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

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

STATE OF UTAH

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
NAIL TECHNICIAN EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

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

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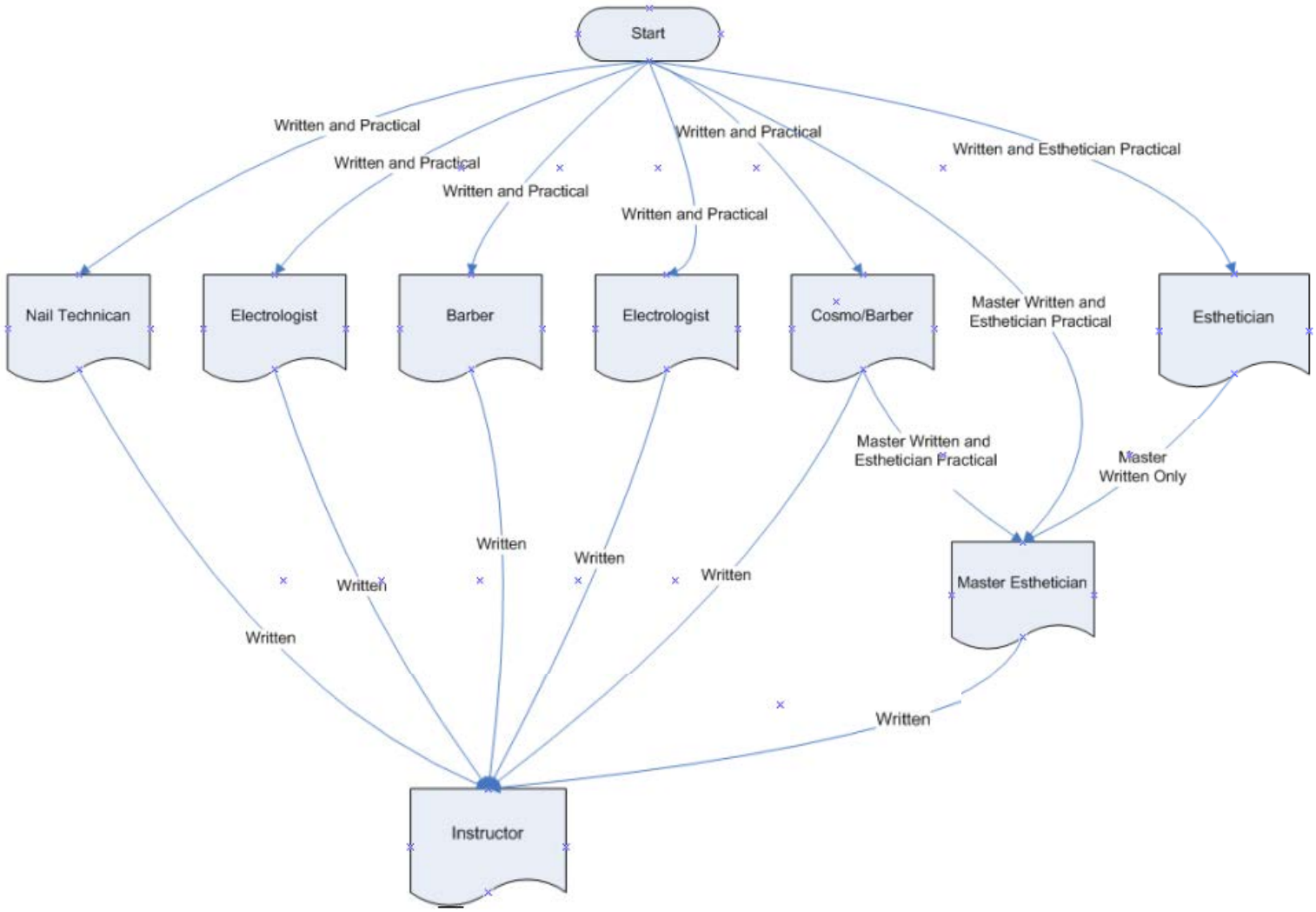
Last Revised 4/13/2015

PATHWAY TO LICENSURE



EXAMINATIONS BY PSI

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Nail Technician Licensure in the State of Utah.

The written and practical examinations both must be passed in order to become licensed.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC) www.nictesting.org.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

The following fee table lists the applicable fee for each examination, whether you are taking the written examination or practical examination. The fee is for each examination, regardless if you are taking the examination for the first time or repeating.

EXAMINATION FEE $87

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
THE EXAMINATION FEE IS VALID FOR ONE YEAR.

ONLINE (WWW.PSIEXAMS.COM)

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

Log onto PSI's Web site and create an account. The online form will ask you to enter your email address and to spell your name exactly as it appears on the identification that you will be presenting at the examination site.

