



 **PSI National Barber and  
Cosmetology Program**

# TENNESSEE NAIL TECHNOLOGY TEST TAKER GUIDE

*Please refer to our website to check for the most updated information*  
<https://test-takers.psiexams.com/tncosmetology>

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## PSI NATIONAL TESTING - GENERAL INFORMATION

The Nail Tech Guide to Testing provides test takers with information about the PSI National Tests and application process for a Nail Tech license in Tennessee.

The Tennessee Board of Barber and Cosmetology Examiners has contracted with PSI to conduct the National Barber and Cosmetology Program (NBCP) testing in their state. PSI provides tests through online proctoring computer-based theory testing, online practical testing, and a network of testing facilities within Tennessee. PSI works closely with the State of Tennessee to be certain that our tests meet local as well as national requirements in basic principles and test development standards.

### TEST APPROVAL

Test takers must be pre-approved to take the test. The education provider will provide an eligibility electronically to PSI upon a student's successful completion of the course requirements. Email confirmation will be received immediately after the document been submitted.

After the provider has submitted the document to PSI, test takers will go to <http://test-takers.psiexams.com/tncosmetology> or call 1-(855) 340-3710 to pay testing fees and schedule for their test. In the case PSI does not have a test taker eligibility record on file, test takers need to contact their education provider to submit the documentation to PSI.

The PSI National Master Nail Tech Theory test is offered in Vietnamese and Spanish, as well as English in Tennessee.

### NAME CHANGE INSTRUCTIONS

If a Test takers name differs on any paperwork, they will need to provide documentation of legal name changes. We may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

### TEST PAYMENT AND SCHEDULING

Test takers must pass the National Nail Tech Theory test before they may schedule the National Nail Tech Practical test. Test takers have 3 years to pass both tests to qualify for licensure. Once both tests are passed, they have 6 months to apply for a license.

### TENNESSEE TESTING FEES

Nail Tech Theory Test only	\$67
Nail Tech Practical Test only	\$67
Nail Tech Reinstatement	\$35

**NOTE:**

**TESTING FEES ARE NOT REFUNDABLE OR TRANSFERABLE. TESTING FEES ARE VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**



## THEORY AND PRACTICAL TEST REGISTRATION

1. Test takers will receive an eligibility to test email from PSI. Click on the embedded link.
2. Select “Tests” to create an account.

The screenshot shows the top navigation bar with 'BOOK', 'MANAGE', and 'PREPARE' tabs. On the right, there are 'CONTACT US' and 'HELP' links. Below the navigation is a banner for the 'TN Department of Commerce & Insurance'. Underneath the banner, there are two tabs: 'Program Info' and 'Tests', with 'Tests' being the active tab. Below the tabs are links for 'Overview' and 'FAQs'. At the bottom of the screenshot, there is a paragraph of text: 'Examinations for licensure in Tennessee for the practice of cosmetology and barbering, including the licensure and registration of cosmetologists, instructors, aestheticians, manicurists, natural hair stylists, cosmetology shops, master barbers, barber instructors, ...'.

3. Select the test title from the available list, then select **LOGIN/REGISTER**.

The screenshot shows a message box with the text: 'To continue the booking process and schedule your test, you must login or create an account.' To the right of the text is a dark blue button with the text 'LOGIN/REGISTER' in white. A yellow arrow points from the 'Tests' tab in the previous screenshot to this button.

4. Test takers will then be prompted to “Create an Account”.

**IMPORTANT:** The test takers first and last name must match exactly the name on the valid, government-issued ID being used to the test. If there are issues with the ID, see page 10, Required Identification for Entry to the Test.

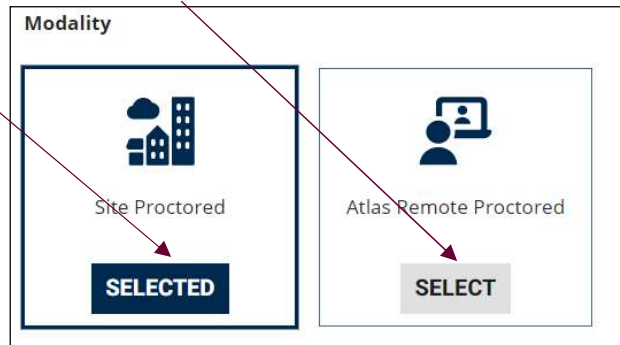
<input type="text" value="ID *"/>	
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Middle Name"/>	<input type="text" value="Generation"/>
<input type="text" value="Email *"/>	
<input type="text" value="Password *"/>	
<input type="text" value="Confirm Password *"/>	

