



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

# TEXAS DEPARTMENT OF LICENSING AND REGULATION

## COSMETOLOGY INSTRUCTOR LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

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

## EXAMINATIONS BY PSI 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

Your license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
PO Box 12157  
Austin, TX 78711  
(512) 463-6599  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov)  
Email: [examinations@tdlr.texas.gov](mailto: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](http://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

NOTE: 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](http://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. Make your money order or check 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.



# Internet Scheduling: instructions for scheduling an examination online at [www.psiexams.com](http://www.psiexams.com)

1. Go to [www.psiexams.com](http://www.psiexams.com) and select "Create an Account".

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

2. **VERY IMPORTANT STEP.** You must put in your email address and the spelling of your name **EXACTLY** as 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.

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

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

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
TX Operator Written English	TX Operator Written English	TDLR		Pay for a test

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

Registration Fee	Cost (\$)
Examination Fee	47.00
<b>Total</b>	<b>47.00</b>

**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

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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 cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. Please 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.

## 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 accommodations 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 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](mailto: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. Although 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 candidate 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 14<sup>th</sup> 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 3<sup>rd</sup> 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 45<sup>th</sup> St and turn right. Turn left at the 2<sup>nd</sup> traffic light to Teckla.*

### **Arlington (WRITTEN EXAMINATION ONLY)**

2008 E. Randol Mill Road, Suite 102  
Arlington, TX 76011



From Hwy 183, take Industrial South. Turn left on Lamar Blvd. Turn right on Ball Park. Turn left on Randol Mill Road, to 2008 Randol Mill Road. The site is one block east of the ballpark. From I-30, take Collins (Hwy 157) exit South. Turn left on Randol Mill Road.

**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 (WRITTEN AND PRACTICAL EXAMINATIONS)**

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

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 West, 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.

**Houston (Southwest)**

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 82<sup>nd</sup> 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 of 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 I-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.

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

## 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.

## **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 is permitted once you enter the examination area. 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 registration 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.*





- 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.

## COMPUTER-BASED WRITTEN EXAM

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.

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 DESCRIPTION

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.

### Texas Cosmetology Instructor

50 Scored Items - 90 Minutes - 70% Correct to Pass

5 Non-Scored Items - 10 Minutes

### CONTENT OUTLINE

- I. **Instructor-Student Relationship (10%; 5 questions)**
  - a) Learning Styles and Types of Students
  - b) Communication Techniques
  - c) Learning Conditions
- II. **Lesson Plans (20%; 10 questions)**
- III. **Teaching Methods (36%; 18 questions)**
  - a) Demonstrations and Implements/Equipment Used for Instruction
  - b) Student Motivation and Maintaining Student Interest
  - c) Instructor Characteristics and Teaching Styles
- IV. **Student Evaluation and Testing Methods (10%; 5 questions)**
  - a) Developing Tests
  - b) Grading Methods
- V. **Classroom Management (24%; 12 questions)**
  - a) Conflict Management
  - b) Professionalism
  - c) Learning Behavior
  - d) Educational Environment

### REFERENCE LIST

This examination is CLOSED BOOK.

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

- Milady's Master Educator Student Course Book, 2014, 3rd Edition, Part I, [www.cengage.com](http://www.cengage.com).*

## 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](mailto:cosmetology@psionline.com).

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

- The Cosmetology instructor practical examination is designed to assess your teaching skills as well as your mastery of technical cosmetology skills. You may choose a topic, from the list in the section "Examination Topics for Presentation" below. You will be required to create a lesson plan, following the guidelines below, and a handout.
- During your presentation, your teaching skills will be assessed based upon the 20 criteria listed under "Presentation" below. During the presentation, your mastery of cosmetology skills will be assessed upon the 20 criteria listed under your topic. Your presentation must include each of the 20 criteria listed under your topic area. Failure to include any of the 20 criteria during your presentation will result in a loss of points.
- Your lesson plan and cover sheet must be prepared in advance on the form or in the format prescribed by the TDLR, which will be made available on the TDLR website as a Word document that you can download and adjust so that your lesson plan fits in the space provided. The lesson plan **MUST BE TYPED**, not handwritten. Lesson plans presented in any other format will not be accepted and you will NOT receive any points for that portion of the examination which involves the examiner's evaluation for the lesson plan. No time will be allowed for preparation or modification of your lesson plan at the test site; you will be expected to hand in your lesson plan and handout upon arrival.

