



PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



PROFESSIONAL LICENSING BOARDS DIVISION GEORGIA BOARD OF COSMETOLOGY

COSMETOLOGY INSTRUCTOR 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.

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

EXAMINATIONS BY PSI

The Georgia Board of Cosmetology 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. Your eligibility is valid for 2 years from date of course completion. If you fail the examination, you may retake on an unlimited basis, during the 2-year period. If you do not pass within the 2-year period, you must re-apply with the Georgia Board of Cosmetology.

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
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com
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CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

You must complete and submit the Request for Verification of training hours form to the Georgia State Board of Cosmetology 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 training hours and if you meet the requirements for examination, they will mail you a Verification Eligibility Form. The Verification of Eligibility Form 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 a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility 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 a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

RECIPROCITY CANDIDATE INSTRUCTIONS

Out-of-State or Out-of-Country candidates may be granted reciprocity 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 a Verification Eligibility Form. The Verification of Eligibility Form 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 percentage 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 www.psiexams.com. 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.

CANCELING 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 (800) 733-9267.

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

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 www.psiexams.com. You may also call PSI at (800) 733-9267.

MISSED APPOINTMENT OR LATE CANCELLATION

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

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

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.

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.

GEORGIA EXAMINATION SITE LOCATIONS

PSI Atlanta (Written)
1000 Circle 75 Parkway, Suite 720
Atlanta, GA 30339

From I-285 Bypass N, take exit- Exit 51B- toward Chattanooga/Greenville. Merge onto I-285 N. Take the Cobb Pkwy / US-41 exit- 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

From I-75N, take exit 259B for I-285W. Follow signs for US-41/Cobb Pkwy/Dobbins Airbase. Turn right on US-41N/Cobb Pkwy follow US-41N for 1 mile. Turn left on Lake Park Dr.

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 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

I-75 S / GA-401 S. Take the Southwell Blvd exit- Exit 59. Turn Left onto CR-204 / Southwell Blvd. Continue to follow Southwell Blvd.

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 (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.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not

responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.

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

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 (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

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.

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

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

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

EXAMINATION REVIEW

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 800-733-9267.

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
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

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 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. You 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.

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 AT WWW.NICTESTING.ORG SELECT TESTING PROGRAMS, THEN CANDIDATE INFORMATION BULLETINS (CIBS).

THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:

ESTHETICIAN INSTRUCTOR (PRACTICAL ONLY)

LESSON PLAN



THEORY LECTURE
DEMONSTRATION
ESTHETICIAN INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT
HAIR DESIGNER INSTRUCTOR (PRACTICAL ONLY)
LESSON PLAN
THEORY LECTURE
DEMONSTRATION
HAIR DESIGNER INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT
MASTER COSMETOLOGIST INSTRUCTOR (PRACTICAL ONLY)
LESSON PLAN
THEORY LECTURE
DEMONSTRATION
MASTER COSMETOLOGIST INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT
NAIL TECHNICIAN INSTRUCTOR (PRACTICAL ONLY)
LESSON PLAN
THEORY LECTURE
DEMONSTRATION
NAIL TECHNICIAN INSTRUCTOR (WRITTEN ONLY)
THE PROFESSIONAL INSTRUCTOR
CLASSROOM MANAGEMENT

CANDIDATE INJURY - FOR EXAMINATION PURPOSES:

- **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
- **APPLY** antiseptic and/or liquid or spray styptic as appropriate (**see NOTE**).
- **DRESSING** - cover the injury with the appropriate dressing.
- **COVER** injured area with finger guard or glove as appropriate.
- **CLEAN** model/client and station as appropriate.
- **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- **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.

WET DISINFECTION STANDARD

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.

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.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-bacterial soap is recommended)

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.

**HEALTH AND SAFETY STANDARDS
BLOOD EXPOSURE PROCEDURE**

If blood exposure should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES.** This is the responsibility of the candidate and should be executed as follows:



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 * (800) 733-9267 * TTY (800) 735-2929 * Email: gasupport@psionline.com**



**EXAM ACCOMMODATIONS
OR
OUT-OF-STATE TESTING REQUEST**

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

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

Requirements for exam accommodation requests:

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

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

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121



NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

The NIC National Instructor Practical Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Instructor Practical Examination content and administration for Instructor 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.

- **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.
- **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.

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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.
- 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, please 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 Procedures.

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.nictesting.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-manufacturer-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, and 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.

