



Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com

# TENNESSEE COSMETOLOGY BOARD



## TENNESSEE MANICURIST EXAMINATION CANDIDATE INFORMATION BULLETIN

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

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for a Manicurist licensee in the State of Tennessee.

The Tennessee Cosmetology Board has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

## APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take the examination. Your education provider will provide your eligibility, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to PSI, please go to [www.psiexams.com](http://www.psiexams.com) or call 1-800-733-9267 to pay and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

The Manicurist examination are offered in Vietnamese and Spanish, as well as English.

### NAME CHANGE INSTRUCTIONS

If your name differs on any of your paperwork, please include documentation of legal name changes. This may require multiple marriage certificates, or other legal documents, if your name has changed more than once.

## EXAMINATION PAYMENT AND SCHEDULING

You must pass the Manicurist Theory portion of the examination before you can pay the fee and schedule the Manicurist Practical portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

**The Manicurist Theory Portion and the Manicurist Practical Portion may not be administered at the same location. Please verify each address listed in this Bulletin.**

### EXAMINATION FEE

Manicurist Theory Portion only	\$70
Manicurist Practical Portion only	\$70
Manicurist Reinstatement	\$35

**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

### ONLINE ([WWW.PSIEXAMS.COM](http://WWW.PSIEXAMS.COM))

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Web site at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

### TELEPHONE

- To register by phone, you need a valid credit card (Visa, MasterCard, American Express or Discover).
- Call (800) 733-9267 to speak with a Customer Service Representative Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

### FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

### EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at [examschedule@psionline.com](mailto:examschedule@psionline.com). Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

### STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You can pay fees by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Make money order or check payable to PSI and print your name on it so to ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**



Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's Internet web site or call (800) 733-9267, 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 with a Customer Service Representative.

**Note:** You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website or speak directly to a PSI customer service representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

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

### EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax to PSI (702) 932-2666 or Email to PSI at examschedule@psionline.com.

### EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (800) 733-9267 or viewing the website at [www.psiexam.com](http://www.psiexam.com). Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

### EXAMINATION REVIEW

PSI, in cooperation with the Tennessee Cosmetology Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination. Comments may also be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

### **EXAMINATION SITE LOCATIONS FOR MANICURIST THEORY AND LAW PORTIONS**

The **Manicurist Theory** and Law portions are administered at the examination centers listed below:

#### **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.*



**EXAMINATION SITE LOCATIONS  
FOR MANICURIST PRACTICAL PORTION**

**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**

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 on Interstate Hwy 40 from Nashville, 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).*

**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 Pkwy. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the first building on your left.*

**PSI Memphis**

Apple Tree Center  
6099 Mt. Moriah Extended, Suite 26  
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 on Interstate Hwy 40 from Nashville, 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.*

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*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 EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

**You must provide 2 forms of identification.** One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

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

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Calculators are not allowed.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.

- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE WRITTEN PORTIONS BY COMPUTER

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

### IDENTIFICATION SCREEN

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

### TUTORIAL

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





## TEST QUESTION SCREEN

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

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

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

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

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

## EXPERIMENTAL QUESTIONS

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

## **MANICURIST THEORY PORTION**

### CONTENT OUTLINE

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

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 75 questions and you will have 1 hour and 30 minutes.

### **Content Outline**

- I. Sanitation, Disinfection, and Safety (19%; 14 questions)**
  - a. Cleaning and Disinfecting of Implements and Equipment
  - b. Cleaning and Disinfecting of Work Environment
  - c. Determining Client Allergies
  - d. Sanitary Procedures and Pathogens
- II. Client Consultation and Analysis (15%; 12 questions)**
  - a. Communication with Client
  - b. Evaluation of Nails
  - c. Human Physiology
- III. Plain Manicure/Pedicure (19%; 14 questions)**
  - a. Applying Manicuring/Pedicuring Products
  - b. Cleaning Nails
  - c. Trimming/Shaping/Buffering Nails
  - d. Applying Nail Cosmetics
  - e. Massage/Manipulation
- IV. Nail Tips and Nail Wraps (19%; 14 questions)**
  - a. Applying Nail Tips
  - b. Applying Nail Wraps
  - c. Shaping and Maintenance
- V. Acrylic and Gel Nails (19%; 14 questions)**
  - a. Applying Acrylic Products
  - b. Applying Gel Products
  - c. Shaping and Maintenance
- VI. Licensing (9%; 7 questions)**
  - 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 Client's Rights

