PROFESSIONAL LICENSING BOARDS DIVISION
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS

COSMETOLOGY ESTHETICIAN EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

PLEASE NOTE

Effective January 1, 2020:
NIC now requires ALL candidates who sit for any NIC practical examination to use only viricidal, bactericidal and fungicidal disinfecting WIPES. Spray disinfectant is no longer allowed in the testing rooms and will be confiscated. Candidates may remove wipes from a larger container and place in a closable plastic bag, copy and apply to the outside of the bag the appropriate manufacturers label and utilize in the examination with no issues.
This change is in effect now.
EXAMINATIONS BY PSI

The Georgia State Board of Cosmetology and Barbers has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of examination centers in Georgia and in many areas throughout the United States.

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

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

EXAMINATION ELIGIBILITY PROCEDURES

CANDIDATES THAT ATTENDED A SCHOOL INSTRUCTIONS

Upon approval of eligibility sent to PSI from your approved educator, you will be mailed an eligibility notice containing instructions for scheduling an appointment to take the examination. For courses completed after July 1, 2018, your eligibility is valid for 4 years from the date of course completion. If you fail the examination, you may retake on an unlimited basis, during the 4-year period. If you do not pass within the 4-year period, you must re-apply with the Georgia State Board of Cosmetology and Barbers.

The PSI approval process will take up to 10 days to complete, from the date of receipt.

All questions and requests for information should be directed to PSI. Your email questions will be replied to within 48 hours of receipt.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(855) 744-0314 ● Fax (702) 932-2666
https://test-takers.psiexams.com/gacos
Email: gasupport@psionline.com

CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received an Exam Approval Letter from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter from the Board office.

You must complete and submit the Request for Verification of School Hours Form. Apprentices would submit a verification of Training Hours Form to the Georgia State Board of Cosmetology and Barbers at the following address. The Request for Verification can be found at http://sos.ga.gov/index.php/licensing/plb/16.

The Board will review your school hours and if you meet the requirements for examination, they will mail you an Exam Approval Letter. The Exam Approval Letter must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

APPRENTICE CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received an Exam Approval Letter from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter Form from the Board office.

If you have not already received your Request for Verification form, the form can be found at http://sos.ga.gov/index.php/licensing/plb/16.

The Board will review your apprentice hours and if you meet the requirements for examination, they will mail you an Exam Approval Letter. The Exam Approval Letter must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

ENDORSEMENT CANDIDATE INSTRUCTIONS

Out-of-State or Out-of-Country candidates may be granted endorsement with the State of Georgia and may not be required to take the examination. The Board will send you a letter after reviewing your application. The application can be found at http://sos.ga.gov/index.php/licensing/plb/16. Do not apply with PSI. If you do not meet the requirements, the Board will mail you an Exam Approval Letter The Exam Approval Letter must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

UNITED STATES VETERAN INSTRUCTIONS

Georgia law (General Provisions Volume 30, Title 43-1-9.1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten points to their examination scores. To qualify, a veteran must have served for a minimum of one year in active duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans’ preference points if you were “discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination.” To apply for veterans’ preference points, you must send a copy of your DD-214 form and documentation of your disability, if applicable, to the Board office along with your completed application for licensure.

EXAMINATION SCHEDULING PROCEDURES

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at https://test-takers.psiexams.com/gacos. To schedule with a PSI registrar, 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. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m.
ET. Please be prepared to offer alternate examination appointment choices.

CANCELLING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days prior to 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 (855) 744-0314.

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.

SCHEDULING A RE-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 https://test-takers.psiexams.com/gacos. You may also call PSI at (855) 744-0314.

EXAM ACCOMMODATIONS

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

MISSING 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.

If you missed your appointment due to an emergency situation, you must provide written documentation. If valid, PSI will allow you to reschedule at no additional charge.

GEORGIA EXAMINATION SITE LOCATIONS

PSI Atlanta (Written)
1000 Circle 75 Parkway, Suite 720
Atlanta, GA 30339
From I-285 Bypass N, take exit 51B– toward Chattanooga/Greenville. Merge onto I-285 N. Take the Cobb Pkwy / US-41 exit 19- toward Dobbins ARB. Turn Left onto Cobb Pkwy SE / US-41 N / GA-3 N. Turn slight right onto Circle 75 Pkwy SE. From the North of Atlanta (I-75 Southbound) exit onto Cobb Parkway and then turn right onto Circle 75 Parkway.