- You will be required to furnish all equipment and supplies needed for your presentation, including a mannequin if one is needed. You may not use a live model. See below for a list of the equipment that will be provided at the test site. It is your responsibility to develop a presentation that can be performed in this limited setting. All supplies must be clean, sanitary, unstained, and labeled in **ENGLISH ONLY** (manufacturer labels are acceptable).
- After you have turned in your lesson plan and handout at the start of the examination, you will have 10 minutes to prepare the room for your presentation. You will then have to give a presentation, lasting from 20 to 60 minutes, on your topic. Test site personnel (a proctor) will be monitoring the time during the examination. Candidates must conduct their presentation for at least 20 minutes, not to exceed 60 minutes. The proctor will stop any candidate at 60 minutes and no further material presented will be rated. Candidates will fail the examination if their presentation does not last at least 20 minutes.
- Your presentation must include each of the 20 criteria listed for your topic
- During your presentation, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- Only mock chemicals may be used in the presentation, and no hairspray may be used. Items left behind will be discarded. Please check for, and remove, all personal items at the end of the exam.

## 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.

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.



## SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies. Required supplies include the following items:

- Lesson plan for presentation (1 copy to examiner, 1 copy for candidate)
- Handout for presentation (1 copy to examiner, 1 copy for candidate)
- All tools and supplies needed for presentation, including mannequin if needed
- Mannequin stand or tripod if desired
- Dry-erase markers if whiteboard will be used

### ITEMS SUPPLIED BY EXAMINATION VENDOR

- Table/Workstation for setup. Any table available in examination area may be used for exam.
- Tripod mannequin holder (Note: mannequin holder MAY NOT work with all mannequins. It is suggested that you bring your own mannequin holder as well. A table will be provided. )
- Chairs for examiner and proctor
- Hot & cold water (shampoo bowls)
- Covered trash can
- Mounted Wall clock
- Whiteboard (2'x3')
- Broom and dustpan
- Electrical outlet

## COSMETOLOGY INSTRUCTOR LESSON PLAN GUIDELINES

You should use the form provided on the TDLR website [www.tdlr.texas.gov/cosmet/cosmetexam.htm](http://www.tdlr.texas.gov/cosmet/cosmetexam.htm) to complete the lesson plan. A summary of the content is provided below. This information must be typed. Handwritten lesson plans will not be accepted.

Subject
Topic
Learning Objectives
Prerequisites of the Learner
Tools and Materials A. Instructor B. Student
References

### **GUIDELINES FOR LESSON PRESENTATION**

**GREETING (include Subject Topic & Learning Objectives)**

**MOTIVATION**

**LEARNING ACTIVITIES (Lecture and Demonstration)**

Major Topics/Key Points

**SUMMARY / REVIEW**

**ORAL EVALUATION**

(Include 5 written questions to be asked, and the correct answers)

**FOLLOW-UP ASSIGNMENT**

## COSMETOLOGY INSTRUCTOR PRESENTATION RATING CRITERIA

Time for complete presentation: 20 minutes to 60 minutes, plus 10 minutes for set-up time (Total time: up to 1 hour and 10 minutes)

The following information will be used by Raters to grade your performance during the Presentation Examination.

