exam application from your school or you may complete an online exam application on our website at [www.DLRoope.com](http://www.DLRoope.com). If you apply online, your school will be notified electronically that you have applied.

Student's final record of instruction must be submitted to the Board. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before a license will be issued.

### **REINSTATEMENT & OUT OF STATE CANDIDATES**

If your license has lapsed or you did not graduate from a school licensed in the State of Montana, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the Board office at 1-406-841-2300 for information regarding requirements for licensure. Please visit our website at [www.DLRoope.com](http://www.DLRoope.com) to apply online or to print the Reinstatement & Out of State exam application. If approved, the Board will issue a Verification of Eligibility form (VOE) that must be submitted with your examination application to D.L. Roope Administrations Inc.

### **EXAM APPLICATIONS**

Online exam applications are available on our website at [www.DLRoope.com](http://www.DLRoope.com). Exam fees may be paid by credit card when applying online and there is a credit card processing charge.

If you graduated from a school licensed by the Montana Board, a paper exam application may be obtained from your school or you may complete an online exam application. If you graduated in another state you may visit our website at [www.DLRoope.com](http://www.DLRoope.com) to print the Out of State paper exam application or to apply online.

## D.L. Roope Administrations Inc. Candidate Handbook – Montana

### AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact D.L. Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to D.L. Roope Administrations Inc. by the application deadline date.**

### APPLICATION PROCEDURES

**Complete** applications must be received by D.L. Roope Administrations by the deadline date indicated next to the requested exam week. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested examination week is full, you will be scheduled for the next available exam week.

**Practical** exam weeks and deadline dates are listed on the exam applications on our website at [www.DLRoope.com](http://www.DLRoope.com)

### EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for 6 months from date of receipt. You must request a practical examination week on your application prior to the 6 month expiration of your examination fee. If no examination week is indicated on the application, you will be scheduled for the next available examination week.

If you do not attend your scheduled examination, cannot be admitted, or if you arrive late, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:

- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- You have a medical emergency - documentation from a medical professional is required.
- A death in your immediate family – a copy of the obituary indicating your relation or a letter from the funeral home stating your relation to the deceased.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination for review. If approved, you will be rescheduled to the next available examination week. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

### ADMISSION TO THE EXAMINATION

Practical exam admission letters will be mailed after the deadline date. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination. Please note that D.L. Roope Administrations Inc. schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth is correct on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office or send an e-mail with the needed corrections to Support@DLRoope.com. Please include a fax number or e-mail address and our office will verify the corrections and send a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to D.L. Roope Administrations Inc. **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

### PROFESSIONAL ATTIRE

Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).

In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.

### TESTING SITE VISITOR POLICY

**NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in this handbook in the section titled "EXAMINATION SECTIONS" Your driver should wait in their vehicle until you are done and have exited the building.

## D.L. Roope Administrations Inc. Candidate Handbook – Montana

### KIT & SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A suggested supply list is included in the NIC Candidate Information Bulletin that is included with this handbook.

Recommended kit size is no larger than 30" x 30". For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.

Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.

Candidates are not permitted to use aerosol products at any time during the examinations. All disinfectants, sanitizers and products **MUST** be non-aerosol.

Candidates may bring a container of water if needed for any section of the examination and 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.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the work station. Instructors may use a tripod during their Theory Lecture of Demonstration Lecture as this does not cause a safety issue.

### PROHIBITED ITEMS – NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, textbooks, study materials, watches, purses, etc. These items should be left at home or locked in your vehicle during the examinations. Cell phones or any electronic device cannot be in the exam room even if it is turned off. **If it is discovered that you have a cell phone in the exam room once the exam has started, you will be immediately dismissed from the exam and your actions will be reported to the proper authorities.** You may bring one clear plastic ziplock bag with the following items into the examination rooms: Photo identification, admission letter, car keys, medication & personal hygiene items. You will be instructed to place your zip lock bag under your work area and it may not be touched during the examination. If you have medication that you may need during the examination, please raise your hand and a proctor will assist you.

**MANNEQUIN INFORMATION**

The NIC Candidate Information Bulletin that is included with this handbook contains generic mannequin/model information for all states nationally, please refer to the following **mannequin information** for testing in the state of Montana:

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. It is suggested that one mannequin be curled prior to the examination for the purpose of simulating thermal curling with a cold iron. The mannequin’s hair must be brushed straight back prior to the thermal curling section of the examination.

**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. Candidates that bring a marked mannequin head to the examination will be informed that they are not permitted and cannot be used.**

Candidates must also bring a mannequin hand for the manicure section of this examination. Prior to reporting to the examination candidates **MUST** apply a nail to each finger. The artificial nail must cover the entire nail bed of each finger. Mannequin hands must be an entire hand and cannot have removable digits.

**EXAMINATION SECTIONS**

The Cosmetology examination consists of 2 sections.

**1. National NIC Cosmetology Written Examination**

The time allotment for this examination is 90 minutes.

**2. National NIC Cosmetology Practical Examination**

The duration of this examination is approximately 4 hours.

**EXAMINATION SURVEY INFORMATION**

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

Please note that the examiners are not permitted to have conversations with or interact with the testing candidates. This should not be interpreted as them being rude as they are required to strictly follow standardized verbal instructions and procedures at all times.

If you have questions or need assistance, you may also send an e-mail to [support@DLRoope.com](mailto:support@DLRoope.com).

**MONTANA SCORING INFORMATION**

A scaled score of 75.00 is required on the written and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

**MONTANA EXAMINATION RESULT INFORMATION**

If you indicated on your application that you will download a copy of your result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Please do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter. You will not be able to log in until the result letters are posted.