The form will ask you to choose the examination you wish to take, to enter personal and contact information, and to pay for and schedule the examination. The form allows you to enter a ZIP code to see a list of examination sites closest to you. Once you select the desired examination site, you will be able to choose an available date and time for your examination.

TELEPHONE REGISTRATION

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 5:30 am and 8:00 pm, and Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 5:00 pm MT. Please be prepared to offer alternate examination appointment choices.

FAX REGISTRATION

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

Complete the Examination Registration Form, including your credit card number and expiration date and fax it to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this booklet), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check to ensure the payment is applied to your registration. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.

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

CANCELING 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. You may call PSI at (800) 733-9267.

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

MISSED APPOINTMENT OR LATE CANCELLATION

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

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. 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.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. **If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form.** However, you must provide it to the state.

EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

Hurricane (St. George) (Written and Practical)
473 N. Old Highway 91, Suite 6
Hurricane, UT 84737
From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center (on the right side is Crocker Ventures Park) turn left into parking lot.

North Orem (Provo) (Written Only)
581 West 1600 North, Suite C
North Orem, UT 84057
From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the 1600 North exit 273. Turn east onto West 1600 North. Go one mile east.

North Salt Lake City (Written and Practical)
25 North 400 West, Suite 7
North Salt Lake City, UT 84054
(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)

From Salt Lake City and the South:
Merge on to I-15N. Take exit 312 and merge on to US89 North for about 1.8 miles. Turn left onto E Center St and go west for about .6 miles. Turn right on to 400 W.

From the North:
Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.
From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.
PSI is on the Northwest corner of 400 West and Center Street.

Sunset (Ogden) (Written and Practical)
2465 N Main Street #11C
Sunset, UT 84015
From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/ Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations submitting the Special Arrangement Form found at the end of this bulletin. ***Practical examinations must be taken in Utah.***

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. ***If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.***

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **Identification provided must match the name provided to PSI upon registration.**

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

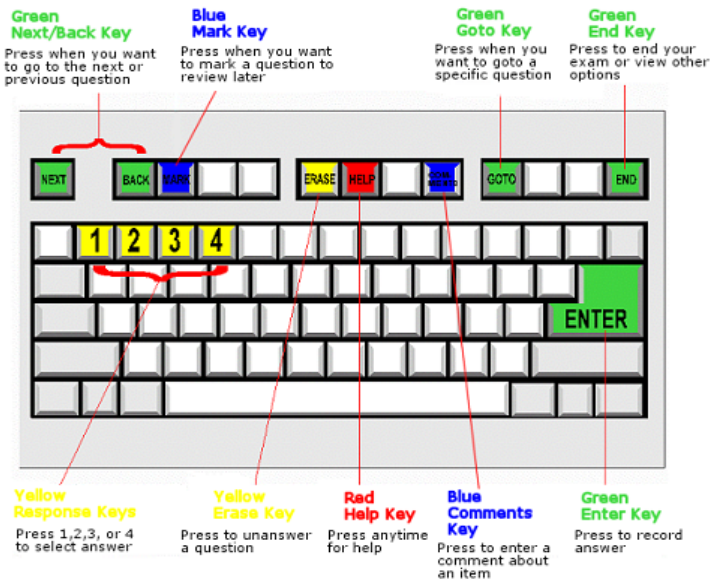
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of your examination and may lead to legal action.
- The following items are **not permitted** in the testing facility:
  - Cell phones. Cell phones found during testing will result in your dismissal from the exam, and your fee will be forfeited.
  - Watches, pagers, or other electronic devices.
  - Hats, coats, gloves, or scarves of any kind.
  - Purses, backpacks, or briefcases.
  - Any form of written material including this Candidate Information Bulletin. Unauthorized written material found during testing will result in your dismissal from the exam and your fee will be forfeited.
- Children or other visitors are **not** permitted in the testing facility.
- Smoking, eating, and drinking are **not** permitted in the examination site.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

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



IDENTIFICATION SCREEN

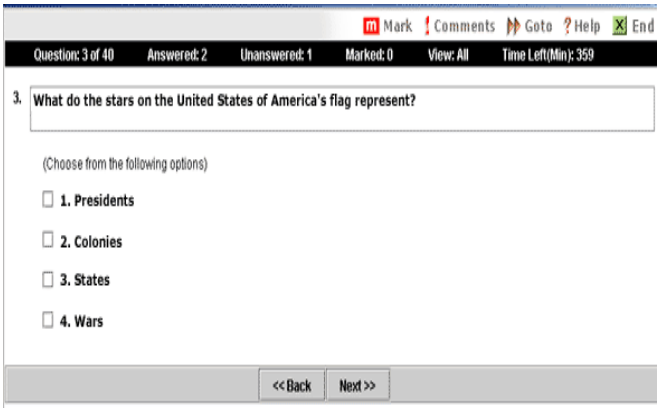
You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers. One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



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

EXAMINATION REVIEW

The Utah Division of Occupational and Professional Licensing is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTS

You will receive the score report immediately following the completion of the examination. Official score results of the practical examination will be released to your state board within 3 business days after the examination. Please note that passing scores are valid for a period of one year toward Utah licensure.

