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**MARYLAND DEPARTMENT OF LABOR, LICENSING AND  
REGULATION  
COSMETOLOGIST, SENIOR COSMETOLOGIST, HAIRSTYLIST,  
BLOW DRY STYLIST, NAIL TECHNICIAN AND ESTHETICIAN  
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 SERVICES LLC

The Maryland Department of Labor, Licensing and Regulation (DLLR), Division of Occupational and Professional Licensing, State Board of Cosmetologists (Board) licenses and regulates individuals who practice the trade of cosmetology in the State of Maryland. The Board has contracted with PSI Services LLC (PSI) to conduct its cosmetology examination program. The Board examination is designed to test a candidate's knowledge, skills and abilities to practice and determine whether a candidate is prepared to assume responsibility for the safety and welfare of the public. PSI provides examinations through a network of examination centers in Maryland.

This Candidate Information Bulletin provides you with information about the examination process for Cosmetology Licensure in the State of Maryland.

For licensing information, please contact:

Maryland Department of Labor, Licensing and Regulation  
State Board of Cosmetologists  
500 N. Calvert Street, Room 201  
Baltimore, Maryland 21202-3651  
(410) 230-6320

<http://www.dllr.state.md.us/license/cos/>

Once you have passed **both** the theory and practical examinations, your results will be sent to the State. The DLLR and the Board will determine your eligibility for a license.

## LICENSURE REQUIREMENTS

To be eligible to take an examination, you must meet the following training requirements, and fill out the appropriate portion(s) of the Eligibility/Examination Registration Form. Incomplete forms will **not** be processed and will be returned to you.

### Cosmetologist

**Students-theory only.** If you wish to take the Cosmetologist theory examination, you must:

- Complete 1,380 hours of instruction of an approved Cosmetology Program; and
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin), including the Student Training portion.

**Students-practical only.** If you passed the theory examination at 1,380 hours and now wish to take the Cosmetologist practical examination, you must:

- Complete 1,500 hours of instruction of an approved Cosmetology Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin); and
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal to provide proof that you completed the required hours of training in a Cosmetology school approved by

the Maryland Higher Education Commission or the Maryland State Department of Education.

**Students-theory and practical.** If you wish to take the Cosmetologist theory and practical examination at the same time, you must:

- Complete 1,500 hours of instruction of an approved Cosmetology Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin); and
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal.

**Note** This notarized form provides proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

**Apprentices.** A cosmetologist apprentice registration authorizes the apprentice to learn all aspects of cosmetology under the direct supervision of a senior cosmetologist. One senior cosmetologist shall directly train one cosmetologist apprentice.

Before becoming eligible to take the Cosmetologist examination, a cosmetologist apprentice shall:

- Train at least 20 hours per week;
- Train for not less than 24, nor more than 36, months; and
- Complete the apprenticeship curriculum approved by the Board.
- Have your licensed supervisor complete the Apprentice Training Certification portion of the Eligibility/Examination Registration Form; and
- Mail both the application form and the **original** letter of eligibility from the Board, to PSI.

**Licensed Barbers** who wish to take the Cosmetologist examinations must:

- Complete 750 hours of an approved Cosmetology Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin);
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal; and
- Attach a copy of your current barber license to the Eligibility/Examination Registration Form and mail to PSI.

### Senior Cosmetologist

If you wish to take the Senior Cosmetologist examination, you must:

- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin);
- Submit the letter of approval from the Board that states you have two years of licensed experience;
- Have the owner or licensed supervisor of the licensed salon or shop where you work complete the Senior Cosmetologist Experience Verification portion of the Eligibility/Examination Registration Form; and



- Include a copy of your current Cosmetologist license with the Eligibility/Examination Registration Form and mail to PSI.

### Hairstylist

**Students.** If you wish to take the Hairstylist examination, you must:

- Complete 1,200 hours of instruction of an approved Hairstyling Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin);
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal to provide proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

### Blow Dry Stylist

**Students.** If you wish to take the Blow Dry Stylist examination, you must:

- Complete 400 hours of instruction of an approved Hairstyling Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin);
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal to provide proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

**Note** This notarized form provides proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

### Esthetician

**Students.** If you wish to take the Esthetician examinations, you must:

- Complete 600 hours of instruction of an approved Esthetician Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin); and
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal.

**Note** This notarized form provides proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

**Apprentices.** An esthetician apprentice registration authorizes the esthetician apprentice to learn all aspects of providing esthetic services as defined in Business Occupations and Professions Article, §5-101(l), Annotated Code of Maryland. The term "massaging", as used in Business Occupation and

Professions Article, §5-101(l), Annotated Code of Maryland, means contact with the skin limited to the beautification, cleansing, and embellishment of the skin during the application and removal of skin care products. One senior cosmetologist or one licensed esthetician with 2 years experience shall directly train one esthetician apprentice.

Before becoming eligible to take the esthetician examination, an esthetician apprentice shall:

- Train at least 20 hours per week;
- Train for not less than **12** or more than **24 months**; and
- Complete the apprenticeship curriculum approved by the Board.
- Have your licensed supervisor complete the Apprentice Training Certification portion of the Eligibility/Examination Registration Form; and
- Mail both the application form and the **original** letter of eligibility from the Board, to PSI.

### Nail Technician

**Students.** If you wish to take the Blow Dry Stylist **Students.** If you wish to take the Nail Technician examinations, you must:

- Complete 250 hours of instruction of an approved Nail Technical Program;
- Complete the Eligibility/Examination Registration Form (found at the end of this bulletin); and
- Have the director or instructor of the school you attended complete the Student Training portion of the Eligibility/Examination Registration Form and notarize the form with the school seal or notary seal.

**Note** This notarized form provides proof that you completed the required hours of training in a Cosmetology school approved by the Maryland Higher Education Commission or the Maryland State Department of Education.

**Apprentices.** A nail technician apprentice registration authorizes the nail technician apprentice to learn all aspects of manicuring and pedicuring. One senior cosmetologist or one licensed nail technician with 2 years experience shall directly train one apprentice.

Before becoming eligible to take the nail technician examination, a nail technician apprentice shall:

- Train at least 20 hours per week;
- Train for not less than **8** or more than **12 months**; and
- Complete the apprenticeship curriculum approved by the Board.
- Have your licensed supervisor complete the Apprentice Training Certification portion of the Eligibility/Examination Registration Form; and
- Mail both the application form and the **original** letter of eligibility from the Board, to PSI.

### Out-of-State Candidates

If you completed your training outside of Maryland, or you are licensed and practice in another state, you must obtain a letter of eligibility from the State of Maryland to sit for these examinations. To obtain a letter of eligibility, you must submit a certification letter from your State Board to the State of Maryland for consideration. The certification letter must have the out-of-state Board seal, and it must demonstrate that you have completed equal training to the State of Maryland or that you have tested and have a current license in that state.



Upon approval, a letter of eligibility will be mailed to you. Complete the Eligibility/Examination Registration Form and mail both the application and original letter of eligibility to PSI.

**Important** If you take an examination without prior approval from the State of Maryland, your test scores will be invalidated and you will not receive a license. If you take an examination unnecessarily or before you have been approved, the examination fee will not be refunded.

### Foreign Trained

If you trained abroad, you must obtain a letter of eligibility to sit for the Maryland licensure exams.

To obtain a letter of eligibility, you must submit to the State of Maryland:

- A letter of certification;
- A sworn affidavit of training;
  
- A notarized letter of work experience; and
- A copy of your current license.

Any foreign credentials **must** be translated into English and notarized. Upon approval, a letter of eligibility will be mailed to you. You may then complete the Eligibility/Examination Registration Form and mail it, credentials from your country, and the letter of eligibility to PSI.

## GUIDELINES FOR EXAMINATION ELIGIBILITY

Candidates must apply for eligibility with PSI by submitting the completed Eligibility/Examination Registration Form (found at the end of this Candidate Information Bulletin), examination fee and all required documentation. PSI will determine your eligibility for taking the examination.

- If required, be sure to include the original letter of eligibility that you received from the state.
- It is recommended that all first-time test takers apply to take both the theory examination and the practical examination.
- There is no expiration to your eligibility.
- If you fail, you may retest on an unlimited basis.

Upon approval by PSI, you will be sent an eligibility email (if an email address is not provided, this notice will be mailed to you). If your registration is incomplete, PSI will contact you to advise you of any additional information or documents required.

### MAIL REGISTRATION

Complete the PSI Eligibility/Examination Registration Form (found at the end of this bulletin), and mail 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 so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

PSI Services LLC  
Attn: MD COS  
3210 E Tropicana  
Las Vegas, NV 89121

Please allow PSI 10 business days to process a mailed registration. After 10 business days, you may go online or call PSI to schedule the examination.

## SCHEDULING FOR AN EXAMINATION

Upon approval by PSI, you will be sent an eligibility email (if an email address is not provided, this notice will be mailed to you). It is your responsibility to contact PSI to schedule the examination.

