



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

TEXAS DEPARTMENT OF LICENSING AND REGULATION



COSMETOLOGY OPERATOR LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

Content Outline

Examinations by PSI licensure:certification.....	2	Required Identification at the Examination Site	8
Examination Payment and Scheduling	2	Security Procedures	8
Examination Fees	2	Computer-Based Examinations.....	9
Internet Scheduling	2	Identification Screen	9
Telephone Scheduling	2	Tutorial.....	9
Fax Registration	2	Test Question Screen.....	9
Standard Mail Registration	2	Written Examination	9
Rescheduling an Examination.....	5	Content Outline	9
Losing Your Examination Fee	5	Reference List	10
Exam Accommodations	5	Written Score Reporting	10
Foreign Languages.....	5	Practical Examination	10
Examination Site Closing for an Emergency	5	Model Requirements.....	11
Duplicate Score Reports	5	Supplies and Equipment	12
Examination Review	5	Content Outline and Instructions.....	13
Examination Site Locations.....	5	Examination Registration Form	22
Reporting to the Examination Site	8	Exam Accommodations Request Form	End of Bulletin

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

EXAMINATIONS BY PSI licensure:certification

The Texas Department of Licensing and Regulation (TDLR) has contracted with PSI licensure:certification (PSI) to deliver its examinations.

Once you have been approved by TDLR, you are responsible for contacting PSI to schedule an appointment to take your examination.

CONTACT INFORMATION

You must be approved to take the examination by the TDLR. Your license application and documentation must be sent to:

Texas Department of Licensing and Regulation
PO Box 12157
Austin, TX 78711
Telephone: (512) 463-6599
Toll-Free (in Texas): (800) 803-9202
Relay Texas-TDD: (800) 735-2989
Website: www.tdlr.texas.gov
Email: examinations@tdlr.texas.gov

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

You must pass the written examination before you can sit for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times during this period. However, you are encouraged to study between examination attempts and to sit for your examination as soon as possible after attending cosmetology school. A separate fee is required for each examination attempt.

EXAMINATION FEE

Written Examination only	\$52
Practical Examination only	\$74

FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule for their examinations using the Internet. To schedule over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates schedule online by accessing PSI's website at www.psiexams.com. Internet scheduling is available 24 hours a day. To schedule over the Internet, complete the steps below. See the following page for detailed instructions.

1. 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 TDLR has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter the ID# that TDLR provided to you. 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 SCHEDULING

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (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 receive your payment and schedule your appointment for the examination.

FAX REGISTRATION

If you prefer, you may fax the Examination Registration Form (found at the end of this Candidate Information Bulletin). Complete the Examination Registration Form, including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Registration by fax is accepted 24 hours a day. Please allow 4 business days to process before contacting PSI to schedule.

STANDARD MAIL REGISTRATION

If you prefer, you may mail the Examination Registration Form (found at the end of this Candidate Information Bulletin). Mail the completed Examination Registration Form to PSI with the appropriate examination fee. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money order or check must be made payable to PSI, with your student permit number noted on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow 7 business days to process before contacting PSI to schedule.



1. Go to www.psiexams.com and select "Create an Account".

If you have already created an account, type in your email address and password.

New Users

You can:

- >> [Create an account](#)
- >> [Register for an examination](#)
- >> [Schedule an examination](#)

Returning Users

Sign in

Email Address:

Password:

Start in: ▼

Remember me

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

2. **VERY IMPORTANT STEP.** The spelling of your name must match **EXACTLY** with how it was submitted to TDLR.

3. Be sure to check the box "Check here to attempt to locate existing records for you in the system" and select Submit.

Fields indicated with an asterisk (*) are mandatory.

Step 1

Your Details

Email Address:*

First Name:* Last Name:*

If you have previously contacted a PSI Customer Support representative and paid for an e you believe that your licensing or certification agency has provided PSI with eligibility info Please check the box below:

Check here to attempt to locate existing records for you in the system.

Step 2

Enter a password for your account and select your security question and answer.

Create a password:* (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :* Retype to confirm your password.

Choose a Security Question : * ▼

Security Answer : *

4. Select the organization, state, account, and classification (as seen below). Enter your Student Permit # (in the TDLR_ID_Number field).

Find Record

Select Organization
 ▼

Select Jurisdiction
 ▼

Select Account
 ▼

Select Classification
 ▼

Enter your TDLR_ID_Number

5. The system will find your imported record. You are now ready to pay and schedule for the examination. Select "Pay for a test."

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
TX Operator Written English	TX Operator Written English	TDLR		<input type="button" value="Pay for a test"/>

6. Type in your credit card information and select *Submit*.

Registration Fee	Cost (\$)
Examination Fee	47.00
Total	47.00

Payment

You will be charged **47.00**.