## REFERENCE LIST

This examination is CLOSED BOOK.

The reference material listed below was used to prepare the questions for this examination.

*Salon Fundamentals Nails*, 2007, [www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Nail Technology*, 2011/2015, [www.cengage.com](http://www.cengage.com)

*Rules of Tennessee State Board of Cosmetology, Chapter 0440*, 2008, Tennessee State Board of Cosmetology and Barber Examiners, <http://www.state.tn.us/sos/rules/0440/0440.htm>

*Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4 Tennessee Cosmetology Act of 1986*, 2010, [http://www.lawserver.com/law/state/tennessee/tn-code/tennessee\\_code\\_title\\_62\\_chapter\\_4](http://www.lawserver.com/law/state/tennessee/tn-code/tennessee_code_title_62_chapter_4)

## **MANICURIST LAW PORTION**

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses (please see application form on PSI's website at [www.psiexams.com](http://www.psiexams.com)). With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

### CONTENT OUTLINE

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 items and you will have 40 minutes.

- 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

## REFERENCE LIST

This examination is closed book.

The reference materials listed below were used to prepare the questions for this examination.

*Rules of Tennessee State Board of Cosmetology, Chapter 0440*, 2008, Tennessee State Board of Cosmetology and Barber Examiners, <http://www.state.tn.us/sos/rules/0440/0440.htm>

*Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4 Tennessee Cosmetology Act of 1986*, 2010, [http://www.lawserver.com/law/state/tennessee/tn-code/tennessee\\_code\\_title\\_62\\_chapter\\_4](http://www.lawserver.com/law/state/tennessee/tn-code/tennessee_code_title_62_chapter_4)

### MANICURIST THEORY AND LAW SCORE REPORTING

You must score at least 70 percent to pass the examination.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process.

- **On screen** - your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

### DUPLICATE SCORE REPORT/LICENSE APPLICATION

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

**Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your Cosmetology Theory Examination**

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; you will need to pay each time.



## MANICURIST PRACTICAL PORTION

For practical examination questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com)

Read the following instructions carefully so that you will be properly prepared for the examination.

- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- Candidates are NOT allowed to use personal timers during the examination.
- If you do NOT bring the items listed in the “Kits/Supplies and Equipment” section or bring a wrong item (e.g., non-odorless liquid), you will NOT receive points for completing those steps.
- During the Practical portion, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- Aerosol products are NOT permitted for use during the examination.
- You may not observe other candidates during the examination.
- \*Examiners will check nail liquid prior to each examination. Liquid must be odorless, unopened with seal intact. Otherwise you will be unable to use the product and will not receive points for completing those tasks.

## KITS/SUPPLIES AND EQUIPMENT

It is recommended that you bring the following supplies to the practical examination.

- Finger bowl
- Orangewood sticks
- Emery boards/abrasive boards
- Cuticle pusher
- Nail file
- Nail brush
- Wet sanitizer (Container large enough for implements, filled with mock sanitizer) (ONLY IF SUPPLIES HAVE NOT ALREADY BEEN SANITIZED)
- Tweezers
- Pair of manicure scissors
- Nail glue
- Nail wrap and tip for one nail
- Primer/dehydrator
- Odorless monomer for one nail (unopened). \*See note under “Manicurist Practical Portion” on this page. **THE FOLLOWING ARE EXAMPLES OF ODORLESS PRODUCTS THAT MAY BE USED FOR THE PRACTICAL EXAM:**
  - OPI Clarite Odorless Products (Powder and Monomer Liquid)
  - Originails Odorless Sculpture Nail (Powder and Liquid)
  - Naillogic Odorless Acrylic products
- Nail clippers or sculptured nail clipper
- Towels
- Astringent
- EPA-registered disinfectant
- Antibacterial soap
- Blood Exposure kit (first aid kit)
- Cuticle cream (small bottle)
- Lotion or cream (small bottle)
- Cotton balls
- Sealable plastic bag for waste materials
- Hand sanitizer
- Mannequin hand (may use mannequin hand stand)