### ONLINE (WWW.PSIEXAMS.COM)

For the **fastest and most convenient** examination scheduling process, schedule for your examinations online by accessing PSI's registration Web site at [www.psiexams.com](http://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 information submitted on your application. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay for and schedule the examination. 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 REGISTRATION

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time to receive payment and to schedule your appointment for the examination.

To schedule by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

### RESCHEDULING/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.

### RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267.





## MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- 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 complete the Exam Accommodations Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or Email it to PSI at [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

## **EXAMINATION SITE LOCATIONS FOR THE THEORY EXAMINATION**

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.

### **Baltimore Falls Road Center: Mount Washington Area 6115 Falls Road, Suite 100 Baltimore, MD 21209**

*From the Beltway I-695, take I-83 South (Jones Falls Expressway) to Northern Pkwy exit East. Turn left onto Northern Pkwy heading East. Turn left onto Falls Road. In about a mile, you will come to a Light Rail overpass/bridge. Building is immediately on your right, on the other side of the overpass/bridge.*

*When you turn in, drive past the MAIN Entrance and turn right into the lot. Proceed to free parking available on the left side and rear side of the building. You must enter the building at the MAIN entrance (NOT the rear). As soon as you enter the Main Building front doors, immediately turn left to the first door, Suite 100. This site is also conveniently located adjacent to an MTA Light Rail Station, and accessible by MTA bus routes.*

#### **Note:**

**Due to building management requests, please DO NOT DISTURB other business neighbors for directions to PSI's office.**

### **Crofton Center Morauer III Building 2137 Espey Court, Suite 3 Crofton, MD 21114**

*From the Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

*From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

### **College Park Center: The Sterling Building 4920 Niagara Road, Suite 211 College Park, MD 20740**

*From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop.*

*Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

*From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

### **Hagerstown Center: 140 West Franklin St Suite A Hagerstown, MD 21740**

*From I-70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin St. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin St. There are many parking spots reserved for PSI testing on that lot. You will then walk past the front of the church and into 140 W. Franklin St. Suite A is on the ground floor. No steps required to enter.*

*From I-81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan St. After one block turn left on to Franklin St. Stay right and enter the church parking lot. This will come up quickly on the right. There are many parking spots reserved for PSI testing on that lot. You will then walk past the front of the church and into 140 W. Franklin St. Suite A is on the ground floor. No steps required to enter.*

*There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin St. near the entrance door. All other parking has to be on the church lot.*

### **Lanham Center: 5900 Princess Garden Pkwy Suite 240 Lanham, MD 20706**

*Take the 20B-A/Annapolis Road Exit towards Lanham. Take Princess Garden Parkway exit. Turn left, following Princess Garden Parkway exit, veer into far right lane. Turn right on Princess Garden Parkway - turn left at first driveway.*

### **Salisbury Center: 1323 Mt. Hermon Road Beaglin Park Plaza, Suite 2A Salisbury, MD 21804**

*From Rt 50 E, take 50 Business thru Salisbury. Turn right onto Beaglin Park Dr. Turn left onto Mt Hermon Road. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.*

*From Rt 13S, take 13 S Norfolk exit. Take 50 Business exit and turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.*



From Rt 13N, take Rt 50/Salisbury Business exit. Turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.

Additionally, PSI has examination centers in many other regions across the United States. You may take the theory examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

## EXAMINATION SITE LOCATIONS FOR THE PRACTICAL EXAMINATION

### Baltimore Site:

7801 York Road, Suite 309  
Towson, MD 21204

From I-695E, take exit 26A and turn left onto West Rd. Turn right onto York Rd. Site is on the left.

### Lanham Site:

5900 Princess Garden Pkwy, Suite 501  
Lanham, MD 20706

Take the 20B-A/Annapolis Road Exit towards Lanham. Take Princess Garden Parkway exit. Turn left, following Princess Garden Parkway exit, veer into far right lane. Turn right on Princess Garden Parkway - turn left at first driveway.

## REPORTING TO THE EXAMINATION SITE

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

All examination sites will provide ear plugs upon request.

### REQUIRED IDENTIFICATION

Candidates must register for the examination 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 or two from this list:**

- State issued driver's license
  - State issued identification card
  - US Government Issued Passport
  - US Government Issued Military Identification Card
  - US Government Issued Alien Registration Card
  - Canadian Government Issued ID
  - Valid Student ID form with photo and school seal
- NOTE: ID must contain candidate's photo, be valid and unexpired.

**SECONDARY IDENTIFICATION - Choose one if two will not be provided from the above list:**

- Credit Card (must be signed)
  - Social Security Card
  - US issued Birth Certificate with Raised Seal
- \*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

### SECURITY PROCEDURES

The following security procedures apply during examinations:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the



examination center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

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 web-based examination interface. 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 content area shows question 3: "What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)" and lists four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are "<< Back" and "Next >>" buttons.

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.

## EXAMINATION REVIEW

PSI, in cooperation with the Board, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered 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 Theory examination available to candidates. There is NO review process for the Practical examination.**

### SCORE REPORTING

Your score for the theory examination 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.

### 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.

### NON-SCORED QUESTIONS

In addition to the number of examination questions specified in the Examination Content Outlines, "non-scored" questions may be administered to candidates during the theory examination. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- 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.

## THEORY EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

### Cosmetologist Theory Examination Content Outline

100 Scored items; 10 Non-scored items

120 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 25 items</b>
a) Safe working conditions and practices
Environment and ventilation
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Material Safety Data Sheet (MSDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents
Procedures
First aid kit
Blood exposure disinfection and disposal
<b>II. Client Consultation and Professional Conduct - 3 items</b>
a) Client consultation
b) Contraindications
c) Record Keeping
d) Professional ethics
e) Personal hygiene
<b>III. Hair, Skin, and Nail Anatomy - 8 items</b>

a) Hair and scalp structure and physiology
Hair structure
Hair type (e.g. texture, elasticity, density, porosity)
Hair growth phases
Hair and scalp conditions and disorders
b) Skin structure and physiology
Skin structure
Skin types
Skin conditions and disorders
c) Nail structure and physiology
Nail structure
Nail conditions and disorders
<b>IV. Shampooing, Conditioning, and Scalp Care - 5 items</b>
a) Shampoos and conditioners
Purpose and types
Procedures
b) Scalp care
Scalp analysis
Scalp massage
Special procedures for presence of scalp conditions
<b>V. Hairstyling - 7 items</b>
a) Hairstyling techniques
Blow-dry styling
Wet styling
Comb out
Thermal styling
Braiding
b) Combs and brushes
c) Temperature precautions
d) Artificial hair
<b>VI. Haircutting - 8 items</b>
a) Types of haircuts
Blunt
Graduated
Layered
b) Guidelines
c) Sectioning hair
d) Thinning and texturizing
e) Using a razor
f) Using clippers
g) Using scissors or shears
<b>VII. Hair Coloring - 8 items</b>
a) Color theory
Level and tone
Corrective color



b) Products and product chemistry
c) Application procedures
Strand test
Hair and scalp preparation
Mixing color
Color and bleach application
Color techniques
d) Precautions
Metallic and compound dyes
Minerals
<b>VIII. Chemical Texture Services - 8 items</b>
a) Permanent waving
Products and product chemistry
Hair and scalp preparation for permanent waving
Application, processing, and removing products
Techniques of wrapping hair with rods and other tools
b) Relaxing and chemical straightening
Products and product chemistry
Hair and scalp preparation for chemical straightening
Application, processing, and removing products
<b>IX. Skin Care - 9 items</b>
a) Basic facial
Products and product chemistry
Procedures
Massage manipulations
b) Make up application
Procedures
Tools and implements
c) Hair removal
Waxing
Tweezing
<b>X. Nails - 9 items</b>
a) Basic manicure and pedicure
Products
Procedures
Tools and implements
Hand and foot massage
Sanitation and disinfection of spa bath
b) Artificial nail enhancements
<b>XI. Maryland Laws and Regulations - 10 Items</b>
a) Licensing
b) Sanitation Requirements

## Cosmetology Theory Examination Reference Materials

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307, Baltimore, MD 21202-3651. <http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gbo&section=5-101&ext=html&session=2017RS&tab=subject5>
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651 <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.22>
- *Milady Standard Textbook of Cosmetology, 2016.* Milady Publishing/Delmar, Cengage Learning, 5 Maxwell Drive Clifton Park, NY, 12065 <http://www.cengage.com/>
- *Salon Fundamentals Cosmetology, 3rd Edition, 2014,* Pivot Point International. Call 800-886-4247.