Credit Card

Card Type: *

Card Number: *

Expiration Date: *

Name on Card: *

ZIP Code: * Card ID Number: * [What is Card ID no?](#)

I accept PSI's Payment terms & conditions.
[Click here to read terms & conditions.](#)

Fields indicated with an asterisk (*) are mandatory.

7. Enter your zip code or the city where you live and select *Search*. You will get a list of the testing sites closest to you. Select the desired *Test center* and select *Continue*.

Test Center Selection

Country: Zip or City:

Choose one or more test centers to view available dates for scheduling:

Distance	Testcenter Name	Address
<input type="checkbox"/> 17.5 miles	HOUSTON EAST	11811 I-10 East Fwy, Suite 260, Houston, Texas, 77029
<input type="checkbox"/> 28.7 miles	HOUSTON NORTH (GREENBRIAR PLACE)	650 North Sam Houston Pkwy, East, Suite 535, Houston, Texas, 77060
<input type="checkbox"/> 30.7 miles	HOUSTON - NORTHWEST FREEWAY	9800 Northwest Freeway, Suite 200, Houston, Texas, 77092
<input type="checkbox"/> 36.8 miles	HOUSTON SW	9555 W. Sam Houston Pkwy South, Suite 140, Houston, Texas, 77099
<input type="checkbox"/> 170.4 miles	AUSTIN - ANDERSON SQUARE	8000 Anderson Square, Suite 301B, Austin, Texas, 78757

1 - 5 of 25

8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

Please choose the date and month (or date range) to check the available sessions.

From: To:

Test Center	Available Date	Available Session
<input checked="" type="radio"/> HOUSTON EAST, Texas	05/15/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/17/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/18/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/19/2012	9:00 AM - 2:00 PM

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

Your Schedule Details

Exam: TX Cosmetology Instructor Written English
 Sponsor: TDLR
 Confirmation Number: C4803175
 Test Center: HOUSTON EAST
 Address: 11811 I-10 East Fwy Suite 260, Houston, Texas
 Test Schedule Date: 05/15/2012
 Test Schedule Time: 9:00 AM

You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.

Directions to Test Center: From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

RESCHEDULING AN EXAMINATION APPOINTMENT

You may reschedule an examination appointment without forfeiting your fee if your *notice is received 2 days before the scheduled examination date*. You may reschedule at www.psiexams.com or call PSI at (800) 733-9267.

A voicemail or email message is not an acceptable form of rescheduling. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

LOSING YOUR EXAMINATION FEE

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not reschedule your appointment at least 2 days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Are not dressed appropriately for the Practical Examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

FOREIGN LANGUAGES

Examinations are administered in English. However, some examinations are available in Spanish or Vietnamese for no additional cost. To take one of these examinations you must indicate your language preference when you schedule your examination.

For languages other than English, Spanish or Vietnamese, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate. Please fill out the form at the end of this Candidate Information Bulletin.

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an 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.

DUPLICATE SCORE 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 TDLR, will be regularly evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. 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 written examination available to candidates. There is NO review of the Practical examination.**

EXAMINATION SITE LOCATIONS

It is your responsibility to verify that you are going to the correct site.

Abilene (WRITTEN EXAMINATION ONLY)

Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605

From Highway 277, exit on South 14th Street going East. Turn left on S. Willis.

Amarillo (WRITTEN AND PRACTICAL EXAMINATIONS)

4312 Teckla, Suite 500
Amarillo, TX 79109

Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.

From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington (WRITTEN EXAMINATION ONLY)

Centerpoint IV
2401 E. Randol Mill Road, Suite 160
Arlington, TX 76011



From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.

From I-30 E - Take exit 28 toward Baird farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.

Austin (WRITTEN EXAMINATION ONLY)

LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723

If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.

If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.

PSI is located in NORTH Austin at the North-West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin (WRITTEN AND PRACTICAL EXAMINATIONS)

8000 Anderson Square, Ste 301B
Austin, Texas 78757

If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.

If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi (WRITTEN EXAMINATION ONLY)

2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415

From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas (WRITTEN EXAMINATION ONLY)

One Empire
1140 Empire Central Dr, Suite 610
Dallas, TX 75247

From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr.

From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.

Dallas/Richardson (WRITTEN EXAMINATION ONLY)

1701 N Collins Blvd, Suite 130
Richardson, TX 75080

From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.

Dallas/Richardson (PRACTICAL EXAMINATION ONLY)

300 N Coit, Suite 172
Richardson, TX 75080

From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right-hand side. If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.

El Paso (WRITTEN EXAMINATION ONLY)

The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925

From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

El Paso (PRACTICAL EXAMINATION ONLY)

4171 N. Mesa
Bldg. A, Suite 104A
El Paso, TX 79902

From I-10E/US-180E toward downtown, take the Executive Center Blvd Exit (Exit 16). Turn left onto Executive Center Blvd. Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.