## ITEMS SUPPLIED BY TESTING VENDOR

- Manicure table
- Chairs
- Manicure/pedicure stool
- Water facility
- Wall clock



## MANICURIST PRACTICAL PORTION RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

### ALL PROCEDURE CRITERIA MUST BE PERFORMED IN CORRECT ORDER FOR THE CANDIDATE TO RECEIVE POINTS FOR THE TASKS.

It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST raise their hand at the end of each section indicating completion.

#### PRE-EXAM SET UP AND DISINFECTION

Time Allowed: 10 minutes

##### Safety Criteria (1 point each):

- 1) Properly disposes of waste material
- 2) Disinfects work surfaces
- 3) Kit remains sanitary
- 4) Avoids cross contamination

#### MANICURE SERVICE

*Perform a basic manicure on mannequin hand*

Time Allowed: 22 minutes

##### Procedure Criteria (1 point each):

- 1) Sets up manicure table
- 2) Sanitizes/cleans hands
- 3) Files nails
- 4) Immerses fingers in finger bowl and applies cuticle remover
- 5) Safely pushes back cuticle with appropriate tool
- 6) Cleans under free edges of nails
- 7) Massages fingers
- 8) Removes residue from nail plates
- 9) Finishes nails

##### Safety Criteria (1 point each):

- 1) Properly disposes of waste material
- 2) Ensures table/area remains sanitary
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit remains sanitary
- 6) Avoids cross contamination

#### NAIL TIP APPLICATION

*Please apply nail tip to one nail of mannequin hand*

Time Allowed: 12 minutes

##### Procedure Criteria (1 point each):

- 1) Sanitizes/cleans hands
- 2) Safely pushes back cuticle with appropriate tool
- 3) Buffs natural nail
- 4) Applies nail dehydrator
- 5) Selects nail tip
- 6) Adheres nail tip to natural nail
- 7) Trims nail tip
- 8) Blends tip on natural nail

**Safety Criteria (1 point each):**

- 1) Properly disposes of waste material
- 2) Ensures table/area remains sanitary
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit remains sanitary
- 6) Avoids cross contamination

**NAIL WRAP SERVICE**

*Apply a nail wrap to the nail tip on the mannequin hand.*

**Time Allowed: 17 minutes**

**Procedure Criteria (1 point each):**

- 1) Sanitizes/cleans hands
- 2) Prepares nail plate for nail wrap
- 3) Applies nail wrap
- 4) Applies resin
- 5) Applies resin accelerator/catalyst
- 6) Repeats resin application
- 7) Repeats resin accelerator/catalyst application
- 8) Finishes nail surface

**Safety Criteria (1 point each):**

- 1) Properly disposes of waste material
- 2) Ensures table/area remains sanitary
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit remains sanitary
- 6) Avoids cross contamination

**SCULPTURED NAIL SERVICE**

**Time Allowed: 17 minutes**

**Procedure Criteria (1 point each):**

- 1) Sanitizes/cleans hands
- 2) Buffs natural nail
- 3) Positions nail form
- 4) Prepares nail for acrylic application
- 5) Ensures acrylic product is smooth and even
- 6) Finishes nail surface

**Safety Criteria (1 point each):**

- 1) Properly disposes of waste material
- 2) Ensures table/area remains sanitary
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit remains sanitary
- 6) Avoids cross contamination