## Senior Cosmetologist Theory Examination Content Outline

100 Scored items; 10 Non-scored items

120 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 25 items</b>
a) Safe working conditions and practices
Environment and ventilation
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Material Safety Data Sheet (MSDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-exposure disinfection and disposal
<b>II. Client Consultation and Professional Conduct - 5 items</b>
a) Salon Management
b) Apprenticeship



c) Client consultation
d) Contraindications
e) Record keeping
f) Professional ethics
g) Personal hygiene
<b>III. Hair, Skin, and Nail Anatomy - 6 items</b>
a) Hair and scalp structure and physiology
Hair structure
Hair type (e.g. texture, elasticity, density, porosity)
Hair growth phases
Hair and scalp conditions and disorders
b) Skin structure and physiology
Skin structure
Skin types
Skin conditions and disorders
c) Nail structure and physiology
Nail structure
Nail conditions and disorders
<b>IV. Shampooing, Conditioning, and Scalp Care - 5 items</b>
a) Shampoos and conditioners
Purpose and types
Procedures
b) Scalp care
Scalp analysis
Scalp massage
Special procedures for presence of scalp conditions
<b>V. Hairstyling - 7 items</b>
a) Hairstyling techniques
Blow-dry styling
Wet styling
Comb out
Thermal styling
Braiding
b) Combs and brushes
c) Temperature precautions
d) Artificial hair
<b>VI. Haircutting - 8 items</b>
a) Types of haircuts
Blunt
Graduated
Layered
b) Guidelines
c) Sectioning hair
d) Thinning and texturizing
e) Using a razor

f) Using clippers
g) Using scissors or shears
<b>VII. Hair Coloring - 8 items</b>
a) Color theory
Level and tone
Corrective color
b) Products and product chemistry
c) Application procedures
Strand test
Hair and scalp preparation
Mixing color
Color and bleach application
Color techniques
d) Precautions
Metallic and compound dyes
Minerals
<b>VIII. Chemical Texture Services -8 items</b>
a) Permanent waving
Products and product chemistry
Hair and scalp preparation for permanent waving
Application, processing, and removing products
Techniques of wrapping hair with rods and other tools
b) Relaxing and chemical straightening
Products and product chemistry
Hair and scalp preparation for chemical straightening
Application, processing, and removing products
<b>IX. Skin Care - 9 items</b>
a) Basic facial
Products and product chemistry
Procedures
Massage manipulations
b) Make up application
Procedures
Tools and implements
c) Hair removal
Waxing
Tweezing
<b>X. Nails - 9 items</b>
a) Basic manicure and pedicure
Products
Procedures
Tools and implements
Hand and foot massage
Sanitation and disinfection of spa bath

b) Artificial nail enhancements
<b>XI. Maryland Laws and Regulations - 10 Items</b>
a) Licensing
b) Sanitation Requirements

**Senior Cosmetology Theory Examination Reference Materials**

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307, Baltimore, MD 21202-3651. <http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gbo&section=5-101&ext=html&session=2017RS&tab=subject5>
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651 <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.22>
- *Milady Standard Textbook of Cosmetology, 2016.* Milady Publishing/Delmar, Cengage Learning, 5 Maxwell Drive Clifton Park, NY, 12065 <http://www.cengage.com/>
- *Salon Fundamentals Cosmetology, 3rd Edition, 2014,* Pivot Point International. Call 800-886-4247.

**Hairstylist Theory Examination Content Outline**  
 100 Scored items; 10 Non-scored items  
 120 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 25 items</b>
a) Safe working conditions and practices
Environment and ventilation
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Material Safety Data Sheet (MSDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents

Procedures
First aid kit
Blood-exposure disinfection and disposal
<b>II. Client Consultation and Professional Conduct - 3 items</b>
a) Salon Management
b) Apprenticeship
c) Client consultation
d) Contraindications
e) Record keeping
f) Professional ethics
g) Personal hygiene
<b>III. Hair and Scalp Structure and Physiology- 12 items</b>
a) Hair structure
b) Hair type (e.g. texture, elasticity, density, porosity)
c) Hair growth phases
d) Hair and scalp conditions and disorders
<b>IV. Shampooing, Conditioning, and Scalp Care - 7 items</b>
a) Shampoos and conditioners
Purpose and types
Procedures
b) Scalp care
Scalp analysis
Scalp massage
Special procedures for presence of scalp conditions
<b>V. Hairstyling - 10 items</b>
a) Hairstyling techniques
Blow-dry styling
Wet styling
Comb out
Thermal styling
Braiding
b) Combs and brushes
c) Temperature precautions
d) Artificial hair
<b>VI. Haircutting - 11 items</b>
a) Types of haircuts
Blunt
Graduated
Layered
b) Guidelines
c) Sectioning hair
d) Thinning and texturizing
e) Using a razor
f) Using clippers
g) Using scissors or shears



<b>VII. Hair Coloring - 11 items</b>
a) Color theory
Level and tone
Corrective color
b) Products and product chemistry
c) Application procedures
Strand test
Hair and scalp preparation
Mixing color
Color and bleach application
Color techniques
d) Precautions
Metallic and compound dyes
Minerals
<b>VIII. Chemical Texture Services - 11 items</b>
a) Permanent waving
Products and product chemistry
Hair and scalp preparation for permanent waving
Application, processing, and removing products
Techniques of wrapping hair with rods and other tools
b) Relaxing and chemical straightening
Products and product chemistry
Hair and scalp preparation for chemical straightening
Application, processing, and removing products
<b>IX. Maryland Laws and Regulations - 10 Items</b>
a) Licensing
b) Sanitation Requirements

**Hairstylist Theory Examination Reference Materials**

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307, Baltimore, MD 21202-3651. <http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gbo&section=5-101&ext=html&session=2017RS&tab=subject5>
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651 <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.22>
- *Milady Standard Textbook of Cosmetology*, 2016. Milady Publishing/Delmar, Cengage Learning, 5 Maxwell Drive Clifton Park, NY, 12065 <http://www.cengage.com/>
- *Salon Fundamentals Cosmetology*, 3rd Edition, 2014, Pivot Point International. Call 800-886-4247.

**Blow Dry Stylist Theory Examination Content Outline**

50 Scored items; 5 Non-scored items

60 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 10 items</b>
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Storage of tools and equipment
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-exposure disinfection and disposal
<b>II. Client Consultation and Professional Conduct - 7 items</b>
a) Client consultation
b) Contraindications
c) Record keeping
d) Professional ethics
e) Personal hygiene
<b>III. Hair and Scalp Structure and Physiology- 8 items</b>
a) Hair structure
b) Hair type (e.g. texture, elasticity, density, porosity)
c) Hair growth phases
d) Hair and scalp conditions and disorders
<b>IV. Shampooing, Conditioning, and Scalp Care - 5 items</b>
a) Shampoos and conditioners
Purpose and types
Procedures
b) Scalp care
Scalp analysis
Scalp massage
Special procedures for presence of scalp conditions
<b>V. Hairstyling - 15 items</b>
a) Hairstyling techniques





Blow-dry styling
Comb out
Thermal styling
b) Combs and brushes
c) Temperature precautions
d) Artificial hair
Application, processing, and removing products
<b>VI. Maryland Laws and Regulations - 5 Items</b>
a) Licensing
b) Sanitation Requirements

**Blow Dry Stylist Theory Examination Reference Materials**

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307, Baltimore, MD 21202-3651. <http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gbo&section=5-101&ext=html&session=2017RS&tab=subject5>
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651 <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.22>
- *Milady Standard Textbook of Cosmetology, 2016.* Milady Publishing/Delmar, Cengage Learning, 5 Maxwell Drive Clifton Park, NY, 12065 <http://www.cengage.com/>
- *Salon Fundamentals Cosmetology, 3rd Edition, 2014,* Pivot Point International. Call 800-886-4247.

**Esthetician Theory Examination Content Outline**  
 100 Scored items; 10 Non-scored items  
 120 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 25 items</b>
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Material Safety Data Sheet (MSDS)
Patch test
Prohibited materials
b) Safety agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces

Storage of tools and equipments
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-exposure disinfection and disposal
<b>II. Client Consultation and Professional Conduct - 5 items</b>
a) Client consultation
b) Contraindications
c) Record keeping
d) Professional ethics
e) Personal hygiene
<b>III. Skin Structure and Physiology - 20 items</b>
a) Skin structure and anatomy
b) Skin types
c) Skin conditions and disorders
<b>IV. Skin Treatments - 20 items</b>
a) Skin analysis
b) Products and product chemistry
c) Procedures
Cleansing
Exfoliation
Steaming
Masks
Moisturizer and sunscreen
d) Tools, implements, and equipment
e) Massage manipulations
f) Electricity and Electrotherapy (e.g., Galvanic, High Frequency, Light Therapy)
<b>V. Hair Removal - 10 items</b>
a) Waxing
Application and removal
Types of wax
Temperature precautions
b) Tweezing
<b>VI. Makeup - 10 items</b>
a) Application and removal
b) Color theory
c) Corrective make up
d) Brushes and tools
<b>VII. Maryland Laws and Regulations - 10 items</b>
a) Licensing
b) Sanitation Requirements



