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**DEPARTMENT OF REGULATORY AGENCIES (DORA)
 COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE**



COLORADO
 Department of
 Regulatory Agencies

Division of Professions and Occupations

**CANDIDATE INFORMATION
 BULLETIN
 NAIL TECHNICIAN**

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

COLORADO EXAMINATION PROCEDURE CHECKLIST

*****Effective August 2, 2019, applicants for barber, cosmetologist, esthetician, hairstylist, and nail technician licenses by examination can substitute work experience obtained in a foreign country for the required contact hours, using a ratio of three months of experience for every one hundred contact hours. The hours required for disinfection, cleaning, safe work practices, and review of laws and rules are not eligible for substitution. The new law allows the Division of Professions and Occupations in the Department of Regulatory Agencies (DORA) to promulgate rules to determine how applicants provide proof and attestation of foreign work experience with the application for examination. [HB19-1290 Barber / Cos Foreign Equivalency](#)**

Before registering for an examination, make sure that you have reviewed the following checklist.

Become eligible to take the examination:

STEP 1: Complete the *Licensure by Examination Application* either online at co.cos.brighttrac.com or by printing the paper application. NOTE: The on-line system allows for the uploading of documents such as the Record of Completion, the affidavit of Eligibility Form and any supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card.

Mail the completed application, including all required documents, and the \$28 application fee to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034
www.psiexams.com
cocos@psionline.com
co.cos.brighttrac.com
(855) 229-9302

- Within 48 business hours of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the Practical examination.
- You must pass the Practical examination before you can pay the fee and schedule the Written examination.
- You have one (1) year from the date of passing the practical examination to complete and pass the theory examination without needing to take the practical examination again.
- If you fail the examination, you may retest an unlimited number of times during the one (1) year eligibility period. However, you must wait fourteen (14) days between attempts for the practical and thirty (30) days for the theory examinations.
- Applications are valid for one (1) year and must be renewed with a new application fee if you have failed to pass both portions of the examination since the submission and retake the entire examination including any previously passed parts.

NOTE: All fees are **non-refundable** and **non-transferable**.

STEP 2: Take the examinations:

- Bring two forms of identification (I.D.), which bear the signature. One of these forms of I.D. must also have the photograph. The forms of identification will be required each time you appear to take an examination.
 - The name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site(s).
- Arrive 30 minutes prior to appointment time.

STEP 3: Upon passing both examinations:

- If you answered “NO” to all screening questions in Section 3 of the *Licensure by Examination Application*, and have never worked in Colorado as a nail technician, you will immediately receive a successful notification containing a wall license as well as a photo-bearing pocket card.
- If you answered “Yes” to one or more of the screening questions in Section 3 of the *Licensure by Examination Application*, and or have previously worked in Colorado as a nail technician, approval from the Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the wall license and photo-bearing pocket card.



EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides information about the examination and application process for becoming licensed nail technicians in the State of Colorado.

The Department of Regulatory Agencies (DORA), Colorado Office of Barber and Cosmetology Licensure has contracted with PSI Services LLC (PSI) to conduct its examinations. PSI works closely with the State to be certain that examinations meet state and national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

Complete the *Licensure by Examination Application* either online at co.cos.brighttrac.com or by printing the paper application. NOTE: The on-line system allows for the uploading of documents such as the Record of Completion, affidavit of Eligibility Form, and any supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card.

Mail the completed application, including all required documents, and the \$28 application fee to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034
www.psiexams.com
cocos@psionline.com
co.cos.brighttrac.com
(855) 229-9302

- If the application was filed on-line, it is not necessary to also submit a paper application.
- Within 48 business hours of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the Practical examination.
- You must pass the Practical examination before you can pay the fee and schedule the Written examination.
- You have 1 year, from the application approval date, to pass both the practical and written examination.
- If you fail the examination, you may retest an unlimited number of times during the one (1) year eligibility period. However, you must wait fourteen (14) days between attempts for the practical and thirty (30) days for the theory examinations.
- After 1 year, the application will expire, and you will be required to resubmit the application and the application fee as well as re-exam for all portions of the examinations including any previously passed parts.

LAWFUL PRESENCE REQUIREMENT

House Bill (HB) 06S-1009 requires that the Department of Regulatory Agencies (DORA) only issue or renew a license if the individual is lawfully present in the United States. The

law requires individuals prove their identity with **secure and verifiable** documents.