**BLOOD EXPOSURE SERVICE**

*Perform procedures for Blood exposure incident*

**Time Allowed: 17 minutes**

**Procedure Criteria (1 point each):**

- 1) Wears gloves
- 2) Applies pressure to the cut
- 3) Cleanses simulated cut
- 4) Bandage simulated cut
- 5) Properly disposes used materials
- 6) Properly disinfects used implements
- 7) Sanitizes/cleans hands

**Safety Criteria (1 point each):**

- 1) Properly disposes of waste material
- 2) Ensures table/area remains sanitary
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit remains sanitary
- 6) Avoids cross contamination

**END OF EXAM DISINFECTION**

**Time Allowed: 10 minutes**

**Safety Criteria (1 point each):**

- 1) Disposes of used materials
- 2) Disinfect and cleans entire work area
- 3) Removes all supplies, materials and /or personal belongings

**Time for complete practical: 1 hours and 45 minutes.**

## SCORING PROCEDURE\*\*

The passing score for the entire practical portion is 70%.

- Based on the number of tasks for each practical component, the following are the weights:

<b>Practical Component</b>	<b>Weight</b>
<b>Pre-Exam Set Up and Disinfection</b> <ul style="list-style-type: none"><li>• Safety Criteria</li></ul>	5%
<b>Manicure Service</b> <ul style="list-style-type: none"><li>• Procedure Criteria</li><li>• Safety Criteria</li></ul>	12% 8%
<b>Nail Tip Application</b> <ul style="list-style-type: none"><li>• Procedure Criteria</li><li>• Safety Criteria</li></ul>	11% 8%
<b>Nail Wrap Service</b> <ul style="list-style-type: none"><li>• Procedure Criteria</li><li>• Safety Criteria</li></ul>	11% 8%
<b>Sculptured Nail Service</b> <ul style="list-style-type: none"><li>• Procedure Criteria</li><li>• Safety Criteria</li></ul>	8% 8%
<b>Blood Exposure Service</b> <ul style="list-style-type: none"><li>• Procedure Criteria</li><li>• Safety Criteria</li></ul>	9% 8%
<b>End of Exam Disinfection</b> <ul style="list-style-type: none"><li>• Safety Criteria</li></ul>	4%
<b>Total</b>	<b>100%**</b>

\*\* Percentage may not total 100% due to rounding

# TENNESSEE COSMETOLOGY

## EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

### CANDIDATE SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately **stop** the service.
2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
5. Bandage the cut with an adhesive bandage to completely cover cut
6. Cover bandaged cut with finger cot / glove
7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
9. Sanitize hands
10. Return to workstation





# TENNESSEE MANICURIST EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: \_\_\_\_\_  
Last Name First Name Middle Name

2. Social Security: [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: \_\_\_\_\_  
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste  
\_\_\_\_\_  
City State Zip Code

4. Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

5. Email: \_\_\_\_\_ @ \_\_\_\_\_

6. School Code: [ ] [ ] [ ] [ ]

7. Examination: (Check one)  Manicurist Theory Portion only (\$70)  Manicurist Practical Portion only (\$70)  
 Manicurist Reinstatement (\$35)  
(Check one)  FIRST TIME  RETAKE

8. Total Fee Included: \$ \_\_\_\_\_. You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

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

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

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

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

9. I am submitting the Exam Accommodations Request form and required documentation. (See end of bulletin.)  Yes  No

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this registration form with the applicable examination fee to:

PSI licensure:certification \* ATTN: Examination Registration TN COS

3210 E Tropicana \* Las Vegas, NV \* 89121

Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929

[www.psiexams.com](http://www.psiexams.com)



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted 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

Date: \_\_\_\_\_ Social Security or ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Last Name

First Name

Address: \_\_\_\_\_

Street

City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: \_\_\_\_\_)
- Large-print written examination
- Other \_\_\_\_\_

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121