## Esthetician Theory Exam Reference Materials

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, [www.dllr.state.md.us/license/occpf/cos.html](http://www.dllr.state.md.us/license/occpf/cos.html), 500 North Calvert Street, Room 307, Baltimore, MD 21202-3651.
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, [www.dllr.state.md.us/license/occpf/cos.html](http://www.dllr.state.md.us/license/occpf/cos.html), 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651
- *Milady's Standard Esthetics: Fundamentals*, 10th Edition. 2013 Milady Publishing/Delmar, Cengage Learning, [www.delmarlearning.com](http://www.delmarlearning.com), 5 Maxwell Drive Clifton Park, NY, 12065
- *Salon Fundamentals Esthetics Textbook*, 2nd edition, 2010 printing. Pivot Point International, Inc., ([www.pivotpoint.com](http://www.pivotpoint.com)), 1560 Sherman Avenue Evanston, IL, 60201

### Nail Technician Theory Examination Content Outline

100 Scored items; 10 Non-scored items

120 Minutes - 75% Correct to Pass

<b>I. Safety, Sanitation, and Disinfection - 25 items</b>
a) Safe working conditions and practices
Environment
Protective coverings (e.g. draping, gloves)
Water temperature
Chemical labeling and storage
Material Safety Data Sheet (MSDS)
Prohibited materials
b) Safety Agencies
Occupational Safety and Health Agency (OSHA)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)
c) Sanitation and disinfection
Cleaners and disinfectants
Procedures for tools, equipment, and work surfaces
Sanitation and disinfection of pedicure spa/foot bath
Storage of tools and equipments
Single and multiuse items
Prevention of cross-contamination
d) Infectious diseases and pathogens
e) Standard precautions for exposure incidents
Procedures
First aid kit
Blood-exposure disinfection and disposal

<b>II. Client Consultation and Professional Conduct - 5 items</b>
a) Client consultation
b) Contraindications
c) Record keeping
d) Professional ethics
e) Personal hygiene
<b>III. Nail Structure and Physiology - 15 items</b>
a) Nail structure
b) Nail conditions and disorders
<b>IV. Basic Manicure and Pedicure - 25 items</b>
a) Products
b) Procedures
Preparing hands and feet for services
Grooming nails and cuticles
Natural nail repair
Buffing, shaping, and polishing
c) Tools and equipment
d) Hand and foot massage manipulations
<b>V. Artificial Nail Enhancements - 20 items</b>
a) Application and removal procedures
Nail tips
Gels and acrylics
b) Tools, equipment, and products
c) Maintenance
<b>VI. Maryland Laws and Regulations - 10 items</b>
a) Licensing
b) Sanitation Requirements

### Nail Technician Theory Examination Reference Materials

- *Annotated Code of Maryland, Title 5A: State Board of Cosmetologists.* Maryland Board of Cosmetologists, [www.dllr.state.md.us/license/occpf/cos.html](http://www.dllr.state.md.us/license/occpf/cos.html), 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651
- *Code of Maryland Regulations (COMAR): Title 9, Subtitle 22 - Board of Cosmetology (09.22.01, .02, & .03).* Maryland Board of Cosmetologists, [www.dllr.state.md.us/license/occpf/cos.html](http://www.dllr.state.md.us/license/occpf/cos.html), 500 North Calvert Street, Room 307 Baltimore, MD, 21202-3651
- *Milady's Standard Nail Technology*, 6th. 2011 Milady Publishing/Delmar, Cengage Learning, ([www.delmarlearning.com](http://www.delmarlearning.com)), 5 Maxwell Drive Clifton Park, NY, 12065
- *Salon Fundamentals Nails: A Resource for Your Nail Care Career.* 2007 Pivot Point International, Inc., ([www.pivotpoint.com](http://www.pivotpoint.com)), 1560 Sherman Avenue Evanston, IL, 6020

## COSMETOLOGY 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.

- Esthetician exam types will use models. (See the Model Requirements section below.)
- You must use a mannequin head and or mannequin hand for Cosmetology, Hair Stylist, Nail Technician exam services.
- Your mannequin hand must have artificial nails serving as foundation nail beds with free edges not more than ½ inch in length. In addition, for the Nail Technician exam, one finger must be polished.
- It is NOT necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- A Rater will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical portion, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- No conversing or any other form of communication among candidates is permitted once you enter the examination area.
- You may not observe other candidates during the examination.
- All tasks listed in this bulletin must be performed in order listed or candidates will NOT receive points.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will not be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean and sanitary. Products must be labeled for its intended use in English ONLY. (Manufacturers labels are acceptable.)
- Candidates must step back and raise hand at the end of each section indicating completion.
- An additional two minutes will be given before each section for setup.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with these markings may not receive points for the sections of the exam requiring use of these mannequins.
- Cheat Sheets and written notes (e.g., written task lines on containers, bags that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam. Identifying bag for service is allowed.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., real hair color or real permanent wave solution), you will NOT receive points for completing those steps.
- Items left behind will be discarded. Please check for and remove all personal items at the end of exam.
- Purses, recording devices, Cell phones are NOT allowed in the practical examination room.
- Possession of firearms, dangerous or unauthorized materials is **strictly prohibited** at the testing facility properties.

## MODEL REQUIREMENTS

- Your model for esthetician type exams must present a current, government-issued photo identification with date of birth, such as a driver's license, at the exam site;
- Must sign Model Affidavit form upon arrival at the examination site;
- Must be at least 16 years of age; a model under the age of 18 must have signed parental consent;
- Must be willing to have candidate perform procedures on them;
- Your model's face must appear clean and be free of skin disease;
- Models are NOT permitted to converse with candidates or other models once he/she enters the exam area;
- Must not assist the candidate in any way or speak to the candidate during the examination;
- Must leave the examination site property immediately once he/she has finished participating.

## SUGGESTED SUPPLY LIST

The following list is meant to be a suggested list. Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outlines to ensure you bring all supplies/equipment you need to perform these services.

### PRE EXAM SET UP (All exams)

(THESE ITEMS SHOULD BE IN A ZIP LOCK BAG LABELED: "PRE SANITIZED")

- Disinfectant (Labeled: EPA disinfectant)
- Hand sanitizer (Labeled: Hand Sanitizer)
- Paper towels
- Trash bag labeled trash/waste
- Spray bottle with water labeled water
- Blood Exposure Kit /First Aid Kit

### OTHER ITEMS TO BRING

- Plain colored smock (Highly recommended, but not mandatory)
- Cosmetology, Hair Stylist, Nail Technician exam types will use mannequins and or hand mannequins.
- Mannequin stand and/or extender
- Esthetician exam types will use models, as described above.

### THERMAL CURLING SERVICE (Cosmetology, Hairstylist, Blow Dry Stylist)

- Towel
- Tissue/neck strip
- Curling iron
- Combs
- Clippies
- Styling aids labeled as Styling aid (non aerosol) Optional

### HAIR REMOVAL – EYEBROW TWEEZING & WAXING (Cosmetology, Esthetician)

- Mock product labeled as Antiseptic
- Disposable gloves
- Tweezers
- Cotton/tissue
- Mock product labeled as Astringent



- Mock wax product (i.e. honey, petroleum jelly) labeled as wax
- Fabric strips

#### **HAIRCUTTING SERVICE (Cosmetology, Hairstylist)**

- Neckstrip
- Cape
- Spray water bottle
- Combs
- Razor
- Shears/Scissors
- Clips

#### **Blood Exposure Service (Cosmetology, Hairstylist, Nail Technician and Esthetician)**

- First aid kit
- Gloves
- Adhesive bandage
- Mock product labeled as Astringent
- Plastic bag

#### **Permanent Wave Service (Cosmetology, Hairstylist)**

- Chemical drape
- Permanent Rods (minimum of 6)
- Towels
- End papers
- Mock waving solution (i.e. water) Labeled waving solution
- Protective cotton
- Gloves

#### **CHEMICAL SERVICES (Cosmetology, Hairstylist)**

- Towels
- Chemical cape
- Comb or applicator brush
- Disposable gloves
- Mock Highlift color product (Labeled:Highlift color)
- Mock Color product (Labeled: Color)
- Mock Relaxer product (Labeled: Relaxer)
- Mock product labeled as Protective cream (i.e. honey, petroleum jelly)

#### **ACRYLIC NAIL APPLICATION (Cosmetology, Nail Technician)**

- Cuticle pusher or orangewood sticks
- Nail form
- Files
- Buffers
- Nail dehydrator
- Primer
- Acrylic Powder
- Sealed Odorless monomer (If monomer is not sealed or have the manufactures labeled as odorless, the candidate will not be permitted to use the product)
- Acrylic nail brush

#### **FACIAL(Esthetician)**

##### **SKIN CLEANSING**

- Head drape
- Towel
- Mock product labeled as Cleanser
- Cotton/tissue
- Spatulas

##### **FACE AND NECK MASSAGING Esthetician)**

- Mock massage product labeled as massage cream
- Towel
- Cotton rounds

##### **Mask/Pack and Moisturizing Service (Esthetician)**

- Mock Mask product labeled as mask
- Cotton rounds
- Mock product labeled as astringent/toner/freshener
- Mock product labeled as moisturizer

##### **BASIC MANICURE (Nail Technician)**

- Manicure bowl
- Water
- Emery boards and nail files
- Mock product labeled as Cuticle Remover
- Spatulas
- Cotton-tipped orangewood sticks or cuticle pusher
- Manicure brush
- Towel
- Base Coat
- Dark polish
- Top Coat
- Mock product labeled as Massage cream
- Polish remover

##### **NAIL TIP APPLICATION (Nail Technician)**

- Cotton-tipped orangewood sticks or cuticle pushers
- Tip Cutters
- Nail tips
- Files or emery boards
- Manicure brush
- Buffers
- Nail dehydrator
- Nail adhesive

##### **NAIL WRAP APPLICATION (Nail Technician)**

- Dehydrator
- Scissors
- Wrap material
- Resin
- Resin Accelerator/Catalyst
- Buffer
- Files



## PRACTICAL EXAMINATIONS

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

All procedure criteria **MUST** be performed in the order listed for candidate to receive points for the tasks. **DO NOT** begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. It is **NOT** necessary to perform additional or altered steps/tasks not listed below. Items **NOT** listed below are **NOT** rated during the examination. ALL TASK LINES ASSOCIATED WITH THE PRACTICAL EXAMINATION MUST BE PERFORMED ON A MANNEQUIN TO RECEIVE PROCEDURE AND SAFETY CRITERIA POINTS.