From I10-W, take the Executive Center Blvd Exit (Exit 16). Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.

Fort Worth (WRITTEN EXAMINATION ONLY)

6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133

From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right, you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen (WRITTEN EXAMINATION ONLY)

Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550

From Expressway 83, exit on Ed Carey Drive. Go North on Ed Carey Drive. At intersection of Ed Carey Drive and 77 Sunshine Strip, turn left onto 77 Sunshine Strip. Stay on 77 until it joins Morgan Blvd (Morgan Blvd is also road #507). Turn right on Morgan Blvd

Houston North (Greenbriar Place) (WRITTEN EXAMINATION ONLY)

Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060

From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).



Houston (East) (WRITTEN EXAMINATION ONLY)

Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029

From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasitos Cantina. From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasitos Cantina.

Houston (Southwest) (WRITTEN EXAMINATION ONLY)

One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099

The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Bellfort exit and travel about two miles on the feeder road to Bissonnet. Turn right on Bissonnet and then left into the parking lot of the first building on the left, OR do not turn on Bissonnet but drive through the intersection and then make an immediate right into the parking lot.

Houston (Northwest) (WRITTEN AND PRACTICAL EXAMINATIONS)

9800 Northwest Freeway
Suite 200
Houston, TX 77092

From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C.

Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor. Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock (WRITTEN EXAMINATION ONLY)

The Center
4413 82nd St., Suite 210
Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)

7000 N. 10th Street Suite C-4
McAllen, TX 78504

From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

Midland (WRITTEN AND PRACTICAL EXAMINATIONS)

Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio (WRITTEN EXAMINATION ONLY)

One Park Ten
6800 Park Ten Blvd, Suite 174-W
San Antonio, TX 78213

From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.

From IH 10 West, exit on Vance Jackson. Stay on the access road.

The building is off IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

San Antonio (WRITTEN AND PRACTICAL EXAMINATIONS)

9502 Computer Drive, Ste 105
San Antonio, TX 78229

From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.

From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

Tyler (WRITTEN EXAMINATION ONLY)

3800 Paluxy Dr, Suite 310
Tyler, TX 75703



From 1-20, turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco (WRITTEN EXAMINATION ONLY)

345 Owen Lane, Suite 124
Waco, TX 76710

From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.

If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

You may also test at a PSI site outside of Texas. Please call (800) 733-9267 for more information.

You may also test at a PSI site outside of Texas. Please call (800) 733-9267 for more information.

Shreveport, LA	Oklahoma City, OK
Baton Rouge, LA	Tulsa, OK
McAlester, OK	Woodward, OK

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 to familiarize yourself with the examination process. NO conversing or any other form of communication among candidates and/or models is permitted once you enter the examination area. For the practical examination, you must wear closed-toe shoes. If you arrive late or do not appear in the appropriate attire, you will NOT be admitted to the examination site and you will forfeit your examination fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification (ID). The identification must be a VALID form of government-issued ID, such as a driver's license*, state ID, or passport book**. The identification must contain all of the following biographical information:

- (1) printed name
- (2) photograph
- (3) signature
- (4) date of birth
- (5) expiration date

*An expired driver's license will be accepted only if accompanied by a VALID Texas Department of Public Safety temporary permit.

**Passport cards do not contain all required information and are not acceptable.

Current public high school***, community college and junior college IDs are also VALID government-issued IDs and require only your printed name, photograph and date of birth.

***If you have graduated from high school, your ID is only valid until August 31 of that year.

PSI does not accept temporary licenses or IDs unless accompanied by either the expired/invalid license; a W-2 form; a private school ID card; or an official school transcript.

Identification provided must match all information provided by TDLR to PSI upon eligibility. A digital copy of your ID documentation will be taken upon check in, and stored with your personal data.

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 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 and will forfeit your examination fee.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.

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 or you have not ended your examination.

WRITTEN EXAMINATION

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in 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.

COMPUTER-BASED EXAMINATIONS

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.



TEXAS OPERATOR

100 Scored Items - 120 Minutes - 70% Correct to Pass
10 Non-Scored Items - 10 Minutes

1.	Licensing and Regulation - 20%; 20 questions
	Health and Safety
	Responsibilities of the Licensee
2.	Infection Control - 28%; 28 questions
	Cleaning and Disinfecting
	Implements
	Equipment
	Work Environment
	Safety Procedures
	Exposure Incidents
	Patch Test
	Strand Test
	Skin Analysis
	Diseases
	Disorders
	Nail Analysis
	Diseases
	Disorders
	Hair Analysis
	Disorders
	Scalp Analysis
	Diseases
	Disorders
3.	Hair and Scalp Care - 40%; 40 questions
	Physiology
	Products
	Cleansing
	Conditioning Treatments