From I-285 Southbound take exit 20 and stay right to exit onto Cobb Parkway and then go right onto Circle 75 Parkway.

From the Atlanta and South of Atlanta (I-75 N), take exit 259B (this exit is a 270-degree turn). Stay right to exit onto Cobb Parkway. From 285 Northbound, take exit directly onto Cobb Parkway but at Exit 19 and go left toward Circle 75 and turn right.

You must park on Level P-2 in the parking deck.

PSI Atlanta/Smyrna (Practical)
2400 Lake Park Drive, Suite 245
Smyrna, GA 30080

PSI Atlanta (Duluth) (Written)
3505 Koger Blvd, Suite 175
Duluth, GA 30096
From I-85 N: Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building is on the right.

PSI Atlanta (Marietta) (Written)
The Pavilions at East Lake Shopping Center
2100 Roswell Road NE, Suite 2128
Marietta, GA 30062
Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.

PSI Macon (Practical and Written)
3902 Northside Dr, Suite C5
Macon, GA 31210
From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.

From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.

PSI Tifton (Written)
251 Southwell Blvd, Suite A
Tifton, GA 31794

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 following the instructions on the Out-Of-State Testing Request Form found at the end of this bulletin. The practical examination is only offered at the Georgia testing centers. Practical examinations must be taken in Georgia.

REPORTING TO THE EXAMINATION SITE

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

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver’s license, state ID, passport), 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
- 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 (855) 744-0314 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

✓ Candidates may take only approved items into the examination room. All personal belongings should be left home. There are no storage areas for personal items at the testing sites. Candidates will be responsible to secure any such items not allowed in the testing rooms at their own risk.

✓ Personal belongings include, but are not limited to, the following items: - Electronic devices of any type, including phones, recording devices, 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 candidates are asked to remove the outerwear, appropriate attire 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.

NOTE: 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 there is secure storage provided or 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, ties, 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.

IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the building’s tenants, the use of aerosol sprays of any kind (i.e. hairspray, aerosol spray disinfectant) is Strictly Prohibited anywhere within the properties which house the PSI test centers. If it is discovered or reported that you or anyone you are associated with, are using or have used an aerosol spray (i.e. hairspray, aerosol spray disinfectant) within the property prior to or during the practical exam, you will not be allowed to test and will forfeit your testing fees.

Also, of note; arriving hours before your exam start time is NOT ACCEPTABLE. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in. If you arrive more than 30 minutes prior to the testing start-time, you will not be allowed to wait in the test center, inside the building or on the building’s property. Additionally, person(s) accompanying you may not wait in the test 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. PSI
understands that test Candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the Candidate to the test center; however, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted this policy.

**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 (855) 744-0314. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at https://test-takers.psiexams.com/gacos.

**TAKING THE WRITTEN 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.

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.

**APPLICATION FOR LICENSURE**

Once you have taken and passed both the Written and Practical examinations, you may apply online by going to the following link: https://secure.sos.state.ga.us/mylicense/. Applying online is the most efficient way to have your application processed.

On this site, you may submit your application and pay your application fee using a Visa, Mastercard, American Express, or debit card. Application fees are non-refundable.

If you cannot apply online, you may download a paper application from the website at: http://sos.ga.gov/index.php/licensing/plb/16 and submit along with your non-refundable application fee to:

Georgia State Board of Cosmetology and Barbers  
237 Coliseum Drive  
Macon, GA 31217-3858  
(844) 753-7825

**TAKING THE PRACTICAL EXAMINATION**

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with

**EXAMINATION REVIEW**

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

**SCORE REPORTS**

You will receive the score report immediately following the completion of the written and practical examinations.

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

You may request a written or practical score report after your examination by emailing scorereport@psionline.com or by calling (855) 744-0314.
sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.

- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer’s labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.
- You may NOT bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required. You must wear a sleeved smock/lab coat. Your must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.
- Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer’s label.
- Candidates must use a curling iron with a cord for the Thermal Curling Service.

**All supplies must be labeled in English.**

- When an original manufacturer’s label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer’s labels are required for all disinfectants and hand sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS or DISINFECTANT SPRAYS are allowed in the testing environment.
- DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT
- EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used.