Candidates **SHOULD** step back and raise their hand at the end of each section indicating completion.

### CANDIDATE BEGINNING GENERAL INSTRUCTIONS

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

*Welcome to PSI Exam Services practical examination. Before we begin, I would like to take a few moments to introduce our staff and give you an overview of our examination procedures.*

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

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

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

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

- You may NOT refer to written notes, task lines or Candidate Bulletins during the examination.
- You may not ask questions while performing tasks.
- You may not observe the work of other candidates, please remain focused on your own work area during the examination.
- Please do not speak to or assist other candidates throughout the examination.
- All procedure criteria must be performed in the order listed in the Candidate Information Bulletin for you to receive points for the tasks.
- During the Practical Portion, you must follow all appropriate rules that will ensure the health, safety and welfare of the public.
- When taking out your supplies during each section of the exam, please place your zip lock bag on top of your workstation to be evaluated by your Rater.
- Please note that there is a site wall clock that you can refer to during the exam.
- You may NOT use an empty or unused work area that may be located near or next to you.
- Cell phones are **strictly prohibited** while in the practical examination room. Candidates entering the examination room with cell phones will be dismissed immediately and a report of this action will be filed with the proper authorities. All fees will be forfeited.

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

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



## Cosmetologist Practical Examination Content Outline

162 Total Number of Points

3 hours 30 minutes - 75% to pass

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

You may begin.

### Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Disinfects work surfaces with product labeled as EPA-registered disinfectant
3. Ensures all containers remain closed when not in use
4. First Aid kit is present
5. Kit must remain closed when not in use
6. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

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

The next section is **“Thermal Curling Service”** you will have 15 minutes to complete this section. Complete 3 curls in top section of the head and 2 curls on right front quadrant using a cold curling iron. You will be informed when you have 7 minutes remaining.

You may begin.

### Thermal Curling Service

Time Allowed: 15 minutes

Complete 3 curls in top section of the head and 2 curls on right front quadrant using a cold curling iron.

#### Procedure Criteria (1 point each)

1. Sanitizes hands using product labeled as hand sanitizer
2. Tests iron for proper temperature
3. Subsections hair such that width of partings are equal to barrel size of the curling iron
4. Subsections are no longer than 3 inches
5. Rolls/manipulates iron to establish a base for each curl
6. Places one curl on-base
7. Places one curl half off-base
8. Places one curl off-base
9. Protects scalp with comb
10. Ensures smooth, open curl formation without securing with clips

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

*The next section is “Mock Tweezing and Waxing Service” you will have 15 minutes to complete this section. You will be informed when you have 7 minutes remaining.*

*You may begin.*

### **Mock Tweezing and Waxing Service**

**Time Allowed: 15 minutes**

#### **Procedure Criteria (1 point each)**

1. Sanitizes hands using product labeled as hand sanitizer
2. Applies antiseptic to each eyebrow area
3. Wears gloves or finger cots for arching portion of procedure
4. Using tweezers, demonstrates removing mock hairs
5. Applies astringent to treated area of the eyebrow
6. Applies mock wax to other eyebrow
7. Applies and bonds fabric over mock wax
8. Holds skin taut while pulling fabric opposite of hair growth
9. Applies astringent to treated area of eye brow

#### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

*Candidates you have 7 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

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

*You may begin.*

### **Hair Cutting Service**

**Time Allowed: 40 minutes**

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

#### **Procedure Criteria (1 point each):**

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

#### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

*Candidates you have 20 minutes remaining.*

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

The next section is “**Blood Exposure Service** the following scenario has taken place; you have sustained a cut during the Hair Cutting service section, please demonstrate blood exposure procedures to the index finger. You will each be instructed by your Rater to individually demonstrate the blood exposure procedures. This section is not timed.

#### **Blood Exposure Service**

**Time Allowed: Untimed**

**Procedure Criteria (3 point each):**

1. Wears gloves
2. Apply pressure to the cut to stop bleeding
3. Cleanses simulated cut
4. Bandage simulated cut
5. Properly disposes used materials
6. Properly disposes used implements
7. Sanitizes hands using a product labeled as hand sanitizer

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

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

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

You may begin.

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

Candidates, please stop working.

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

You may begin.

#### **Permanent Waving Service**

**Time Allowed: 20 minutes**

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

**Procedure Criteria (1 point each):**

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



**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

*Candidates you have 10 minutes remaining.*

*Candidates, please stop working.*

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

*The next section is "Chemical Application Preparation ONLY for Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer." you will have 10 minutes to complete this section. You will also take out the supplies that you need for the Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer sections of the examination. Please place those zip lock bags on top of your workstation to be evaluated by your Rater. You will be informed when you have 5 minutes remaining. This section is for preparation ONLY. Do NOT begin the Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer services during this section.*

*You may begin.*

**Chemical Services**

**Time Allowed: 40 minutes Total**

*Includes; preparation, Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer services*

**Chemical Application Preparation ONLY for Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer**

**Time Allowed: 10 minutes**

**Procedure Criteria (1 point each):**

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

*Candidates, please stop working.*

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

*The next section is "Virgin Color" on Right Rear Quadrant, you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**Virgin Color on Right Rear Quadrant**

**Time Allowed: 10 minutes**

*Complete virgin color application on right rear quadrant.*

**Procedure Criteria (1 point each):**

1. To right rear quadrant, divides hair into ¼ inch subsections
2. To entire right rear quadrant applies hair color ½ inch from scalp up to 1 inch from the ends
3. Maintains even saturation of hair strands
4. Ensures no chemical products are left on mannequin's facial skin or ears

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

*The next section is "High Lift Color Retouch on Left Rear Quadrant" you will have 10 minutes to complete this section. Please assume there is 2 inches of new growth. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**High Lift Color Retouch on Left Rear Quadrant**

**Time Allowed: 10 minutes**

*Complete High Lift Color retouch on left rear quadrant assuming 2 inches of new growth.*

**Procedure Criteria (1 point each):**

1. To left rear quadrant, divides hair into 1/8 inch subsections
2. To entire left rear quadrant, applies high lift color onto 2 inches of new growth
3. Maintains even saturation of hair strands with high lift color
4. Ensures no chemical products are left on mannequin's facial skin or ears

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

You may begin.

#### **No-Base Virgin Relaxer on Left Front Quadrant**

**Time Allowed: 10 minutes**

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

##### **Procedure Criteria (1 point each):**

1. To left front quadrant, divides hair into 1/2 inch subsections
2. To entire left front quadrant, applies Relaxer 1/2 inch away from scalp to 1 inch from hair ends
3. Maintains even saturation of hair strands with relaxer
4. Demonstrates smoothing the hair strands
5. Ensures no chemical products are left on mannequin’s facial skin or ears

##### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

The next section is “Acrylic Nail Application Service” you will have 20 minutes to complete this section. Using an odorless product apply one acrylic nail to any finger on the mannequin hand. You will be informed when you have 10 minutes remaining.