If you are unable to log onto our website, please check the message center to see if a message has been posted that the results are available. You will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at [www.DLRoope.com](http://www.DLRoope.com).**

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your test results will be sent directly to the Board.

If you do not have access to the internet and you need your result letter mailed to you, please check the appropriate box on the application. If your result letter is mailed to you, it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board. Please refer to the result letter for instructions regarding your license.

If you have failed your examination, you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to D.L. Roope Administrations Inc. at the address listed on the application.

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## INFECTION CONTROL AND SAFETY STANDARDS

### *NIC Infection Control*

#### **WET DISINFECTION *and* STORAGE STANDARD**

- 1) Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
- 2) Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.
- 3) All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

#### **DRY STORAGE STANDARD**

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants. At no time can these items come into contact with used/dirty items.

#### **HAND WASHING**

Thoroughly wash hands and the exposed portions of arms with 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.

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## NIC BLOOD EXPOSURE PROCEDURE

### IF A BLOOD EXPOSURE SHOULD OCCUR, THE FOLLOWING STEPS MUST BE FOLLOWED:

- When possible injured party should go to a sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items). This is the responsibility of the candidate/student/licensee and should be executed as follows:

### CANDIDATE/STUDENT/LICENSEE INJURY

PROTECTION – If a cut is sustained, stop the service, put on gloves (if appropriate) and clean the injured area.

APPLY antiseptic to the injured area.

DRESSING - Cover the injury with the appropriate adhesive dressing.

COVER injured area with finger guard or glove if appropriate.

BAG and dispose of all contaminated single use items.

REMOVE gloves and wash hands.

CLEAN model/client.

CLEAN AND DISINFECT implements and station.

CLEAN hands

RETURN to the service.

### MODEL/CLIENT INJURY

STOP service.

GLOVE hands of candidate/student/licensee.

CLEAN injured area.

APPLY antiseptic.

COVER the injury with the appropriate dressing to prevent further blood exposure.

BAG and dispose of all contaminated single use items.

CLEAN and disinfect any implements or surfaces contaminated

CLEAN hands

RETURN to service.

### EXAMINATIONS:

- EXAMINER IS TO USE NEW DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH WASHING HANDS.
- DOCUMENT INCIDENT IN BLOOD EXPOSURE LOG.

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC CONTAINER TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR.**

Adopted 1998; Revised October 2002/ Revised August 2014

**REFERENCES**

Examination textbook references are available on the NIC website at [www.NICTesting.org](http://www.NICTesting.org).

**COSMETOLOGY PRACTICAL EXAMINATION SECTIONS**

The examination sections of the NIC Cosmetology practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The NIC CIB includes examination sections to meet the needs of **ALL** states using the national examination program. Each exam section of the practical examination is numbered, if a number is skipped then that is because your state does not test that exam section and you should proceed to the next section as indicated on the attached NIC CIB as it includes **ALL** examination sections that are tested in **Montana**.



NATIONAL COSMETOLOGY  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

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

**National Cosmetology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).**

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Montana Cosmetology core services, including the manicure and polish application, and hair removal of the eyebrows, and tweezing and soft wax additional services sections.**

For each NIC National Practical 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 Practical examination and information and guidelines related to administration of the Practical examination.
- ***References*** – This document provides a list of references used to develop and support the content covered in NIC examinations.  
The *references* will always be the same for both 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**

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- 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.**
  - Candidates are required to bring a kit for their own use.
    - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
    - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
    - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
    - All examinations are administered in a testing environment.

## NIC NATIONAL COSMETOLOGY PRACTICAL EXAMINATION CIB

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- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- Due to standardization of the NIC National Examinations, Proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. Candidates requesting information during the examination will be told one of the following statements:
    - “Do the best you can with what you have available.”
    - “Do as you were taught.”
  - Examiners are not allowed to speak with candidates.
  - If you experience an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
- Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) 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.
  - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.  
**Failure to do so may result in your dismissal from the examination.**
    - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to the official NIC webpage for a current downloadable copy.*
  - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- 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.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *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.*

- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers, created labels must be in English only.
  - Original manufacturer's labels are *required* for certain products such as disinfectants and hand sanitizers.
  - **An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used.** Please refer to the "*Suggested Examination Supplies*" section to see any further specific requirements for supplies and products.
  - Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
  - **NO** aerosols are allowed in the testing environment.
  - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "*Suggested Examination Supplies*" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

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## **NIC MODEL OR MANNEQUIN REQUIREMENTS**

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Depending on your state requirement, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

**\* Please refer to your state or examination vendor guidelines for model and mannequin requirements.**

**If your state requires that you use a mannequin head(s) or hand(s):**

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.

**Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination.

**Mannequin hands must be an entire hand and cannot have removable digits.**

**Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.**

**\*If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.

## **NIC NATIONAL COSMETOLOGY PRACTICAL EXAMINATION CIB**

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- 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 areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination.

### **SPECIAL ATTENTION**

The following information is vital and specific to the  
NIC National Cosmetology Practical Examination:

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- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
    - Container labeled "to be disinfected"
    - Container labeled "soiled linens"
    - Container labeled "trash"
  - It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
  - The following sections are **new** to the Cosmetology Practical Examination:
    - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 9)
    - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 10)
    - Blood Exposure Procedure (Content Domain Section 13)
    - +Nail Tip Application and Blending (Content Domain Section 16, Additional Section)
    - +Hair Removal of the Upper Lip Using Hard Wax (Content Domain Section 21, Additional Section)
    - +Facial Makeup (Content Domain Section 22, Additional Section)
- Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are not allowed to label products as single-use items.
  - Use of single-use products may result in a failing score for the examination.