The score on these examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

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

Passing scores will be accepted by Utah Division of Occupational and Professional Licensing for a period of 1 year after the completion of the examination. Testing scores older than 1 year will not be accepted and the candidate must retest.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

IMPORTANT: Starting April 1, 2008, Mannequins will be required. Live models will not be accepted.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

NATIONAL COSMETOLOGY EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

BARBER AND COSMETOLOGY EXAMINATIONS

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nictesting.org.

UTAH CORE ITEMS FOR PRACTICAL NAIL TECHNICIAN

- Work Area and Client Preparation, and set up of supplies (First Client)
- Manicure and Polish Application
- Work Area and New Client Preparation, and Set Up of Supplies (Second Client)
- Nail Tip Application and Blending
- Sculptured Nail
- Blood Exposure Procedure

UTAH NAIL TECHNICIAN WRITTEN AND PRACTICAL EXAMINATION REGISTRATION FORM

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

1. **Legal Name:** _____ _____ _____
   Last Name First Name M.I.

2. **Social Security:** ___ - __ - ____ *(FOR IDENTIFICATION PURPOSES ONLY)*

3. **Mailing Address:** _____ _____
   Number, Street Apt/Ste
   _____ __ _____ - ____
   City State Zip Code

4. **Telephone:** Home ___ ___ - ____ Office ___ ___ - ____

5. **Date of Birth:** __ / __ / ____ 6. **School Code:** ____ *See the following page.*

7. **Email:** _____@_____

8. **Examination**: (Please check appropriate boxes):
   ☐ Nail Technician Written ($87) ☐ Nail Technician Practical ($87)
   ☐ First time ☐ Retake

IMPORTANT: The written and practical examinations both must be passed in order to become licensed. The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

9. **Payment:** You may pay by credit card, money order, cashier's check or company check only. 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: _____

10. **I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation.** ❑ Yes ❑ No

11. **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 of Candidate: _____ **Date:** _____