**INSTRUCTOR PRACTICAL PORTION**

- If registering on line, call customer service to receive your lecture and demonstration topics.
- Instructors must bring 3 copies of each lesson plan.

**MANNEQUIN(S)**

Candidates must use a mannequin head and a mannequin hand for the examination.

It is the candidate’s responsibility to appear at the practical examination with their mannequin head and hand, along with a table clamp.

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

**TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your 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 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.

**STATE OF GEORGIA COSMETOLOGY WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES**

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC). You will find the detailed examination content outlines on the NIC CIB at the end of this PSI Bulletin.
THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>ESTHETICIAN (PRACTICAL ONLY)</th>
<th>ESTHETICIAN (WRITTEN ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK AREA AND CLIENT PREPARATION, AND SET UP OF UNIVERSAL SUPPLIES (FIRST CLIENT)</td>
<td>SCIENTIFIC CONCEPTS</td>
</tr>
<tr>
<td>CLEANSING OF THE FACE WITH PRODUCT</td>
<td>ESTHETICS PRACTICES</td>
</tr>
<tr>
<td>EXFOLIATING THE FACE WITH PRODUCT</td>
<td>HEALTH AND SAFETY STANDARDS</td>
</tr>
<tr>
<td>WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT)</td>
<td>BLOOD EXPOSURE PROCEDURE</td>
</tr>
<tr>
<td>HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX</td>
<td>PARTICLE MICRODERMABRASION ON THE FOREHEAD</td>
</tr>
<tr>
<td>FACIAL MASK AND CONCLUSION OF FACIAL SERVICE</td>
<td></td>
</tr>
<tr>
<td>FACIAL MAKEUP</td>
<td></td>
</tr>
<tr>
<td>BLOOD EXPOSURE PROCEDURE</td>
<td></td>
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<tr>
<td>ALL TOOLS AND IMPLEMENTS, EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer’s directions.</td>
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</tr>
<tr>
<td>ALL TOOLS AND IMPLEMENTS WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer’s directions.</td>
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<tr>
<td>DRY STORAGE STANDARD</td>
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<tr>
<td>Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.</td>
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<tr>
<td>HAND WASHING</td>
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<td>(Anti-bacterial soap is recommended)</td>
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<tr>
<td>Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to each client and after smoking, drinking, eating, and using the restroom. Adopted as amended October 2002.</td>
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</tbody>
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WET DISINFECTION STANDARD

A. For Injury on the Candidate:
   1. Stop the service
   2. Sanitize hand or puts on glove (over minor cut)
   3. Remove supplies from the First Aid Kit
   4. Remove gloves and dispose
   5. Wipe minor cut with antiseptic
   6. Apply adhesive bandage
   7. Place all single use items in trash
   8. Apply finger guard or glove
   9. Return to service

B. For Injury on the Client:
   1. Stop the service
   2. Sanitize hands or puts on gloves
   3. Remove supplies from First Aid Kit
   4. Wipe minor cut with antiseptic
   5. Apply adhesive bandage
   6. Place all single use items in trash
   7. Return to service

EXAMINERS:
- EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
- DOCUMENT INCIDENT IN BLOOD EXPOSURE LOG.

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.
GEORGIA BOARD OF COSMETOLOGY APPROVED EDUCATOR - CANDIDATE ELIGIBILITY FOR EXAMINATION FORM

NAME OF LICENSED GEORGIA STATE SCHOOL: ___________________________ SCHOOL CODE NUMBER (SC#): ______________________

HOURS REQUIRED - SCHOOL OFFICIAL MUST CHECK THE APPROPRIATE BOX (a copy of the candidate’s high school diploma or GED must be attached):

