



PSI licensure:certification

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

MICHIGAN BOARD OF COSMETOLOGY



MICHIGAN COSMETOLOGIST EXAMINATION CANDIDATE INFORMATION BULLETIN

Content Outline

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Please refer to our website to check for the most updated information at www.psiexams.com.

EXAMINATIONS BY PSI licensure:certification

This Candidate Information Bulletin provides you with information about the examination and application process for obtaining a cosmetology license in the State of Michigan.

The Michigan Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer and practical examination centers in Michigan.

VERY IMPORTANT

PRIOR TO TESTING

Before applying to PSI to take your licensing examination(s) you must first access the State of Michigan's MyLicense website located at www.michigan.gov/mylicense, and apply for licensure. Only the State of Michigan may determine your eligibility for a license.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of eligibility by the Department, you may proceed with the Examination Registration and Scheduling process.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay for the examination at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

You must pass both the practical and theory examinations within one year from the date of passing the practical portion.

EXAMINATION FEES

| Examination | Fee |
|--------------------------------------|-------|
| Cosmetologist Theory and Practical | \$161 |
| Cosmetologist Practical Portion only | \$91 |
| Cosmetologist Theory Portion only | \$91 |

NOTE: EXAMINATIONS FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

If this is a first time registration, you must mail or fax these documents to PSI and allow 2 weeks for processing your initial application.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at www.psiexams.com. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.

CANCELING AN EXAMINATION APPOINTMENT

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

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

MISSED APPOINTMENT OR LATE CANCELLATION

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

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

SCHEDULING A RE-TAKE EXAMINATION

To schedule a retake:

■ ON-LINE REGISTRATION (www.psiexams.com)

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American or Discover).

■ MAIL (PSI, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the examination date. Examination fee may be paid by credit card (Visa, MasterCard, American Express or Discover), money order, cashier's check, or company check (made payable to PSI and must contain the applicant's social



security number). Cash and personal checks are not accepted.

■ **FAX (702-932-2666)**

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American or Discover).

■ **PHONE (800-733-9267)**

Contact a PSI registrar by telephone. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American or Discover).

SPECIAL EXAMINATION ARRANGEMENTS (ADA)

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates with disabilities requesting special testing arrangements must fill out the special arrangement request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Special Arrangement Request Form](#). You will need to fax this form and supporting documentation to (702) 932-2666.

ALTERNATIVE TEST DELIVERY ARRANGEMENTS

FOR THEORY EXAMINATIONS ONLY. The following options are available to candidates seeking assistance taking the Cosmetology and related occupations theory examinations (excluding Instructors.)

First time test takers may take the examination without assistance, however, the following options are also available.

Additional Time While Taking the Examination

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of \$50 per examination.

Word-to-Word Translation Dictionary

Candidates may request to use a Word-to-Word dictionary at no cost. PSI provides Arabic, Hebrew, Russian, Spanish and Vietnamese at the test sites. The dictionary can not contain pictures or definitions. If approved, the State will forward the dictionary directly to the testing site. If time and ½ is requested there will be an additional fee of \$50 per examination.

Request for a Reader

Candidates may request to have the examination read to them in English for an additional fee of \$50 per examination. PSI will provide the reader.

Reader along with Additional Time

Candidates may request to have the examination read to them in English with extra time & 1/2 for an additional fee of \$50 per examination.

Translator

The candidate must complete a Request for Translator Approval Form from PSI. The candidate is responsible for the cost of the translator.

The form is sent to PSI for approval. If the request is approved, PSI notifies the candidate and the translator. If time and ½ is requested there will be an additional fee of \$50 per examination.

