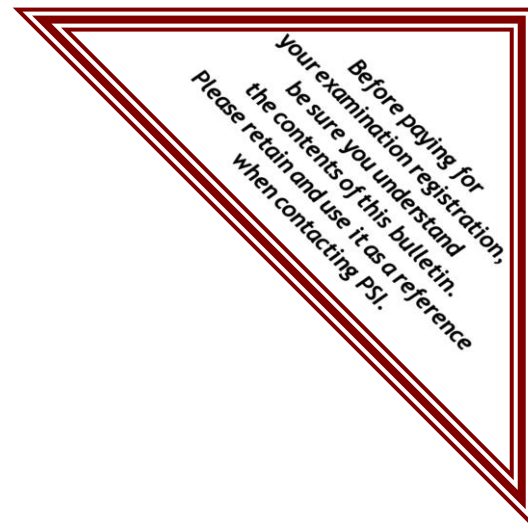




**PSI Services LLC**

3210 E Tropicana  
Las Vegas, NV 89121  
Phone: (800) 733-9267  
Fax: (702) 932-2666  
E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)  
[www.psiexams.com](http://www.psiexams.com)



**INDIANA STATE BOARD OF  
COSMETOLOGY AND BARBER EXAMINERS  
CANDIDATE INFORMATION BULLETIN FOR THE  
WRITTEN EXAMINATIONS**



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

## ABOUT PSI

This Candidate Information Bulletin provides you with information about the examination process for a cosmetologist, manicurist, esthetician, electrologist, instructor, or barber license in the State of Indiana.

The Indiana State Board of Cosmetology and Barber Examiners have contracted with PSI to conduct examinations. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

For more information on licensure please contact:

Indiana State Board of Cosmetology and Barber Examiners  
402 W. Washington Street  
Room W072  
Indianapolis, IN 46204  
Phone: (317) 234-3031  
Email: [pla12@pla.IN.gov](mailto:pla12@pla.IN.gov)  
Website: <http://www.in.gov/pla/cosmo.htm>

## APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take an examination. Your education provider will provide your information, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to PSI, please go to [www.psiexams.com](http://www.psiexams.com) or call 1-800-733-9267 to pay for and schedule your examination. Note, if PSI does not have your record, please contact your education provider.

Your eligibility is valid for one year. If you fail, you may retest unlimited during the one year eligibility period. If you do not pass within the one year period, you will need to go back to your education provider to get your eligibility file resubmitted to PSI.

## EXAMINATION PAYING AND SCHEDULING

Once you have received the email confirmation of your eligibility, it is your responsibility to contact PSI to pay and schedule for the examination.

Examination	Examination Fee
Cosmetologist	\$52
Manicurist	\$52
Esthetician	\$52
Electrologist	\$52
Instructor	\$52
Barber	\$44

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

### ONLINE ([www.psiexams.com](http://www.psiexams.com))

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Web site at [www.psiexams.com](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 from your education provider. 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 exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

### TELEPHONE

Call (800) 733-9267, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call 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 register 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 reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

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

### MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

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



## EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Candidates who wish to request exam accommodations because of a disability **must first receive the notice of eligibility** for the exam. After you have received notice, fax the Exam Accommodation Request form (found at the end of this bulletin) and supporting documentation to PSI at (702) 932-2666.

### EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

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

### EXAMINATION REVIEW

PSI, in cooperation with the 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. Your comments regarding the questions and the examinations are welcomed.

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.

## **EXAMINATION SITE LOCATIONS FOR WRITTEN EXAMINATION**

Anderson - Ivy Tech Community College  
104 W 53rd St, Room 102  
Anderson, IN 46013

Chicago - PSI  
332 S. Michigan Avenue, Suite 410  
Chicago, IL 60604

Evansville - Ivy Tech Community College  
3401 N First Avenue  
Evansville, IN 47710

Fort Wayne - Ivy Tech Community College  
3701 Dean Drive- North Campus  
Harshman Hall Room 0126  
Fort Wayne, IN 46805

Goshen - New Horizons Aviation Inc  
17229 County Rd 42  
Goshen Municipal Airport  
Goshen, IN 46526

Indianapolis - PSI  
9302 N. Meridian St, Suite 194  
Indianapolis, IN 46260

Indianapolis - Ivy Tech Community College  
9301 E 59th St-Rm 152  
Indianapolis, IN 46216