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

School Code	School	School Licensed for	School Code	School	School Licensed for
0053	ACAYDIA SCHOOL OF AESTHETICS, LLC	Esthetics	0059	MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE - Lehi	Cosmetology/Barber
0056	AMERICAN BEAUTY ACADEMY	Cosmetology/Barber	0060	MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE - Spanish Fork	Cosmetology/Barber
0029	APPRENTICE PROGRAM		0025	NEW HORIZONS BEAUTY COLLEGE	Cosmetology/Barber
0081	BEAUTIFUL YOU SCHOOL OF NAIL TECHNOLOGY	Cosmetology/Barber Nail Technology	0024	OGDEN-WEBER APPLIED TECHNICAL CENTER – Ogden	Cosmetology/Barber Nail Technology
0082	BEAUX CHEVEUX ACADEMY OF COSMETOLOGY, INC.	Cosmetology/Barber	0061	OGDEN-WEBER APPLIED TECHNICAL CENTER – Roy	Cosmetology/Barber Nail Technology
0083	BONNIE JOSEPH ACADEMY OF COSMETOLOGY	Cosmetology/Barber Esthetics	8888	OTHER / OUT OF STATE	
0027	BRIDGERLAND APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0045	PAUL MITCHELL, THE SCHOOL - Provo DBA OF VON CURTIS, INC.	Barber Cosmetology/Barber
0005	CAMEO COLLEGE OF ESSENTIAL BEAUTY	Cosmetology/Barber Esthetics Electrology	0087	PAUL MITCHELL, THE SCHOOL - Salt Lake	Cosmetology/Barber Esthetics
0011	CANYONS TECHNICAL EDUCATION CENTER BARBER SCHOOL	Cosmetology/Barber	0085	PRIME CUT ACADEMY OF HAIR AND NAIL ARTISTRY	Cosmetology/Barber
0038	COLOR MY NAILS SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0065	RENAISSANCE ACADEMIE, LLC	Cosmetology/Barber Esthetics
0084	COSMETOLOGY CAREER ACADEMY	Cosmetology/Barber	0001	SALT LAKE COMMUNITY COLLEGE	Cosmetology/Barber Esthetics
0069	DORTON & WILLIAMS LLC DBA THE FORUM ACADEMY	Cosmetology/Barber	0073	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF MIDVALE	Cosmetology/Barber Esthetics
0048	DAVIS APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0014	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF SALT LAKE CITY	Cosmetology/Barber Esthetics
0023	DELTA TECHNICAL CENTER	Cosmetology/Barber	0063	SKIN INSTITUTE, THE - ST GEORGE	Esthetics
0090	EA EDUCATION INC, DBA AVALON SCHOOL OF COSMETOLOGY	Cosmetology/Barber Esthetics	0086	SKIN SCIENCE INSTITUTE INC DBA SKIN SCIENCE INSTITUTE OF LASER & ESTHETICS	Esthetics
0022	EVANS HAIRSTYLING COLLEGE - Cedar City	Cosmetology/Barber	0040	SKIN SCIENCE INSTITUTE INC DBA SKIN SCIENCE INSTITUTE OF LASER & ESTHETICS - SALT LAKE	Esthetics
0017	EVANS HAIRSTYLING COLLEGE - Lindon	Cosmetology/Barber	0033	SKIN WORKS SCHOOL OF ADVANCED SKINCARE	Esthetics
0026	EVANS HAIRSTYLING COLLEGE - St George	Cosmetology/Barber	0003	SNOW COLLEGE - Richfield	Cosmetology/Barber
0103	FABULOUS NAILS – Salt Lake City	Nail Technology	0074	TAYLOR ANDREWS - OREM INC. DBA TAYLOR ANDREWS ACADEMY	Cosmetology/Barber
0018	FRANCOIS D. COLLEGE OF HAIR, SKIN AND NAILS (FORMERLY ECHELON EDGE ACADEMY)	Cosmetology/Barber Esthetics	0058	TAYLOR ANDREWS ACADEMY - St George	Cosmetology/Barber Esthetics
0019	GRANITE TECHNICAL INSTITUTE AKA GRANITE SCHOOL DISTRICT	Cosmetology/Barber	0043	TAYLOR ANDREWS ACADEMY OF HAIR DESIGN - West Jordan	Cosmetology/Barber
0004	HAIRITAGE HAIR ACADEMY - St George	Cosmetology/Barber Nail Technology	0054	THE BARBER SCHOOL	Barber
0072	HIGHLAND HAIR ACADEMY LLC DBA PAUL MITCHELL THE SCHOOL - ST GEORGE	Cosmetology/Barber	0099	THE FRINGE CUT & ACADEMY LLC	Cosmetology/Barber
0047	IMAGEWORKS ACADEMY OF HAIR DESIGN INC	Cosmetology/Barber	0100	THE HAIRCHAIR ACADEMY LLC	Cosmetology/Barber Nail Technology
0102	LILYBELL SCHOOL & SALON	Nail Technology	0094	TOOELE APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Nail Technology
0034	MANDALYN ACADEMY INC	Cosmetology/Barber Esthetics	0055	TOP NAILS AND HAIR BEAUTY SCHOOL LLC	Barber Cosmetology/Barber Esthetics Nail Technology
0076	MARINELLO SCHOOL OF BEAUTY - Layton	Cosmetology/Barber Esthetics Nail Technology	0097	TWIN SHEARS ACADEMY	Cosmetology/Barber
0080	MARINELLO SCHOOL OF BEAUTY - Ogden	Cosmetology/Barber Esthetics Nail Technology	0021	USU EASTERN AKA COLLEGE OF EASTERN UTAH	Barber Cosmetology/Barber
0077	MARINELLO SCHOOL OF BEAUTY - Provo	Cosmetology/Barber Esthetics	0075	UTAH COLLEGE OF MASSAGE THERAPY, ESTHETICS	Esthetics
0030	MAXIMUM STYLE TECH SCHOOL OF COSMETOLOGY	Cosmetology/Barber Esthetics	0089	UTAH INSTITUTE, LLC DBA AVEDA INSTITUTE OF PROVO	Cosmetology/Barber Esthetics
0079	MEDSPA ACADEMIES, INC. DBA NATIONAL INSTITUTE OF MEDICAL AESTHETICS	Esthetics			

SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

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

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

Requirements for special arrangement 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: _____ **SSN:** _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Large-print written examination
- ☐ Out-of-State Testing Request* (This request does not require additional documentation)

  Site requested:_____

  *Only written examinations may be taken out-of-state. Practical examinations must be taken in Utah.

- ☐ Extended time (Additional time requested:_____)
- ☐ Other_____

  _____

- **Complete and fax this form, along with supporting documentation, to (702) 932-2666.**
- **After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.**
- **PSI Special Accommodations will call you back to schedule the examination within 48 hours.**

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

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