Candidates applying for alternative test delivery arrangements must fill out the special arrangement request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Special Arrangement Request Form](#). You will need to fax this form and supporting documentation to (702) 932-2666. Any costs associated with alternative test delivery arrangements must be paid by the candidate.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

DUPLICATE RESULT REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

EXAMINATION REVIEW

PSI, in cooperation with the Department and Michigan Board of Cosmetology, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. 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 Department 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 COSMETOLOGY PRACTICAL PORTION

The Cosmetology Practical portion is administered at the examination centers listed below:

Southfield-Practical Examination Center

Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile Rd. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

From Southfield Fwy North and South, exit East 8 Mile Rd. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 145
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. The office is in the Davenport University Building. Use the North Entrance and go to Room 145 on the first floor.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. The office is in the Davenport University Building. Use the North Entrance and go to Room 145 on the first floor.

Marquette Examination Center

RockCliff Professional Building
710 Chippewa Square, Ste 110
Marquette, MI 49855

From Highway 41W, turn left onto Grove St. Then turn left onto Anderson St, and turn right onto Chippewa Square.

EXAMINATION SITE LOCATIONS FOR COSMETOLOGY THEORY PORTION

The Cosmetology Theory portion is administered at the examination centers listed below:

Dearborn Examination Center

3200 Greenfield Road, Suite 253
Dearborn, MI 48120

From Detroit: Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I-94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

Holt-Lansing Examination Center

4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

Southfield-Crossroads Examination Center

Crossroads Building
16250 Northland Drive, Suite 359
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Southfield-Lahser Road Examination Center

26400 Lahser Road, Suite 150
Southfield, Michigan 48033

From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road.

Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. The office is in the Davenport University Building. Use the North Entrance. Room 201 is at the top of the stairs.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. The office is in the Davenport University Building. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.

Gaylord Examination Center

440 W. Main St., Suite D
Gaylord, MI 49735

From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

Marquette Examination Center

Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 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 may not be admitted to the examination site and you will forfeit your examination registration fee.*

Your photograph will be taken upon your arrival at the test center.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. This must be a VALID form of government issued identification, which bears your signature and has your photograph. The name on the identification must exactly match the first and last name under which the candidate is registered.



Examples of acceptable identification

- State State-issued driver's license
- State State-issued identification card
- US Passport
- US Military Identification Card
- US Alien Registration Card
- US Employment Authorization Card

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

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.

IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the buildings' tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individuals other than the person who is being tested and their model (when applicable).

PSI understands that test candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the candidate to the test center. However, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted the following policy concerning guests.

"Person(s) accompanying a test candidate 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."

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

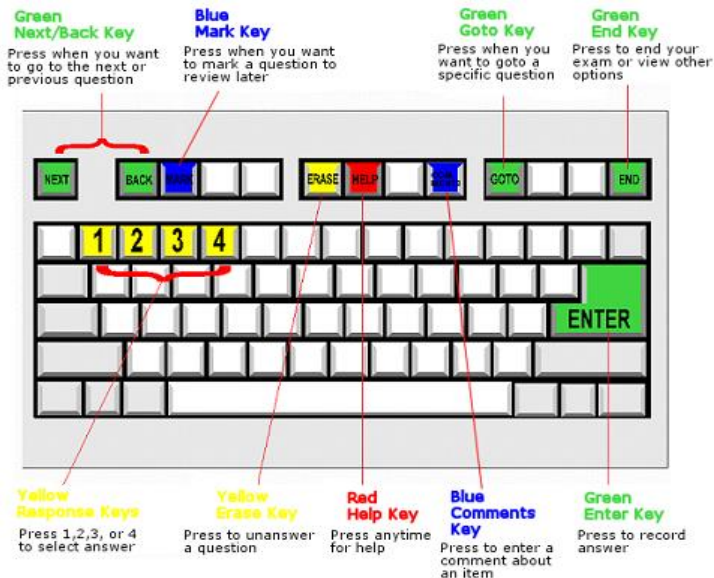
Thank you for your understanding and for your cooperation.

TAKING THE THEORY PORTION BY COMPUTER

Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.

You will be taking the PSI Cosmetology Theory portion by computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.





IDENTIFICATION SCREEN

You will be directed to a semi-private 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.