For candidates filling out an application, the **Affidavit of Eligibility** found in the Candidate Application will be required to be completed and submitted with the application. Along with the Affidavit of Eligibility form, candidates will be required to submit information from one of the following secure and verifiable documents:

- Valid Colorado Driver License, Colorado Driver Permit or Colorado Identification Card,(A current Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card is permitted).
- A valid Out-of-state issued photo Driver's License or photo identification card, photo driver's permit
- Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.
- Valid I-551 Resident Alien or Permanent Resident card.
- Valid foreign passport accompanied by an "I-94" indicating a specific future "until" date.
- Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian Driver's License or valid Canadian Identification card.
- Valid Temporary Resident Card.
- Valid I-94 with refugee/asylum stamp.
- Valid 1688B or 1766 Employment Authorization Card.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo (US or Canadian).
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.
- Passport issued by the U.S. Government with one of the following documents: Social Security card; marriage, divorce or separation certificate or decree; or a Colorado or Federal tax return.
- Colorado Department of Corrections Inmate Identification Card with a Social Security card issued by the United States Government.

UNACCEPTABLE DOCUMENTATION:

- Border crosser or U.S.A. B1/B2 Visa/BCC cards
- Non-US passport

EXAMINATION FEES AND SCHEDULING PROCEDURES

EXAMINATION FEES

Practical Examination	\$69
Written Examination	\$55
Practical Examination (Retake)	\$67
Written Examination (Retake)	\$52

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



INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, it is recommended that candidates register for the exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Candidates will need to Log onto PSI's website and create an account. Email address and first and last name are required. The information provided must match exactly with the information PSI has on file. For candidates that may have registered before, **check the box next to "Check here to attempt to locate existing records for you in the system"**.
- Candidates will be asked to select the examination and enter their PSI ID# which is included in the authorization to test email that is sent by PSI once the application is determined to be complete. The record will be found, and the candidate will now be ready to pay and schedule for the exam. Candidates will enter their zip code and a list of the testing sites closest to the zip code entered will appear. The candidate will select the desired test site and available dates will appear. For issues with scheduling contact PSI at (800) 733-9267 for help.

TELEPHONE SCHEDULING

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 5:30 am and 8:00 pm, or Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time.

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

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received a minimum of 2 calendar 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 reschedule online at www.psiexams.com or call PSI at (800) 733-9267.

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

MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 calendar days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination. See page 5 for specific requirements.

EXAMINATION ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations may be made in meeting a candidate's testing needs. Candidates with disabilities or those who require reasonable and appropriate exam accommodations are not guaranteed improved performance or test completion.

Exam accommodations are individualized and considered on a case-by-case basis. All candidates who need an exam accommodation must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests (written examination only).

ENGLISH AS A SECOND LANGUAGE

Upon receipt of an original letter from your English instructor (on letterhead), certifying that English is not your primary language, a candidate will be granted time and one-half to complete the written examination or an additional 30 minutes to complete the practical portion of the examination. To request this time consideration, please use the "English as a Second Language Test Request" form at the end of this Bulletin. Candidates may bring a word-for-word translation dictionary to the test site. If the dictionary has definitions in it, it will be disqualified.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

Denver (Centennial) (Written Only)

12200 E. Briarwood Ave, Suite 270
Centennial, CO 80112

EXIT I-25 AT ARAPAHOE ROAD. HEAD EAST ON ARAPAHOE (AWAY FROM THE MOUNTAINS) TO PEORIA (5 TRAFFIC LIGHTS). TURN RIGHT ON PEORIA AND LEFT ON BRIARWOOD.

Denver (Wheat Ridge) (Practical and Written)

4891 Independence St., Ste 220
Wheat Ridge, CO 80033

FROM I-70 W MERGE ONTO KIPLING ST/CO-391 N. TURN RIGHT ONTO W 49TH AVE. TAKE THE 1ST RIGHT ONTO INDEPENDENCE ST.



Pueblo (Written only)

803 West 4th Street, #803S

Pueblo, CO 81003

FROM I-25 SOUTH, TAKE CITY CENTER DRIVE EXIT (EXIT 98B/CO96). TURN LEFT ONTO CITY CENTER DRIVE. TURN RIGHT ONTO N SANTA FE AVE. TURN LEFT ONTO W 4TH STREET, STAY ON 4TH ST. AFTER YOU PASS WEST ST, THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE MISSION. THE OFFICE COMPLEX ENTRY DOOR IS NEXT TO A LARGE USPS MAIL BOX.