Lafayette - Ivy Tech Community College  
3101 S Creasy Lane  
Lafayette, IN 47906

Lafayette - Ivy Tech Community College  
3101 S Creasy Lane, Ivy Hall Building Rm 1135  
Lafayette, IN 47906

Muncie - Ivy Tech Community College  
4301 South Cowan Rd Room 520  
Muncie, IN 47302

Richmond - Ivy Tech Community College  
2357 Chester Blvd  
McDaniel Hall, Rm 1128  
Richmond, IN 47374

South Bend - Ivy Tech Community College  
250 E. Sample Street  
South Bend, IN 46601

Terre Haute - Ivy Tech Community College  
1700 E Industrial Drive  
Terre Haute, IN 47802

Valparaiso - Ivy Tech Community College  
3100 Ivy Tech Drive  
Valparaiso, IN 46383

## **REPORTING TO THE EXAMINATION SITE**

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

### REQUIRED IDENTIFICATION

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

#### **PRIMARY IDENTIFICATION (with photo) - Choose One**

- State issued driver's license
- State issued identification card



- Government issued passport (including all countries)
- Government issued military identification card (including all countries)
- Government issued Alien Registration Card (including all countries)
- Canadian government issued identification card (including all countries)
- Student ID  
NOTE: ID must contain candidate's photo, be valid and unexpired.

#### SECONDARY IDENTIFICATION - Choose One

- Credit card (must be signed)
- Social Security card
- US government issued birth certificate with raised seal  
NOTE: Student ID without a photo and employment ID are **NOT** acceptable forms of identification.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

*Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination at that time.*

#### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, 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

The examination will be administered via computer. You will be using a mouse and computer keyboard.

#### IDENTIFICATION SCREEN

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

#### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.



### TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

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

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

### SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

### 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.

### EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the “Examination Content Outlines”, a small number (5 to 10) of “experimental” questions may be administered to candidates during the examinations. These questions will not be scored. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

## **WRITTEN EXAMINATION CONTENT OUTLINES**

For written examination questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com).

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in cosmetology practice, instruction, and regulatory issues. The examination content outlines identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

Examination	Languages Available
Cosmetologist	English, Spanish, Vietnamese, Simplified Chinese
Manicurist	English, Spanish, Vietnamese, Simplified Chinese
Esthetician	English, Spanish, Vietnamese, Simplified Chinese
Electrologist	English
Instructor	English, Spanish
Barber	English, Spanish

### **CONTENT OUTLINE – COSMETOLOGIST**

100 General Items, 10 State Items; 10 Experimental Items  
120 Minutes - 75% Correct to Pass

#### **I. Rules, Regulations and Safety (30%)**

##### A. Safety

##### 1. Draping

- a. Sanitation
- b. Procedures

##### 2. Prevention of salon accidents

- a. Maintaining safe working conditions
- b. Labeling
- c. Storing chemical products
- d. Safety Data Sheets (SDS)
- e. Thermal appliances

##### 3. First aid/OSHA

- a. Handling blood-contaminated tools
- b. Disposing of blood-contaminated objects

##### B. Sanitation, disinfection and sterilization

##### 1. Personal hygiene



2. Sanitation and disinfection of implements and tools
3. Single use items
4. Dispensing products
5. Prevention of infectious disease/referral
6. Cleaning and disinfecting work surfaces
C. Client contact
1. Ethics
2. Communication
3. Record keeping
D. License Requirements
<b>II. Trichology (4%)</b>
A. Structure of hair
B. Hair type
1. Pigment
2. Wave pattern/follicle formation
3. Texture
4. Density
5. Porosity
6. Elasticity
C. Hair growth phases
D. Diseases and Disorders of the Hair
<b>III. Shampoo / Scalp Analysis (4%)</b>
A. Purpose and chemistry of shampoos and conditioners
B. Scalp conditioning services
C. Procedure
D. Scalp massage
E. Scalp analysis/Disorders and diseases of scalp
F. Procedures for clients with special needs
<b>IV. Styling (5%)</b>
A. Determination of appropriate hair style
1. Hair texture and types
2. Hair condition
3. Hair length
4. Face shape
B. Hair design techniques
1. Wet styling
2. Comb out
3. Blow-dry styling
C. Thermal styling
1. Special considerations
2. Tools
3. Procedures
D. Artificial hair
E. Products and styling aids
<b>V. Haircutting (8%)</b>