	Haircutting
	Hairstyling
	Braids, Extensions, and Wigs
	Thermal
	Wet
	Chemical Texture Services
	Chemical Theory
	Relaxer
	Permanent Wave
	Soft Curl Reformation
	Haircoloring
	Color Theory
	Types of Hair Color and Lightener
	Application
4.	Nail Care - 6%; 6 questions
	Manicuring
	Pedicuring
	Nail Enhancements
	Acrylic and Gel
	Tips and Wraps
5.	Skin Care - 6%; 6 questions
	Facials
	Treatments
	Massage
	Hair Removal
	Contraindications
	Methods of Hair Removal
	Artificial Lashes

REFERENCE LIST

This examination is CLOSED BOOK.

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

- *Milady Standard Cosmetology*, 13th edition, 2016, www.milady.cengage.com/cosmetology.asp
- *Salon Fundamentals Cosmetology*, 3rd Edition, 2014, Pivot Point International. Call 800-886-4247.
- *Texas Administrative Code*: Chapter 83, www.tdlr.texas.gov
- *Texas Occupations Code, Title 9: Chapters 1602 and 1603*, www.tdlr.texas.gov

WRITTEN SCORE REPORTING

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.
- **On paper** - an official score report will be printed at the examination site.

NON-SCORED ITEMS

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

PRACTICAL EXAMINATION

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.

- NO conversing or any other form of communication among candidates and/or models is permitted once you enter the examination area.
- You must bring a model for the manicure and facial and you must bring a mannequin for the remainder of the exam. Please see the “Model Requirements” section below for more information.
- Your model must be present with you at the time specified on the Admission Notice.
- 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.
- During the Practical Examination, 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.
- All tasks listed in this bulletin must be performed in order listed or candidates will NOT receive points.
- The time allotted for each service includes time for setup and cleanup.
- An additional two minutes will be given before each section to take out the supplies needed for the next section of the exam.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will NOT be permitted to leave the exam area once you arrive and are signed in.



- All supplies must be clean, sanitary, unstained. Products must be labeled in ENGLISH (manufacturer labels are acceptable).
- If you do NOT bring the items listed in the “Supplies and Equipment” section or bring a wrong item (e.g., non-EPA approved hospital grade disinfectant), you will NOT receive points for completing those steps.
- Candidates MUST step back and raise their hand at the end of each section indicating completion.
- No markings or colorings around the model/mannequin’s hair, scalp, or hairline are permitted. Candidates bringing in models or mannequins with these markings may not receive points for the sections of the exam requiring use of these models/mannequins.
- Candidates bringing in models or mannequins with such markings will not receive points for the sections of the exam requiring use of these models/mannequins.
- Cheat sheets and written notes (e.g., written task lines on containers, bags that are numbered and and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam. Identifying bag for service is allowed.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- Items left behind will be discarded. Please check for, and remove, all personal items at the end of exam.
- Cell phones are NOT allowed in the practical examination room. A locker is provided for your convenience.

IMPORTANT NOTICE

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater’s current student, current employee, employer or co-worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate’s examination results may be voided.

Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.

MODEL REQUIREMENTS

ONLY ONE MODEL IS PERMITTED DURING THE SERVICES

Models are required for the facial and manicure services. Mannequins must be used for all other services.

- Model is NOT permitted to converse with candidates or other models once he/she enters the exam area.
- Must be at least 16 years of age; a model under the age of 18 must have signed parental consent;
- Must be willing to have candidate perform procedures on them;
- Must present a current, government-issued photo identification with date of birth, such as a driver’s license, at the exam site;
- Must not assist the candidate in any way or speak to the candidate during the examination;
- Your model’s face must appear clean and be free of skin disease. Models should come with only eye makeup and lipstick applied.
- Your model’s nails must have free edge showing, be clean and have old polish removed on all fingers except for one (artificial nails are permitted);
- Must arrive at the exam site with one fingernail polished with a dark polish;
- Must sign Model Affidavit form upon arrival at the examination site; and
- Must leave the examination site property immediately once he/she has finished participating.

SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outline (shown below) to ensure you bring all supplies/equipment you need to perform these services. You must also indicate that implements have been disinfected. (For example, a zip lock bag identifying “Manicure Service: Disinfected/Sanitized Implements” would be appropriate.)

ITEMS THAT ARE NOT TO BE LABELED

Any of the items listed below are NOT TO BE LABELED.
Doing so may result in loss of points.