**Your password must contain:**

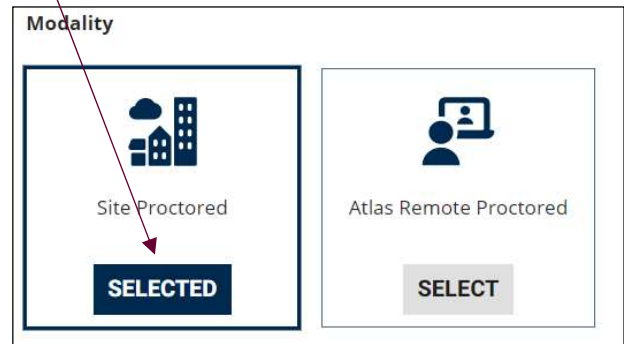
- At least one capital letter A-Z
- At least one lower case letter a-z
- At least one number 0-9
- At least one special character !@#V\$%V^&V\*
- At least 8 and up to 32 characters



5. Select your test format: Go to a **TESTING CENTER** or take the theory and practical test **ONLINE**.

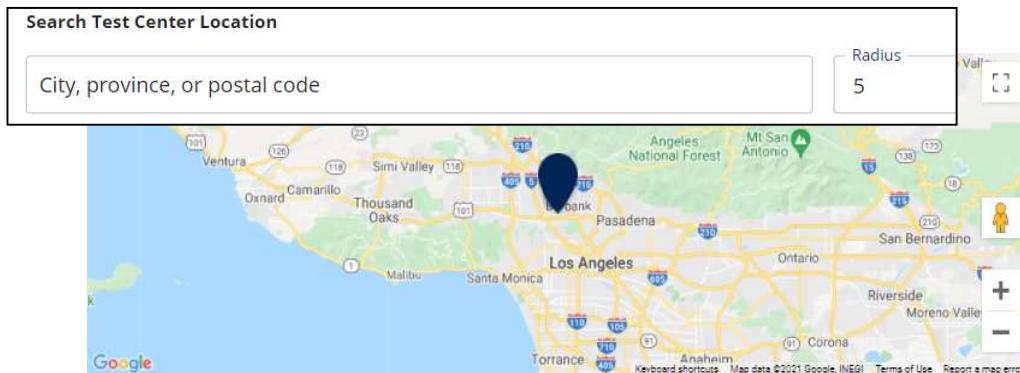


6. To schedule for an **ONLINE PRACTICAL TEST ONLY**, select “Site Proctored” and follow the prompts for online testing.

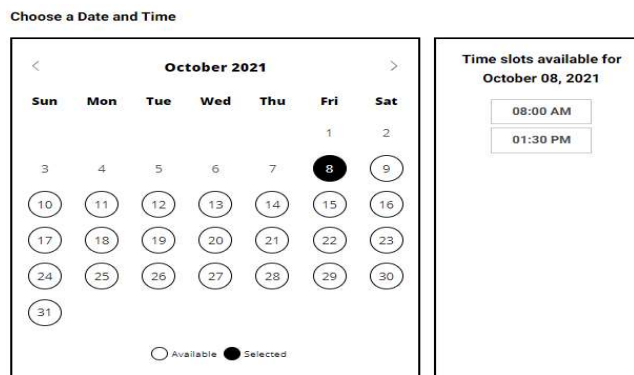


**SCHEDULING TO TEST AT A PSI TESTING CENTER**

1. Enter the “City or Postal Code” and select **FIND**.




2. Select a **Date** and **Time** to schedule the test.



## 3. Enter the Payment information.

Payment											
<b>Billing Address</b>											
<input type="text" value="Address 1 *"/>											
<input type="text" value="Address 2"/>											
<input type="text" value="Address 3"/>											
<input type="text" value="City *"/>											
<table border="1"> <thead> <tr> <th colspan="2">Order Summary</th> </tr> </thead> <tbody> <tr> <td>Commercial Contractor Practice Test</td> <td></td> </tr> <tr> <td>Mechanical Bus and Law</td> <td>\$100.00 USD</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><b>Total Price</b></td> <td></td> </tr> </tbody> </table>		Order Summary		Commercial Contractor Practice Test		Mechanical Bus and Law	\$100.00 USD	<hr/>		<b>Total Price</b>	
Order Summary											
Commercial Contractor Practice Test											
Mechanical Bus and Law	\$100.00 USD										
<hr/>											
<b>Total Price</b>											
<b>CONTINUE</b>											

4. Once payment has been made the test taker will receive a message confirming the test center, date, and time for their test.