You may begin

#### **Acrylic Nail Application on One Nail**

Nail monomer **MUST** be a **SEALED Odorless** product and have a manufacturer's label. Products not having a seal or manufacturer's label as an odorless product will not be permitted for this section of the examination

**Time Allowed: 20 minutes**

##### **Procedure Criteria (1 point each):**

1. Disinfects table surface with product labeled as EPA-registered disinfectant
2. Sets up manicure table (i.e., immerses working surfaces of non-porous implements in wet sanitizer)
3. Sanitizes hands and mannequin hand using product labeled as hand sanitizer
4. Gently pushes back cuticle with a cuticle pusher/orange wood stick
5. Buffs natural nail with abrasive to remove shine
6. Applies nail dehydrator
7. Positions nail form to fit snugly under free edge
8. Applies primer to natural nail surface
9. Places bead of product on nail form where free edge joins the nail to extend free edge
10. Defines shape and length of free edge
11. Places second bead of product in center of nail and shape
12. Places smaller bead of product near base of nail and leaves tiny free margin between product and skin
13. Ensures acrylic material is smooth and even
14. Shapes free edge with abrasive while holding back the sides of the nails
15. Bevels, shapes, and refines the nail to a smooth finish
16. Buffs top of acrylic nail

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

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

*You may begin.*

**End of Exam Disinfection**

**Time Allowed: 10 minutes**

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

**Safety Criteria (1 point each):**

1. Removes cape
2. Disposes of used towel(s), cape(s), neck strip(s), and glove(s)
3. Disinfects work surfaces with product labeled as EPA-registered disinfectant
4. Sanitizes hands using product labeled as hand sanitizer
5. Removes all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed for this section.*

**CANDIDATE FINAL INSTRUCTIONS: COSMETOLOGY EXAM**

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

*Thank you and have a great day!*

## Hairstylist Practical Examination Content Outline

122 Total Number of Points

2 hours 45 minutes - 75% to pass

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

You may begin.

### Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Disinfects work surfaces with product labeled as EPA-registered disinfectant
3. Ensures all containers remain closed when not in use
4. First Aid kit is present
5. Kit must remain closed when not in use
6. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

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

The next section is “**Thermal Curling Service**” you will have 15 minutes to complete this section. Complete 3 curls in top section of the head and 2 curls on right front quadrant using a cold curling iron. You will be informed when you have 7 minutes remaining.

You may begin.

### Thermal Curling Service

Time Allowed: 15 minutes

Complete 3 curls in top section of the head and 2 curls on right front quadrant using a cold curling iron.

#### Procedure Criteria (1 point each)

1. Sanitizes hands using product labeled as hand sanitizer
2. Tests iron for proper temperature
3. Subsections hair such that width of partings are equal to barrel size of the curling iron
4. Subsections are no longer than 3 inches
5. Rolls/manipulates iron to establish a base for each curl
6. Places one curl on-base
7. Places one curl half off-base
8. Places one curl off-base
9. Protects scalp with comb
10. Ensures smooth, open curl formation without securing with clips

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

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

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

### **Hair Cutting Service**

**Time Allowed: 40 minutes**

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

#### **Procedure Criteria (1 point each):**

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

#### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

*Candidates you have 20 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is "Blood Exposure Service". the following scenario has taken place; you have sustained a cut during the Hair Cutting service section, please demonstrate blood exposure procedures to the index finger. You will each be instructed by your Rater to individually demonstrate the blood exposure.*

### **Blood Exposure Service**

**Time Allowed: Untimed**

#### **Procedure Criteria (3 point each):**

1. Wears gloves
2. Apply pressure to the cut to stop bleeding
3. Cleanses simulated cut
4. Bandage simulated cut
5. Properly disposes used materials
6. Properly disposes used implements
7. Sanitizes hands using a product labeled as hand sanitizer

#### **Safety Criteria (1 point each):**

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

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

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

*You may begin.*

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

*Candidates, please stop working.*



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

You may begin.

#### **Permanent Waving Service (Mannequin)**

**Time Allowed: 20 minutes**

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

##### **Procedure Criteria (1 point each):**

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

##### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

Candidates you have 10 minutes remaining.

Candidates, please stop working.

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

The next section is “**Chemical Application Preparation ONLY for Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer.**” you will have 10 minutes to complete this section. You will also take out the supplies that you need for the Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer sections of the examination. Please place those zip lock bags on top of your workstation to be evaluated by your Rater. You will be informed when you have 5 minutes remaining. This section is for preparation ONLY. Do NOT begin the Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer services during this section.

You may begin.

#### **Chemical Services**

**Time Allowed: 40 minutes Total**

Includes; preparation, Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer services

#### **Chemical Application Preparation ONLY for Virgin Color, High Lift Color Retouch, and No Base Virgin Relaxer**

**Time Allowed: 10 minutes**

##### **Procedure Criteria (1 point each):**

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

Candidates, please stop working.

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

The next section is “**Virgin Color**” on Right Rear Quadrant, you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.

You may begin.

**Virgin Color on Right Rear Quadrant**

**Time Allowed: 10 minutes**

*Complete virgin color application on right rear quadrant.*

**Procedure Criteria (1 point each):**

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

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

*The next section is "High Lift Color Retouch on Left Rear Quadrant" you will have 10 minutes to complete this section. Please assume there is 2 inches of new growth. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**High Lift Color Retouch on Left Rear Quadrant**

**Time Allowed: 10 minutes**

*Complete High Lift Color retouch on left rear quadrant assuming 2 inches of new growth.*

**Procedure Criteria (1 point each):**

1. To left rear quadrant, divides hair into 1/8 inch subsections
2. To entire left rear quadrant, applies high lift color onto 2 inches of new growth
3. Maintains even saturation of hair strands with high lift color
4. Ensures no chemical products are left on mannequin's facial skin or ears

*The next section is "No-Base Virgin Relaxer" on Left Front Quadrant you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**No-Base Virgin Relaxer on Left Front Quadrant**

**Time Allowed: 10 minutes**

*Complete no-base virgin relaxer application on left front quadrant.*

**Procedure Criteria (1 point each):**

1. To left front quadrant, divides hair into 1/2 inch subsections
2. To entire left front quadrant, applies Relaxer 1/2 inch away from scalp to 1 inch from hair ends
3. Maintains even saturation of hair strands with relaxer
4. Demonstrates smoothing the hair strands
5. Ensures no chemical products are left on mannequin's facial skin or ears

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

**End of Exam Disinfection**

**Time Allowed: 10 minutes**

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

**Safety Criteria (1 point each):**

1. Removes cape
2. Disposes of used towel(s), cape(s), neck strip(s), and glove(s)
3. Disinfects work surfaces with product labeled as EPA-registered disinfectant
4. Sanitizes hands using product labeled as hand sanitizer
5. Removes all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed for this section.*

**CANDIDATE FINAL INSTRUCTIONS: HAIRSTYLIST EXAM**

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

*Thank you and have a great day!*

## Blow Dry Stylist Practical Examination Content Outline

41 Total Number of Points

59 minutes - 75% correct to pass

Testing starts October 1, 2017

The first section is “**Pre-Exam Set Up and Disinfection.**” You will have 10 minutes to unpack your general supplies and put them on your assigned station.

### Pre-Exam Set Up and Disinfection

Time Allowed 10 min

#### Safety Criteria (1 point each)

1. Disposes of waste material using a bag labeled as trash/waste
2. Disinfects work surfaces with product labeled as EPA-registered disinfectant
3. Ensures all containers remain closed when not in use
4. Kit must remain closed when not in use
5. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

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

The next section is “**Blow Dry Styling.**” You must complete blow dry style on one side of mannequin head using brush or comb of your choice.

### Blow Dry Styling

Time Allowed 20 min

#### Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Drapes with neck strip and cape
3. Apply styling aid
4. Blow dry wet hair on one side of mannequin head
5. Style hair using blow dryer and brush or comb

#### Safety Criteria

1. Properly disposes of waste material using bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Ensures draping is maintained throughout service
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Avoids cross contamination
8. Removes products from containers without contamination

Candidates, please stop working.

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

The next section is “**Thermal Curling Service.**” You will have 15 minutes to complete this section. You must complete 3 curls in top section of the head and 2 curls on right front quadrant using a cold curling iron. You will be informed when you have 7 minutes remaining.

### Thermal Curling Service

Time Allowed: 15 minutes

#### Procedure Criteria (1 point each)

1. Sanitizes hands using product labeled as hand sanitizer
2. Tests iron for proper temperature
3. Subsections hair such that width of partings are equal to barrel size of the curling iron
4. Subsections are no longer than 3 inches
5. Rolls/manipulates iron to establish a base for each curl
6. Places one curl on-base
7. Places one curl half off-base
8. Places one curl off-base
9. Protects scalp with comb
10. Ensures smooth, open curl formation without securing with clips

**Safety Criteria (1 point each)**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures draping is maintained throughout service
3. Ensures workstation/area remains sanitary/clean throughout section
4. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed when not in use
8. Removes products from containers without contamination

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

*You may begin.*

**End of Exam Disinfection****Time Allowed: 10 minutes**

*The following criteria are tested at the end of the practical exam*

**Safety Criteria (1 point each)**

1. Removes cape
2. Disposes of used towel(s), cape(s), neck strips(s), and gloves(s)
3. Disinfects work surfaces with product labeled as EPA registered disinfectant
4. Sanitizes hands using product labeled as hand sanitizer
5. Removes all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed for this section.*

**CANDIDATE FINAL INSTRUCTIONS: BLOW DRY STYLIST EXAM**

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

*Thank you and have a great day!*



## Esthetician Practical Examination Content Outline

102 Total Number of Points

2 hours - 75% to pass

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

You may begin.

### Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Disinfects work surfaces with product labeled as EPA-registered disinfectant
3. Ensures all containers remain closed when not in use
4. First Aid kit is present
5. Kit must remain closed when not in use
6. Removes products from containers without contamination

Candidates you have 5 minutes remaining.

Candidates, please stop working.

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

The next section is **“Face Cleansing Service”** you will have 15 minutes to complete this section. You will be informed when you have 7 minutes remaining.

You may begin.

### Skin Cleansing Service

Time Allowed: 15 minutes

#### Procedure Criteria (1 point each):

1. Sanitizes hands and wrists using product labeled as hand sanitizer
2. Applies sheet over the bed/chair
3. Drapes model by laying drape/towel across chest
4. Applies head drape
5. Re-sanitizes hands using product labeled as hand sanitizer
6. Removes eye makeup with product labeled as eye makeup remover/cleanser
7. Removes lipstick from lips
8. Distributes cleanser over entire face and neck
9. Removes all residual makeup and cleanser
10. Applies toner/freshener/ astringent

#### Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

Candidates you have 7 minutes remaining.

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

The next section is **“Face and Neck Steaming Service (on the Model),”** you will have 5 minutes to complete this section. You will be informed when you have 3 minutes remaining.

You may begin.

**Face and Neck Steaming Service (Model)**

**Time Allowed: 5 minutes**

**Procedure Criteria (1 point each):**

1. Wrings out wet towel thoroughly and tests for temperature
2. Drapes towel to cover face and neck so that nostrils are not covered
3. Gently lifts towel from face and neck

Candidates you have 3 minutes remaining.

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

The next section is **“Face and Neck Massaging Service,”** you will have 15 minutes to complete this section which involves applying massage cream and performing manipulations. You will be informed when you have 7 minutes remaining.

You may begin

**Face and Neck Massaging Service (Model)**

**Time Allowed: 15 minutes**

**Procedure Criteria (1 point each):**

1. Applies massage product using fingers/brushes
2. Ensures skin does not pull excessively
3. Demonstrates effleurage manipulations while continuously maintaining contact
4. Demonstrates petrissage manipulations while continuously maintaining contact
5. Demonstrates tapotement manipulations while continuously maintaining contact
6. Removes all remaining product from face

Candidates you have 7 minutes remaining.

Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.

The next section is **“Mask/Pack and Moisturizing Service,”** you will have 15 minutes to complete this section. You will be informed when you have 7 minutes remaining.

You may begin.

**Mask/Pack and Moisturizing Service (Model)**

**Time Allowed: 15 minutes**

**Procedure Criteria (1 point each):**

1. Applies mask smoothly and evenly, excluding eyes, lips, and nasal passages
2. Removes all residual mask traces thoroughly
3. Applies astringent/toner/ freshener
4. Applies moisturizer to entire face

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items

5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

*Candidates you have 7 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Eyebrow Arch Service Using Tweezers,” you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining. When you have completed this section, please raise your hand so the Rater can check the removed hairs that have been placed on the cotton/gauze.*

*You may begin.*

#### **Eyebrow Arch Service Using Tweezers (Model)**

**Time Allowed: 10 minutes**

*Using tweezers, remove at least 6 hairs from eyebrow area of one eye.*

##### **Procedure Criteria (1 point each):**

1. Sanitizes hands using product labeled as hand sanitizer
2. Sanitizes eyebrow area using product labeled as antiseptic
3. Wears gloves or finger cots for arching portion of procedure
4. Holds skin taut while tweezing hairs
5. Removes at least 6 hairs from one eyebrow
6. Applies product labeled as astringent to treated area of the eyebrow

##### **Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Blood Exposure Service the following scenario has taken place; you have sustained a cut during the Tweezing service section, please demonstrate blood exposure procedures to the eyebrow you just tweezed. You will each be instructed by your Rater to individually demonstrate the blood exposure procedures. This section is not timed.*

#### **Blood Exposure Service**

**Time Allowed: Untimed**

##### **Procedure Criteria (3 point each):**

1. Wears gloves
2. Apply pressure to the cut to stop bleeding
3. Cleanses simulated cut
4. Bandage simulated cut
5. Properly disposes used materials
6. Properly disposes used implements
7. Sanitizes hands using a product labeled as hand sanitizer

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

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

*You will now have 2 minutes to take out the supplies you will need for the “Eyebrow Arch Service Using Mock Cold Wax” section of the examination. Please place your Eyebrow Arch using Mock Cold Wax zip lock bag on top of your workstation to be evaluated by your Rater.*

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Eyebrow Arch Service Using Mock Cold Wax (on the Model),” you will have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining. Models will be dismissed all together at the end of this section once all scoring has been completed.*

*You may begin.*

**Eyebrow Arch Service Using Mock Cold Wax (Model)**

**Time Allowed: 10 minutes**

*Demonstrate a mock wax application and hair removal from eyebrow area of one eye.*

**Procedure Criteria (1 point each):**

1. Sanitizes brow area with product labeled as antiseptic
2. Pats brow area dry with absorbent material
3. Applies mock wax under eyebrow of one eye
4. Applies and bonds fabric over mock wax
5. Holds skin taut while pulling fabric
6. Applies product labeled as astringent to treated brow area

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

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

**End of Exam Disinfection**

**Time Allowed: 10 minutes**

**Safety Criteria (1 point each):**

1. Disposes of used materials
2. Disinfects work surfaces with approved EPA-registered disinfectant
3. Cleans and sanitizes workstation area
4. Sanitizes hands using product labeled as hand sanitizer
5. Removes all supplies, materials, and personal belongings

*All scoring has been completed for this section.*

**CANDIDATE FINAL INSTRUCTIONS: ESTHETICIAN EXAM**

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

*Thank you and have a great day!*

## Nail Technician Practical Examination Content Outline

115 Total Number of Points

1 hour 45 Minutes - 75% to pass

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

You may begin.

### Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Disposes of waste material using a bag labeled as trash/waste
2. Disinfects work surfaces with product labeled as EPA-registered disinfectant
3. Sets up manicure table for manicure service
4. Ensures all containers remain closed when not in use
5. First Aid kit is present
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

Candidates you have 5 minutes remaining. Candidates, please stop working.

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

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

You may begin.

### Manicure Service

Time Allowed: 20minutes

Perform a basic manicure on five nails.

Procedure Criteria (1point each):

1. Sanitizes hand using product labeled as hand sanitizer
2. Removes polish from one nail
3. Files from outside edges to centers while holding back the skin at the sides of the nail
4. Immerses fingers in finger bowl/applies product labeled as cuticle remover
5. Gently pushes back cuticles with a wooden /cuticle pusher
6. Cleans under free edges of nails with cotton-tipped wooden/cuticle pusher
7. Massages fingers and hand with product labeled as lotion/cream
8. Removes residue from nail plates using product labeled as alcohol/polish remover/dehydrator
9. Applies base coat to 3 nail plates
10. Applies two coats of polish smoothly and evenly to 3 nail plates
11. Applies top coat to 3 nail plates
12. Removes all traces of polish from cuticles, if necessary

Safety Criteria (1 point each):

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

Candidates you have 10 minutes remaining. Candidates, please stop working.

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

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

You may begin.

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

Candidates, please stop working.



*The next section is “Blood Exposure Service the following scenario has taken place; you have sustained a cut during the Manicure service section, please demonstrate blood exposure procedures to the index finger. You will each be instructed by your Rater to individually demonstrate the blood exposure procedures. This section is not timed.*

**Blood Exposure Service**

**Time Allowed: Untimed**

**Procedure Criteria (3 point each):**

1. Wears gloves
2. Apply pressure to the cut to stop bleeding
3. Cleanses simulated cut
4. Bandage simulated cut
5. Properly disposes used materials
6. Properly disposes used implements
7. Sanitizes hands using a product labeled as hand sanitizer

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Nail Tip Application Service” you will have 10 minutes to complete this section. Please apply a tip to any finger on the mannequin hand. You will be informed when you have 10 minutes remaining.*

*You may begin.*

**Nail Tip Application on One Nail**

*Apply one nail tip to any nail of the mannequin hand*

**Time Allowed: 10minutes**

**Procedure Criteria (1 point each):**

1. Gently pushes back cuticle
2. Buffs natural nail gently to remove shine
3. Selects nail tip that fits natural nail
4. Applies nail dehydrator
5. Applies adhesive to the well of the tip
6. Slides on tip by using position stop to align tip against free edge
7. Slides on tip to align against free edge
8. Trims nail tip
9. Blends tip into natural nail plate
10. Bevels tip with file

**Safety Criteria (1 point each):**

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

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Nail Wrap Application Service” you will have 10 minutes to complete this section. Please place a wrap on the tip you just applied. You will be informed when you have 10 minutes remaining.*