A. Shaping and cutting
B. Determination of appropriate style
1. Length, structure, and conditions
2. Establishing guideline
C. Blunt/one-length, graduated, and layered hair-cuts
1. Elevation
D. Thinning/texturizing
E. Using a razor
F. Using clippers
G. Using scissors/shears
<b>VI. Hair Color, Bleaching/Lightening, and Tinting (23%)</b>
A. Scalp and hair conditions that preclude coloring, bleaching/lightening, or tinting services
B. Effects of hair structure and natural hair color on tone and intensity of outcome
C. Preparing hair to receive coloring, bleaching/lightening, or tinting services
D. Products
E. Tools, implements, and materials
F. Mixing
G. Application, processing, and removal
H. Highlighting techniques
I. Determining color level and tone
J. Corrective color
K. Color-specific safety
L. Special procedures - Color theory
1. Overprocessed or damaged hair
2. Hair with metallic dyes, compound dyes, and minerals
3. Patch test and strand test
<b>VII. Permanent Waving (8%)</b>
A. Scalp and hair conditions that preclude permanent waving services
B. Effects of hair structure and condition on desired outcome
C. Preparation
D. Products
E. Tools, implements, and materials
F. Applying, processing, and removing products
G. Techniques of wrapping hair with rods and other tools
H. Special Procedures
1. Over processed or damaged hair
2. Hair with metallic dyes, compound dyes, and minerals
<b>VIII. Chemical Straightening and Relaxing (8%)</b>
A. Scalp and hair conditions that preclude chemical straightening and relaxing services
B. Effects of hair structure on desired outcome

C. Preparation
D. Products
E. Tools, implements, and procedures
F. Applying, processing, and removing products for chemical straightening and relaxing
G. Curl reformation/soft curl perm
H. Special procedures
1. Overprocessed or damaged hair
2. Hair with metallic dyes, compound dyes, and minerals
3. Strand test
<b>IX. Esthetics (5%)</b>
A. Skin conditions that preclude esthetic services
B. Skin conditions that benefit from esthetic services
C. Skin diseases and disorders
D. Special procedures for skin services on sensitive, acne-prone, or aging skin
E. Preparation
F. Tools, implements, and materials
G. Facial services
1. Purpose and procedures
2. Types of products
3. Applying and removing products
4. Using electric skin devices and equipment
5. Extractions
H. Massage manipulations
I. Makeup application
1. Procedures
2. Products
3. Removal
4. Corrective makeup
5. Color theory
J. Hair removal
1. Waxing and other depilatory techniques
2. Tweezing
<b>X. Nails (5%)</b>
A. Nail structure
B. Recognizing nail disorders and diseases
C. Clients' health conditions that preclude service
D. Massage
E. Manicure/Pedicure
1. Products
2. Procedures
3. Tools, implements, and materials
F. Applying, maintaining, and removing nail enhancements/artificial nails