<b>Booking Confirmed!!</b>  <a href="#">Print Confirmation</a>		
Email Address:	Home Phone:	Office Phone:
asingla81@psionline.com	111224444	2221112345

### SCHEDULING AN ONLINE THEORY TEST

1. Select a Date and Time to schedule the test.

**Choose a Date and Time**

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	<b>8</b>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available  Selected

Time slots available for October 08, 2021	
<input type="text" value="08:00 AM"/>	
<input type="text" value="01:30 PM"/>	

2. Enter Payment information.

Payment											
<b>Billing Address</b>											
<input type="text" value="Address 1 *"/>											
<input type="text" value="Address 2"/>											
<input type="text" value="Address 3"/>											
<input type="text" value="City *"/>											
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Order Summary											
Commercial Contractor Practice Test											
Mechanical Bus and Law	\$100.00 USD										
<hr/>											
<b>Total Price</b>											
<b>CONTINUE</b>											

3. Once payment has been made the test taker will receive a message confirming the test center, date, and time for their test. Please review the test information before selecting **CONFIRM**.

**Review Booking:**

Email Address: asingla81@psionline.com	Home Phone: 111224444	Office Phone: 2221112345
---	--------------------------	-----------------------------

📅 Wednesday, October 06, 2021

🕒 5:30 PM Pacific Time

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

By continuing, you agree to The Company's [Conditions of Use And Privacy Notice](#).

**CONFIRM**

**IMPORTANT:**

Test takers are required to

**LOG ON** to their account within 15 minutes of the scheduled test time and **LAUNCH** the test within 30 minutes of the scheduled test time.

The test information will now be displayed in the test takers account. **Computer compatibility including a system check, audio and video, and webcam check Prior** to launching the test is required, **CLICK HERE**. The test is now ready to **LAUNCH**.

**Bookings:** ?

---

1 DAYS 0 HOURS 22 MINUTES until test

📅 Wednesday, October 06, 2021 [Add to Calendar](#)

🕒 5:30 PM Pacific Time

[Print Receipts](#)

[More Information](#)

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

👤 Online Proctored (Live).  
Click the Launch button at your scheduled test time.

**LAUNCH**

**PLEASE NOTE**

By not logging on to the test takers account within 15 minutes of the scheduled test time, test takers will forfeit the test fee or eligibility. Fees and test eligibilities are non-refundable. If there are any questions regarding the compatibility of a computer check, or if there are issues launching a test, please contact PSI's technical support team at (844) 267-1017.

(i.e., if scheduled time is 11:00 am test takers must log on *no later* than 11:15 am and launch the test *no later* than 11:30 am).

### **REGISTRATION BY TELEPHONE**

Test takers may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover).
- Call (855) 340-3710, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live Customer Service Representative.

### **CANCELING OR RE-SCHEDULING A TEST**

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least 48 hours prior** the scheduled test.





To cancel a test, use the PSI web page <http://test-takers.psiexams.com/tncosmetology> or call PSI at (855) 340-3710, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

**Leaving a voice mail message will NOT cancel a test, test takers need to speak to a live Customer Service Representative.**

### LATE CANCELLATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.

### TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. PSI will meet test taker accommodations. A test taker who will require an accommodation to take a test, must create an account and register to take a PSI National test prior to their request.

The instructions to request an accommodation are listed on the [Test Accommodations Request Form](#) available by [Clicking Here](#).

#### **Requirements for a testing accommodation request:**

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

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

**Test takers must register for a test prior to requesting an accommodation.**

### TEST REVIEW

In cooperation with the Tennessee Board of Cosmetology and Barber Examiners, PSI will consistently evaluate all tests being administered to ensure that the tests accurately measure competency in the required areas of knowledge. Comments may be given in writing to the test proctor at the conclusion of the test. Test takers may also submit comments on their computer during the theory test. Comments are entered by clicking the [Comments](#) link on the function bar of the test question screen.

Comments will be received by the PSI test development staff. PSI will not respond to individuals regarding these comments; however, all comments are reviewed. In the case a discrepancy is found, PSI and the State Board could re-evaluate test takers' results and adjust them accordingly.