- Master Cosmetologist: 1,500 school hours in a minimum of 9 months -OR- 54 Semester Credit Hours from an accredited state technical college encompassing the 1500 hours -OR- Barberlicensee crossover hours plus 250 school hours in an approved Cosmetology school; and proof of a high school diploma or GED.
- Hair Designer: 1325 school hours in a minimum of 7 months; and proof of a high school diploma or GED.
- Nail Technician: 525 school hours in a minimum of 4 months -OR- 20 Semester Credit Hours from an accredited state technical college encompassing the 525 hours; and proof of a high school diploma or GED.
- Esthetician: 1,000 school hours in a minimum of 9 months -OR- 33 Semester Credit Hours from an accredited state technical college encompassing the 1,000 hours; and proof of a high school diploma or GED.
- Master Cosmetology Instructor: 750 school hours at a Board approved school within 1 year -OR- 24 Semester Credit Hours from an accredited state technical college encompassing the 750 hours, copy of current Cosmetology license & 1 year master level work experience; and proof of a high school diploma or GED.
- Hair Designer Instructor: 750 school hours at a Board approved school within 4 months, copy of current Hair Designer license & 1 year master level work experience; and proof of a high school diploma or GED.
- Esthetician Instructor: 500 school hours at a Board approved school within 9 months, copy of current Esthetician license & 1 year master level work experience; and proof of a high school diploma or GED.
- Nail Technician Instructor: 250 school hours at a Board approved school within 4 months, copy of current Nail Technician license & 1 year master level work experience; and proof of a high school diploma or GED.

__________________________________________________________  ______________________  ______________________  ______________________
COURSE START DATE             COURSE COMPLETION DATE     NUMBER OF HOURS COMPLETED              TODAY’S DATE

__________________________________________________________  _________________________________        ____________________________________
SIGNATURE OF INSTRUCTOR               PRINTED NAME OF INSTRUCTOR          INSTRUCTOR LICENSE NUMBER & EXPIRATION DATE

Please provide the following candidate information. Upon receipt of this eligibility form, PSI will mail an eligibility notice to the candidate, containing instructions for scheduling an appointment to take the examination.

Candidate Name:  ___________________________ ___________________________ ___________________________
Last Name        First Name            M.I.

Candidate Social Security or VISA#:  ___________ ___________ ___________ ___________ (FOR IDENTIFICATION PURPOSES ONLY)

Candidate Mailing Address:  ___________________________ ___________________________ ___________________________ ___________ ______
Number, Street       Apt/Ste
City ___________________________ State  ___________ ___________ ___________ Zip Code

Candidate Telephone:  Cell  ___________ ___________ ___________ Office  ___________ ___________ ___________ ___________ ___________

Candidate Birth Date:  ___________ - ___________ - ___________  Candidate Email:______________________
M M D D Y Y

Examination Candidate is Approved For: (Check one)

☐ Esthetician (Practical and Written) ($109)
☐ Esthetician (Practical Only) ($64)
☐ Esthetician (Written Only) ($45)
☐ Esthetician Instructor (Practical and Written) ($34)
☐ Esthetician Instructor (Practical Only) ($19)
☐ Esthetician Instructor (Written Only) ($15)
☐ Hair Designer (Practical and Written) ($109)
☐ Hair Designer (Practical Only) ($64)
☐ Hair Designer (Written Only) ($45)
☐ Hair Designer Instructor (Practical and Written) ($34)
☐ Hair Designer Instructor (Practical Only) ($19)
☐ Hair Designer Instructor (Written Only) ($15)

Master Cosmetologist (Practical and Written) ($109)
Master Cosmetologist (Practical Only) ($64)
Master Cosmetologist (Written Only) ($45)
Master Cosmetologist Instructor (Practical and Written ) ($109)
Master Cosmetologist Instructor (Practical Only) ($64)
Master Cosmetologist Instructor (Written Only) ($45)
Nail Technician (Practical and Written ) ($109)
Nail Technician (Practical Only) ($64)
Nail Technician (Written Only) ($45)
Nail Technician Instructor (Practical and Written ) ($34)
Nail Technician Instructor (Practical Only) ($19)
Nail Technician Instructor (Written Only) ($15)

Complete and forward this eligibility form via mail, email, or fax. Remember to include a copy of the candidate’s high school diploma or GED.

PSI Services LLC ** ATTN: Examination Registration GA COS **3210 E Tropicana Ave **Las Vegas, NV ** 89121
Email: gasupport@psionline.com ** Fax (702) 932-2666
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS - EXAMINATION REGISTRATION FORM

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

1. Legal Name: 
   Last Name ___________________________ First Name ___________________________ M.I. __________

2. Social Security: _______ - _______ - _______ (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: _____________________________________________________________ 
   Number, Street ___________________________ Apt./Ste _______ 
   City ___________________________ State _______ Zip Code _______ - _______