## CONTENT OUTLINE – NAIL TECHNICIAN (MANICURIST)

50 General Items, 10 State Items; 10 Experimental Items

90 Minutes - 75% Correct to Pass

### I. Rules, Regulations and Safety (35%)

#### A. Safety

##### 1. Preparation

###### a. Sanitation

###### b. Procedures

##### 2. Prevention of salon accidents

###### a. Maintaining safe working conditions

###### b. Labeling

###### c. Storing chemical products

###### d. Safety Data Sheets (SDS)

#### B. Sanitation, disinfection and sterilization

##### 1. Personal hygiene

##### 2. Sanitation and disinfection of implements and tools

##### 3. Single-use items

##### 4. Applying creams

##### 5. Prevention of infectious disease/referral

##### 6. Cleaning and disinfecting work surfaces

##### 7. Cleaning and disinfecting whirlpool pedicure foot tubs and filters

#### C. Client Contact

##### 1. Ethics

##### 2. Communication

##### 3. Record keeping

#### D. License Requirements

### II. Nail Structure and Nail Analysis (17%)

#### A. Nail structure

#### B. Nail conditions that preclude treatment

#### C. Health conditions that preclude treatment

##### D. Disease and disorders

### III. Professional Services (33%)

#### A. Massage

##### 1. Muscles, bones, and nerves of fingers/hands/arms

##### 2. Muscles, bones, and nerves of toes/feet/legs

#### B. Manicure/Pedicure

##### 1. Products

###### a. Disposal

###### b. Handling

##### 2. Procedures

##### 3. Tools, equipment, and materials

##### 4. Preparing hands and feet for services

##### 5. Conditioning nails and cuticles

6. Basic manicure/pedicure
a. Grooming and trimming cuticles
b. Buffing
c. Shaping
d. Polishing
<b>IV. Nail Enhancements (15%)</b>
A. Application and removal
1. Nail tips
2. Gels, acrylics, fiberglass and wraps
B. Tools, equipment, and products
C. Maintenance
D. Nail Repair

## CONTENT OUTLINE – ESTHETICIAN

75 General Items, 10 State Items; 10 Experimental Items  
90 Minutes - 75% Correct to Pass

<b>I. Rules, Regulations &amp; Safety (35%)</b>
A. Safety
1. Draping
a. Sanitation
b. Procedures
2. Prevention of salon accidents
a. Maintaining safe working conditions
b. Labeling
c. Storing chemical products
d. Material Safety Data Sheets
e. Thermal/electrical appliances
3. First aid/OSHA
a. Handling blood-contaminated tools
b. Disposing of blood-contaminated objects
B. Sanitation, disinfection and sterilization
1. Personal hygiene
2. Sanitation and disinfection of implements and tools
3. Single use items
4. Product application
5. Prevention of infectious disease/referral
6. Sanitation and disinfection of work surfaces
C. Predisposition/Patch Tests
D. Client contact
1. Ethics
2. Communication
3. Record keeping
E. License Requirements
<b>II. Esthetic Science and Skin Analysis (15%)</b>

A. Skin structure and anatomy
B. Purpose of skin analysis
C. Skin conditions that benefit from services
D. Skin conditions that preclude skin services
E. Skin disorders and diseases
<b>III. Facials (20%)</b>
A. Application, removal, and purpose of products
1. Lotions and creams
2. Exfoliants
3. Masks/packs
B. Tools, implements, materials, and equipment
C. Facial procedures
D. Special considerations
1. Microdermabrasion
2. Chemical peel
3. Disincrustation
4. Aromatherapy
E. Massage/Anatomy
<b>IV. Hair Removal (15%)</b>
A. Tweezing
B. Waxing
C. Tools, implements, materials, and equipment
<b>V. Makeup (10%)</b>
A. Purpose
B. Types of cosmetics
C. Brushes and other implements, tools, and materials
D. Color theory
E. Application and removal procedures
F. Corrective makeup
G. Application and removal of artificial eyelashes
<b>VI. Electricity and Electrotherapy (5%)</b>
A. Galvanic current
B. High frequency current
C. Light therapy

## CONTENT OUTLINE – ELECTROLOGY

50 General Items, 5 State Items; 5 Experimental Items  
90 Minutes - 75% Correct to Pass

<b>I. Rules, Regulations and Safety (20%)</b>
A. Sanitation, disinfection and sterilization
1. Sanitation of implements & tools
2. Infection control
B. Safety
C. Client Contact





1. Ethics
2. Communication
3. Record keeping
D. License Requirements
<b>II. Anatomy and Physiology of Hair and Skin (30%)</b>
A. Hair
1. Structure
2. Types of hair
3. Hair growth
B. Skin
1. Structure
2. Function
3. Neurology and Angiology
4. Disorders and Diseases
<b>III. Analysis and Treatment (35%)</b>
A. Pre-Treatment
1. Preparation
2. Draping
B. Treatment
1. Procedures
2. Technique
C. Post-Treatment
<b>IV. Electricity &amp; Equipment (15%)</b>
A. Equipment
1. Proper use & Maintenance
2. Basic principles of electricity
B. Electrolysis
1. Galvanic current
2. Direct current
C. Thermolysis
1. High frequency current
2. Alternating current
D. Blended