FROM I-25 NORTH, TAKE THE 6TH ST EXIT, THIS EXIT TURNS INTO 6TH ST. TURN LEFT ONTO N SANTA FE AVE. TURN RIGHT ONTO W 4TH STREET, STAY ON 4TH ST. AFTER YOU PASS WEST ST THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE MISSION. THE OFFICE COMPLEX ENTRY DOOR IS NEXT TO A LARGE USPS MAIL BOX.

Fort Collins (Practical and Written)

3000 S. College Ave, Suite 206

Fort Collins, CO 80525

FROM I-25N TOWARDS FORT COLLINS, TAKE THE HARMONY ROAD EXIT. TURN LEFT ONTO CO-68/COUNTY HWY-38/E HARMONY RD. TURN RIGHT ONTO S COLLEGE AVE/US-287 N. GO RIGHT ON SWALLOW AND ENTER THE SECOND DRIVEWAY ON THE LEFT. THE TEST CENTER IS IN THE SECOND BUILDING. PARKING IS AT THE BACK OF THE BUILDING.

Colorado Springs (Practical and Written)

5050 Edison Avenue, #121

Colorado Springs, CO 80915

DRIVING DIRECTIONS COMING FROM DENVER, COLORADO (NORTH OF COLORADO SPRINGS) TAKE I-25 S / US-87 S TOWARD COLO SPGS. MERGE ONTO N ACADEMY BLVD VIA EXIT 150 TOWARD CO-83. STAY STRAIGHT TO GO ONTO N ACADEMY BLVD/CO-83 S. TURN LEFT TO TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRING.

DRIVING FROM WOODLAND PARK, COLORADO (WEST OF COLORADO SPRINGS), START OUT GOING EAST ON US-24 E TOWARD N PINE ST. MERGE ONTO I-25 S / US-24 E. MERGE ONTO US-24 E VIA EXIT 139 TOWARD LIMON / AIRPORT. TURN LEFT ONTO S ACADEMY BLVD / CO-83 N. TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRINGS.

DRIVING DIRECTIONS FROM PUEBLO, COLORADO (SOUTH OF COLORADO SPRINGS), START OUT GOING NORTH ON I-25 N / US-87 N / US-85 N. TAKE THE CO-83 / ACADEMY BLVD EXIT- EXIT 135. MERGE ONTO S ACADEMY BLVD / CO-83 N TOWARD AIRPORT. TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRINGS.

DRIVING DIRECTIONS FROM LIMON, COLORADO (EAST OF COLORADO SPRINGS), PROCEED ON US-24 W. STAY STRAIGHT TO GO ONTO E PLATTE AVE / US-24 BL W. TURN RIGHT ONTO BABCOCK RD. TURN LEFT ONTO EDISON ST. END AT COLORADO SPRINGS.

Grand Junction (Practical and Written)

743 Horizon Court, #203

Grand Junction, CO 81506

FROM I-70 WEST TURN RIGHT ONTO HORIZON DRIVE EXIT, #31. GO FOR 0.3 MILES TURN RIGHT ONTO HORIZON CT.

FROM I-70 EAST TURN LEFT ONTO HORIZON DRIVE EXIT, #31 AND TURN RIGHT ONTO HORIZON CT.

FROM US-50 TURN RIGHT ON 32 RD. GO FOR APPROXIMATELY 5 MILES. TURN RIGHT ONTO I-70 BUSINESS LOOP. CONTINUE ON I-70 BUSINESS LOOP UNTIL IT MERGES WITH US I-70. TAKE US I-70 WEST TOWARDS GREENRIVER. TAKE THE HORIZON DRIVE EXIT #31. TURN RIGHT ONTO HORIZON DR AND RIGHT ONTO HORIZON CT. THE SITE IS THE LAST BUILDING ON YOUR RIGHT. THE DOOR ON THE EAST SIDE OF THE BUILDING IS THE ENTRANCE TO USE.

Durango (Practical and Written)

799 East 3rd Street, Suite 3

Durango, CO 81301

FROM HWY 550: TURN EAST ON COLLEGE DRIVE. GO STRAIGHT THEN TURN RIGHT ON EAST 8TH AVENUE. FOLLOW UNTIL EAST 3RD STREET. PSI TESTING IS ON THE RIGHT IN SUITE 3.

For testing facilities in other states please visit our website at www.psiexams.com.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by submitting the out-of-state request form found in the back of this Bulletin.

