



PSI Services LLC

3210 E Tropicana
Las Vegas, NV 89121
Phone: (800) 733-9267
Fax: (702) 932-2666

E-mail: examschedule@psionline.com
www.psiexams.com



MINNESOTA BOARD OF COSMETOLOGY CANDIDATE INFORMATION BULLETIN FOR INSTRUCTORS



BOARD OF COSMETOLOGY

TABLE OF CONTENTS

Examinations by PSI	2	Examination Site Locations	4
Written Examination Information	2	Reporting to the Examination Site	4
Score Reporting	2	Required Identification at the Examination Site .	4
Practical Examination Information	2	Security Procedures	5
Examination Payment and Scheduling	3	Taking the Examination	5
Online Scheduling	3	Identification Screen	5
Telephone Scheduling	3	Tutorial	5
Fax Scheduling	3	Test Question Screen	5
Email Scheduling	3	Duplicate Score Report	6
Standard Mail Scheduling	3	Interpreter Instructions	6
Canceling and Rescheduling an Examination	3	Experimental Questions	6
Missed Appointment or Late Cancelation	3	Examination Content Outlines	6
Exam Accommodations	3	Instructor Registration Form	14
Examination Site Closing for an Emergency	3	Exam Accommodations Request Form	End of Bulletin
Examination Review	4		

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

ABOUT PSI

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

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

The Minnesota Board of Cosmetology has established the requirements for a cosmetology license. Application for licensure **MUST** be filed within one year of the date on which the candidate passed the examination. If parts of the exam were passed on different dates, the one-year period begins from the earlier examination date. If both parts are not passed within one year, candidates must retake both parts.

For more information on licensure please contact:

Minnesota Board of Cosmetology
1000 University Avenue West
Suite 100
St. Paul, MN 55104
Phone: (651) 201-2742
Fax: (651) 649-5702
E-mail: cosmetology@state.mn.us
Website: <https://mn.gov/boards/cosmetology/>

WRITTEN EXAMINATION INFORMATION

Instructors must each pass two written examinations: the general theory examination and the state examination. You may pay and schedule for both examinations at the same time or schedule for each examination separately. When taking the examinations on the same day, if you only pass one (1) of the examinations and fail the other, you will need to retake only the failed examination. Each time you retake an examination, you are required to pay the examination fee.

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.
 - 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.

PRACTICAL EXAMINATION INFORMATION

The instructor practical exam is a test of the candidate's ability to perform a set of tasks routinely completed by entry-level instructors. The instructor practical exam is administered as a one-on-one in a classroom setting. Each skill is broken down into its essential steps and will include important safety and sanitation elements. The evaluator will observe the candidate performing each skill and will document whether the candidate has performed each step correctly. In each skill, the candidate must correctly perform a specified number of steps in order to pass. The number of steps a candidate must complete is determined by the Board of Cosmetology along with a team of subject-matter experts.

Any candidate submitting a lesson plan or any visual aids to a proctor that does not represent their own work or has been replicated or reproduced in any form will be under investigation by the Board of Cosmetology, may be subject to a hearing, and may face possible criminal charges.

Examination	Examination Fee	Scored Items	Non-Scored Items	Time Allowed	Percent Needed to Pass
General Theory Exam	\$33	50	10	1.5 Hours	75%
State Exam	\$24	30	5	1 Hour	75%
Practical Exam	\$68	N/A	N/A	70 Minutes	75%



EXAMINATION PAYMENT AND SCHEDULING

ONLINE

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

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the name shown on your identification that will be presented at the examination site.
- You will be asked to select the examination and then enter your personal and contact information. You will then be ready to pay and schedule the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE

PSI registrars are available at (800) 733-9267 to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 AM and 9:00 PM, and Saturday and Sunday between 8:00 AM and 4:30 PM (CST).

FAX REGISTRATION

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

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

EMAIL REGISTRATION

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

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

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin) and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA MasterCard, American Express or Discover), money order, company check, or cashier's check, made payable to PSI. Print your name in the memo section of the money order or 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.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

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

To cancel an appointment, you can use the PSI website, or call (800) 733-9267 to speak to a PSI customer service representative during PSI office hours.