*You may begin.*

**Nail Wrap Application on One Nail**

*Apply a nail wrap to the tip you just applied.*

**Time Allowed: 10 minutes**

**Procedure Criteria (1 point each):**

1. Applies dehydrator to nail
2. Cuts wrap material to desired shape
3. Presses material on nail
4. Covers material with resin
5. Brushes on/sprays on resin accelerator/catalyst
6. Repeats resin application
7. Repeats resin accelerator/catalyst application
8. Buffs nail with fine buffer
9. Bevels, shapes, and refines the wrapped nail to a smooth finish

**Safety Criteria (1 point each):**

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

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

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

*Candidates, please stop working.*

*The next section is “Acrylic Nail Application Service” you will have 20 minutes to complete this section. Using an odorless product apply one acrylic nail to any finger on the mannequin hand. You will be informed when you have 10 minutes remaining.*

*You may begin.*

**Acrylic Nail Application on One Nail**

*Nail monomer MUST be a SEALED Odorless product and have a manufactures label. Products not having a seal or manufactures label as an odorless product will not be permitted for this section of the examination*

**Time Allowed: 20 minutes**

**Procedure Criteria (1 point each):**

1. Disinfects table surface with product labeled as EPA-registered disinfectant
2. Sets up manicure table (i.e., immerses working surfaces of non-porous implements in wet sanitizer)
3. Sanitizes hands and mannequin hand using product labeled as handsanitizer
4. Gently pushes back cuticle with a cuticle pusher/orange wood stick
5. Buffs natural nail with abrasive to remove shine
6. Applies nail dehydrator
7. Positions nail form to fit snugly under free edge
8. Applies primer to natural nail surface
9. Places bead of product on nail form where free edge joins the nail to extend free edge
10. Defines shape and length of free edge
11. Places second bead of product in center of nail and shape
12. Places smaller bead of product near base of nail and leaves tiny free margin between product and skin
13. Ensures acrylic material is smooth and even
14. Shapes free edge with abrasive while holding back the sides of the nails
15. Bevels, shapes, and refines the nail to a smooth finish

16. Buffs top of acrylic nail

**Safety Criteria (1 point each):**

1. Disposes of waste material using a bag labeled as trash/waste
2. Ensures workstation/area remains sanitary/clean throughout section
3. Implements/supplies are clean and bags are labeled as pre-sanitized/clean in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed when not in use
7. Removes products from containers without contamination

*Candidates you have 10 minutes remaining.*

*Candidates, please stop working.*

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

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

*You may begin.*

**End of Exam Disinfection**

**Time Allowed: 10 minutes**

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

**Safety Criteria (1 point each):**

1. Removes cape
2. Disposes of used towel(s), cape(s), neck strip(s), and glove(s)
3. Disinfects work surfaces with product labeled as EPA-registered disinfectant
4. Sanitizes hands using product labeled as hand sanitizer
5. Removes all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed for this section.*

**CANDIDATE FINAL INSTRUCTIONS: NAIL TECHNICIAN EXAM**

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

*Thank you and have a great day!*

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

### Release of Liability & Indemnity Agreement

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

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

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

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

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

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

Live Model

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

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## MARYLAND COSMETOLOGY EXAMINATION ELIGIBILITY REGISTRATION FORM

Complete all required portions. Incomplete or unsigned applications will be returned. Mail the form with the appropriate fee and letter of eligibility to:

PSI Services LLC  
Attn: MD COS  
3210 E Tropicana  
Las Vegas, NV 89121  
Or email to mdcosapp@psionline.com

### PORTION ONE - GENERAL INFORMATION

Last Name	Full First Name	Full Middle Name	Suffix (Jr., III, etc.)
Maiden Name/Former Surname (Attach legal documentation, i.e., marriage certificate)			Social Security Number
Date of Birth (MO/DATE/YEAR) ____/____/____		Place of Birth	
Residence Address (Your address of legal residence is required. Your ID and address must match.)			
City	State	Zip Code	County
Cell Phone Number (including area code) (____) _____ - _____		Other Phone Number (including area code) (____) _____ - _____	
Email Address		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
What is the highest level of school that you completed (please circle one):		1 2 3 4 5 6 7 8 9 10 11 12+	
Indicate the name of the last high school, trade school, college or university you attended.			Dates attended From: _____ To: _____
Registration Number, Apprenticeship Number, or License Number if applicable (attach copy of license)			
Have you ever been licensed for this profession in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, indicate state registration number, type of license and year issued.			
Are you a US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you taken this examination in the state of Maryland? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I attest that the information contained in this form is true and accurate, to the best of my knowledge.			
Candidate Signature: _____		Date: _____	

### PORTION TWO - EXAMINATION SELECTION AND PAYMENT

**EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT**

Cosmetologist*	Nail Technician	Esthetician	Hairstylist	Blow Dry Stylist	Examination Fee
<input type="checkbox"/> Practical and Theory	<input type="checkbox"/> Practical and Theory	<input type="checkbox"/> Practical and Theory	<input type="checkbox"/> Practical and Theory	<input type="checkbox"/> Practical and Theory	\$79
<input type="checkbox"/> Practical Only	<input type="checkbox"/> Practical Only	<input type="checkbox"/> Practical Only	<input type="checkbox"/> Practical Only	<input type="checkbox"/> Practical Only	\$49
<input type="checkbox"/> Theory Only	<input type="checkbox"/> Theory Only	<input type="checkbox"/> Theory Only	<input type="checkbox"/> Theory Only	<input type="checkbox"/> Theory Only	\$49
<input type="checkbox"/> Senior Cosmetology - Theory Only \$49					

You may pay for both your theory and practical examination at the same time to receive a discount as long as you have been approved for both portions. \*If you are paying and scheduling for the 1380-hour Cosmetology examination, you do not qualify for this discount because you are not yet approved to take the practical.



You may pay by credit card, company check, cashier's check or money order. Make check or money order payable to PSI and note your name on it.

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

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_

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

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**PORTION THREE - CERTIFICATION OF TRAINING AND VERIFICATION OF EXPERIENCE**

**Student Training**

Must be completed and signed by your instructor or the school director and notarized.  
This portion may be completed and submitted in place of the Student Record Form or Certificate of Completion

Name of School		Course of Study	
Street Address		Number of Course Hours Completed	
City	State	Zip Code	School Identification Number
Dates of Attendance			Notary or School Seal in this section.
From: _____ To: _____			
Affidavit of Director or Instructor			
<p>I do hereby affirm under penalty of perjury that the applicant has successfully completed the course of study in a Cosmetology School approved by the Maryland Higher Education Commission or the Maryland State Department of Education for the number of hours and the duration of training as indicated above.</p> <p>Name of Director or Instructor: _____</p> <p style="text-align: center;">Printed</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> <p>License number: _____ Date: _____</p>			

**Apprentice Training Certification**

Must be completed and signed by the licensed supervisor

Affidavit of Licensed Supervisor	
I do hereby affirm under penalty of perjury that the applicant has been in training under my supervision in a licensed salon for the period of time indicated below, to which I have affixed my signature and license number..	
Name of Salon	Permit Number
Street Address	Phone Number
City	State
Zip Code	Dates of Training
From: _____ To: _____	
Printed Name of Licensed Supervisor	
Signature of Licensed Supervisor	License Number

### Senior Cosmetologist Experience Verification

*Must be completed and signed by the owner or licensed supervisor of each salon or shop employing the applicant.*

#### Affidavit of Owner or Licensed Supervisor

I do hereby affirm under penalty of perjury that the applicant has been in training under my supervision in a licensed salon for the period of time indicated below, to which I have affixed my signature and license number..

Name of Salon/Shop	Permit Number
Street Address	Phone Number
City <span style="float: right;">State <span style="float: right;">Zip Code</span></span>	Dates of Training From: <span style="float: right;">To:</span>
Printed Name of Owner or Licensed Supervisor	
Signature of Owner or Licensed Supervisor	License Number

### Cosmetology Student Training - 1380 Hours Only

*To take the theory examination, complete Portion One - General Information and submit with this form.*

#### Student Training

*Must be completed and signed by your instructor or the school director and notarized.*

*This portion may be completed and submitted in place of the Student Record Form or Certificate of Completion*

Name of School	Course of Study	
Street Address	Number of Course Hours Completed	
City <span style="float: right;">State <span style="float: right;">Zip Code</span></span>	School Identification Number	
Dates of Attendance From: <span style="float: right;">To:</span>	Notary or School Seal in this section.	
Affidavit of Director or Instructor  I do hereby affirm under penalty of perjury that the applicant has successfully completed the course of study in a Cosmetology School approved by the Maryland Higher Education Commission or the Maryland State Department of Education for the number of hours and the duration of training as indicated above.		
Name of Director or Instructor: _____ <div style="text-align: center;">Printed</div> _____ <div style="text-align: center;">Signature</div> License number: _____ Date: _____		



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates 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 or Email to PSI at examschedule@psionline.com.

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: Social Security or ID#:

Legal Name: Last Name First Name

Address: Street Citv. State. Zip Code

Telephone: Home Work

Email Address:

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

- Reader (as accommodation for visual impairment or learning disability)
Extended time (Additional time requested: )
Large-print written examination
Other

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121