- Blow dryer
- Clips
- Combs
- Cotton/cotton pads
- Cuticle pusher
- Disposable gloves
- Electric curling iron
- Emery board
- End papers
- Facial tissue
- Finger bowl
- Hair brushes
- Haircutting shears
- Magnetic roller
- Mannequin stand
- Mannequin with a minimum of 5" of hair
- Neck strips
- Oranewood stick
- Paper towels
- Permanent wave rods
- Protective cotton
- Protective drape(s)
- Protective head covering
- Razor with guard
- Spatula(s)
- Tape for waste bag(s)
- Tint brush, bowl or bottle for mock chemical applications
- Towels (Professional Barber or Cosmetology Only)

ITEMS THAT MUST BE LABELED IN ENGLISH ONLY

The items listed below MUST BE LABELED (numbering of any kind is NOT allowed; manufacturer labels are acceptable). Failure to properly label items may result in loss of points.

- Astringent, freshener, or toner
- Blood exposure kit (including: bandages, labeled blood exposure bag, antiseptic, disinfectant, gloves)
- Cleansing product
- Cuticle remover
- EPA-approved disinfectant
- Gel or cholesterol cream or mix of both (simulated product)
- Hand sanitizer
- Massage product
- Nail polish remover
- Permanent wave applicator bottle (simulated product)
- Polish kit (base, top and dark polish)
- Protective cream
- Shampoo
- Spray bottle for water
- Trash bag(s)

NOTE: You should be able to completely close the kit used to hold your practical supplies. Failure to do so may result in loss of points. The kit should be no larger than 30"x30" to ensure it will fit under the workstation, along with your trash bag.

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Hot and cold water (Shampoo bowls)
- Work stations with mirrors
- Manicuring tables with chairs for models and candidates
- Covered trash cans
- Hooks for Large Disinfectant Trash Bag (Per Workstation)
- Mounted Wall clock
- Broom & dust pans
- Windex (Mirror Cleaner)

DESCRIPTION OF PRACTICAL WORKSTATION

The practical examination workstation at the testing facility has limited space. It is a standard salon workstation that includes a cabinet with 2 shelves, a drawer and a mirror, as well as a standard all purpose hydraulic chair. The dimensions of the workstation are 36”H x 42”W x 16”D.

CONTENT OUTLINE

- The entire exam will be 3 hours and 20 minutes in length.
- Total number of points is 142.
- The passing score for the entire Practical examination is 70% (This is 100 points out of 142).

The following information will be used by examiners to grade your performance during the Practical Examination:

All procedure criteria MUST be performed in the order listed for candidate to receive points for the tasks. DO NOT begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. 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 step back and raise their hand at the end of each section indicating completion.

CANDIDATE BEGINNING GENERAL INSTRUCTIONS: COSMETOLOGY OPERATOR EXAM

(To be read after all candidates have been checked in and the Rater, candidates, and models are ready to begin).

Congratulations on passing your written examination and welcome to PSI Exam Services practical examination. Before we begin, I would like to take a few moments to introduce our staff and give you an overview of our examination procedures.

I am the assigned Proctor for this session and my role is to read you the instructions and time on each section of this examination. You may direct any general questions you have to me; however, note that I am only allowed to answer general questions that do NOT direct or instruct you in any way relating to the content outline of this examination. If asked a restricted question, I will politely respond by saying, “Please do as you have been instructed” or “Do the best that you can with what you have brought with you”.

The person responsible for observing and rating your skills performance is the assigned Rater for this session. The Rater is NOT allowed to converse with candidates except to provide a general salutation.

At this time I will review a few routine areas to ensure you are familiar before the examination begins. Our restrooms are located _____ . While you may use the restrooms during the examination, please keep in mind that the time will continue to elapse, and any instructions you miss will NOT be repeated. Only one candidate at a time may leave, so please return as quickly as possible. You will be able to make use of the following as needed throughout the exam: the adjustment of your assigned hydraulic chair, broom & dustpan. You must place your waste material in your own trash bag throughout the exam. The sinks are also available for your use if you need water. You do not need permission to use them; however, please remember that they are shampoo bowls with hoses, and you must hang onto the hoses when turning the water on.

Please listen carefully to the following code of conduct for this examination. Any violation of the following code of conduct will result in the loss of points for the tasks performed during the time the conduct is taking place and a report of your conduct will be filed with TDLR.

You may NOT refer to written notes, task lines or Candidate Bulletins during the examination.

Your model must sit quietly during the examination and not actively assist you in any way.

You may speak to your model only to provide basic directions.

You may not ask questions while performing tasks.

You may not observe the work of other candidates, please remain focused on your own workstation during the examination.

Please do not speak to or assist other candidates throughout the examination.

You will be given a set up time to unpack your supplies

All procedure criteria must be performed in the order listed in the Candidate Information Bulletin for you to receive points for the tasks.

During the Practical Portion, you must follow all appropriate rules that will ensure the health, safety and welfare of the public.



When taking out your supplies during each section of the exam, please place your zip lock bag on top of your workstation to be evaluated by your Rater.

Please note that there is a site wall clock that you can refer to during the exam.