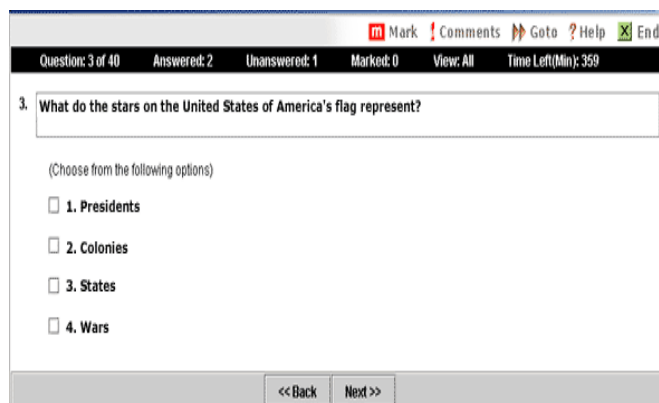
TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

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.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:



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 or you have not ended your examination.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of five to ten "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 non-scored experimental questions is an essential step in developing future licensing examinations.

COSMETOLOGY THEORY PORTION

CONTENT OUTLINE

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 100 multiple-choice questions and you will have 2 hours. This examination is closed book.

| |
|-------------------------------------------------------------------------------------------------------------|
| Sanitation, Disinfection and Safety (25%) |
| 1. Safe working conditions and practices |
| a. Protective coverings (drapes, towels, neckstrips, gloves) |
| b. Signs of adverse reactions to products (patch test) |
| c. Chemical labeling and storage |
| d. Safety Data Sheet (SDS) |
| e. Prohibited materials |
| 2. Sanitation and Disinfection |
| a. Cleansers and disinfectants |
| b. Sanitation and disinfection of tools and implements (procedures, storage, single/multi use, ultraviolet) |
| c. Salon facilities sanitation maintenance (state laws and rules) |
| d. Clean and sanitize hands |
| 3. Infectious diseases and pathogens |
| a. Bacteria |
| b. Virus and fungus |
| 4. Standard Precautions for exposures and incidents |
| a. Procedures |
| b. Blood-exposure disinfection and disposal |
| 5. Hair, scalp, nail, and skin anatomy and physiology |
| Shampooing and Conditioning Hair (3%) |
| 1. Hair Analysis |
| a. Hair types (e.g., texture, elasticity, density, porosity) |
| b. Hair growth phases |
| c. Hair conditions |

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|-----------------------------------------------------------------------------|
| d. Hair disorders and diseases |
| 2. Purpose and effect |
| 3. Products and procedures (normal, dry, oily) |
| 4. Scalp treatments |
| Haircutting and Hairstyling (10%) |
| 1. Hairstyling |
| a. Purpose and Effects |
| b. Wet Styling |
| c. Thermal styling |
| d. Shaping |
| e. Braids/Hair Extensions |
| f. Hairstyling tools and implements |
| 2. Haircutting |
| a. Types of haircuts |
| b. Techniques |
| c. Guidelines |
| d. Using haircutting tools and implements (razor, clipper, scissors/shears) |
| Chemical Texture Services (20%) |
| 1. Hair Analysis |
| a. Prior chemical services |
| b. Hair Texture |
| 2. Hair and scalp preparation for chemical service |
| 3. Permanent waving |
| a. Products |
| b. Application and processing |
| c. Techniques of wrapping hair with rods and other tools |
| 4. Relaxing and chemical straightening |
| a. Products |
| b. Application and processing |
| 5. Chemical Service Precautions |
| a. Proper rinsing and removal of products |
| b. Combs and metal clips |
| c. Strand test |
| Haircoloring (20%) |
| 1. Preparation |
| 2. Color Theory |
| a. Levels of color |
| b. Color formula |
| c. Underlying pigment |
| 3. Types of color |
| 4. Coloring techniques and procedures |
| a. Virgin hair lightening |
| b. Color retouch |
| c. Bleaching |
| d. Tinting |