4. Telephone: Cell _______ _______ - _______ Office _______ _______ - _______

5. Birth Date: _______ - _______ - _______ M   M   D   D   Y   Y

6. Email: ______________________________________________________________________

7. Examination: (Check one)  □ First Time  □ Retake
   □ Esthetician (Practical and Written) ($109)  □ Master Cosmetologist (Practical and Written) ($109)
   □ Esthetician (Practical Only) ($64)  □ Master Cosmetologist (Practical Only) ($64)
   □ Esthetician (Written Only) ($45)  □ Master Cosmetologist (Written Only) ($45)
   □ Esthetician Instructor (Practical and Written) ($34)  □ Master Cosmetologist Instructor (Practical and Written) ($109)
   □ Esthetician Instructor (Practical Only) ($19)  □ Master Cosmetologist Instructor (Practical Only) ($64)
   □ Hair Designer (Practical and Written) ($109)  □ Nail Technician (Practical and Written) ($109)
   □ Hair Designer (Practical Only) ($64)  □ Nail Technician (Practical Only) ($64)
   □ Hair Designer (Written Only) ($45)  □ Nail Technician (Written Only) ($45)
   □ Hair Designer Instructor (Practical and Written) ($34)  □ Nail Technician Instructor (Practical and Written) ($34)
   □ Hair Designer Instructor (Practical Only) ($19)  □ Nail Technician Instructor (Practical Only) ($19)
   □ Hair Designer Instructor (Written Only) ($15)  □ Nail Technician Instructor (Written Only) ($15)

8. THE FOLLOWING MUST BE FILLED OUT BY THE CANDIDATE IF YOU DID NOT ATTEND A SCHOOL
   IF YOU DID NOT ATTEND A SCHOOL, PLEASE CHECK THE APPROPRIATE BOX. YOU MUST INCLUDE THE VERIFICATION OF ELIGIBILITY FORM FROM THE BOARD.
   □ OUT OF STATE CANDIDATE - SCHOOL CODE # 0000 (Include Exam Approval Letter)
   □ OUT OF COUNTRY CANDIDATE - SCHOOL CODE # 4444 (Include Exam Approval Letter)
   □ APPRENTICE CANDIDATE - SCHOOL CODE # 1111 (Include Exam Approval Letter)
   □ CLOSED SCHOOL CANDIDATE - SCHOOL CODE # 5555 (Include Exam Approval Letter)
   □ VETERAN CANDIDATE - SCHOOL CODE # 8888 (Include Exam Approval Letter)

(Please continue to the next page to complete the application.)
9. **Total Fee $_______** Pay by money order, cashier’s check, company check, or credit card. Personal checks and cash are not accepted.

   **NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR ONE YEAR.**

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

Card No: ____________________________________________ Exp. Date: __________________________

Card Verification No: ________________ The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: ____________________________________________ Billing Zip Code: ________________

Cardholder Name (Print): ____________________________ Signature: ____________________________

10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

   Candidate Signature: ____________________________ Date: ____________________________

Complete and forward this registration form with the applicable examination fee to:  
PSI Services LLC * ATTN: Examination Registration - GA COS  
3210 E Tropicana Ave * Las Vegas, NV * 89121  
Fax (702) 932-2666 * (855) 744-0314 * TTY (800) 735-2929 * Email: gasupport@psionline.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

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

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

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

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS
The National Esthetics Theory Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

Please review all information carefully!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.
ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate’s final score.

**Domain I: SCIENTIFIC CONCEPTS (55%)**

A. Basic knowledge of microbiology (i.e., bacteria, viruses, parasites, fungi)

B. Apply knowledge of infection control procedures related to:
   1. Levels of infection control (i.e., sanitation, disinfection, sterilization)
   2. Methods of infection control (i.e., heat, chemical agents)

C. Apply knowledge of safety procedures and guidelines related to:
   1. Standard (Universal) Precautions
   2. Blood exposure procedures
   3. Safety Data Sheets (SDS) (e.g., manufacturer’s labeling)
   4. Handling of chemicals

D. Demonstrate a basic understanding of human physiology and anatomy related to:
   1. Cells and their functions
   2. Tissues (i.e., epithelial, connective, nerve, muscular)
   3. Organs and their function (e.g., skin, lungs, heart)
   4. Systems and their functions (e.g., muscular, integumentary, nervous, endocrine, skeletal)