You may NOT use an empty or unused station that may be located near or next to you.

Please turn off all cell phones while in the examination room.

For each section, I will announce the title of the section and the amount of time available to complete the section. When I say, “you may begin”, you may start completing the tasks associated with that section. When I say, “Candidates, please stop working”, please stop completing any unfinished tasks. If you finish the tasks for a particular section before the allotted time has ended, step back and raise your hand to indicate that you are finished with that section. We will not move on to the next section of the examination until all Candidates are finished with the section or the time for the section elapses.

Does anyone have any questions about the instructions I have just read to you?

The first section is “Pre-Exam Set Up and Disinfection.” You will have 10 minutes to unpack your general supplies and put them in your assigned station. You will also take out the supplies you will need for the “Manicure Service” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater. You will be informed when you have 5 minutes remaining.

You may begin.

Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Implements/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 EPA-registered disinfectant
4. Sets up 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
7. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination.

The next section is “Manicure Service (on the Model),” you will have 20 minutes to complete this section. Please perform a basic manicure on five nails. You will be informed when you have 10 minutes remaining.

You may begin.

Manicure Service (Model)

Time Allowed: 20 minutes

Perform a basic manicure on five nails.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MODEL TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

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



Safety Criteria (1 point each):

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

Candidates you have 10 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination.

You will now have 2 minutes to take out the supplies you will need for the “Facial Service” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater.

You may begin.

(Once all bags have been placed on the workstation please say);

Candidates, please stop working.

The next section is “Facial Service (Model),” you will have 15 minutes to complete this section. You may recline your model’s chair to complete the facial service. You will be informed when you have 7 minutes remaining. Models will be dismissed all together at the end of this section once all scoring has been completed.

You may begin.

Facial Service (Model)

Time Allowed: 15 minutes

Cleanse model’s face, apply massage cream, and demonstrate effleurage, petrissage, and tapotement manipulations.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MODEL TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes workstation/area
2. Sanitizes own hands using hand sanitizer
3. Secures model’s hair with drape/drapes model with towel, drape, towel to protect clothing
4. Cleanses face with cleansing cream upward and outward using fingers to remove makeup
5. Removes cleansing cream and makeup upward and outward with towel/tissue/cotton/sponge
6. Applies facial massage cream upward and outward using fingers
7. Ensures skin does not pull
8. Demonstrates one full set of proper manipulations each for effleurage, petrissage, and tapotement while maintaining continuous contact
9. Removes facial massage cream upward and outward with towel/tissue/cotton/sponge
10. Applies astringent, freshener, or toner

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements/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

Candidates you have 7 minutes remaining.

Candidates, please stop working.



Models thank you for your participation; this concludes your involvement in the examination. You are released to exit the testing facility at this time.

All scoring has been completed for this section. We will now proceed to the next section of the examination

The next section is “Chemical Application Preparation ONLY for Virgin Tint, Virgin Relaxer, and Bleach Retouch (Mannequin),” you will have 10 minutes to complete this section. You will also take out the supplies that you need for the Virgin Tint, Virgin Relaxer, and Bleach Retouch sections of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater. You will be informed when you have 5 minutes remaining. This section is for preparation ONLY. Do NOT begin the Virgin Tint, Virgin Relaxer, and Bleach Retouch services during this section.

You may begin.

Chemical Services

Time Allowed: 40 minutes

Includes preparation, virgin tint, no-base virgin relaxer, and bleach retouch services on mannequin.

Chemical Application Preparation ONLY for Virgin Tint, Virgin Relaxer, and Bleach Retouch (Mannequin)

Time Allowed: 10 minutes

Prepare for chemical services.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes own hands using hand sanitizer
2. Applies chemical draping using towel, chemical cape, towel
3. Sections hair into four equal quadrants and clips hair
4. Applies protective cream around entire hairline
5. Wears protective gloves (throughout chemical services; same pair is acceptable)

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

The next section is “Virgin Tint to Darker on Right Rear Quadrant (Mannequin),” you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.

You may begin.

Virgin Tint to Darker on Right Rear Quadrant (Mannequin)

Time Allowed: 10 minutes

Complete virgin tint application on right rear quadrant.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. To right rear quadrant, divides hair into 1/4 inch subsections
2. To entire right rear quadrant applies tint from scalp to hair ends
3. Maintains even saturation of hair strands (no dry spots)
4. Ensures no chemical products are left on mannequin’s facial skin or ears

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

The next section is “No-Base Virgin Relaxer on Left Rear Quadrant (Mannequin),” you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.

You may begin!