**COSMETOLOGY PRACTICAL EXAMINATION  
CONTENT DOMAIN SECTIONS**

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The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain services. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Supplies**  
(First client (15 minutes))
2. + Blow Dry Styling (10 minutes)
3. **Thermal Curling** (10 minutes)
4. **Haircutting** (30 minutes)
5. +Roller Placement (10 minutes)
6. + Fingerwaving and Pin Curl Placement – Skip Wave (10 minutes)
7. **Work Area and New Client Preparation, and Set Up of Supplies**  
(Second client 15 minutes)
8. **Chemical Waving** (20 minutes)
9. **Predisposition Test and Strand Test with Simulated Product** (Untimed)
10. **Highlighting with Foil, Virgin Application with Colored Simulated Product**  
(15 minutes)
11. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
12. **Virgin Relaxer Application with Colored Simulated Product** (Untimed)
13. **Blood Exposure Procedure** (Untimed)
14. + Work Area and **New Client** Preparation, and Set Up of Supplies  
(Additional nail technology client 15 minutes)
15. + Manicure and Polish Application (20 minutes)
16. + Nail Tip Application and Blending (20 minutes)
17. +Sculptured Nail (20 minutes)
18. +Work Area and **New Client** Preparation, and Set Up of Supplies  
(Additional esthetic services client 15 minutes)
19. +Basic Facial (20 minutes)
20. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax  
(Untimed)
21. +Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)
22. +Facial Makeup (20 minutes)

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections must be performed in the numerical order outlined.**

NIC NATIONAL COSMETOLOGY PRACTICAL  
EXAMINATION TASK LINES AND VERBAL INSTRUCTIONS

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**1. WORK AREA AND CLIENT PREPARATION, AND SET  
UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your work area for your client.”*

*“You will set up the universal supplies you will use throughout the examination.”*

*“You will also set up the supplies for the following sections of the examination:*

*Thermal Curling,*

*Haircutting,*

*“You will also prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm your state requirement. Administration of any of these sections must be done in the order outlined.**

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

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and client preparation and setup of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### **3. THERMAL CURLING (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform thermal curling.”*

*“You will form two curls on the top of the head and two curls on one side of the head.”*

*“A complete curl must be formed from base to end.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 3.1 Thermal curling supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 3.2 Implements and supplies are visibly clean**
- 3.3 Tests temperature of iron**
- 3.4 Subsections hair for thermal curling**
- 3.5 Uses iron safely**
- 3.6 Final appearance of four curls**
- 3.7 Maintains drape throughout section**
- 3.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Thermal Curling (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

#### **4. HAIRCUTTING (30 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a haircut.”*

*“You will complete a basic layered haircut using razor and shears.”*

*“You will cut at least 1 inch of hair throughout the haircut.”*

*“Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 4.1 Hair cutting supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)**
- 4.2 Implements and supplies are visibly clean**
- 4.3 Uses razor safely**
- 4.4 Uses shears safely**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

*NIC Cosmetology Practical Examination – Haircutting (continued)*

**Examiner – Verbal Instructions:** Examiner will perform a check individually once **ALL** candidates in the room have Completed the haircut or timing has elapsed:

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

- 4.5 Cuts entire nape line to a uniform length**
- 4.6 Cuts sides uniform in length**
- 4.7 Blends haircut**

**Examiner – Verbal Instructions:** Read to each candidate individually after assessment:

*“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”*

- 4.8 Removes hair from work area**
- 4.9 Maintains drape throughout section**
- 4.10 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## 7. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the following sections of the examination:*

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application“*

*“You will also prepare your client for chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 7.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 7.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 7.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 7.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and client preparation and setup of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **8. CHEMICAL WAVING (20 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a chemical waving.”*

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

*“Once you are finished wrapping, please step back and wait for the next verbal instructions to be given.”*

*“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”*

*“Do not remove the remaining rods until you are instructed to do so.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 8.1 Chemical waving supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)**
- 8.2 Implements and supplies are visibly clean**
- 8.3 Subsections hair for chemical waving service**
- 8.4 Wraps hair**
- 8.5 Correct rod placement used throughout entire section**

*NIC Cosmetology Practical Examination – Chemical Waving (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please wait until the next verbal instructions are given.”*

**Examiner – Verbal Instructions:** Examiner will perform a check individually once ALL candidates in the room have completed chemical waving or timing has elapsed:

*“Please demonstrate saturation”*

**8.6 Demonstrates saturation process**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a test curl.”*

**8.7 Demonstrates test curl**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please remove one rod from the hair.”*

**Examiner – Verbal Instructions:** Once rod is removed from the hair, read individually to candidate:

*“Do not remove the remaining rods until instructed to do so.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:

*“All examiners have indicated they are ready to proceed.”*

*“You will have 5 minutes to remove all remaining rods from the head and create 5 sections for the remaining chemical services.”*

*“Step back to indicate you have finished.”*

(1) *“You may begin.”*

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

**8.8 Maintains drape throughout section**

**8.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Chemical Waving (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **9. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform the predisposition test and strand test for permanent hair color.”*

*“You will demonstrate the predisposition test behind the ear.”*

*“You will demonstrate the strand test process on any single subsection of hair.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the predisposition and strand test processes”*

*“This is an untimed section.”*

*“Do not begin to demonstrate until instructed individually by the examiner to do so.”*

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

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

**9.1 Predisposition and strand test supplies are labeled in English**

*(If original manufacturer's label is present, it must have English and may be multi-language. Any other created label must be only English)*

**9.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate the predisposition test*

**9.3 Demonstrates predisposition test with simulated product behind the ear**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a strand test process”*

**9.4 Demonstrates strand test process with simulated product**

*NIC Cosmetology Practical Examination –Predisposition Test and Strand Test (continued)*