Orders of events in examination and rating criteria:

1. Turn in 1 copy of lesson plan for presentation (at the beginning of the examination)
  - a. Lesson plan must include description of handout (#2 below) and sample questions for Q&A with correct answers indicated
2. Turn in 1 copy of handout for students and any other prepared visual aids for presentation (at the beginning of the examination)
3. Prepare for presentation (10 minutes)
4. Lesson Presentation (at least 20 minutes; not to exceed 60 minutes)
  - b. Your lesson presentation will be rated for mastery of teaching skills and for mastery of technical cosmetology skills.

### LESSON PLAN FOR PRESENTATION (10 total points) (Handed in at the beginning of the examination)

Rating criteria ( 1 point each):

1. Cover page includes all required information, including list of references
2. Cover page lists appropriate instructional materials, equipment, and supplies
3. Greeting (introduction) includes subject, topic, and objectives
4. Objective clearly state what student will be able to do as a result of the lesson
5. Includes description of motivation for learning
6. Lists major topics to be presented
7. Lists key points to be presented
8. Includes a summary and review
9. Includes 5 questions relevant to the topic (with answers) to be used in oral evaluation
10. Identifies follow-up assignment(s) for students to complete

### HANDOUT FOR PRESENTATION (2 Total points)

Rating criteria (1 point each)

1. Adds to or reinforces the lesson presentation
2. Assists learner in recognizing key points

### PRE-EXAM SET UP AND DISINFECTION (4 total points)

Time Allowed (10 minutes)

Rating criteria (1 point each)

1. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
2. Disinfects work surfaces with approved EPA-registered disinfectant
3. Sanitizes own hands using hand sanitizer
4. Kit must remain closed

### PRESENTATION (24 total points)

#### Open:

1. Greeting includes subject, topic, and learning objectives (1)
2. Motivation creates interest in subject/topic (1)
3. Speaks clearly with varying tone using professional terminology and can be heard (1)
4. Is well-groomed and professionally attired (need not wear smock/apron for instructor exam) (1)

#### Present:

5. Describes procedures as they are demonstrated (2)
6. Presents ideas clearly and concisely (2)
7. Explains key ideas and concepts effectively (2)
8. Makes use of handout provided (2)

**Engage:**

1. Makes eye contact with all students (2)
2. Refers to lesson plan but does not read directly (2)
3. Demonstrates use of implements and /or equipment so that all students can see (2)
4. Provides opportunities for student participation (2)

**Close:**

1. Emphasizes key concepts of sanitation and safety (1)
2. Summarizes key ideas and concepts (1)
3. Uses questions and answers presented in lesson plan (1)
4. Gives follow-up assignment (1)

## **EXAMINATION TOPICS FOR PRESENTATION**

### **Cosmetology Instructor Operator Topics**

#### **Topic 1: Virgin Haircoloring and Hair Color Retouch**

*Teach students how to perform a virgin hair color application on the left front quadrant and a color retouch application on the right quadrant, including sectioning hair and applying color, on an already draped mannequin.*

**Technical Rating Criteria (1 point for each).**

1. Explain the color wheel
2. Explain the color level system
3. Explain the purpose of a client consultation
4. Explain the effect of ammonia on hair
5. Explain the layers of the hair that are affected by the coloring process
6. Explain what the addition of color to hair refers to
7. Explain what the subtraction of color from hair refers to
8. List the safety precautions to use for the patron's benefit when applying color
9. Explain the use of temporary color
10. Explain the use of semi-permanent color
11. Explain the use of permanent color
12. Demonstrate and explain the proper technique for sectioning hair and the importance of sectioning
13. Explain the correct area of the hair to start an application
14. Demonstrate and explain the different types of applications: virgin and regrowth
15. Demonstrate how to apply the product with a tint bottle
16. Demonstrate how to apply the product with a tint brush
17. Explain the purpose of a patch test
18. Explain the purpose of a test strand
19. Explain how the color may be removed
20. Explain the purpose of conditioning of the hair

#### **Topic 2: Chemical Texture Services (Relaxing)**

*Teach students how to section hair, and apply relaxer on virgin hair of a mannequin.*