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|--------------------------------------|
| e. Coloring grey |
| g. Corrective color |
| 5. Application |
| a. Foiling |
| b. Brush and bowl |
| c. Bottle |
| d. Hair sectioning |
| e. Process timing |
| 6. Hair coloring precautions |
| Skin Care (8%) |
| 1. Skin analysis |
| a. Skin types |
| b. Skin conditions |
| c. Contraindications |
| 2. Facial cleansing |
| a. Techniques |
| b. Steaming |
| c. Cleaning products |
| d. Facial massage manipulations |
| 3. Masks and packs |
| 4. Hair removal |
| a. Waxing |
| b. Tweezing |
| 5. Facial Makeup |
| Nail Care (8%) |
| 1. Nail Analysis |
| a. Nail conditions |
| b. Nail disorders and diseases |
| c. Contraindication |
| 2. Basic Manicure and Pedicure |
| a. Preparation of Nails and Skin |
| b. Products |
| i. Oils |
| ii. Creams |
| iii. Lotions |
| c. Procedural steps |
| d. Buffing and shining natural nails |
| e. Nail cosmetic applications |
| f. Cuticle Treatment |
| 3. Nail Tips |
| a. Fit to Nails |
| b. Types of Nail Tips |
| c. Nail Plate Preparation |
| d. Nail Adhesives |
| e. Product Placement |

COSMETOLOGY PRACTICAL PORTION

For practical examination questions or concerns, please email cosmetology@psionline.com.

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

- You must use a mannequin head or mannequin hand for all exam services.
- Your mannequin hand must have artificial nails serving as foundation nail beds with free edges not more than ½ inch in length. In addition, one finger **MUST** be polished.
- It is **NOT** necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- 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.
- The entire exam will be 3 hours and 10 minutes in length.
- The total number of points on the exam is 136 and the passing score is 75%.
- During the Practical portion, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- An additional two minutes will be given before each section for setup.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with these markings may not receive points for the sections of the exam requiring use of these mannequins.
- You may **NOT** bring any notes (e.g., written task lines on containers), cheat sheets, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the examination.
- Wearing gloves and changing them throughout the exam will **NOT** be accepted in lieu of sanitizing hands.
- If you do **NOT** bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., real hair color or real permanent wave solution), you will **NOT** receive points for completing those steps.

KITS/SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the Cosmetology Practical Portion Rating Criteria and be sure you bring all the supplies/equipment you will need to perform these services.

- Kit (30" X 30" in size). This can be mesh with a plastic liner. Kit is considered dry storage and should remain closed when not in use.
- Paper towels to dry hands, and to use when cleaning stations
- Combs
- Hair brushes (vent or round)
- Protective drape(s) for mannequin (one drape **MUST** be appropriate for chemical services)
- Clips (for sectioning)
- Hair cutting shears
- Razor (with guard)

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|----------------------------------------------------------|
| 4. Acrylic and Gel Nails |
| a. Application Procedures |
| b. Types of Products and Effects |
| c. Nail Preparations for Service |
| d. Nail Maintenance |
| 5. Removal of Artificial Nails |
| a. Safety Precautions |
| b. Nail Tip removal |
| c. Acrylic and gel removal |
| Licensing (6%) |
| 1. Meeting licensure requirements |
| 2. License renewal |
| 3. Displaying the license |
| 4. Change of address and name |
| 5. Board responsibilities and disciplinary actions/fines |
| 6. Salon owner and manager responsibilities |

SUGGESTED REFERENCE LIST

Except for the Michigan Laws and Rules, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

- *Michigan Administrative Rules for Cosmetology*, 1980, as amended. <http://www.michigan.gov/cosmetology>. Please refer to the Michigan website for most current version.
- *Michigan Occupational Code*, 1980, as amended, Articles 1-6, 12. <http://www.michigan.gov/cosmetology>. Please refer to the Michigan website for most current version.
- *Salon Fundamentals: A Resource for Your Cosmetology Career*, (2nd edition) 2010, Pivot Point International, Inc.
- *Milady's Standard Cosmetology*, 2016, Cengage Learning, <http://Milady.Cengage.Com>

COSMETOLOGY THEORY PORTION RESULT REPORTING

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

A written result report will be provided to you immediately after completing the theory examination. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive **ONLY** a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the test sections. Candidates should use this information to assist them in studying for the re-examination.