**This is the only method to review theory test questions available to a test taker. There is no review process for a practical test.**

### PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

<https://psi.wistia.com/medias/3321yp1ic8>

### PSI TENNESSEE THEORY TESTING LOCATIONS

The PSI National Nail Tech Theory and Tennessee Law tests are administered at the testing centers listed below:

**Cookeville**  
Cookeville Higher Education Campus  
1000 Neal St.  
Cookeville, TN 38501





*Head east on I-40 0.6 mi Take exit 288 for TN-111 toward Livingston/Sparta 0.2 mi Turn left onto TN-111 N (signs for Algood/Livingston) Use the right lane to take the US-70N ramp to Monterey/Cookeville 0.2 mi Turn left onto US-70N W/E Spring St (signs for Cookeville) Pass by Burger King (on the right in 0.2 mi) 0.3 mi Turn left onto Neal St Destination will be on the right 0.8 mi.*

**Chattanooga**  
6918 Shallowford Rd., Suite 314  
Chattanooga, TN 37421

*Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.*

**Jackson**  
368 North Parkway, #3  
Jackson, TN 38305

*From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.*

*From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right. North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass.*

**Johnson City**  
904 Sunset Drive, Suite 7A  
Johnson City, TN 37604

*Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.*

**Knoxville**  
301 South Gallaher View Rd Suite 114  
Knoxville, TN 37919

*Traveling I-40/I-75 East Bound, take exit # 379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn Left onto Kingston Pike. Turn right onto South Gallaher View Rd.*

**Memphis - Lab Four Professional Development Center**  
1255 Lynnfield Road, Suite 160  
Memphis, TN 38119

*A face mask will be required when coming in to take an exam. Lab Four is located in Building A. Suite 160 if the first door on the Right upon entering the building.*

**Nashville**  
The Oaks  
1100 Kermit Drive, Suite 103  
Nashville, TN 37217

*From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the first building on your left.*

*From I-40 West: take exit onto Briley Parkway, turn left onto Briley PWY. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the first building on your left.*



## PSI TENNESSEE PRACTICAL TESTING LOCATIONS

The PSI National Nail Tech Practical test is administered at the testing centers listed below:

**Memphis**  
**Apple Tree Center**  
**6099 Mt. Moriah Extended, Suite 17**  
**Memphis, TN 38115**

*Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).*

*Coming West from Nashville on Interstate Hwy 40, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.*

*Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.*

*For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).*

**PSI Nashville**  
**Corporate Park, Bldg. B**  
**444 Metroplex Dr., Suite B100**  
**Nashville, TN 37211**

*From I-40, exit onto I-24 East. From I-24 Exit #56 onto Harding Place (if exiting from I-24 East, turn left onto Harding, if existing from I-24 West, turn right onto Harding). Turn left at the first traffic light (Metroplex Drive). Turn right into Corporate Park. Go to the last building in the left. A sign in front shows "444 Metroplex". Go to the back of the building to the first floor. Enter through double doors - Ste 100.*

**PSI Knoxville**  
**9050 Executive Park Dr., Suite 206B**  
**Knoxville, TN 37923**

*Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).*

*Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).*

*The suite is in the back of the building.*

## REPORTING TO THE TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide PSI with identification verification and be seated.

Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

## REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers are required to provide 2 forms of identification.

- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

**Again, all identification must display the test takers name exactly as it appears in the test registration form.**

Test takers who are not able to provide the required identification must call (855) 340-3710 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

**Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.**



## SECURITY PROCEDURES

The following testing protocols apply during any test. PSI may pause or terminate a test at any time. Failure to follow the testing protocol, may result in the disqualification of test results, prohibition from taking future tests, and may lead to legal action.

### Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to, open sweaters, cardigans, shawls, scarves, vests, jackets, and coats.
  - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper, or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking, or chewing products, wallets, etc.

### Prohibited Behavior:

- Giving or receiving assistance on a test.
- Copying or communicating test content.
- Using outside references or resources during a test, examples:
  - Browsing other local resources.
  - Browsing the internet.
  - Attempting to use a computer or computer program not provided or approved by PSI.
  - Attempting to use a telephone or mobile device.
  - Using notepad on the computer.
  - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during a test, examples:
  - Acting in an inappropriate manner.
  - Using abusive language.
  - Speaking aloud.
  - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during a test, examples:
  - Reading questions out loud.
  - Leaving the room without proctor approval.
  - Using instant messaging, or other electronic communication.
  - Capturing a picture or video of test items.
  - Attempting to use telephone or mobile device.
  - Obstructing the proctor's view (camera or in person).
  - Having inappropriate materials on desktop (explicit).
  - Changing spaces during the test without proctor approval.
  - Not focusing eyes on the screen.