E. Demonstrate an understanding of histology and physiology of the skin related to:
   1. Structure and function of the layers of the skin
   2. Structure and function of the glands
   3. Functions of the skin (e.g., protection, temperature regulation, absorption)

F. Recognize and understand skin disorders and diseases related to:
   1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
   2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
   3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
   4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
   5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
   6. Skin growths (e.g., skin tags, moles, keratoma)
   7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
   8. Primary and secondary skin lesions

G. Understanding function and composition of the hair related to:
   1. Structure of the hair and its follicle
   2. Growth cycles
   3. Abnormal hair growth (e.g., hirsutism, hypertrichosis)

H. Understanding basic chemistry as related to:
   1. Ingredients
   2. Labeling
   3. Function (e.g., hydration, protection, cleanse)
   4. Acidity/Alkalinity (i.e., pH)
Domain II: SKIN CARE AND SERVICES (45%)
A. Demonstrate an understanding of performing a client consultation and documentation (e.g., health history, intake form, consultation chart, physician release)
B. Apply knowledge of client protection (i.e., draping of head and body)
C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
D. Contraindications for skin services
E. Treatment protocol
F. Demonstrate an understanding of cleansing procedures
G. Demonstrate an understanding of steaming procedures
H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
I. Demonstrate a basic understanding of massage movements
J. Demonstrate an understanding of methods of extraction
K. Demonstrate an understanding of the functions and applications of masks related to:
   1. Clay/Mud
   2. Gel
   3. Rubberized
   4. Cream
   5. Sheet mask (e.g., collagen, gauze, pre-cut)
   6. Thermal (e.g., paraffin, mineral)
L. Demonstrate an understanding of the conclusion of facial services:
   1. Moisturize
   2. Sun protection
   3. Home care (i.e., after care)
M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
N. Demonstrate an understanding of makeup as related to:
   1. Principles (e.g., color theory)
   2. Product selection (e.g., lipstick, foundation)
   3. Application (e.g., contouring, highlighting, blending)
   4. Safety (e.g., bracing)
   5. Infection control (e.g., disposables, disinfection of tools)
O. Demonstrate a basic knowledge of other services related to:
   1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
   2. Body treatments (body wraps, body scrubs, sunless tanning)
   3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
   4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)
   5. Wellness programs
ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. What is the term for the scientific study of the skin?
   a. Myology
   b. Angiology
   c. Physiology
   d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
   a. Disinfection
   b. Sterilization
   c. Ionization
   d. Sanitation

3. Which of the following is also referred to as the basal layer?
   a. Stratum granulosum
   b. Stratum lucidum
   c. Stratum germinativum
   d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
   a. beginning to destroy itself.
   b. actively growing.
   c. shedding.
   d. disconnecting from the papilla.

5. A new client schedules a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
   a. Monthly
   b. Annually
   c. At the first treatment
   d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as
   a. seborrhea.
   b. keratoma.
   c. telangectasia.
   d. dehydrated.

7. Melanocytes that are more active will produce
   a. lighter skin.
   b. darker skin.
   c. sebaceous skin.
   d. dry skin.
8. In addition to softening sebum, another function of a facial steamer is to
   a. oxygenate the skin.
   b. moisturize the skin.
   c. decrease circulation.
   d. detoxify the skin.

   **Answers**
   1. d  3. c  5. d  7. b
   2. d  4. b  6. c  8. a
The NIC National Esthetics Practical Examination is the licensure examination for Esthetics, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration for Esthetics core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents. Go to www.nictesting.org for a current downloadable copy of each of the following:

- **Important Instructions and Examination Core Domain Content** – This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations. The references will always be the same for both Theory and Practical examinations.

**BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate’s responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**

- Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
  - Examiners are not allowed to speak with candidates.
  - Candidates requesting information during the examination will be told one of the following statements:
    - “Do the best you can with what you have available.”
    - “Do as you were taught.”
  - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they should step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure. Failure to do so may result in your dismissal from the examination.
    - Be sure to contact your examination provider to obtain the most current version of, and any addendums to, the NIC Blood Exposure Procedure, OR go to [www.nicetesting.org](http://www.nicetesting.org) for a current downloadable copy.
  - If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.

- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind) pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions...
reported to the proper authorities.