- Permanent wave rods (at least 5)
- End papers
- Protective cotton coil
- Protective cream
- Sanitary neck strips
- One permanent wave lotion applicator containing simulated perm wave lotion (i.e water)
- Shampoo and Conditioner
- Cholesterol cream (use for mock chemical services)
- Tint brush & tint bowl, or bottle for mock chemicals
- Applicator bottle(s) for color/lightening containing simulated product (e.g., cholesterol)
- Blow dryer
- Professional cosmetology towels
- Disinfectant (hospital grade; e.g., Barbicide)
- Hand sanitizer
- 70% alcohol
- One comb-out drape
- Facial cleansing cream
- Facial massage cream
- Astringent, freshener, or toner
- Spatula(s)
- Facial tissue
- Spray bottle for water
- Protective head covering (drape for hair; e.g., plastic cap, towel, or turban)
- Cotton/cotton pads in clean container
- Make-up pads
- Disposable gloves
- Bag(s) for disposal of waste materials
- Tape to affix waste bag to station
- Blood spill kit (including: bandages, labeled blood spill bag, antiseptic, disinfectant, gloves)
- Wet sanitizer (e.g., container filled with disinfectant or alcohol)
- Hand lotion/cream
- Nail polish remover
- Mannequin hand with artificial nails serving as foundation nail beds, with free edges not more than ½ inch in length
- Manicure sticks/Orangewood sticks
- Cuticle pusher
- Emery boards
- Nail brush
- Cuticle remover
- Plastic dish (i.e., finger bath)
- Bottle which contains finger bath solution (i.e., soap and water)
- Bottle of dark polish
- Bottle of base coat
- Bottle of top coat (can be same as base coat if labeled)
- Means of showing that implements have been disinfected. (A zip lock bag labeled “disinfected/sanitized implements” would be appropriate)
- Mannequin with hair of 5 inches in length or longer and a mannequin stand

ITEMS SUPPLIED BY TESTING VENDOR

- Liquid soap
- Hot and cold water
- Workstations with mirrors
- Manicuring table
- Chairs for candidates
- Manicure/pedicure stool
- Covered trash cans
- First aid kit
- Wall clock
- Broom & dust pans
- Diagrams of head sectioned into quadrants

COSMETOLOGY PRACTICAL PORTION RATING CRITERIA

- The exam will be 3 hours and 10 minutes in length.
- Total number of points is 136.
- The passing score for the entire Practical examination is 75%

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

It is NOT necessary to perform additional or altered 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.**

Each task line listed is worth 1 point each.

Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria:

1. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
2. Disposes of waste material using trash bag
3. Disinfects work surfaces with approved disinfectant
4. Sets up manicure table (i.e., immerses working surfaces of non-porous implements in wet sanitizer)
5. Ensures all containers remain closed when not in use
6. Kit must remain closed

Manicure Service

Time Allowed: 20 minutes

Perform a basic manicure on five fingers of mannequin hand.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Washes own hands and mannequin hand with soap and water
2. Sanitizes own hands and mannequin hand with hand sanitizer
3. Removes polish from one finger
4. Files from outside edges to centers (no sawing), avoiding filing tops of nails
5. Immerses mannequin hand in finger bath
6. Applies cuticle remover to cuticles of all 5 nails
7. Gently pushes back cuticles with a cuticle pusher/cotton-tipped orangewood stick on all 5 nails
8. Cleans under free edges of all 5 nails with cotton-tipped cuticle pusher/orangewood stick or brush
9. Massages fingers and hand with lotion/cream
10. Removes residue from all 5 nail plates with alcohol/polish remover
11. Applies base coat smoothly and evenly on 5 nails
12. Applies two coats of polish smoothly and evenly on 5 nails
13. Applies top coat smoothly and evenly on 5 nails
14. Removes all traces of polish from cuticles on all 5 nails with cotton-tipped cuticle pusher/cotton-tipped orangewood stick, brush, or pointed cotton swab if necessary