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

**9.5 Maintains drape throughout section**

**9.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## **10. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform highlighting with foil, virgin application.”*

*“You will place four foils on the top of the head from the front hairline to the apex.”*

*“You will apply simulated highlighting product from upper edge of foils to hair ends.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**10.1 Highlighting with foil supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)

**10.2 Implements and supplies are visibly clean**

**10.3 Subsections hair for highlighting with foils**

**10.4 Uses correct foil placement**

*NIC Cosmetology Practical Examination – Highlighting with Foil, Virgin Application  
(continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please wait until the next verbal instructions are given.”*

### **10.5 Final result of simulated product application**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:

*“Please do nothing until the next verbal instructions are given.”*

### **10.6 Maintains drape throughout section**

### **10.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## **11. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a hair color retouch application.”*

*“You will apply simulated hair color product to one section of the back of the head.”*

*“The client has 1 inch of regrowth.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

*NIC Cosmetology Practical Examination – Hair color Retouch (continued)*

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

- 11.1 Hair color retouch supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 11.2 Implements and supplies are visibly clean**
- 11.3 Subsections hair**
- 11.4 Applies simulated hair color product**
- 11.5 Final result of hair color retouch application**
- 11.6 Maintains drape throughout section**
- 11.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **12. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a virgin hair relaxer application.”*

*“You will apply simulated relaxer product on a single subsection of hair.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so.”*

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

*NIC Cosmetology Practical Examination – Virgin Hair Relaxer (continued)*

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

- 12.1 Virgin hair relaxer supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 12.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:  
*“Please demonstrate a virgin relaxer application procedure.”*

- 12.3 Subsections hair for relaxer application**
- 12.4 Applies simulated relaxer product**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

- 12.5 Maintains drape throughout section**
- 12.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:  
*“All examiners have indicated they are ready to proceed.”*

### 13. BLOOD EXPOSURE PROCEDURE (Untimed)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the blood exposure procedure.”*

*“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You are expected to follow all client protection, safety and infection control procedures.”*

*“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”*

*“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the blood exposure until instructed individually by the examiner to do so.”*

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

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate the blood exposure procedure for this scenario.”*

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

**13.1 Blood exposure supplies are labeled in English**

*(If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)*

**13.2 Removes materials from first aid kit**

**13.3 Supplies and materials are visibly clean**

**13.4 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)**

**13.5 Cover with dressing that is absorbent and secured**

**13.6 Candidate wears glove or finger guard**

**13.7 Disposes of all contaminated supplies**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:

*“Please do nothing until further instructions are given.”*

**13.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

## 14. WORK AREA AND NEW CLIENT PREPARATION AND SET UP OF SUPPLIES (15 minutes)

+ ADDITIONAL NAIL SERVICES+

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the +Manicure and Polish Application+ section of the examination:*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

*(2) “You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections will be performed in the numerical order outlined.**

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

- 14.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 14.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 14.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 14.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and new client preparation and set up of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working.”*

## **15. MANICURE AND POLISH APPLICATION (20 minutes)** **+ ADDITIONAL SERVICE +**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a manicure and polish application.”*

*“You will be expected to follow all 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.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 15.1 Manicure and polish supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)**
- 15.2 Implements and supplies are visibly clean**
- 15.3 Sanitizes hand to be manicured with product labeled in English (manufacturer's label)**
- 15.4 Shapes free edges to establish uniform length and shape**
- 15.5 Immerses all fingernails in bowl of water**
- 15.6 Applies cuticle remover**
- 15.7 Pushes back cuticles**
- 15.8 Cleans under free edges**
- 15.9 Brushes or wipes nails to remove product or remaining debris**
- 15.10 Buffs nails**
- 15.11 Applies cuticle oil**

*NIC Cosmetology Practical Examination –Manicure and Polish Application (continued)*

- 15.12 Applies massage product**
- 15.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements**
- 15.14 Cleanses each nail plate with appropriate solution**  
(i.e., nail dehydrator, alcohol, nail prep solution)
- 15.15 Applies base coat to cover entire nail plate**
- 15.16 Applies red polish to cover entire nail plate**
- 15.17 Applies top coat to cover entire nail plate**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working. Please wait until the next verbal instructions are given.”*

- 15.18 Final appearance of polish is smooth and even**
- 15.19 Nail plate is entirely covered with red polish**
- 15.20 Cuticle and surrounding skin are free of polish and free of injury**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

- 15.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working.”*

**18. WORK AREA AND NEW CLIENT PREPARATION AND  
SET UP OF SUPPLIES (15 minutes)**

*+ADDITIONAL SKIN SERVICES+*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the +Hair Removal of the Eyebrows by Tweezing and Soft Wax + section of the examination:*

*“You will also prepare your client for services..*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any services until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections will be performed in the numerical order outlined.**

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

- 18.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 18.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 18.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 18.4 Applies new protective covering to model hair and body**
- 18.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and new client preparation and set up of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **20. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed) + ADDITIONAL SERVICE +**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform hair removal of the eyebrows by tweezing and using simulated soft wax.”*

*“You will demonstrate hair removal from one eyebrow by tweezing.”*

*“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so.”*

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

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

**20.1 Hair removal supplies are labeled in English**

*(If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)*

**20.2 Implements and supplies are visibly clean**

### **HAIR REMOVAL OF EYEBROWS – TWEEZING**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal of the eyebrow by tweezing.”*

**20.3 Candidate wears gloves**

**20.4 Applies antiseptic to eyebrow area**

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## NIC NATIONAL COSMETOLOGY PRACTICAL EXAMINATION CIB

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*NIC Cosmetology Practical Examination – Hair removal of the eyebrow, tweezing and soft wax (continued)*