The Practical examination must be taken in Colorado.

REPORTING TO THE EXAMINATION SITE

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

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license. If the driver's license has a notice above the picture: "NOT VALID FOR", it will not be accepted
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card

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

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.



- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the

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

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

NAIL TECHNICIAN COSMETOLOGY PRACTICAL PORTION

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

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

- One mannequin head and/or one mannequin hand for all exam services.
- The mannequin hand must have artificial nails serving as foundation nail beds with free edges not more than ½ inch in length. In addition, one finger must be polished.
- It is NOT necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- 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.
- An evaluator 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 patron 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 the 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. 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.
- Candidate Information Bulletins, 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 a bag for any particular 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.
- 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.

SUPPLIES AND EQUIPMENT

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. **All items requiring labeling NEED to be labeled in ENGLISH.**

PRE EXAM SET UP

(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 as trash)
- Blood Spill/ First aid kit

BASIC MANICURE

- Hand sanitizer (Labeled: Hand sanitizer)
- Manicure bowl
- Water
- Emery boards and nail files
- Mock Cuticle remover
- Spatulas
- Cotton-tipped orangewood sticks or cuticle pusher
- Manicure brush
- Towel

POLISH APPLICATION

- Polish remover
- Base coat
- Dark polish
- Top coat

NAIL ENHANCEMENTS

NAIL TIPAPPLICATION

- Hand Sanitizer (Labeled: Hand sanitizer)
- Cotton-tipped orangewood sticks or cuticle pushers
- Tip cutter
- Nail tips
- Files or emery boards
- Manicure brush
- Buffers
- Nail dehydrator/cleanser
- Nail glue

ACRYLIC FORM OR NATURAL OVERLAY WITH TIP

- Hand Sanitizer (Labeled: Hand sanitizer)
- Cuticle pusher or cotton-tipped orangewood sticks
- Nail tips
- Files or emery boards
- Buffers
- Manicure brush
- Nail forms
- Nail dehydrator/cleanser

- Primer
- Acrylic Powder
- Odorless monomer (If monomer is not odorless, the candidate will not be permitted to use the product)
- Nail glue
- Acrylic nail brush
- Tip cutter

NAIL

- I. Infection Control & Safety
- II. Basic Manicure
- III. Polish Application & Removal
- IV. Artificial Enhancements

SUMMARY OF NAIL TECHNICIAN PRACTICAL SKILLS

- Acrylic Nail Application Using a Form
- Acrylic Nail Overlay on Natural Nail
- Acrylic Nail Overlay on Tip Just applied
- End of Exam Disinfection
- Manicure Service
- Nail tip Application on one Nail
- Pre-Exam set up and Disinfection

The following information will be used by evaluators to grade your performance during the Practical Portion:

All procedure criteria **MUST** be performed in the order listed and demonstrated on a mannequin for candidate to receive points for the tasks. It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Please step back and raise your hand at the end of each section indicating completion.

Acrylic Nail Application on One Nail Using a Form

Time Allowed: 15 minutes

Complete the preparation necessary for applying an acrylic nail and apply one acrylic nail to any finger on the Mannequin hand.

Procedure Criteria

1. Sanitizes/cleans hands and mannequin hand
2. Buffs natural nail with abrasive to remove shine
3. Gently pushes back cuticle
4. Applies nail dehydrator
5. Positions nail form to fit snugly under free edge
6. Applies primer to natural nail surface
7. Place bead of product on nail form where free edge joins the nail to extend the free edge
8. Defines shape and length of free edge
9. Places second bead of product in center of nail and shape
10. Places smaller bead of product near base of nail
11. Ensures acrylic material is smooth and even
12. Shapes free edge with abrasive
13. Bevells, shapes, and refines the nail to a smooth finish
14. Buffs top of acrylic nail to shine
15. Cleans nail to remove debris and dust



Safety Criteria

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

Acrylic Nail Overlay on Natural Nail/ Acrylic Nail Overlay on Tip just applied

Time Allowed: 15 Minutes

Procedure Criteria

1. Sanitizes/cleans hands and mannequin hand
2. Applies primer to natural nail surface
3. Selects nail tip that fits natural nail
 - A. Applies adhesive to the well of the tip
 - B. Slides on tip to align against free edge
 - C. Blends tip into natural nail plate
4. Places bead of product at the free edge
5. Places second bead of product in center of nail and shape
6. Places smaller bead of product near base of nail
7. Ensures acrylic material is smooth and even
8. Bevels shapes and refines the nail to a smooth finish
9. Buffs top of acrylic nail to shine