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Replaces contaminated items
4. Ensures all containers remain closed when not in use
5. Kit must remain closed
6. Removes products from containers without contamination

Facial Service

Time Allowed: 15 minutes

Cleanse mannequin's face, apply massage cream, and demonstrate effleurage, petrissage, and tapotement manipulations.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes work surface
2. Sanitizes own hands with hand sanitizer
3. Drapes with towel, or towel/neckstrip, and drape
4. Secures mannequin's hair with drape
5. Cleanses face with cleansing product upward and outward using fingers

6. Removes cleansing product upward and outward with towel/tissue/cotton
7. Applies facial massage product upward and outward using fingers
8. Demonstrates proper manipulations each for effleurage, petrissage, and tapotement while maintaining continuous contact
9. Removes facial massage product upward and outward with towel/tissue/cotton
10. Applies astringent, freshener, or toner with cotton/make-up pad/tissue

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implement and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination

Chemical Services

(Assume same client is receiving all chemical services; no need to change capes or gloves during chemical services)

Time Allowed: 40 minutes Total

Chemical Application Preparation ONLY for Virgin Hair Lightening, Hair Coloring Retouch, and Relaxer Retouch

Time Allowed: 10 minutes

Prepare for chemical services.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Applies chemical draping using towel, chemical cape, and towel
3. Sections hair into four equal quadrants
4. Applies protective cream around entire hairline

Virgin Hair Lightening on Right Front Quadrant

Time Allowed: 10 minutes

Complete virgin hair lightening procedure on right front quadrant.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Works within the right front quadrant
2. Divides hair into 1/8 to 1/4 inch subsections
3. To half of quadrant, applies lightener beginning 1/2 to 1 inch from scalp up to 1 inch from ends
4. Saturates hair with lightener evenly over front and back of hair strands
5. Ensures no chemical products are left on mannequin's skin or ears

Hair Coloring Retouch on Right Rear Quadrant

Time Allowed: 10 minutes

Complete hair coloring retouch on right rear quadrant assuming 1 inch of regrowth

All tasks must be performed in the order listed.

Procedure Criteria:

1. Works within the right rear quadrant
2. Divides hair into 1/4 to 1/2 inch subsections
3. To half of quadrant, applies color on the scalp up to 1 inch regrowth line
4. Saturates new growth with color evenly over front and back of hair strands
5. Ensures no chemical products are left on mannequin's skin or ears

Relaxer Retouch on Left Rear Quadrant

Time Allowed: 10 minutes

Complete relaxer retouch on left rear quadrant from the scalp assuming 1 inch of regrowth applying no base relaxer

All tasks must be performed in the order listed.

Procedure Criteria:

1. Works within the left rear quadrant
2. Applies protective cream 1 inch away from scalp through the ends
3. Divides hair into 1/4 to 1/2 inch subsections
4. To half of quadrant, applies relaxer from the scalp to 1 inch of regrowth
5. Saturates regrowth with relaxer evenly over front and back of hair strands
6. Ensures no chemical products are left on mannequin's skin or ears

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implement and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination
9. Wears protective gloves throughout chemical services (same pair is acceptable)

Clean-Up and Shampoo**Time Allowed: 10 minutes**

Prepare for permanent waving procedure by shampooing/conditioning hair that was colored/relaxed and combing out hair. Do not begin draping until the next section begins.