**Technical Rating Criteria (1 point for each).**

1. Explain safety precautions to take when relaxing hair
2. Describe thio relaxers
3. Describe hydroxide relaxers
4. Describe how to select the most appropriate relaxer product, thio or hydroxide for a given client
5. Describe how to assemble materials needed for relaxer procedure
6. Demonstrate and explain proper draping procedures

7. Demonstrate and explain proper application of protective base
8. Demonstrate and explain proper sectioning of hair
9. Demonstrate and explain how to apply relaxer with tint brush to virgin hair
10. Demonstrate and explain how to apply relaxer with tint brush to regrowth
11. Demonstrate and explain how to apply relaxer with comb to virgin hair
12. Demonstrate and explain how to apply relaxer with a comb to regrowth
13. Describe and explain how to ensure chemical does not come into contact with skin
14. Describe what to do if chemical does come into contact with skin
15. Describe how to do a strand test, and the purpose of strand test
16. Describe the proper removal of relaxer from hair
17. Describe how to condition hair after the relaxer treatment
18. Explain the proper removal of the drape
19. Demonstrate and explain how to properly discard materials and towels
20. Explain why it is necessary to clean and disinfect tint brush or comb

### **Topic 3: 90 Degree Hair Cut**

*Teach student how to perform a 90 degree haircut using shears on a mannequin.*

#### **Technical Rating Criteria (1 point for each).**

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain why a stylist should study haircutting
7. Explain the importance of “reference points” on the head
8. Explain one of the standard reference points
9. Demonstrate and explain the correct draping procedure
10. Demonstrate and explain palming the shears
11. Demonstrate and explain handling the comb
12. Demonstrate and explain safety in haircutting
13. Demonstrate and explain the difference between a stationary guideline and a traveling guideline
14. Demonstrate and explain how to safely hold shears and comb while sectioning
15. Demonstrate and explain how to transfer the comb
16. Demonstrate and explain how to establish a guideline for the haircut
17. Demonstrate and explain sectioning and cutting for 90-degree haircut
18. Demonstrate and explain how to cross check the hair cut for blending
19. Demonstrate and explain procedures when an exposure incident occurs
20. Explain sanitizing implements and cleanup of workstation

#### Topic 4: Hairstyling

*Teach students correct technique for blow-drying hair with a comb and/or brush AND teach proper technique for off-base and on-base curls using a curling iron.*

##### Technical Rating Criteria (1 point for each).

1. Demonstrate and explain proper method for directing air to roots
2. Explain importance of keeping dryer from getting too close scalp
3. Demonstrate and explain position of the brush and/or comb as it will be used in forming the direction of the hair
4. Demonstrate and explain how the forming of the hair will give distinguishable changes to the appearance
5. Point out the importance of a styling agent while blow drying the hair
6. Explain the importance of heat in blow drying
7. Discuss at least one attachment and its use on a blow dryer
8. Explain importance of checking on working condition of electrical appliances (i.e., cords not frayed, air intake not clogged)
9. Explain the types of brushes that can be used
10. Demonstrate and explain effects of at least two different brushes
11. Explain how hair should be dried if a curling iron is to be used on the hair
12. Demonstrate and explain how to create an off-base curl with a curling iron
13. Demonstrate and explain how to create on-base curls with a curling iron
14. Demonstrate and explain how to determine if a curling iron is at the proper temperature to use on the hair
15. Explain how to protect the scalp from the curling iron
16. Explain the importance of using a styling agent when using a curling iron on the hair
17. Explain additional services or products that could be recommended to be used by someone who uses a thermal iron on a daily basis
18. Demonstrate and explain how to correctly remove a drape
19. Demonstrate and explain how to dispose of waste materials
20. Demonstrate and explain how to clean and disinfect curling iron

#### Topic 5: Chemical Texture Services (Permanent Wave)

*Teach students proper procedures for Permanent Wave and processing using a Basic Permanent Wrap.*