Safety Criteria

1. Dispose of waste material using trash bag
2. Ensures area/workstation remains sanitary
3. Implements and supplies are clean and bags are labeled as pre sanitized in English only
4. Replaces contaminated items
5. Kit remains closed

Nail tip Application on one Nail

Time Allowed: 10 Minutes

Procedure Criteria

1. Sanitizes/cleans hands and mannequin hand
2. Gently pushes back cuticle
3. Buffs natural nail gently to remove shine
4. Selects nail tip that fits natural nail
5. Applies nail dehydrator/cleanser
6. Applies adhesive to well of tip
7. Slides on tip to align against free edge
8. Trims nail tip
9. Blends tip into natural nail plate
10. Bevels tip

Safety Criteria

1. Dispose of waste material using trash bag
2. Ensures area/workstation remains sanitary
3. Implements and supplies are clean and bags are labeled as pre sanitized in English only
4. Replaces contaminated items
5. Kit remains closed
6. Ensures all containers remain closed when not in use
7. Avoids cross contamination

End of Exam Disinfection

Time Allowed: 10 minutes

Safety Criteria

1. Removes cape
2. Disposes of used towel(s), cape(s), neckstrips(s), and glove(s)
3. Disinfects work surfaces
4. Sanitizes/cleans hand using hand sanitizer
5. Removes all supplies, materials, and personal belongings

Manicure Service

Time Allowed: 15 minutes

Perform a basic manicure on five fingers.

Procedure Criteria

1. Sanitizes/cleans hands
2. Removes polish from one finger nail
3. Files from outside edges to centers
4. Immerses mannequin hand in finger bowl
5. Applies cuticle remover to cuticle of all 5 nails
6. Gently pushes back cuticles
7. Cleans under free edges of nails
8. Massages fingers and hand with lotion/cream
9. Removes oil from nail plates with alcohol/polish remover
10. Applies base coat on all five finger nails
11. Applies two coats of polish smoothly and evenly on all five finger nails
12. Applies top coat on all five finger nails
13. Removes all traces of polish from cuticles if necessary.

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures work area remains sanitary
3. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed

Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria

1. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
2. Disposes of waste material using trash bag
3. Sanitizes/cleans work surfaces with EPA-approved disinfectants
4. Ensures all containers remain closed when not in use
5. Kit remains closed
6. Avoids cross contamination

TAKING THE WRITTEN EXAMINATION (COMPUTER BASED)

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

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

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

EXAMINATION REVIEW

PSI, in cooperation with DORA, are consistently evaluating the examinations to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Examination results are provided to you immediately following completion of the examination. You must score at least 70 percent to pass the examination. The following summary describes the score reporting process:

- If you answered “NO” to all screening questions in Section 3 of the *Licensure by Examination Application*, and have never worked in Colorado as a nail technician, you will immediately receive a successful notification, photo-bearing pocket card
- If you answered “Yes” to one or more of the screening questions in Section 3 of the *Licensure by Examination Application*, or have previously worked in Colorado as a nail technician, approval from the Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the photo-bearing pocket card.
- If you **do not pass**, you will immediately receive an unsuccessful score report including the diagnostics indicating your strengths and weaknesses by examination type.

DUPLICATE SCORE REPORTS

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

NAIL TECHNICIAN WRITTEN PORTION

The written examination will consist of multiple choice questions and “pretest” questions. (Pretest questions are questions on which information is being collected for use in making future exams. Your answers to pretest questions do not affect your score. (Pretest questions are mixed in with the scored questions and are not identified.) You will have 1 hour and 40 minutes to take this examination.

REFERENCE MATERIALS

The answers to all questions are consistent with the reference materials listed below. Candidates should be familiar with the following:

LAWS, RULES AND POLICIES

- Barber and Cosmetologist Act Title 12, Professions and Occupations Article 105, Barbers and Cosmetologists, Effective October 1, 2019
- Department of Regulatory Agencies (DORA) Barber and Cosmetology Licensure Rules 4 CCR 731-1, February 14, 2018

TEXTBOOKS

Nail Technician

- Milady’s Standard Nail Technology, 2011. Cengage Learning, <http://Milady.cengage.com>
- Milady’s Standard Nail Technology, 2015. Cengage Learning, <http://Milady.cengage.com>
- Milady’s Standard Cosmetology, 2016. Cengage Learning, <http://Milady.cengage.com>



- Salon Fundamentals: Nails, 2007. Pivot Point International, Inc.