- 20.5 Holds skin taut (**without slack**)
- 20.6 Demonstrates tweezing of hair in direction of hair growth
- 20.7 Applies antiseptic to treated area

### HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

**Examiner – Verbal Instructions:** Read to each candidate individually:  
*“Please demonstrate hair removal of the eyebrow using simulated soft wax.”*

- 20.8 Applies antiseptic to eyebrow area
- 20.9 Uses absorbent material or product to dry eyebrow area
- 20.10 Tests temperature of simulated wax product on wrist
- 20.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 20.12 Smooths wax strip over simulated wax product
- 20.13 Holds skin taut (**without slack**)
- 20.14 Removes wax strip in opposite direction of hair growth
- 20.15 Applies antiseptic to treated area
- 20.16 Applies post-epilation product to treated area

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

- 20.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

### CANDIDATE CLEANUP AND FINAL SUMMARY

**Proctor – Verbal Instructions:** Read to all candidates at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.”*

*“Thank you for your participation”*

***SUGGESTED EXAMINATION SUPPLIES***

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**Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm state requirement. Administration of any of these sections will be performed in the numerical order outlined.**

**EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- 🍏 candidate supply kit to serve as dry storage area (must be closeable)\*
- 🍏 hand sanitizer (must have original manufacturer's label)
- 🍏 hospital disinfectant (must have original manufacturer's label)
- 🍏 container labeled "items to be disinfected"
- 🍏 container labeled "soiled linens"
- 🍏 container labeled "trash"
- 🍏 first aid kit/supplies
- 🍏 paper towels

**HAIR CARE – UNIVERSAL/GENERAL SUPPLIES**

- 🍏 mannequin head(s) and a table clamp or tri-pod\* (pre-marked mannequins are NOT permitted)
- 🍏 neck strip(s)
- 🍏 protective cape(s) (child size is appropriate for mannequin)
- 🍏 cloth towels
- 🍏 hair clip(s) and/or clamp(s)
- 🍏 comb(s)
- 🍏 hair brush(es)
- 🍏 spray bottle with water
- 🍏 protective cream
- 🍏 spatula(s)
- 🍏 protective cotton
- 🍏 protective gloves

**THERMAL CURLING**

- 🍏 thermal curling iron with cord unaltered
- 🍏 material for testing temperature of iron

**HAIRCUTTING**

- 🍏 shears
- 🍏 razor

**CHEMICAL WAVING WITH SIMULATED PRODUCT**

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

**PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 hair color-colored simulated product
- 🍏 skin cleanser

**HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 colored simulated product
- 🍏 foils

**HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 colored simulated product

**VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT**

- 🍏 brush bowl or bottle applicator
- 🍏 colored simulated product

**BLOOD EXPOSURE PROCEDURE**

- 🍏 additional bag for disposal of blood-contaminated materials

**+NAIL CARE-UNIVERSAL/GENERAL SUPPLIES**

- 🍏 mannequin hand(s) with artificial nails attached *\*(Must be entire hand; cannot have removable digits. Trainer hands are NOT permitted.)*
- 🍏 cotton
- 🍏 polish remover
- 🍏 cuticle oil
- 🍏 files and/or buffers
- 🍏 nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- 🍏 spatula(s)

**+MANICURE AND POLISH APPLICATION+**

- 🍏 bowl (finger bowl)
- 🍏 container of water
- 🍏 cuticle cream/remover

- 🍏 cuticle pusher
- 🍏 nail brush
- 🍏 massage product
- 🍏 base coat
- 🍏 top coat
- 🍏 red polish
- 🍏 polish remover

**+SKIN CARE-UNIVERSAL/GENERAL SUPPLIES**

- 🍏 hair band or drape
- 🍏 body drape
- 🍏 tissue, gauze, or cotton rounds
- 🍏 moisturizer
- 🍏 spatula(s)
- 🍏 protective gloves

**+HAIR REMOVAL OF THE EYEBROWS+**

- 🍏 antiseptic
- 🍏 tweezers
- 🍏 fabric strips
- 🍏 simulated soft wax product
- 🍏 post-epilation product



NATIONAL COSMETOLOGY  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

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

**National Cosmetology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).**

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Montana Cosmetology core services, including the manicure and polish application, and hair removal of the eyebrows, and tweezing and soft wax additional services sections.**

For each NIC National Practical 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 Practical examination and information and guidelines related to administration of the Practical examination.
- ***References*** – This document provides a list of references used to develop and support the content covered in NIC examinations.  
The *references* will always be the same for both 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.**
- Candidates are required to bring a kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.

## NIC NATIONAL COSMETOLOGY PRACTICAL EXAMINATION CIB

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- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- Due to standardization of the NIC National Examinations, Proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. Candidates requesting information during the examination will be told one of the following statements:
    - “Do the best you can with what you have available.”
    - “Do as you were taught.”
  - Examiners are not allowed to speak with candidates.
  - If you experience an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
- Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) 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.
  - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.  
**Failure to do so may result in your dismissal from the examination.**
    - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to the official NIC webpage for a current downloadable copy.*
  - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- 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.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *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.*

- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers, created labels must be in English only.
  - Original manufacturer's labels are *required* for certain products such as disinfectants and hand sanitizers.
  - **An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used.** Please refer to the "*Suggested Examination Supplies*" section to see any further specific requirements for supplies and products.
  - Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
  - **NO** aerosols are allowed in the testing environment.
  - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "*Suggested Examination Supplies*" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

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## **NIC MODEL OR MANNEQUIN REQUIREMENTS**

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Depending on your state requirement, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

**\* Please refer to your state or examination vendor guidelines for model and mannequin requirements.**

**If your state requires that you use a mannequin head(s) or hand(s):**

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.

**Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination.

**Mannequin hands must be an entire hand and cannot have removable digits.**

**Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.**

**\*If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.

## **NIC NATIONAL COSMETOLOGY PRACTICAL EXAMINATION CIB**

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- 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 areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination.

### **SPECIAL ATTENTION**

The following information is vital and specific to the  
NIC National Cosmetology Practical Examination:

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- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
    - Container labeled "to be disinfected"
    - Container labeled "soiled linens"
    - Container labeled "trash"
  - It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
  - The following sections are **new** to the Cosmetology Practical Examination:
    - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 9)
    - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 10)
    - Blood Exposure Procedure (Content Domain Section 13)
    - +Nail Tip Application and Blending (Content Domain Section 16, Additional Section)
    - +Hair Removal of the Upper Lip Using Hard Wax (Content Domain Section 21, Additional Section)
    - +Facial Makeup (Content Domain Section 22, Additional Section)
- Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are not allowed to label products as single-use items.
  - Use of single-use products may result in a failing score for the examination.

**COSMETOLOGY PRACTICAL EXAMINATION  
CONTENT DOMAIN SECTIONS**

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The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain services. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Supplies**  
(First client (15 minutes))
2. + Blow Dry Styling (10 minutes)
3. **Thermal Curling** (10 minutes)
4. **Haircutting** (30 minutes)
5. +Roller Placement (10 minutes)
6. + Fingerwaving and Pin Curl Placement – Skip Wave (10 minutes)
7. **Work Area and New Client Preparation, and Set Up of Supplies**  
(Second client 15 minutes)
8. **Chemical Waving** (20 minutes)
9. **Predisposition Test and Strand Test with Simulated Product** (Untimed)
10. **Highlighting with Foil, Virgin Application with Colored Simulated Product**  
(15 minutes)
11. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
12. **Virgin Relaxer Application with Colored Simulated Product** (Untimed)
13. **Blood Exposure Procedure** (Untimed)
14. + Work Area and **New Client** Preparation, and Set Up of Supplies  
(Additional nail technology client 15 minutes)
15. + Manicure and Polish Application (20 minutes)
16. + Nail Tip Application and Blending (20 minutes)
17. +Sculptured Nail (20 minutes)
18. +Work Area and **New Client** Preparation, and Set Up of Supplies  
(Additional esthetic services client 15 minutes)
19. +Basic Facial (20 minutes)
20. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax  
(Untimed)
21. +Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)
22. +Facial Makeup (20 minutes)

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections must be performed in the numerical order outlined.**

NIC NATIONAL COSMETOLOGY PRACTICAL  
EXAMINATION TASK LINES AND VERBAL INSTRUCTIONS

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**1. WORK AREA AND CLIENT PREPARATION, AND SET  
UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your work area for your client.”*

*“You will set up the universal supplies you will use throughout the examination.”*

*“You will also set up the supplies for the following sections of the examination:*

*Thermal Curling,*

*Haircutting,*

*“You will also prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm your state requirement. Administration of any of these sections must be done in the order outlined.**

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

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and client preparation and setup of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### **3. THERMAL CURLING (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform thermal curling.”*

*“You will form two curls on the top of the head and two curls on one side of the head.”*

*“A complete curl must be formed from base to end.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 3.1 Thermal curling supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 3.2 Implements and supplies are visibly clean**
- 3.3 Tests temperature of iron**
- 3.4 Subsections hair for thermal curling**
- 3.5 Uses iron safely**
- 3.6 Final appearance of four curls**
- 3.7 Maintains drape throughout section**
- 3.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Thermal Curling (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

#### **4. HAIRCUTTING (30 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a haircut.”*

*“You will complete a basic layered haircut using razor and shears.”*

*“You will cut at least 1 inch of hair throughout the haircut.”*

*“Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 4.1 Hair cutting supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)**
- 4.2 Implements and supplies are visibly clean**
- 4.3 Uses razor safely**
- 4.4 Uses shears safely**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

*NIC Cosmetology Practical Examination – Haircutting (continued)*

**Examiner – Verbal Instructions:** Examiner will perform a check individually once **ALL** candidates in the room have Completed the haircut or timing has elapsed:

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

- 4.5 Cuts entire nape line to a uniform length**
- 4.6 Cuts sides uniform in length**
- 4.7 Blends haircut**

**Examiner – Verbal Instructions:** Read to each candidate individually after assessment:

*“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”*

- 4.8 Removes hair from work area**
- 4.9 Maintains drape throughout section**
- 4.10 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## 7. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the following sections of the examination:*

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application“*

*“You will also prepare your client for chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 7.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 7.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 7.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 7.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and client preparation and setup of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **8. CHEMICAL WAVING (20 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a chemical waving.”*

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

*“Once you are finished wrapping, please step back and wait for the next verbal instructions to be given.”*

*“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”*

*“Do not remove the remaining rods until you are instructed to do so.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 8.1 Chemical waving supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)**
- 8.2 Implements and supplies are visibly clean**
- 8.3 Subsections hair for chemical waving service**
- 8.4 Wraps hair**
- 8.5 Correct rod placement used throughout entire section**

*NIC Cosmetology Practical Examination – Chemical Waving (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please wait until the next verbal instructions are given.”*

**Examiner – Verbal Instructions:** Examiner will perform a check individually once ALL candidates in the room have completed chemical waving or timing has elapsed:

*“Please demonstrate saturation”*

**8.6 Demonstrates saturation process**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a test curl.”*

**8.7 Demonstrates test curl**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please remove one rod from the hair.”*

**Examiner – Verbal Instructions:** Once rod is removed from the hair, read individually to candidate:

*“Do not remove the remaining rods until instructed to do so.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:

*“All examiners have indicated they are ready to proceed.”*

*“You will have 5 minutes to remove all remaining rods from the head and create 5 sections for the remaining chemical services.”*

*“Step back to indicate you have finished.”*

(1) *“You may begin.”*

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

**8.8 Maintains drape throughout section**

**8.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Chemical Waving (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **9. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform the predisposition test and strand test for permanent hair color.”*

*“You will demonstrate the predisposition test behind the ear.”*

*“You will demonstrate the strand test process on any single subsection of hair.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the predisposition and strand test processes”*

*“This is an untimed section.”*

*“Do not begin to demonstrate until instructed individually by the examiner to do so.”*

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

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

**9.1 Predisposition and strand test supplies are labeled in English**

*(If original manufacturer's label is present, it must have English and may be multi-language. Any other created label must be only English)*

**9.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate the predisposition test*

**9.3 Demonstrates predisposition test with simulated product behind the ear**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a strand test process”*

**9.4 Demonstrates strand test process with simulated product**

*NIC Cosmetology Practical Examination –Predisposition Test and Strand Test (continued)*

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

**9.5 Maintains drape throughout section**

**9.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## **10. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform highlighting with foil, virgin application.”*

*“You will place four foils on the top of the head from the front hairline to the apex.”*

*“You will apply simulated highlighting product from upper edge of foils to hair ends.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**10.1 Highlighting with foil supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)

**10.2 Implements and supplies are visibly clean**

**10.3 Subsections hair for highlighting with foils**

**10.4 Uses correct foil placement**

*NIC Cosmetology Practical Examination – Highlighting with Foil, Virgin Application  
(continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please wait until the next verbal instructions are given.”*

### **10.5 Final result of simulated product application**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:

*“Please do nothing until the next verbal instructions are given.”*

### **10.6 Maintains drape throughout section**

### **10.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

## **11. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a hair color retouch application.”*

*“You will apply simulated hair color product to one section of the back of the head.”*

*“The client has 1 inch of regrowth.”*

*“You will be expected to follow all 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.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

*NIC Cosmetology Practical Examination – Hair color Retouch (continued)*

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

- 11.1 Hair color retouch supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 11.2 Implements and supplies are visibly clean**
- 11.3 Subsections hair**
- 11.4 Applies simulated hair color product**
- 11.5 Final result of hair color retouch application**
- 11.6 Maintains drape throughout section**
- 11.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **12. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a virgin hair relaxer application.”*

*“You will apply simulated relaxer product on a single subsection of hair.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so.”*

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

*NIC Cosmetology Practical Examination – Virgin Hair Relaxer (continued)*

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

- 12.1 Virgin hair relaxer supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 12.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:  
*“Please demonstrate a virgin relaxer application procedure.”*

- 12.3 Subsections hair for relaxer application**
- 12.4 Applies simulated relaxer product**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

- 12.5 Maintains drape throughout section**
- 12.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:  
*“All examiners have indicated they are ready to proceed.”*

### 13. BLOOD EXPOSURE PROCEDURE (Untimed)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the blood exposure procedure.”*

*“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You are expected to follow all client protection, safety and infection control procedures.”*

*“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”*

*“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the blood exposure until instructed individually by the examiner to do so.”*

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

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate the blood exposure procedure for this scenario.”*

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

**13.1 Blood exposure supplies are labeled in English**

*(If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)*

**13.2 Removes materials from first aid kit**

**13.3 Supplies and materials are visibly clean**

**13.4 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)**

**13.5 Cover with dressing that is absorbent and secured**

**13.6 Candidate wears glove or finger guard**

**13.7 Disposes of all contaminated supplies**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:

*“Please do nothing until further instructions are given.”*

**13.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

## 14. WORK AREA AND NEW CLIENT PREPARATION AND SET UP OF SUPPLIES (15 minutes)

+ ADDITIONAL NAIL SERVICES+

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the +Manicure and Polish Application+ section of the examination:*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections will be performed in the numerical order outlined.**

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

- 14.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 14.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 14.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 14.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and new client preparation and set up of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working.”*

## **15. MANICURE AND POLISH APPLICATION (20 minutes)** **+ ADDITIONAL SERVICE +**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a manicure and polish application.”*

*“You will be expected to follow all 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.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**15.1 Manicure and polish supplies are labeled in English** (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)

**15.2 Implements and supplies are visibly clean**

**15.3 Sanitizes hand to be manicured with product labeled in English** (manufacturer's label)

**15.4 Shapes free edges to establish uniform length and shape**

**15.5 Immerses all fingernails in bowl of water**

**15.6 Applies cuticle remover**

**15.7 Pushes back cuticles**

**15.8 Cleans under free edges**

**15.9 Brushes or wipes nails to remove product or remaining debris**

**15.10 Buffs nails**

**15.11 Applies cuticle oil**

*NIC Cosmetology Practical Examination – Manicure and Polish Application (continued)*

- 15.12 Applies massage product**
- 15.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements**
- 15.14 Cleanses each nail plate with appropriate solution**  
(i.e., nail dehydrator, alcohol, nail prep solution)
- 15.15 Applies base coat to cover entire nail plate**
- 15.16 Applies red polish to cover entire nail plate**
- 15.17 Applies top coat to cover entire nail plate**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working. Please wait until the next verbal instructions are given.”*

- 15.18 Final appearance of polish is smooth and even**
- 15.19 Nail plate is entirely covered with red polish**
- 15.20 Cuticle and surrounding skin are free of polish and free of injury**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

- 15.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working.”*

**18. WORK AREA AND NEW CLIENT PREPARATION AND  
SET UP OF SUPPLIES (15 minutes)**

*+ADDITIONAL SKIN SERVICES+*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies you will use for the remainder of the examination.”*