Procedure Criteria:

1. Ensures all product residue is removed from mannequin hair.

Permanent Waving Service**Time Allowed: 20 minutes**

Wrap 5 rods in the center back of the head from crown to nape area and applies mock chemical waving solution (i.e., water). All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
 2. Applies chemical draping: towel, chemical cape, towel
 3. Uses clips to section hair, ensures section is equal to length of rods
 4. Subsections hair in sections equal to diameter of rods
 5. Spreads hair evenly across end papers for each rod
 6. Spreads hair evenly around each rod
 7. Extends end papers beyond hair ends
 8. Maintains consistent rod/base relationship (all on or half off)
 9. Wraps rods for proper tension (without picks) ensuring proper band placement
 10. Applies protective cotton around wrapped sections
- (At this time, please step back and you will be instructed by your rater to demonstrate mock waving lotion.)*
11. Saturates hair evenly with mock waving lotion, safely ensuring excess lotion does not remain on skin (wears protective gloves)
 12. Demonstrates test curl to confirm curl development

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures chemical draping is maintained throughout service
4. Implement and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Removes products from containers without contamination
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed

Hair Cutting Service**Time Allowed: 40 minutes**

Remove at least 1 inch of hair throughout entire head by performing a 90 degree layered haircut using shears and a razor. All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Drapes with neckstrip/towel and cape
3. Sections hair using any sectioning method (using a minimum of 4 sections)
4. Safely establishes a guideline at nape with razor to determine length (guard is on correctly and hair is wet), ensuring candidate's skin is not cut and mannequin's surface is not damaged
5. Safely palms razor when in use
6. Follows established guideline throughout haircut with traveling guide using shears
7. Safely palms shears when in use
8. Ensures haircut is blended and even throughout

9. Ensures hair is cut at a 90 degree angle
10. Ensures at least one inch of hair is consistently cut from head
11. Finished haircut is no shorter than 4 inches
12. Cleans hair off workstation and sweeps hair from floor

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implement and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Replaces contaminated items
6. Kit must remain closed
7. Removes products from containers without contamination

Blow Drying & Thermal Curling Service

Time Allowed: 25 minutes

Blow dries wet hair and completes 3 horizontal curls on top center section of hair beginning at front hair line using a curling iron.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Drapes using neckstrip/towel and cape
3. Blow dries top center section of wet hair safely in direction away from scalp, ensuring hair is tangle-free using comb/brush
4. Sections hair from one to three inches wide. Subsections are equal to the diameter of the curling iron
5. Tests curling iron for proper temperature by clamping down on neckstrip or tissue paper
6. Manipulates curling iron to form a base
7. Places curl # 1 on-base
8. Places curl # 2 off-base
9. Places curl # 3 in a figure 8 or two loops
10. Protects scalp with comb
11. Ensures smooth, open curl formation without securing with clips

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implement and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Replaces contaminated items
6. Kit must remain closed
7. Removes products from containers without contamination

End of Exam Disinfection

Time Allowed: 10 minutes

Safety Criteria:

1. Removes cape
2. Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
3. Sanitizes own hands with hand sanitizer
4. Disinfects work surfaces, station, area to include chair and mirror
5. Removes all supplies, materials, and personal belongings

COSMETOLOGY PRACTICAL PORTION RESULT REPORTING

You must score at least 75% (102 points) in order to pass the practical examination.

A written result report will be mailed to you by PSI within 7 business days following the examination. In addition, examination results will be available to candidates on-line one business day after the exam date. Simply go to www.psiexams.com and click the "create an account" button and follow the simple steps. Once you have created an account, you will be able to see your result as well as pay for and schedule your exams. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the services in the Practical Portion Rating Criteria. Candidates should use this information to assist them in studying for the re-examination.



LICENSURE ELIGIBILITY

To be eligible for licensure, you must complete the license application at the MyLicense website (www.michigan.gov/mylicense), submit the required fee to the State of Michigan, pass the required examination(s), and meet the following requirements:

- be at least 17 years of age;
- be of good moral character;
- have an education equivalent to the completion of the ninth grade; and
- have successfully completed a course of study of at least 1,500 hours; OR
- have served at least two years as an apprentice in a licensed establishment under an approved apprenticeship program in

A false statement or dishonest answer on the license application may be 1) grounds for denial of licensure; 2) grounds for disciplinary action against any future license; or 3) punishable by law. Furthermore, any conviction(s) for which you did or could have gone to jail may delay your application for a license. If licensure is denied, this action may be appealed to the Board of Cosmetology.