During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask test takers to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in test takers' pockets.

No prohibited items are allowed within the test taker's reach or line of sight. If prohibited items are found during check-in, test takers shall put them in the provided secure storage or return these items to their vehicle for test center tests. PSI will not be responsible for the security of any personal belongings or prohibited items.

- ♣ Any test taker seen giving or receiving assistance on a test, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have their test terminated, and be asked to surrender all test materials. All such instances will be reported to the test sponsor.

Additional protocols for testing at a testing center, include but not limited to:

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



- Once test takers have been seated and the test begins, they may leave the testing room only to use the restroom, and only after obtaining permission from the proctor. Test takers will not receive extra time to complete the test.
- You may be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out.

Additional protocols for remote online proctored tests, include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Test takers are not allowed to have scratch paper.
- Adequate lighting for the proctor to see test taker's activity.
- Internet service must be sufficient to administer the test.
- Web camera must be placed for ideal viewing by the proctor.
- Test taker may not change computers during the test.
- Test taker may not change spaces during the test.
- Test taker must follow proctor instructions, which may include, but are not limited to:
  - Keeping hands on the desktop.
  - Keeping eyes on the computer screen.
  - Not fidgeting during the test.
  - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of test. Be aware that talking/whispering/mouthing is not allowed during test.
- Breaks are NOT allowed during remote online proctored tests. If you believe you cannot complete your test without a break, please do not register for remote online proctored tests.
- Also note that under no circumstances are you allowed to take a screenshot or photo of the test or the test results at any time during or after the session.

## NAIL TECH THEORY AND LAW TESTS

The theory and law tests are administered using a computer, a mouse and computer keyboard.

### IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

### TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

### TEST QUESTION SCREEN

*During the test, only one question will appear on the screen at a time. The timer feature displays the time a test taker has remaining to complete their test. Note: Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. One a test taker signs out of a test or timing expires; this feature will no longer be available.*

### EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

## NAIL TECHNICIAN THEORY PORTION

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Manicuring, Manicuring instruction, or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.

The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.



## NAIL TECHNICIAN THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Nail Technician test consists of 70 scored questions and 10 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

### I. Safety and Infection Control (38%)

- a. Workstation and environment
  1. Chemical labeling, storage, and disposal
  2. OSHA Safety Data Sheet (SDS)
- b. Safe working practices
  1. Hand Hygiene
  2. Client protection
- c. Regulatory agencies
- d. Infection control
  1. Infectious diseases and pathogens
  2. Cleaning and disinfection
    - a. Single vs. multiuse items
    - b. Disinfectants
    - c. Procedures for cleaning tools, equipment, and work surfaces
    - d. Storage of tools and equipment
- e. Standard Precautions for exposure incidents
- f. Effective safety responses for client injury

### II. Client Consultation (3%)

- a. Client intake form
- b. Client release form
- c. Contraindications

### III. Nail Analysis (10%)

- A) Nail structure, conditions, and disorders

### IV. Nails (49%)

- A) Products and product chemistry
- B) Precautions
- C) Manicure and Pedicure
  1. Procedures
    - a. Cuticle care
    - b. Buffing, shaping, and finishing
  2. Disinfection of pedicure bowl
    - a. Non-jetted tubs/tub liners
    - b. Jetted tubs
- D) Nail enhancements
  1. Procedures
    - a. Application
    - b. Nail tips
    - c. Gels (oligomer), monomer and polymer
    - d. Maintenance
    - e. Removal
- E) Massage manipulations

## NAIL TECHNICIAN TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

The reference materials listed below were used to develop the questions for this test.

**Salon Fundamentals Nails:** ©2007, 1st Edition, 21st printing, June 2020, 1st Edition, 1st Printing, December 2020 ISBN 978-1-951862-26-8, Pivot Point International, Inc. <https://www.pivot-point.com/shop/>



Contact: [info@pivot-point.com](mailto:info@pivot-point.com) 847-886-0500, Ext. 7399 Milady Standard Cosmetology 2016

Milady's Standard Nail Technology, 2021, 8th Edition, Milady [www.miladypro.com](http://www.miladypro.com) Customer Service: [info@milady.com](mailto:info@milady.com) 800.998.7498 ext. 2700

Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March 2018 (Revised) [TN Rules of COS Board - Ch. 0440-01](#)

Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March 2018 (Revised) [TN Rules of COS Board - Ch. 0440-02](#)

Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4, 2010, Tennessee Code Annotated, Title 62 -Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986  
<https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyrur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

## TENNESSEE NAIL TECHNICIAN LAW TEST

Individuals who are under the age of 65 and would like to activate a retired license, must register, and pass both the Tennessee Law test and the PSI National practical test.