No-Base Virgin Relaxer on Left Rear Quadrant

(Mannequin) Time Allowed: 10 minutes

Complete no-base virgin relaxer application on left rear quadrant.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. To left rear quadrant, divides hair into 1/2 inch subsections
2. To entire left rear quadrant, applies relaxer 1/2 inch away from scalp to 1 inch from hair ends
3. Maintains even saturation of hair strands with relaxer (no dry spots)
4. Ensures no chemical products are left on mannequin's facial skin or ears

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

The next section is "Bleach Retouch on Left Front Quadrant (Mannequin)," you will have 10 minutes to complete this section. Please assume there is 1 inch of regrowth. You will be informed when you have 5 minutes remaining.

You may begin!

Bleach Retouch on Left Front Quadrant (Mannequin)

Time Allowed: 10 minutes

Complete bleach retouch on left front quadrant assuming 1 inch regrowth.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. To left front quadrant, divides hair into 1/8 inch subsections
2. To entire left front quadrant, applies bleach onto 1 inch of new growth
3. Maintains even saturation of hair strands with bleach (no dry spots)
4. Ensures no chemical products are left on mannequin's facial skin or ears

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements/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

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

The next section is "Shampoo Service," you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining. You may clean up your supplies and shampoo the hair. This would be a good time if you need a restroom break. Please keep in mind that only one candidate at a time may leave the room and the time will continue to elapse.

You may begin.

Shampoo Service (Mannequin)

Time Allowed: 10 minutes

Shampoo, condition and rinse hair and remove tangles. Do not begin draping until the next section begins.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.



Procedure Criteria (1 point each):

1. Ensures shampoo and products are removed from hair

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

You will now have 2 minutes to take out the supplies you will need for the “Hair Shaping Service” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater.

You may begin.

(Once all bags have been placed on the workstation please say);

Candidates, please stop working.

The next section is “Hair Shaping Service (Mannequin),” and you will have 40 minutes to complete this section. You will be informed when you have 20 minutes remaining. When finished with the haircut, please step back and raise your hand and a Rater will check your haircut.

You may begin.

Hair Shaping Service (Mannequin)

Time Allowed: 40 minutes

Remove at least 1 inch of hair throughout entire head by performing a 90 degree layered haircut using a razor with guard and shears.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes own hands using hand sanitizer
2. Drapes with neckstrip and cape
3. Sections hair using any sectioning method for 90 degree layered haircut
4. Establishes entire perimeter guideline using razor to determine length
5. Palms razor throughout haircut
6. Follows established guideline throughout haircut with traveling guide using shears
7. Palms shears throughout haircut
8. Ensures haircut is blended and even throughout
9. Ensures hair is cut with elevation
10. Removes at least 1 inch of hair throughout haircut and finished haircut is no shorter than 4 inches
11. Removes hair off workstation and sweeps hair from floor

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Kit must remain closed

Candidates you have 20 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

You will now have 2 minutes to take out the supplies you will need for the “Permanent Waving Service” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater.

You may begin.

(Once all bags have been placed on the workstation please say);



Candidates, please stop working.

The next section is “**Permanent Waving Service (on the Mannequin)**,” you will have 20 minutes to complete this section. Once you have wrapped the permanent rods, please step back and raise your hand, you will be asked to apply the permanent waving solution by your Rater. You will also be asked to demonstrate a test curl. Once the Rater has checked the rods, please remove the rods and comb the hair straight back. You will be informed when you have 10 minutes remaining.

You may begin.

Permanent Waving Service (Mannequin)

Time Allowed: 20 minutes

Wrap 6 rods minimum in the center back of the head from crown to nape area and apply mock chemical waving solution (i.e., water).

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes own hands using hand sanitizer
2. Applies chemical draping: towel, chemical cape, towel
3. Sections hair equal to length of rods
4. Subsections hair in sections equal to the diameter of the rods
5. Spreads hair evenly across end papers for all 6 rods
6. Spreads hair evenly around all 6 rods
7. Extends end papers beyond hair ends
8. Maintains consistent rod/base relationship (all on or half off) on all 6 rods
9. Wraps rods for proper tension ensuring correct band placement on all 6 rods
10. Applies protective cotton around wrapped section
11. Demonstrates saturation evenly with waving lotion, ensuring excess lotion does not remain on skin on all 6 rods (wears protective gloves)
12. Demonstrates a test curl to confirm curl development

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures workstation/area 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. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Uses a clean towel for entire procedure
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed

Candidates you have 10 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination

You will now have 2 minutes to take out the supplies you will need for the “**Curl Demonstration and Roller Placement**” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater.

You may begin.

(Once all bags have been placed on the workstation please say);

Candidates, please stop working.

The next section is “**Curl Demonstration and Roller Placement (Mannequin)**,” you will have 15 minutes to complete this section. You will be informed when you have 7 minutes remaining.

You may begin.

Curl Demonstration and Roller Placement (Mannequin)

Time Allowed: 15 minutes

Complete One On-Base Roller Placement in Top Center Area, One No-Stem Flat Pincurl on Right Side of Head and a Three-Ridge Finger Wave behind Roller Placement.



ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes own hands using hand sanitizer
2. Subsections hair in sections equal to the length and diameter of roller
3. In top center area completes on-base roller placement and ensures roller is anchored properly
4. On right side of head completes no stem pincurl and anchors properly
5. Behind roller placement, completes three-ridge finger wave 4 inches wide and 1 inch apart

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures area/workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Maintains chemical drape, towel, chemical cape, towel
4. Implements/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

Candidates you have 7 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination.

You will now have 2 minutes to take out the supplies you will need for the “Blow Drying and Thermal Curling Service” section of the examination. Please place your zip lock bag on top of your workstation to be evaluated by your Rater.

You may begin.

(Once all bags have been placed on the workstation please say);

Candidates, please stop working.

The next section is “Blow Drying and Thermal Curling Service (Mannequin).” You will have 20 minutes to complete this section. You will be informed when you have 10 minutes remaining.

You may begin.

Blow Drying and Thermal Curling Service (Mannequin)

Time Allowed: 20 minutes

In right front quadrant, blow dry wet hair and complete one off-base curl using Marcel curling iron.

ALL TASK LINES ASSOCIATED WITH THIS SECTION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Procedure Criteria (1 point each):

1. Sanitizes own hands using hand sanitizer
2. Blow dries wet hair in right front quadrant, using a vent/round brush
3. Ensures hair is tangle-free
4. Tests iron for proper temperature by clamping down on tissue paper/neckstrip
5. Subsections hair such that width of partings are equal to barrel size
6. Subsections are no longer than 3 inches
7. Rolls/manipulates iron to establish a base
8. Protects scalp with comb
9. Places curl off-base
10. Ensures smooth, open curl formation without securing with clips

Safety Criteria (1 point each):

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
9. Replaces contaminated items
5. Kit must remain closed



Candidates you have 10 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination.

The last section is “End of Exam Disinfection,” you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.

You may begin.

End of Exam Disinfection

Time Allowed: 10 minutes

The following criteria are tested at the end of the Practical exam.

Safety Criteria (1 point each):

1. Removes cape
2. Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
3. Disinfects work surfaces with approved EPA-registered disinfectant
4. Sanitizes own hands using hand sanitizer
5. Cleans and sanitizes workstation area, chair and mirror
6. Removes all supplies, materials, and/or personal belongings

Candidates you have 5 minutes remaining.

Candidates, please stop working.

All scoring has been completed for this section. We will now proceed to the next section of the examination.

CANDIDATE FINAL INSTRUCTIONS: COSMETOLOGY OPERATOR EXAM

This concludes the Cosmetology Operator practical examination. Please be seated at your assigned station to wait for your score report. Barring any computer related problems it should only take approximately 5-10 minutes to generate the reports. Once you have received your score report you are required to leave the testing facility immediately. Please be sure to read and review your score report in its entirety. Raters or Proctors are NOT allowed to discuss your exam or its results. For questions or concerns please wait 24 hours and then contact PSI customer service.

Thank you and have a great day!



TEXAS COSMETOLOGY OPERATOR 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: _____
First Name _____ Last Name _____ Middle Name _____

2. Student Permit Number:

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. Examination: (Check one) Written Examination only (\$52) Practical Examination only (\$74)

Note: You must pass the Written Examination before you can pay for and schedule the Practical Examination.

7. Total Fees: \$ _____.

You may pay by credit card, money order, company check, or cashier's check. Make check or money order payable to "PSI" and write your student permit number on it. **Cash and personal checks are not accepted.**

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: _____

8. I am submitting the Exam Accommodations Request form and required documentation. Yes No

9. 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: _____

Complete and forward this registration form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration TX CO
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com



If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Texas Barber & Cosmetology practical skills examinations conducted at _____ (the "Event").

I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING BARBER OR COSMETOLOGY SKILLS. Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: allergic reactions; infection; negligence by others including, without limitation, barber or cosmetology personnel; inattention of others; misuse of supplies or equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. **I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.**

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise barber and cosmetology test activities, including without limitation, at the Event.

RELEASE AND INDEMNITY: I voluntarily agree to assume all risk of personal injury, including paralysis and death, and damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATH THAT MAY RESULT. **THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.**

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE BARBER OR COSMETOLOGY EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Live Model

Parent or Legal Guardian (if under the age of 18)

Name: _____
(Please Print)

Name: _____
(Please Print)

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____





EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination sites 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: _____ 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):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Request for a translated examination. (This request does not require additional documentation.)
<i>You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.</i> |
| <input type="checkbox"/> *Out-of-State Testing Request for Written Exam; practical must test in Texas. (This request does not require additional documentation.) | |

Site requested: _____
**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to 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