After the State of Michigan determines your eligibility to test and receive a license, an electronic file will be submitted to PSI. It is at this time that you may submit your completed Examination Registration Form (found at the back of this Candidate Information Bulletin) to PSI.

When you have finished the Examination Registration Form in its entirety, please mail or fax the form, along with the appropriate fees, to the address below:

PSI licensure:certification * ATTN: Examination Registration MI COSMO
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com

RECEIPT OF ONSITE LICENSE

A candidate that successfully meets all of the Licensure Eligibility requirements (above) will receive their license upon passing the final required examination (Theory).

This license will be a durable, wallet-size, pocket card containing the licensee's photo, signature, address, and issue and expiration dates of the license. With this pocket license, the new licensee will be immediately licensed to perform as a licensed Cosmetologist in the State of Michigan. The State of Michigan will print and mail the standard wall license to the new licensee within 7 business days of the issuance of the onsite-issued pocket license.





MICHIGAN COSMETOLOGY 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.

Legal Name: _____
Last Name First Name Middle Name

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

Or ing Address: _____
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

City State Zip Code

Telephone: Home _____ - _____ Office _____ - _____

Email: _____ @ _____

Date of Birth: _____ - _____ - _____
Month Date Year

Examination: (Check one) Cosmetology Theory and Practical (\$161) Cosmetology Practical Portion only (\$91)
 Cosmetology Theory Portion only (\$91)

Total Fees Included: _____ Pay by credit card, money order, cashier's check, or company check. Personal checks and cash are not accepted. Make check or money payable to "PSI" and write the applicant's social security number on it.

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

Card No: _____ Exp. Date: _____

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

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

I am requesting special accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA).
 YES NO

If yes, you must fill out the special arrangement request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links". A copy of this form may also be obtained by phoning 1-800-733-9267.

YOU MUST FILL OUT THE NEXT PAGE

Check one of the following:

- First Time Exam Candidate** - has never taken this exam. All First Time candidates must have their school complete the following Affidavit Section.
- Retake Candidate** - has previously taken the exam and did not pass. If no information has changed from your original application, you may call PSI to schedule your exam or schedule online at www.psiexams.com. If information has changed you will need to fill out this registration form again.
- Relicensure Candidate** - an individual whose cosmetologist license has been lapsed for 3 or more years. All Relicensure candidates must have the state complete the Relicensure Section on the bottom of this page.
- Out-of-State Candidate** - All Out-of-State candidates must have the state complete the Out-of-State section on the bottom of this page.
- Apprenticeship Candidate** - All Apprenticeship candidates must have the state complete the Apprenticeship section on the bottom of this page.

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

Signature: _____ **Date:** _____

Affidavit Section

THIS SECTION MUST BE COMPLETED BY AN APPROVED SCHOOL OFFICIAL FOR ALL FIRST-TIME CANDIDATES.

I hereby certify that this applicant has successfully completed the required course of training following the curriculum guidelines as required by Administrative Rule, promulgated by the Department.

| | | |
|-------------------------------------------------------|----------------------------|--------------|
| Applicant Last Name: | First Name: | Middle Name: |
| Date of Enrollment: | Date of Completion: | |
| Name of School: | Number of Hours Completed: | |
| Address of School: | School License Number: | |
| Language that classes and school exams were given in: | Text book language: | |
| _____ Signature of School Owner | _____ Date | |
| _____ Print Name | | |

Relicensure, Out-of-State and Apprenticeship Section

THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at 517-373-8068 for detailed instructions.

| | | |
|--------------------------------------------------|--------------------------------------|-----------------------------------------|
| Applicant Last Name: | First Name: | Middle Name: |
| The candidate must complete the following exams: | | |
| <input type="checkbox"/> Practical and Theory | <input type="checkbox"/> Theory Only | <input type="checkbox"/> Practical Only |
| Code _____ | | |
| _____ Signature of State Official | _____ Date | |
| _____ Print Name | | |

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

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