## CONTENT OUTLINE – INSTRUCTOR

43 General Items, 12 State Items; 5 Experimental Items  
90 Minutes - 75% Correct to Pass

### Teaching Methods (18%)

### Assessment Tools (18%)

Why

How

What

### Determining Effective Instruction (22%)

Establishing goals and objectives
Determining essential knowledge, skills, and abilities
Understanding outcomes
<b>The Learner and Learning Environment (20%)</b>
Learning styles
Individual differences
Motivation
Record keeping
Classroom arrangement
License requirements
<b>Licensure Laws and Regulations (22%)</b>

## CONTENT OUTLINE – BARBER

100 General Items, 10 State Items; 10 Experimental Items  
120 Minutes - 75% Correct to Pass

### I. Rules, Regulations and Safety (30%)

#### A. Safety

1. Knowledge of products, tools and equipment

a. Thermal appliances

2. Patron protection

a. Sanitation

b. Procedures

c. Professional Conduct

d. Consultation

e. Record keeping

3. Maintaining safe working conditions

a. Labeling

b. Handling/Storing chemical products

c. Safety Data Sheets (SDS)

4. First aid/OSHA

a. Handling blood-contaminated tools

b. Disposing of blood-contaminated objects

#### B. Sanitation, disinfection and sterilization

1. Personal hygiene

2. Cleaning and disinfection of supplies, implements, and tools

3. Single-use items

4. Dispensing / disposal of products

5. Prevention of infectious disease/referral

6. Cleaning and disinfecting work surfaces

#### C. License requirements



<b>II. Hair / Scalp Structure and Care (10%)</b>
<b>A. Properties of hair</b>
1. Structure
2. Growth phases
3. Disorders
4. Hair loss
<b>B. Hair type</b>
1. Pigment
2. Wave pattern/follicle formation
3. Texture
4. Density
5. Porosity
6. Elasticity
<b>C. Hair and scalp care services</b>
1. Scalp analysis/Disorders and diseases of scalp
2. Shampooing and conditioning
a. Procedure
b. Products
3. Scalp treatment / scalp massage
a. Procedure
b. Products
<b>III. Shaving / Beard Design (15%)</b>
<b>A. Shaving Safety</b>
<b>B. Procedures</b>
1. Preparation
2. Shave / shaving areas
3. Post-shave
<b>C. Techniques</b>
1. Applying hot towels
2. Lathering
3. Shaving strokes
a. Freehand
b. Backhand
c. Reverse Freehand
d. Reverse Backhand
4. Beard and mustache design
<b>D. Products and implements</b>
<b>IV. Haircutting and Hairstyling (25% )</b>
<b>A. Haircutting</b>
1. Determination of appropriate cut and style
a. Hair texture and types

b. Hair condition
c. Hair length
d. Face shape
e. Establishing guideline
2. Blunt/one-length, graduated, and layered haircuts
3. Blending, thinning and texturizing
4. Using scissors/shears
5. Using clippers
6. Using a razor
<b>B. Hairstyling</b>
1. Wet styling
2. Blow-dry styling
6. Products and styling aids
<b>V. Chemical Services (10%)</b>
<b>A. Hair Coloring</b>
1. Color Theory
2. Product Chemistry
3. Materials and Supplies
4. Procedures, Techniques, and Application
5. Patch test
<b>B. Chemical Waving</b>
1. Product Chemistry
2. Materials and Supplies
3. Procedures, Techniques, and Application
4. Precautions
<b>C. Chemical Hair Relaxing</b>
1. Product Chemistry
2. Materials and Supplies
3. Procedures, Techniques, and Application
4. Precautions
<b>VI. Skin Care (10%)</b>
<b>A. Skin analysis</b>
1. Conditions that benefit from facial services
2. Diseases and disorders that preclude facial services
<b>B. Facial services</b>
1. Purpose and procedures
2. Products, implements, and materials
3. Massage manipulations
4. Using electric skin devices and equipment
5. Special procedures for sensitive, acne-prone, or aging skin



INDIANA STATE BOARD OF COSMETOLOGY AND BARBER
EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

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 examaccommodations@psionline.com. (Note: please do not fax the form until you have received your notice of eligibility.)

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 exam 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
\*Out-of-State testing request (this request does not require additional documentation).

Site Requested:
\*You may email your out-of-state request to OutofStateRequest@psionline.com

- First you must receive your notice of eligibility for the exam.
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