Individuals with licenses that have expired for 3 years or more, must register and pass both the Tennessee Law test and the PSI National practical test, for reinstatement of their licenses.

Please complete the application form on PSI's website <https://test-takers.psiexams.com/tncosmetology>.

With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license, must also register, and pass the Tennessee Law test and the PSI National practical test to license.

## TENNESSEE LAW TEST CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with the topics in the outline. The Tennessee Law test consists of 25 questions and test takers will have 40 minutes to complete the test.

- I. Sanitation, Disinfection, and Safety (20%; 5 items)
  - a. Cleaning and Disinfecting of Implements and Equipment
  - b. Cleaning and Disinfecting of Work Environment
  - c. Sanitary Procedures and Pathogens
  
- II. Licensing (80%; 20 items)
  - a. Meeting Licensure Requirements/Licensed Duties
  - b. Renewal
  - c. Board Responsibilities and Disciplinary Actions
  - d. Displaying the License
  - e. Salon Owner and Manager Responsibilities
  - f. Change of Address
  - g. Displaying Sign Pertaining to Clients' Rights

## TENNESSEE LAW TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

The reference materials listed below were used to develop the questions for this test.

Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March 2018 (Revised) [TN Rules of COS Board - Ch. 0440-01](#)

Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March 2018 (Revised) [TN Rules of COS Board - Ch. 0440-02](#)

Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4, 2010, Tennessee Code Annotated, Title 62 -Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986  
<https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyrur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

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## AIL TECHNICIAN AND TENNESSEE LAW SCORE AND REPORTING INFORMATION

Test takers must score at least 70 percent to pass the test.

Test takers' score reports will be given immediately following completion of the test. The score reporting process varies as to the test administration type.

- **COMPUTER TESTING** - The test results will appear immediately on the computer screen automatically upon the completion of the test.
- When test takers utilize the review feature, the test result will appear immediately on the computer screen automatically upon indication the test is complete, and they would like to see their results.
  - If the score is **PASS**, test takers receive an on-screen successful notification.
  - If the score is a **NOT-PASS**, test takers receive an on-screen un-successful notification, with a diagnostic report indicating strengths and weaknesses that may require further study to pass a test.
  - Registration forms to retake the test will be available at the PSI testing web site or the previously mentioned processes.
- **PAPER/PENCIL TESTING** - an official score report will be printed at the test site and given to the test taker.
- **ONLINE TESTING** - An official score report will be emailed to the test taker within 24 hours of their test completion.

**To better prepare for the PSI National Nail Technician Theory Test, test takers can now review by taking an online practice test. Go to <https://test-takers.psiexams.com/tncosmetology> for more information and to register!**

\* Practice tests are intended to aid test takers with test questions to study. The purpose is to familiarize a test taker date with the general types of questions that will appear on a licensing test. Questions are **NOT** a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the **ONLY** official PSI study for the tests, PSI does not recognize nor endorse other study guides that may be offering information on the PSI National Nail Technician program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for each review.

## OBTAINING A DUPLICATE SCORE REPORT AND/OR LICENSE APPLICATION

To request a duplicate score report and/or a license application after leaving the test, test takers may email [scorereport@psionline.com](mailto:scorereport@psionline.com) or call Customer Service (855) 340-3710.

## PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

For practical test questions or concerns, we recommend test takers and instructors to email [cosmetology@psionline.com](mailto:cosmetology@psionline.com).

Test takers should familiarize themselves with the following instructions to be properly prepared for the test, prior to registration.

- **During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.**
- **A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to "Please stop working", test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.**
- **Test takers are required to prepare and bring a closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The container dimensions should not exceed 24"x24"x24" in size.**
- **Test takers are required to bring to the test, two containers to dispose of used items. One marked "Single-use" and one marked "multi-use". All items used in the test are categorically disposed of in one of these containers.**
- **Products that are *not* grouped as "dangerous chemicals" by OSHA and are required to be listed on an actual business SDS sheet, may be fictitious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.**
- **Chemical products that are required be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.**
- **Test takers may not observe other test takers during the test. PSI views and responds to this behavior as form of cheating. The test taker will be warned up to and including dismissal from the test. Please focus on individual tasks and do not depend on viewing the performance of other test takers to be successful.**
- **Test takers' name and/or school names are to be covered on their person and supplies while in the test.**
- **The number one safety rule in our industry is: "Following Instructions". There is no necessary or required style or technique a school needs to teach, or a test taker needs to perform. All topic areas are observed in the manner a Nail Technician would normally complete a task. Tasks should be taken seriously and performed as instructed in the test and to the highest skill level they are capable. Scores are based on the test taker displaying a solid knowledge of workplace Infection Control and Safety Precautions.**





## WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- ✓ Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client.
- ✓ Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents a clean and disinfected storage in a Nail Technician workstation and should be treated as such.
- ✓ Knowledge of single-use and multi-use items and how to dispose of them properly.
- ✓ Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- ✓ Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- ✓ Keeping clients from becoming contaminated by the Nail Technician.
- ✓ Keeping containers being used from contamination.
- ✓ Making sure our tools are clean and disinfected.
- ✓ If body fluid become present during a service (i.e., blood, vomit, feces, etc.), how we deal with the situation without contaminating ourselves and others.

## WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- ✓ A Nail Technician must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- ✓ Cross-contamination of chemicals and products on the workstation.
- ✓ Chemical mixing procedures, storage of chemicals and SDS sheets.
- ✓ Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- ✓ Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- ✓ Tools and equipment are used in a safe manner.

## TENNESSEE PSI NATIONAL NAIL TECHNICIN TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC MANICURE	25 MINUTES
TOPIC AREA: 3	NAIL TIP APPLICATION	25 MINUTES
TOPIC AREA: 4	NAIL ENHANCMENT USING A FORM	35 MINUTES
TOPIC AREA: 5	END-OF-DAY CLEAN-UP	10 MINUTES



## PSI NATIONAL NAIL TECHNICIAN PRACTICAL TEST

### INSTRUCTIONS:

We would like to welcome you to the PSI National Nail Technician Practical test. The prompter will read instructions for each section, and the proctor will facilitate the timing for each topic area and supervise the test. Proctors are only permitted to answer general questions that do not direct nor instruct in any manner related to this test. A Certified National Evaluator is responsible for observing and rating test taker performance and are not allowed to converse with test takers except for to provide instruction when required during specific sections of the test. Test takers are responsible to provide all necessary equipment and supplies needed for the performance of the practical test. Test takers are not permitted to speak to or assist other test takers throughout the test. Test takers will be always monitored for scoring. Electronics of any kind are strictly prohibited in the testing facility. Any test taker possessing prohibited items in the testing facility, PSI will stop your test and you will be required to leave the testing facility. A report to your actions will be submitted to governing authorities. If you need to use the restroom during the test, please raise your hand for proctor assistance in leaving the testing area. You will be required to sign out and sign back in when returning. Keep in mind the time will continue to elapse and any instructions you miss will not be repeated. Only one test takers at a time may leave the area at a time, please return as quickly as possible. Does anyone have any questions about the instruction you have been given?

### TOPIC AREA: 1      WORKSTATION PREPARATION ♦ 10 MINUTES

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#### INSTRUCTIONS:

We will begin with Daily Workstation Preparation. 10 minutes will be provided to prepare your daily workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

#### EVALUATION:

- 1.1 Preparation of daily workstation
- 1.2 Adheres to workplace infection control precautions
- 1.3 Adheres to workplace safety precautions

#### INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

### TOPIC AREA: 2      BASIC MANICURE ♦ 25 MINUTES

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#### INSTRUCTIONS:

This evaluation is Basic Manicure 10 minutes will be provided to set up your workstation and prepare your client for a basic manicure. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

#### EVALUATION:

- 2.1 Preparation of workstation for a basic manicure
- 2.2 Adheres to workplace infection control precautions
- 2.3 Adheres to workplace safety precautions
- 2.4 Preparation of client for a basic manicure
- 2.5 Adheres to workplace infection control precautions
- 2.6 Adheres to workplace safety precautions

#### INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.

#### INSTRUCTIONS:

10 minutes will be provided to complete a basic manicure. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your Basic Manicure, timing begins now.

#### EVALUATION:

- 2.7 Performs a basic manicure
- 2.8 Adheres to workplace infection control precautions
- 2.9 Adheres to workplace safety precautions

#### INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.



**INSTRUCTIONS:**

We will now continue with basic manicure. 5 minutes will be provided to clean up your basic manicure workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your task, please stand quietly. Start your clean up, timing begins now.