SPECIAL ATTENTION

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an **original** theory lecture **and** demonstration lesson plan.
 - The lesson plans must be typed; not handwritten.
 - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
 - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are **not** allowed to use electronics for the theory lecture lesson or demonstration lesson.
- 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”
- Candidates are not allowed to label products as single-use items.

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Instructor Practical Examination includes three (3) core domain services. The **Core Domain Sections** are based on the national job analysis.

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“Please retain one set of lesson plans for yourself and provide the rest to the proctor. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate

“You will be presenting your theory lecture on _____.”

“You will have 10 minutes to set up for your lecture.”

“You will be informed when you have 5 minutes remaining.”

“When you are finished, please be seated until the next verbal instructions are given.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

The lesson plan will be evaluated on the following elements:

- 1.1 Lesson plan introduction**
- 1.2 Lesson plan content**
- 1.3 Teaching aids**
- 1.4 Closing**

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. We will now proceed to the theory lecture section of the examination.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

“You will now begin the theory lecture.”

“You will be observed for client protection, safety, and infection control procedures.”

“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

“Please stop lecturing. We will now proceed to the demonstration section of the examination.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

- “You will be presenting your demonstration on _____.”*
- “You will be observed for client protection, safety, and infection control procedures.”*
- “You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”*
- “You will be informed when you have 5 minutes remaining.”*
- “Do not begin your demonstration until instructed to do so.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

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

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed to the demonstration.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the demonstration.”*
- “You will be observed for client protection, safety, and infection control procedures.”*
- “Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

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

Candidates will be evaluated on the following tasks:

- 3.2 Introduction to demonstration**
- 3.3 Use of teaching aids**
- 3.4 Use of communication skills**
- 3.5 Classroom interaction**
- 3.6 Closing of demonstration**
- 3.7 Content of demonstration**
- 3.8 Evaluation of demonstration**
- 3.9 Safety and infection control procedures**

NIC Instructor Practical Examination –Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

“Please stop demonstration. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

“You will be informed when you have 2 minutes remaining.”

“You will be observed for client protection, safety, and infection control procedures.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

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

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean-up:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN-UP

Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:

“The examiner has indicated they have completed their assessment.”

“Make sure that all supplies and disposable materials are taken with you.”

“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is 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 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
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

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 demonstrates bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant wipes**)
- hand sanitizer and manufacturer's label (**must be actual hand sanitizer**)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

Be sure to bring any additional supplies needed to complete the examination



NATIONAL INSTRUCTOR
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Instructor Theory Examination is the licensure examination for Instructors, 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. The time allowed for the Instructor Theory Examination is 90 minutes.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content** and **Important Instructions** – This document provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
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IMPORTANT INSTRUCTIONS

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- 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:
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 - 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.*

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 85 items of which 75 items are weighted and contribute to the candidate's final score.

DOMAIN 1: INSTRUCTIONAL PLANNING (31%)

- A. Understand the curriculum delivery process
 - 1. Understand syllabus
 - 2. Understand course outline
 - 3. Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
 - 4. Develop lesson plans
 - 5. Deliver course content
 - 6. Identify/define instructional outcomes (e.g., course goals, instructional objectives)
 - 7. Assess performance using goals and objectives (e.g., theoretical, lab/clinic)
- B. Understand student learning styles and needs
 - 1. Understand types of learners (e.g., kinesthetic, visual, audio)
 - 2. Adapt instruction based on learning styles (e.g., theoretical, lab/clinical application)
 - 3. Identify the learning needs of students (e.g., international, at-risk, physically-challenged, adult and educationally disadvantaged learners)
- C. Understand the advantage and purpose of instructional materials (e.g., technology, tools, products, and equipment)
 - 1. Understand types of instructional materials and develop guidelines for appropriate use:
 - a. Printed (e.g., textbooks, handouts)
 - b. Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
 - c. Demonstration
 - d. Technology
 - 2. Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- D. Understand assessment methods of student learning
 - 1. Written
 - 2. Practical
 - 3. Oral

Domain 2: INSTRUCTIONAL METHODS (37%)

- A. Demonstrate appropriate use and knowledge of methods of instruction
 - 1. Lecture
 - 2. Demonstration (e.g., role play, hands-on assignment)
 - 3. Group learning (e.g., projects, peer teaching, presentations)
- B. Recognize obstacles to learning
 - 1. Identify obstacles (e.g., ability level, behavior)
 - 2. Adapt instructional practices
- C. Demonstrate appropriate use and knowledge of communication
 - 1. Verbal skills:
 - a. Language skills (e.g., pronunciation, grammar, vocabulary)
 - b. Voice control (e.g., modulation, projection, tone)
 - 2. Non-verbal skills (e.g., body mechanics, facial expression)
 - 3. Listening skills (e.g., active listening)