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

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

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

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

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

EXAMINATION REVIEW

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

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding



these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the general theory exam available to candidates.**

EXAMINATION SITE LOCATIONS FOR WRITTEN EXAMINATION

Below is a list of examination sites within Minnesota. You are also able to schedule an exam at any PSI examination site throughout the country. For a full list of sites, please visit www.psiexams.com.

EDINA

6550 YORK AVE, SUITE 515

EDINA, MN 55435

From MN HWY 100, take MN 62 East. Exit on Xerxes Avenue. Turn right (South) on Xerxes. Just before the next traffic light, turn right into an office building complex. Just before turning right into the complex, you will see a small insurance building on your right. Don't turn there, turn right at the driveway **after** that building. 6550 building is a tall office building at the top of the parking lot.

DULUTH

416 WEST SUPERIOR STREET

DULUTH, MN 55802

Going South on Mesaba, turn left on First St. Turn right at N 6th Ave. Turn left on Superior St. PSI is located on the right-hand side on the second block. It is half a block down from the Duluth Public Library.

LAKE ELMO

3275 MANNING AVE N

LAKE ELMO AIRPORT

LAKE ELMO, MN 55042

From I-94, head north on Manning Ave N/CR-15 - at exit 253. Head north for 3.6 miles. Turn east onto the airport. go to gate A.

MANKATO

3030 AIRPORT RD.

MANKATO REGIONAL AIRPORT

MANKATO, MN 56001

From Mankato, head north on MN-22 for 2 miles. Turn right at 227th St/County Hwy 12. Follow Hwy-12 for 2.7 miles, then turn right at Airport Road.

MOORHEAD

819 30TH AVE SOUTH, SUITE 108

MOORHEAD, MN, 56560

From I-494 W, merge onto I-94 W/US-52 N toward St. Cloud (keep left). Take the US-75 exit toward Moorhead. Turn left onto S 8th St. Turn left onto S 30th Ave.

ROCHESTER

3155 SUPERIOR DRIVE NW

ROCHESTER, MN 55901

From Highway 14, go North on Highway 52, exit at 55th Street NW to go west. 55th Street NW/County Road 22/West Circle Drive will veer slightly left turning into 41st Avenue NW/County Road 22/West Circle Drive. When you have gone 2.2 miles from 52 you will come to a traffic light at Valleyhigh Road NW. Turn right, then take the first, almost immediate left onto Superior Drive NW. Take the first right into the parking lot. Then take the second right so you are behind the units that are facing Superior Drive. PSI will be the second-to-last unit on your left.

ST CLOUD-STATE UNIVERSITY ATWOOD MEMORIAL CENTER

651 1ST AVENUE SOUTH

ATWOOD ROOM 218

ST. CLOUD, MN 56301

From I-94 Take Exit 171 Stearns Ct Rd 75 3.5 miles. Turn right at intersection of Ct Rd75 & Cooper Av. Drive East University, Drive 14 blocks. Go left Ninth Ave South .4 blocks turn right 6th St South. Public parking is available in the 4th Avenue Parking Ramp, N lot.

THIEF RIVER FALLS

13892 AIRPORT DR

THIEF RIVER FALLS REGIONAL AIRPORT

THIEF RIVER FALLS, MN 56701

Take County Road #17 and go south of Thief River Falls 3 miles to the Thief River Falls Regional Airport. Take a right into the airport and proceed to the first building on the right. A sign out front identifies the building. When entering the building proceed to the office area.

ST PAUL

LANGUAGE ACCESS CONSULTING AND TRAINING

1935 COUNTY ROAD B2 WEST SUITE 402

ST PAUL MN, 55113

From North: Take I-35W South toward Minneapolis. Take exit 24 toward County C. Go for 0.2 mi. Turn left onto Long Lake Rd. Go for 0.1 mi. Turn left onto County Road C W (CR-23). Go for 0.3 mi. Turn right onto Cleveland Ave N. Go for 0.2 mi. Turn left onto Oakcrest Ave. Go for 0.2 mi. Turn right onto Prior Ave N. Go for 0.1 mi. Arrive at Prior Ave N. Your destination is on the left.