- **All supplies must be labeled in English.** When an original manufacturer’s label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers’ created labels must be only in English.
  - Original manufacturer’s labels are required for all disinfectants and hand sanitizers.
  - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the “Suggested Examination Supplies” section to see any further state specific requirements for supplies and products.
  - Simulated products are not allowed for disinfectants and hand sanitizers.
  - **NO AEROSOLS OR DISINFECTANT SPRAYS** are allowed in the testing environment.
  - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled “Suggested Examination Supplies” provided following the “Content Domains” section of this bulletin for items that a candidate may possibly utilize in a section.

### NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

**If your state requires that you use a mannequin head(s) or hand(s):**

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into the examination.

### SPECIAL ATTENTION!

The following information is vital and specific to the National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled “to be disinfected”
  - Container labeled “soiled linens”
  - Container labeled “trash”
- It is specified that there is more than one client represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domain Sections). All additional services (varies by state) will be performed on Client 2.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- **In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.**
ESTHETICS PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS

The scope of the National Esthetics Practical Examination includes 6 (six) core domain services. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation and Set Up of Supplies** (First client) (10 minutes)
2. **Client Preparation and Basic Facial** (25 minutes)
3. **Work Area Preparation for New Client and Set Up of Supplies** (Second client) (10 minutes)
4. **New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing** (5 minute set-up, Untimed procedure)
5. **Facial Makeup** (20 minutes)
6. **Blood Exposure Procedure** (10 minutes)
7. Particle Microdermabrasion on the Forehead (10 minutes) *ADDITIONAL SECTION (Performed on Client 2)*
8. Eyelash Enhancement (10 minutes) *ADDITIONAL SECTION (Performed on Client 2)*
9. Hair Removal of the Upper Lip Using Hard Wax (10 minutes) *ADDITIONAL SECTION (Performed on Client 2)*
CONTENT DOMAINS

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES
   (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will prepare your WORK AREA for your client.”
“You will set up the universal supplies you will use throughout the examination.”
“You will also set up the supplies for the Basic Facial section of the examination.”
“You will be expected to follow all client protection, safety and infection control
procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Do not demonstrate any procedures until the verbal instructions are given and you
are instructed to begin.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

1.1 Disinfects all work areas completely with product labeled in English
   as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal
1.2 Sanitizes hands with product labeled in English
1.3 Universal supplies are labeled in English
1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct
   manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that
they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we
will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have
stepped back:
“Please stop working.”
2. CLIENT PREPARATION AND BASIC FACIAL
(25 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will prepare your CLIENT for services.”
“You will perform a Basic Facial.”
“The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 25 minutes to complete this section.”
“You will be informed when you have 12 minutes remaining.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

2.1 Basic facial supplies are labeled in English
2.2 Implements and supplies are visibly clean
2.3 Cleanses entire face
2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips
2.5 Steams the face with towel and removes residual product completely
2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements
2.7 Demonstrates facial mask application and concludes the service
2.8 Maintains drape throughout section
2.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES
(10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will break down your work area and dispose of supplies used in the previous sections of this examination.”
“You will prepare your WORK AREA for a NEW client.”
“You will set up the universal supplies you will use for the remainder of the examination.”
“You will also set up for the following sections of the examination:
   Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,
   Facial Makeup.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

Additional verbal instruction specific to state guidelines for hard wax:
“Plug in your wax pot at this time.” (If additional hard wax section is administered)

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

3.1  Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal
3.2  Sanitizes hands with product labeled in English
3.3  Universal supplies are labeled in English
3.4  Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING
(5 minute set up, Untimed procedure)

Proctor – Verbal Instructions: Read to all candidates:
“You have 5 minutes to prepare your CLIENT for the following sections of the examination:
Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing, Facial Makeup."
“Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:
“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”
“You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.”
“This is an untimed section.”
“Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

Candidates will be evaluated on the following tasks:

4.1 Hair removal of the eyebrow supplies are labeled in English
4.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:
“Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.”
4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow

**Examiner – Verbal Instructions:** Read to each candidate individually:

“Please tweeze three hairs from the same eyebrow and conclude the service.”