##### Technical Rating Criteria (1 point for each):

1. Explain the tools and equipment needed for this demonstration
2. Explain how to disinfect the tools and equipment used in the demonstration
3. Explain decontamination Method 1 and Method 2
4. Explain what is meant by multiuse and single-use items
5. Explain the factors involved in a successful client consultation
6. Explain the structure of each of the hair's layers
7. Explain the purpose of each of the hair's layers
8. Demonstrate and explain draping for chemical service
9. Explain the base direction during the wrapping procedure
10. Explain end papers and their importance
11. Demonstrate and explain sectioning hair in base sections that are equal to the length and width of the rod
12. Demonstrate and explain proper use of end papers
13. Explain the importance of protective barrier cream/cotton around hairline
14. Explain the importance of wearing gloves when applying solution
15. Demonstrate and explain how to apply solution
16. Demonstrate and explain the Importance of completely saturating the rods
17. Demonstrate and explain the proper test curl and timing
18. Explain rinsing the permanent wave solution from the hair
19. Demonstrate and explain applying neutralizer
20. Explain sanitizing implements and cleanup of workstation

## Topic 6: Basic Facial

*Teach students how to perform a basic facial to include draping, cleansing, steaming, applying a mask and basic facial massage manipulations using a mannequin.*

### Technical Rating Criteria (1 point for each).

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare for the treatment room
7. Demonstrate and explain draping the hair
8. Explain the sanitary procedures when removing products from containers
9. Demonstrate and explain cleansing the face
10. Demonstrate and explain removing the cleanser
11. Explain how to determine skin type
12. Explain steaming the face procedure using face steamer or towels
13. Explain health problems or skin conditions in which a client should not have a facial massage included in the service
14. Demonstrate and explain effleurage manipulation
15. Demonstrate and explain petrissage manipulation
16. Demonstrate and explain tapotement manipulation
17. Demonstrate and explain applying a clay mask
18. Demonstrate and explain removing the mask product
19. Demonstrate and explain applying the toner product
20. Explain sanitizing implements and cleanup of workstation

## Topic 7: Tweezing and Soft Wax on the Eyebrows

*Teach students how to perform tweezing the eyebrows on one eye and using soft wax for removing eyebrow hairs on the other eye using a pre-draped mannequin.*

### Technical Rating Criteria (1 point for each).

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain draping the client for the service
7. Explain the importance of wearing gloves when performing an eyebrow tweeze or waxing
8. Demonstrate and explain using a mild antiseptic before tweezing
9. Demonstrate and explain brushing the eyebrow into place
10. Demonstrate and explain stretching the skin taut before tweezing or waxing the eyebrow area
11. Demonstrate and explain removing hairs from below the eyebrow line
12. Demonstrate and explain applying a nonirritating antiseptic lotion to tweezed area
13. Demonstrate and explain how to test the temperature of mock soft wax product
14. Demonstrate and explain applying the soft wax
15. Explain the importance of NOT double dipping
16. Demonstrate and explain applying a fabric strip
17. Demonstrate and explain removing the fabric strip
18. Demonstrate and explain removing any excess wax residue
19. Demonstrate and explain cleansing the treated area
20. Explain sanitizing implements and cleanup of workstation



## Topic 8: Performing a Skin Analysis

*Teach students how to perform and understand a Skin Analysis using a pre-draped mannequin.*

### Technical Rating Criteria (1 point for each).

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare the bed and the room for a skin analysis
7. Explain draping the client for a service
8. Explain the most common skin conditions estheticians see
9. Explain any three of the five different skin types
10. Explain the definition of contraindications
11. Demonstrate and explain looking briefly at your client's skin with naked eye
12. Explain the sanitary procedures when removing products from containers
13. Demonstrate and explain cleansing the face
14. Demonstrate and explain removing the cleanser
15. Explain the importance of safely using the magnifying light when analyzing the clients facial skin
16. Explain what to look for when using the magnifying light to examine the skin
17. Demonstrate and explain questions to be asked during the analysis
18. Explain how to recommend products and a home care routine
19. Explain the importance of noting the client's record chart
20. Explain sanitizing implements and cleanup of workstation