From South: Take I-35W North toward Minneapolis. Take exit 24 toward Cleveland Ave/County C. Go for 0.1 mi. Turn right onto Cleveland Ave N (CR-46). Go for 0.3 mi. Turn left onto Oakcrest Ave. Go for 0.2 mi. Turn right onto Prior Ave N. Go for 0.1 mi. Arrive at Prior Ave N. Your destination is on the left. Free unlimited parking at either the southern (front of the building) or northern (back of the building) lots. Handicap accessibility at the southern entrance of the building.

WOODBURY

6053 HUDSON RD, SUITE 210

WOODBURY, MN 55125

From I-94 go South to Century to the first left (which is the frontage road entrance to the Country Inn). Enter the office complex through the entrance next to The Green Mill restaurant. 6053 is the building directly ahead. The entrance on that (West) side is actually on the 2nd floor. Suite 210 is down the corridor to the right. Please use the West entrance on Saturdays.

REPORTING TO THE EXAMINATION SITE

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

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. The taking of the fingerprint is an additional measure to enhance examination security.



REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - Government issued passport (U.S. or Foreign)
 - US government issued military identification card
 - US government issued Alien Registration Card
 - Canadian government issued identification card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit card (must be signed)
- Social Security card
- US government issued birth certificate with raised seal

NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

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 at that time.

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 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear,**

appropriate attire, such as a shirt or blouse should be worn underneath.

- **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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
 - Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
 - No smoking, eating, or drinking is allowed in the examination center.
 - During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
 - Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
 - If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
 - Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
 - Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
 - Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
 - Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



TAKING THE EXAMINATION

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.

The screenshot shows a computer interface for a test question. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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.

DUPLICATE SCORE REPORTS

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

INTERPRETER INSTRUCTIONS

Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

EXPERIMENTAL QUESTIONS

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

EXAMINATION CONTENT OUTLINES

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

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

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady's Master Educator Student Course Book (2014, 3RD EDITION)

INSTRUCTOR WRITTEN - GENERAL THEORY EXAMINATION

The examination consists of 60 questions (50 scored, 10 experimental) and you will have 1.5 hours.

I. Learning and Communication 10%
a) Learning styles and types of students
b) Communication techniques
II. Lesson Plans 20%
III. Teaching Methods 36%
a) Demonstrations and Implements/Equipment Used for Instruction
c) Student motivation and maintaining student interest
e) Instructor characteristics and teaching styles
IV. Student Evaluation and Testing Methods 10%
a) Developing tests



b) Grading methods
V. Classroom Management 24%
a) Conflict management
b) Professionalism
c) Learning behavior
d) Educational environment

e) Salon and school prohibitions	155A.355, 2105.0377
f) Intoxicants and controlled substances	2105.0510, 2110.043
IV. Enforcement (15%)	
a) Enforcement, violations, and penalties	155A.33, 155A.36
b) Inspections	155A.25 (subd. 1a, C), 2110.0125

INSTRUCTOR WRITTEN - STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)	MN Statute or Rule
a) Definitions	155A.23, 2105.0010, 2110.0010
b) Scope of practice for cosmetology, esthiology, nail technology, and eyelash technology	2105.0105
c) Instructor license renewal	2105.0200 (Subp. 2A)
II. School Operational Requirements (30%)	
a) School curricula	
1. Curriculum approval and content	2110.0500
2. Cosmetologist training	2110.0510
3. Esthetician training	2110.0520
4. Nail technician training	2110.0530
5. Eyelash technician training	2110.0580
6. Credit towards another license	2110.0550
7. Skills courses	2110.0545
b) Instructors	2110.0630
c) Student records	2110.0670
d) Certification of student hours	2110.0680
e) Student deadline to become licensed	2110.0690
III. Practice Requirements (40%)	
a) School clinics	2110.0740
b) School physical requirements	2110.0390
c) Supplies and materials	2110.0410
d) Infection control requirements	2105.0375

INSTRUCTOR PRACTICAL

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 must be prepared in advance. The lesson plan **MUST BE TYPED**, not handwritten. 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.

SUPPLIES AND EQUIPMENT

You will be 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.