4.4 Demonstrates tweezing procedure

4.5 Maintains drape throughout section

4.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Examiner – Verbal Instructions:** Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”
5. FACIAL MAKEUP
(20 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:
“**You will perform Facial Makeup.**”
“**You will be expected to apply facial makeup in the following order: foundation, powder, blush, eyeshadow, eyeliner, mascara, and lip color.**”
“**You are expected to brace when working around the eye and mouth areas.**”
“**You will be expected to follow all client protection, safety and infection control procedures.**”
“**You will have 20 minutes to complete this section.**”
“**You will be informed when you have 10 minutes remaining.**”
“**Step back to indicate you have finished.**”

*Additional verbal instruction specific to state guidelines for Hard Wax:*
“Please check the temperature of your wax pot at this time.” *(if additional Hard Wax section is administered)*

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 5.1 Facial makeup supplies are labeled in English
- 5.2 Implements and supplies are visibly clean
- 5.3 Applies foundation to cover face
- 5.4 Applies powder
- 5.5 Applies blush
- 5.6 Applies eyeshadow
- 5.7 Applies eyeliner
- 5.8 Applies mascara
- 5.9 Applies lip color
- 5.10 Maintains drape throughout section
- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
6. BLOOD EXPOSURE PROCEDURE
(10 Minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the chin. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

6.1 Blood exposure supplies and materials are labeled in English
6.2 Removes materials from the first aid kit
6.3 Supplies and materials are visibly clean
6.4 Candidate wears gloves
6.5 Cleans injured area with antiseptic
6.6 Covers with dressing that is absorbent and secured
6.7 Disposes of all contaminated supplies

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”
SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:
- This is ONLY a list of SUGGESTED supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:
- ALL simulated products must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present
- Original manufacturers’ labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES
- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer’s label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer’s label (must be actual hand sanitizer)
- bag or container labeled “to be disinfected”
- bag or container labeled “soiled linens”
- bag or container labeled “trash”
- head and body drapes
- gloves
- bowl or container of water (if used)
- paper towels
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit
- disposable bag for blood contaminated materials

CLIENT 1
- cleanser
- toner
- manual exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- massage product
- mask product with color (not clear)
- mask applicator
- moisturizer/sun protection

CLIENT 2
- tweezers
- pre-epilation product
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product
- empty makeup palette
- disposable makeup applicator(s)
- foundation
- powder
- blush
- eye shadow
- eyeliner
- sharpener
- mascara
- lip color
7. PARTICLE MICRODERMABRASION ON THE FOREHEAD
(10 minutes)
+ADDITIONAL SECTION (Performed on Client 2)+

Proctor – Verbal Instructions: Read to all candidates:
“You have 2 minutes to set up the supplies for the Particle Microdermabrasion section of this examination.”
“Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:
“You will perform particle microdermabrasion.”
“You will demonstrate horizontal strokes across the entire forehead.”
“You will then demonstrate vertical strokes across the entire forehead and conclude the service.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate that you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin.”
Candidates will be evaluated on the following tasks:

7.1  Particle microdermabrasion supplies are labeled in English
7.2  Implements and supplies are visibly clean
7.3  Prepares client and candidate for particle microdermabrasion procedure
7.4  Performs particle microdermabrasion procedure
7.5  Concludes particle microdermabrasion procedure
7.6  Maintains drape throughout section
7.7  Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present
- Original manufacturers’ labels MUST have English and may be multi-language
- All other created labels must be only English

+PARTICLE MICRODERMABRASION SUPPLIES+

- hand piece or simulated hand piece with at least a 4-foot tubing or simulated tubing attached
- bowl and water (if used)
- gloves, tissue, gauze, or cotton rounds, sponges
- eye protection (for model)
- eye protection (for candidate) (prescription eyeglasses are suitable)
- face mask (for candidate)
- moisturizer/sun protection
- simulated degreaser/prep solution
- dry material for brushing
BLOOD EXPOSURE PROCEDURE FOR EXAM PURPOSES

A. For Injury on the Candidate:
1. Stop the service
2. Sanitize hand or puts on glove (over minor cut)
3. Remove supplies from the First Aid Kit
4. Remove gloves and dispose
5. Wipe minor cut with antiseptic
6. Apply adhesive bandage
7. Place all single use items in trash
8. Apply finger guard or glove
9. Return to service

B. For Injury on the Client:
1. Stop the service
2. Sanitize hands or puts on gloves
3. Remove supplies from First Aid Kit
4. Wipe minor cut with antiseptic
5. Apply adhesive bandage
6. Place all single use items in trash
7. Return to service

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