- D. Utilize time management techniques
- E. Assess student learning
 - 1. Determine method of assessment
 - 2. Implement steps in assessment
 - 3. Evaluate assessment results
 - 4. Understand reliability and validity of assessment results

Domain 3: THEORY AND PRACTICAL CLASSROOM MANAGEMENT (32%)

- A. Learning environment
 - 1. Organize physical learning environment (e.g., seating arrangement, instructional space)
 - 2. Recognize the conditions of the physical environment (e.g., temperature, lighting, sound)
 - 3. Adapt instructional practices to accommodate obstacles to learning
- B. Understand Instructor responsibilities as related to:
 - 1. Professional conduct (e.g., image, ethics, leadership)
 - 2. Academic advising and counseling to help learners:
 - a. Identify areas in need of improvement (e.g., assessments, progress reports)
 - b. Identify obstacles to learning (e.g., lack of attendance, classroom behavior)
 - c. Identify causes of obstacles (e.g., financial, personal issues)
 - 3. Administrative responsibilities (e.g., attendance, grades, inventory)
- C. Maintain a safe learning environment
 - 1. Identify characteristics of a safe learning environment
 - 2. Identify safety hazards in the learning environment
 - 3. Maintain environment in a safe manner (e.g., enforce rules and routines)
 - 4. Practice infection control procedures

**INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

The following sample questions are similar to those presented in the NIC Instructor Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

- 1. Which of the following should be recorded in an educator's time utilization log?
 - a. Planned work
 - b. Clocked hours
 - c. Students' grades
 - d. Disciplinary actions
- 2. To ensure educational content is kept current, the educator would utilize which of the following materials?
 - a. Workbook
 - b. Dictionary
 - c. Reference book
 - d. Social network
- 3. Which of the following should be considered with visual integrity?
 - a. Vocabulary
 - b. Introduction
 - c. Gestures
 - d. Emphasis

NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

4. When a large group of students is divided for group discussions, an effective arrangement is the
 - a. cluster.
 - b. chevron.
 - c. theatre.
 - d. boardroom.

5. An educator informs a student that the electrical cord is sitting in water and needs to be moved. Whose responsibility is it to correct the situation?
 - a. Maintenance
 - b. Instructor
 - c. Administrator
 - d. Student

6. Students who benefit the MOST from processing tactile information and movement are
 - a. kinesthetic learners.
 - b. auditory learners.
 - c. visual learners.
 - d. disruptive learners.

7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
 - a. Theory concepts are always more interesting.
 - b. Practical skills cannot be learned without theory concepts.
 - c. Theory provides the basic concepts.
 - d. Practical skills always take longer to present than theory.

8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
 - a. Cut score
 - b. Rubric
 - c. Rating scale
 - d. Point grading

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B



NATIONAL INSTRUCTOR
THEORY EXAMINATION

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NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

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KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B



NATIONAL INSTRUCTOR
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 85 items of which 75 items are weighted and contribute to the candidate's final score.

DOMAIN 1: INSTRUCTIONAL PLANNING (31%)

- A. Understand the curriculum delivery process
 - 1. Understand syllabus
 - 2. Understand course outline
 - 3. Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
 - 4. Develop lesson plans
 - 5. Deliver course content
 - 6. Identify/define instructional outcomes (e.g., course goals, instructional objectives)
 - 7. Assess performance using goals and objectives (e.g., theoretical, lab/clinic)
- B. Understand student learning styles and needs
 - 1. Understand types of learners (e.g., kinesthetic, visual, audio)
 - 2. Adapt instruction based on learning styles (e.g., theoretical, lab/clinical application)
 - 3. Identify the learning needs of students (e.g., international, at-risk, physically-challenged, adult and educationally disadvantaged learners)
- C. Understand the advantage and purpose of instructional materials (e.g., technology, tools, products, and equipment)
 - 1. Understand types of instructional materials and develop guidelines for appropriate use:
 - a. Printed (e.g., textbooks, handouts)
 - b. Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
 - c. Demonstration
 - d. Technology
 - 2. Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- D. Understand assessment methods of student learning
 - 1. Written
 - 2. Practical
 - 3. Oral

Domain 2: INSTRUCTIONAL METHODS (37%)