*“You will also set up the supplies for the +Hair Removal of the Eyebrows by Tweezing and Soft Wax + section of the examination:*

*“You will also prepare your client for services..*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any services until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm State requirement. Administration of any of these sections will be performed in the numerical order outlined.**

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

- 18.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant**
- 18.2 Sanitizes hands with product labeled in English (manufacturer’s label)**
- 18.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)**
- 18.4 Applies new protective covering to model hair and body**
- 18.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

*NIC Cosmetology Practical Examination – Work area and new client preparation and set up of supplies (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## **20. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed) + ADDITIONAL SERVICE +**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform hair removal of the eyebrows by tweezing and using simulated soft wax.”*

*“You will demonstrate hair removal from one eyebrow by tweezing.”*

*“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so.”*

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

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

**20.1 Hair removal supplies are labeled in English**

*(If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)*

**20.2 Implements and supplies are visibly clean**

### **HAIR REMOVAL OF EYEBROWS – TWEEZING**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal of the eyebrow by tweezing.”*

**20.3 Candidate wears gloves**

**20.4 Applies antiseptic to eyebrow area**

*NIC Cosmetology Practical Examination – Hair removal of the eyebrow, tweezing and soft wax (continued)*

- 20.5 Holds skin taut (without slack)**
- 20.6 Demonstrates tweezing of hair in direction of hair growth**
- 20.7 Applies antiseptic to treated area**

### **HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX**

**Examiner – Verbal Instructions:** Read to each candidate individually:  
*“Please demonstrate hair removal of the eyebrow using simulated soft wax.”*

- 20.8 Applies antiseptic to eyebrow area**
- 20.9 Uses absorbent material or product to dry eyebrow area**
- 20.10 Tests temperature of simulated wax product on wrist**
- 20.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth**
- 20.12 Smooths wax strip over simulated wax product**
- 20.13 Holds skin taut (without slack)**
- 20.14 Removes wax strip in opposite direction of hair growth**
- 20.15 Applies antiseptic to treated area**
- 20.16 Applies post-epilation product to treated area**

**Examiner – Verbal Instructions:** Read to candidate individually after assessment:  
*“Please do nothing until the next verbal instructions are given.”*

- 20.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

### **CANDIDATE CLEANUP AND FINAL SUMMARY**

**Proctor – Verbal Instructions:** Read to all candidates at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.”*

*“Thank you for your participation”*

***SUGGESTED EXAMINATION SUPPLIES***

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**Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

**+Denotes Additional Sections for States that elect to test this/these sections. Confirm state requirement. Administration of any of these sections will be performed in the numerical order outlined.**

**EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- 🍏 candidate supply kit to serve as dry storage area (must be closeable)\*
- 🍏 hand sanitizer (must have original manufacturer's label)
- 🍏 hospital disinfectant (must have original manufacturer's label)
- 🍏 container labeled "items to be disinfected"
- 🍏 container labeled "soiled linens"
- 🍏 container labeled "trash"
- 🍏 first aid kit/supplies
- 🍏 paper towels

**HAIR CARE – UNIVERSAL/GENERAL SUPPLIES**

- 🍏 mannequin head(s) and a table clamp or tri-pod\* (pre-marked mannequins are NOT permitted)
- 🍏 neck strip(s)
- 🍏 protective cape(s) (child size is appropriate for mannequin)
- 🍏 cloth towels
- 🍏 hair clip(s) and/or clamp(s)
- 🍏 comb(s)
- 🍏 hair brush(es)
- 🍏 spray bottle with water
- 🍏 protective cream
- 🍏 spatula(s)
- 🍏 protective cotton
- 🍏 protective gloves

**THERMAL CURLING**

- 🍏 thermal curling iron with cord unaltered
- 🍏 material for testing temperature of iron

**HAIRCUTTING**

- 🍏 shears
- 🍏 razor

**CHEMICAL WAVING WITH SIMULATED PRODUCT**

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

**PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 hair color-colored simulated product
- 🍏 skin cleanser

**HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 colored simulated product
- 🍏 foils

**HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT**

- 🍏 brush and bowl or bottle applicator
- 🍏 colored simulated product

**VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT**

- 🍏 brush bowl or bottle applicator
- 🍏 colored simulated product

**BLOOD EXPOSURE PROCEDURE**

- 🍏 additional bag for disposal of blood-contaminated materials

**+NAIL CARE-UNIVERSAL/GENERAL SUPPLIES**

- 🍏 mannequin hand(s) with artificial nails attached *\*(Must be entire hand; cannot have removable digits. Trainer hands are NOT permitted.)*
- 🍏 cotton
- 🍏 polish remover
- 🍏 cuticle oil
- 🍏 files and/or buffers
- 🍏 nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- 🍏 spatula(s)

**+MANICURE AND POLISH APPLICATION+**

- 🍏 bowl (finger bowl)
- 🍏 container of water
- 🍏 cuticle cream/remover

- 🍏 cuticle pusher
- 🍏 nail brush
- 🍏 massage product
- 🍏 base coat
- 🍏 top coat
- 🍏 red polish
- 🍏 polish remover

**+SKIN CARE-UNIVERSAL/GENERAL SUPPLIES**

- 🍏 hair band or drape
- 🍏 body drape
- 🍏 tissue, gauze, or cotton rounds
- 🍏 moisturizer
- 🍏 spatula(s)
- 🍏 protective gloves

**+HAIR REMOVAL OF THE EYEBROWS+**

- 🍏 antiseptic
- 🍏 tweezers
- 🍏 fabric strips
- 🍏 simulated soft wax product
- 🍏 post-epilation product