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). There are 60 possible points on the Cosmetology Instructor Presentation examination. You must earn at least 45 points (75%) to pass.

The following information will be used by examiners 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)
 - a. 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)

(At least 20 minutes, not to exceed 60 minutes)

Rating Criteria (1 or 2 points each as specified):

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:

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

Close:

13. Emphasizes key concepts of sanitation and safety (1)
14. Summarizes key ideas and concepts (1)
15. Uses questions and answers presented in lesson plan (1)
16. Gives follow-up assignment (1)

EXAMINATION TOPICS FOR PRESENTATION

Cosmetologist Instructor 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 hair cut
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 with 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 2 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

Esthetician Instructor Topics

Topic: 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

Eyelash Technician Instructor Topics

Topic: Eyelash Extension

Teach students how to perform Eyelash Extension services using a mannequin.

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 how to prepare the treatment room
7. Demonstrate and explain draping for the Eyelash Extension application
8. Explain the sanitary procedures when removing products from containers
9. Demonstrate and explain cleansing the eye area for application
10. Explain two forms of eye health that would prevent a client from receiving an eyelash extension service
11. Demonstrate and explain applying under-eye sticker/tape
12. Demonstrate and explain anchoring your hands while holding tweezers
13. Demonstrate and explain isolating natural lash
14. Demonstrate and explain dipping the extension in the adhesive
15. Demonstrate and explain adhering extension to natural lash
16. Demonstrate and explain adhesive drying methods
17. Demonstrate and explain eyelash extension separation
18. Demonstrate and explain eyelash extension removal using adhesive remover
19. Explain after care recommendations for eyelash service
20. Explain disinfecting implements and cleanup of workstation

Nail Technician Instructor Topics

Topic: 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

Advanced Practice Esthetician Instructor Topics

Topic 1: Manual Lymphatic Drainage

Teach students how to perform Manual Lymphatic Drainage using a mannequin.

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 how to prepare the treatment room
7. Demonstrate and explain draping for treatment services
8. Explain the proper procedures when removing products from containers
9. Demonstrate preparing face and neck for manual lymphatic drainage massage
10. Explain the importance of stationary circles
11. Demonstrate massage sternocleidomastoid muscle
12. Explain the importance of effleurage movements
13. Demonstrate massage on the chin, below the bottom lip
14. Demonstrate massage along the jawline
15. Explain using the pads of the fingers during procedure
16. Explain post-procedure
17. Explain some benefits of lymph drainage massage
18. Explain how to locate lymph nodes on the face and neck
19. Explain the purpose of the finishing scalp massage
20. Explain disinfecting implements and cleanup of workstation

Topic 2: LED Treatment

Teach students how to perform LED treatment using a mannequin.

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 how to prepare the treatment room
7. Demonstrate and explain draping for the LED treatment
8. Explain the proper procedures when removing products from containers
9. Demonstrate preparing face
10. Demonstrate protective eye wear
11. Explain what LED is
12. Explain the effects of LED treatments
13. Explain gentle exfoliation before treatment
14. Explain how to program the device
15. Demonstrate Simulated LED procedure
16. Applying after-care products
17. Explain amount of time for the treatment
18. Explain Post treatment for LED
19. Explain how to record detailed treatment information
20. Explain disinfecting implements and cleanup of workstation



MINNESOTA INSTRUCTOR COSMETOLOGY EXAMINATION REGISTRATION FORM

Legal Name: _____
Last Name First Name Middle Name

Social Security #: [] [] [] - [] [] - [] [] [] [] FOR IDENTIFICATION PURPOSES ONLY

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

City State Zip Code

Telephone: Cell _____ - _____ Other _____ - _____

Email: _____@_____

Examination (Check one):

- Instructor General Theory Exam only (\$33)
- Instructor State Exam only (\$24)
- Instructor Practical Exam (\$68)

(Check one) First Time Retake

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

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

Card Number: _____ Exp. Date: _____

Card Verification No: _____

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

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

PSI Services LLC * ATTN: Examination Registration MN COS
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
Email: examschedule@psionline.com
www.psiexams.com



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

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 uploaded 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

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121