PREPARATION TIPS FOR THE WRITTEN EXAMINATION

The following suggestions will help you prepare for the examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as your starting point.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- 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.

REINSTATEMENT

If your license has expired, you must contact the Office of Barber and Cosmetology Licensure to obtain the application for reinstatement.

**DEPARTMENT OF REGULATORY AGENCIES (DORA)
COLORADO OFFICE OF BARBER AND COSMETOLOGY
LICENSURE**

1560 Broadway, Suite 1350 * Denver, CO 80202

Phone: (303) 894-7800 * Fax: (303) 894-7693

www.dora.colorado.gov/professions/barbers

www.dora.colorado.gov/professions/cosmetology



Colorado Nail Technician Written Exam Content Outline
85 Questions (includes 70 scored and 15 "pretest" Items)

- 1 Safety, Cleaning, and Disinfection 30%**
 - 1.A Safe working conditions and practices
 - 1.A.1 Environment
 - 1.A.2 Protective coverings
 - 1.A.3 Water temperature
 - 1.A.5 Chemical labeling and storage
 - 1.A.6 Safety Data Sheet (SDS)
 - 1.A.7 Prohibited materials
 - 1.B Safety Agencies
 - 1.B.1 Occupational Safety and Health Agency (OSHA)
 - 1.B.2 Food and Drug Administration (FDA)
 - 1.B.3 Environmental Protection Agency (EPA)
 - 1.C Infection control
 - 1.C.1 Infectious diseases and pathogens
 - 1.C.2 Cleaning and disinfection
 - 1.C.2.a Cleansers and disinfectants
 - 1.C.2.b Procedures for tools, equipment, and work surfaces
 - 1.C.2.c Cleaning and disinfection of pedicure tub
 - 1.C.3 Storage of tools and equipments
 - 1.C.4 Single and multiuse items
 - 1.C.5 Prevention of cross-contamination
 - 1.D Standard Precautions for exposure incidents
 - 1.D.1 Procedures
 - 1.D.2 First aid kit
 - 1.D.3 Blood-spill disinfection and disposal
 - 1.E Adverse or allergic reaction
 - 1.E.1 Signs and symptoms
 - 1.E.2 Corrective action

- 2 Client Consultation and Professional Conduct 8%**
 - 2.A Scope of license
 - 2.B Client consultation
 - 2.B.1 Intake form
 - 2.B.2 Contraindications
 - 2.C Record keeping
 - 2.D Professional ethics
 - 2.E Personal hygiene

- 3 Nail Structure and Physiology 15%**
 - 3.A Nail structure
 - 3.B Nail conditions and disorders

- 4 Basic Manicure and Pedicure 20%**
 - 4.A Products
 - 4.B Procedures
 - 4.B.1 Preparing hands and feet for services
 - 4.B.2 Grooming nails and cuticles
 - 4.B.3 Removal of callused skin from feet
 - 4.B.4 Natural nail repair
 - 4.B.5 Buffing, shaping, and polishing

Colorado Nail Technician Written Exam Content Outline

- 4.C Tools and equipment
- 4.D Hand and foot massage

- 5 Artificial Nail Enhancements 20%**
 - 5.A Application and removal procedures
 - 5.A.1 Nail tips
 - 5.A.2 Gels and acrylics
 - 5.B Tools, equipment, and products
 - 5.C Maintenance

- 6 Hair Removal by Waxing - Advance Service 7%**
 - 6.A Scope of Advanced Service
 - 6.B Application and removal
 - 6.C Types of wax
 - 6.D Temperature precautions



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

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

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

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



Candidates who do not speak English as their primary language may apply for extra time to complete their examinations. Candidates who must submit a letter from their English instructors (on letterhead stationery) certifying that English is not their primary language.

Date: _____ Last 4 digits of SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

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

Email Address: _____@_____

Colorado Barber & Cosmetology Program- English as a Second Language accommodation requested for:

- Practical Examination (candidate is granted an additional 30 minutes to take the exam)
- Written Examination (candidate is granted time and one half to take the exam, for example 3 hours instead of 2 hours)

Please submit this form along with your complete application and fees either on-line or by mailing to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034
cocos@psionline.com

Within 7 days of receipt, 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.

PSI Services LLC
PO Box 887
Wheat Ridge, CO 80034