- A. Demonstrate appropriate use and knowledge of methods of instruction
 - 1. Lecture
 - 2. Demonstration (e.g., role play, hands-on assignment)
 - 3. Group learning (e.g., projects, peer teaching, presentations)
- B. Recognize obstacles to learning
 - 1. Identify obstacles (e.g., ability level, behavior)
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- C. Demonstrate appropriate use and knowledge of communication
 - 1. Verbal skills:
 - a. Language skills (e.g., pronunciation, grammar, vocabulary)
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 - 3. Listening skills (e.g., active listening)

- D. Utilize time management techniques
- E. Assess student learning
 - 1. Determine method of assessment
 - 2. Implement steps in assessment
 - 3. Evaluate assessment results
 - 4. Understand reliability and validity of assessment results

Domain 3: THEORY AND PRACTICAL CLASSROOM MANAGEMENT (32%)

- A. Learning environment
 - 1. Organize physical learning environment (e.g., seating arrangement, instructional space)
 - 2. Recognize the conditions of the physical environment (e.g., temperature, lighting, sound)
 - 3. Adapt instructional practices to accommodate obstacles to learning
- B. Understand Instructor responsibilities as related to:
 - 1. Professional conduct (e.g., image, ethics, leadership)
 - 2. Academic advising and counseling to help learners:
 - a. Identify areas in need of improvement (e.g., assessments, progress reports)
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- C. Maintain a safe learning environment
 - 1. Identify characteristics of a safe learning environment
 - 2. Identify safety hazards in the learning environment
 - 3. Maintain environment in a safe manner (e.g., enforce rules and routines)
 - 4. Practice infection control procedures

**INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

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- 1. Which of the following should be recorded in an educator's time utilization log?
 - a. Planned work
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- 2. To ensure educational content is kept current, the educator would utilize which of the following materials?
 - a. Workbook
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- 3. Which of the following should be considered with visual integrity?
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 - b. Introduction
 - c. Gestures
 - d. Emphasis

NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

4. When a large group of students is divided for group discussions, an effective arrangement is the
 - a. cluster.
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 - c. Theory provides the basic concepts.
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 - a. Cut score
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NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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The NIC National Instructor Practical Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Instructor Practical Examination content and administration for Instructor 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.

- **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.
- **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.

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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.
- 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, please 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 Procedures.

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.nictesting.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-manufacturer-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, and 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.

SPECIAL ATTENTION

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an **original** theory lecture **and** demonstration lesson plan.
 - The lesson plans must be typed; not handwritten.
 - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
 - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are **not** allowed to use electronics for the theory lecture lesson or demonstration lesson.
- 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”
- Candidates are not allowed to label products as single-use items.

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Instructor Practical Examination includes three (3) core domain services. The **Core Domain Sections** are based on the national job analysis.

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“Please retain one set of lesson plans for yourself and provide the rest to the proctor. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate

“You will be presenting your theory lecture on _____.”

“You will have 10 minutes to set up for your lecture.”

“You will be informed when you have 5 minutes remaining.”

“When you are finished, please be seated until the next verbal instructions are given.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

The lesson plan will be evaluated on the following elements:

- 1.1 Lesson plan introduction**
- 1.2 Lesson plan content**
- 1.3 Teaching aids**
- 1.4 Closing**

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. We will now proceed to the theory lecture section of the examination.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

“You will now begin the theory lecture.”

“You will be observed for client protection, safety, and infection control procedures.”

“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

“Please stop lecturing. We will now proceed to the demonstration section of the examination.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

- “You will be presenting your demonstration on _____.”*
- “You will be observed for client protection, safety, and infection control procedures.”*
- “You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”*
- “You will be informed when you have 5 minutes remaining.”*
- “Do not begin your demonstration until instructed to do so.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

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

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed to the demonstration.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the demonstration.”*
- “You will be observed for client protection, safety, and infection control procedures.”*
- “Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

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

Candidates will be evaluated on the following tasks:

- 3.2 Introduction to demonstration**
- 3.3 Use of teaching aids**
- 3.4 Use of communication skills**
- 3.5 Classroom interaction**
- 3.6 Closing of demonstration**
- 3.7 Content of demonstration**
- 3.8 Evaluation of demonstration**
- 3.9 Safety and infection control procedures**

NIC Instructor Practical Examination –Demonstration (continued)

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

“Please stop demonstration. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

“You will be informed when you have 2 minutes remaining.”

“You will be observed for client protection, safety, and infection control procedures.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

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

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean-up:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN-UP

Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:

“The examiner has indicated they have completed their assessment.”

“Make sure that all supplies and disposable materials are taken with you.”

“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is 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 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
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

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 demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

Be sure to bring any additional supplies needed to complete the examination



NATIONAL INSTRUCTOR
THEORY EXAMINATION

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NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

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