## Topic 9: Basic Manicure

*Teach students how to perform a basic manicure using a mannequin hand.*

### Technical Rating Criteria (1 point for each).

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain what you should keep in mind before conducting a manicure service
7. Demonstrate and explain the procedure for setting up the manicure table
8. Demonstrate and explain removing the old polish
9. Explain the proper procedures for filing natural nails
10. Explain why nails should be filed before they are soaked
11. Demonstrate and explain the purpose of soaking the nails in a fingerbowl
12. Demonstrate and explain drying the client's hand
13. Demonstrate and explain applying cuticle remover on each nail plate
14. Demonstrate and explain pushing and lifting cuticle tissue off each nail plate
15. Demonstrate and explain proper use of nippers to remove any loosely hanging tags of dead skin
16. Demonstrate and explain buffing the nail
17. Demonstrate and explain applying nail oil to the nails
18. Demonstrate filing the rough edges on the free edges
19. Explain steps to polishing the nail
20. Explain sanitizing implements and cleanup of workstation

## Topic 10: Nail Tip Application and Removal

*Teach students how to perform a nail tip application and Removal using a mannequin hand.*

### Technical Rating Criteria (1 point for each).

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Demonstrate and explain the procedure for setting up the manicure table
7. Demonstrate and explain removing the old polish
8. Demonstrate and explain pushing and lifting cuticle tissue off each nail plate
9. Explain the proper procedures for filing natural nails
10. Demonstrate and explain buffing lightly over the nail plate
11. Demonstrate and explain the importance of using a nail dehydrator
12. Demonstrate and explain what to do if freshly prepped nail becomes contaminated
13. Demonstrate and explain choosing properly sized tips for your client's nail plate
14. Demonstrate and explain applying nail adhesive on the nail plate
15. Demonstrate and explain applying the nail tip to the natural nail
16. Demonstrate and explain using the tip cutter
17. Demonstrate and explain blending the tip to the natural nail
18. Explain removing the tip from the natural nail
19. Explain why you should never nip off the nail tip
20. Explain sanitizing implements and cleanup of workstation

## Topic 11: Acrylic Nail Enhancement Application

*Teach students how to perform an acrylic nail enhancement application using a mannequin hand.*

### Technical Rating Criteria (1 point for each).

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single-use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Demonstrate and explain the procedure for setting up the manicure table
7. Demonstrate and explain removing the old polish
8. Demonstrate and explain pushing and lifting cuticle tissue off each nail plate
9. Explain why the client should wash and dry hands at this point
10. Demonstrate and explain the proper procedures for filing natural nails
11. Demonstrate buffing lightly over the nail plate
12. Explain what happens if you touch the surface of the natural nail with your fingers
13. Demonstrate and explain application of the nail dehydrator
14. Explain applying tips at this point of the service
15. Demonstrate and explain application of nail primer
16. Demonstrate and explain what to do to avoid the primer becoming contaminated
17. Demonstrate and explain dipping the brush into the monomer and polymer powder
18. Demonstrate and explain placement of product
19. Demonstrate and explain filing the enhancement
20. Explain sanitizing implements and cleanup of workstation



# TEXAS COSMETOLOGY INSTRUCTOR 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 Fee: \$ \_\_\_\_\_ You may pay by credit card, money order, cashier's check or company check. 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 Accommodation 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: \_\_\_\_\_

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

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

PSI licensure:certification \* ATTN: Examination Registration TX CO  
3210 E Tropicana \* Las Vegas, NV \* 89121  
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)



## EXAM ACCOMMODATION 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<br>(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.)<br><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; the Practical portion must be taken in Texas. (This request does not require additional documentation.) |   |

Site requested: \_\_\_\_\_

\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com).

- You must be approved by TDLR to take this examination.
- Complete and fax this form, along with supporting documentation, to (702) 932-2666. You may also email this form to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 business 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