**EVALUATION:**

- 2.10 Clean-up of basic manicure section
- 2.11 Adheres to workplace infection control precautions
- 2.12 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

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**TOPIC AREA: 3 NAIL TIP APPLICATION ♦ 25 MINUTES**


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**INSTRUCTIONS:**

This evaluation is Nail Tip Application. 10 minutes will be provided to set up your workstation and prepare your client for a nail tip application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

**EVALUATION:**

- 3.1 Preparation of workstation for a nail tip application
- 3.2 Adheres to workplace infection control precautions
- 3.3 Adheres to workplace safety precautions
- 3.4 Preparation of client for a nail tip application
- 3.5 Adheres to workplace infection control precautions
- 3.6 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

**INSTRUCTIONS:**

10 minutes will be provided to complete a nail tip application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your Nail Tip Application, timing begins now.

**EVALUATION:**

- 3.7 Performs a nail tip application
- 3.8 Adheres to workplace infection control precautions
- 3.9 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

**INSTRUCTIONS:**

We will now continue the nail tip application. 5 minutes will be provided to clean up your nail enhancement using a form workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean up, timing begins now.

**EVALUATION:**

- 3.16 Clean-up of nail tip application workstation
- 3.17 Adheres to workplace infection control precautions
- 3.18 Adheres to workplace safety precautions

**INSTRUCTIONS:**

- You have 2 minutes left to finish.
- Please stop working, timing has ended.



**TOPIC AREA: 4      NAIL ENHANCEMENT USING A FORM ♦ 35 MINUTES**

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**INSTRUCTIONS:**

This evaluation is Nail Enhancement Using a Form. 10 minutes will be provided to set up your workstation and prepare your client for a nail enhancement using a form. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

**EVALUATION:**

- 4.1 Preparation of workstation for nail enhancement using a form
- 4.2 Adheres to workplace infection control precautions
- 4.3 Adheres to workplace safety precautions
- 4.4 Preparation of client for nail enhancement using a form
- 4.5 Adheres to workplace infection control precautions
- 4.6 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

**INSTRUCTION:**

20 minutes will be provided to complete a nail enhancement using a form. The proctor will announce when there are 10 minutes left to finish. When you complete your tasks, please stand quietly. Start your Nail Enhancement using a form, timing begins now.

**EVALUATION:**

- 4.7 Applies a nail enhancement using a form
- 4.8 Adheres to workplace infection control precautions
- 4.9 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 10 minutes left to finish.
- Please stop working, timing has ended.

**INSTRUCTIONS:**

We will now continue the foil highlight. 5 minutes will be provided to clean up your foil highlight workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean up, timing begins now.

**EVALUATION:**

- 4.10 Clean-up of nail enhancement using a form
- 4.11 Adheres to workplace infection control precautions
- 4.12 Adheres to workplace safety precautions

**INSTRUCTIONS:**

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

**TOPIC AREA: 5      END-OF-DAY CLEAN-UP ♦ 10 MINUTES**

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**INSTRUCTIONS:**

This evaluation is End-of-Day Clean-Up. 10 minutes will be provided to clean up your workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your daily clean up, timing begins now.

**EVALUATION:**

- 5.1 Day-end clean-up of workstation
- 5.2 Adheres to workplace infection control precautions
- 5.3 Adheres to workplace safety precautions



**INSTRUCTION:**

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

**FINAL INSTRUCTIONS:**

This concludes the PSI National Nail Technician test. Please clear your work area of all items you brought into the room, make certain your floor is clear of hair and debris, and wipe your workstation with disinfectant. When you are finished, raise your hand, and wait for the proctor to sign off your work area. You will be given your score report within 24 hours through your email address provided during registration. Please direct any questions about your results to the email address or phone number listed on your score report. We cannot answer any questions about the test or your test results. Start your final clean up, timing begins now.

PSI would like to thank you for coming today and best wishes in your exciting new career. Have a great day, you are.





## TEST ACCOMMODATION REQUEST FORM

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

Test takers who have a diagnosed difficulty taking a test may request alternative arrangements by [Clicking Here](#).

### Requirements for testing accommodation requests:

Test takers are required to submit documentation from a medical authority or learning institution that rendered a diagnosis. The documentation is uploaded to PSI, on official stationery of the diagnosing authority, and include the following information:

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

**A TEST TAKER MUST REGISTER FOR THEIR TEST *PRIOR* TO REQUESTING A TESTING ACCOMMODATION.**



PSI licensure:certification  
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Las Vegas, NV 89121

