



# NATIONAL COSMETOLOGY PRACTICAL EXAMINATION

## South Dakota Candidate Information Bulletin • 1/2017

Please retain this bulletin for future reference.

This bulletin contains important information regarding the NIC National Cosmetology Practical Examination content and administration. Please review all information carefully.

### ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Cosmetology licensing examinations are set by the South Dakota Cosmetology Commission laws and rules. To apply for this examination you must submit a completed application and check or money order for the appropriate fee to the Cosmetology Commission at least two weeks prior to the examination date.

### ADMISSION TO THE EXAMINATION

Approximately two weeks prior to the exam date, you will be sent an admission notice. The notice will confirm the examination sections that you will be taking (Written, Practical and State Laws/Rules examination). It will also include the date, time and location of the examination(s) you have been scheduled for.

Report to the examination center on the date and time indicated on your admission notice. Candidates arriving after the examination has begun will be admitted solely at the discretion of the Testing Officials. **Plan to arrive 30 minutes prior to your exam time!**

You must **present your Admission Notice and a US Government signed legal photo ID for admittance** to all examinations. Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

If your name has changed since you received your Admission Notice, you must bring legal documentation showing your previous name and current name (i.e. divorce decree, marriage license). The name submitted on the application must match the ID presented for admittance to the examination.

**NO electronic devices, cell phones, study materials, or purses** will be allowed in the examination areas.

### EXCUSED ABSENCE OR RESCHEDULING

The only acceptable excused absences are: personal sickness or death in the immediate family. Personal sickness must be verified by a written statement from a doctor stating the illness and that the severity requires that the examination cannot be taken at the assigned time. A medical excuse is accepted for one time only. Death in the immediate family shall be verified by a written statement from a clergy or funeral director setting forth the date of death and the relationship of the party to you. An excused absence must take the next scheduled examination. An unexcused absence (no-show) will mean the temporary license will be invalid immediately and another temporary will not be available.

In addition to the written statement, you should personally contact the Cosmetology staff (605-773-6193) to immediately inform them of the reason for failure to take the exam.

Rescheduling: If you need to reschedule an unexcused examination, written notification with the fee must be received by the commission no later than fourteen (14) business days prior to your scheduled examination date.

### EXAMINATION FEE REFUND POLICY

Examination fees are not refunded. If you have an excused absence (see above) the fee will be applied to the next scheduled examination date and your temporary license is still valid.

### INTERPRETERS, READERS AND FOREIGN LANGUAGE DICTIONARIES

Interpreters, readers and foreign language dictionaries are not permitted.

The National Theory examination and South Dakota State Laws/Rules examination can be taken in English or Vietnamese.

### INCLEMENT WEATHER

In case of inclement weather, the commission will make the decision to cancel state boards before twelve noon the day before the scheduled exam. If canceled, the office staff will try to contact candidates. BUT, all candidates are encouraged to call the office (605-773-6193) after 12:00 Noon (central time) the day prior to the examination if they think the state boards might be canceled. A message to cancel will be recorded on the office voice mail.

### CANDIDATES WITH SPECIAL NEEDS

If a visual or physical disability prevents you from taking the examination under normal conditions, you may request special accommodations under the Americans for Disabilities Act (ADA). Contact the Commission office for the forms. Documentation needs to be submitted fourteen (14) business days prior to your scheduled examination date.

### COSMETOLOGY EXAMINATION CONTENT FOR LICENSURE IN SOUTH DAKOTA

The cosmetology examination for licensure in South Dakota consists of three (3) sections:

- 1. South Dakota State Laws & Rules Examination** This is a written examination consisting of 25 multiple choice questions on the laws and rules of the South Dakota State Cosmetology Commission. Candidates have 30 minutes to complete this exam.
- 2. National (NIC) Cosmetology Theory Examination** This is a written examination consisting of 100 multiple choice questions on cosmetology theory. Candidates have 90 minutes to complete this exam.
- 3. National (NIC) Cosmetology Practical Examination** This is a hands-on examination using a mannequin head.

### SCORING

A score of 75% or higher is required on each examination to pass. A retake fee is required to retake the examinations.



NATIONAL *COSMETOLOGY*  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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*Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org), for the most current bulletin prior to testing.*

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

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology 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 document provides 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 individual documents 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 document provides 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**

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- 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.

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## NIC National Cosmetology Practical Examination

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- 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.”
  - Examiners are not allowed to speak with candidates.
  - 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 Health and Safety Standards.

### **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 Health and Safety standards, OR go to [www.nictesting.org](http://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, 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.

## NIC National Cosmetology Practical Examination

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- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. 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** 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.

### NIC MODEL OR MANNEQUIN REQUIREMENTS

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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 examination.

### SPECIAL ATTENTION

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

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- Candidates will be evaluated on proper designation of materials that are disposed. Candidates 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 Cosmetology Practical Examination Content Domains Sections).
- The following sections are new to the Cosmetology Practical Examination:
  - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 6)
  - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 7)
  - Blood Exposure Procedure (Content Domain Section 10)

Stand-up bags with handles, such as gift bags,  
lined with a plastic grocery bag.

**Candidates are expected to brace any time they are working around the eye and mouth areas.**

- 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.

**COSMETOLOGY PRACTICAL EXAMINATION  
CONTENT DOMAIN SECTIONS**

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The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes))
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (30 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer Application with Colored Simulated Product** (Untimed)
10. **Blood Exposure Procedure** (10 minutes)
- ~~11. + Blow Dry Styling (10 minutes)~~
- ~~12. + Roller Placement (10 minutes)~~
- ~~13. + Fingerwaving and Pin Curl Placement – Skip Wave (10 minutes)~~
- ~~14. + Basic Facial (20 minutes)~~
15. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)
- ~~16. + Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)~~
- ~~17. + Facial Makeup Application (20 minutes)~~
18. + Manicure and Polish Application (20 minutes)
- ~~19. + Nail Tip Application and Blending (20 minutes)~~
- ~~20. + Sculptured Nail (20 minutes)~~

**+Denotes Additional Sections for States that elect to test these sections. Administration of any of these sections will be performed in the numerical order outlined**

## **CONTENT DOMAINS**

### **1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 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 following sections of the examination:*

*Thermal Curling,*

*Haircutting,*

*\*Additional verbal instruction specific to state guidelines\**

~~*“Plug your curling iron in at this time.” (Read only if hot iron is used)*~~

*“You will prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 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, hospital-grade disinfectant**
- 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 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. THERMAL CURLING (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*"You will perform Thermal Curling."*

*"You will form two curls on the top of the head and two curls on one side of the head."*

*"A complete curl must be formed from base to end."*

*"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:

**2.1 Thermal curling supplies are labeled in English**

**2.2 Implements and supplies are visibly clean**

**2.3 Tests temperature of iron**

**2.4 Subsections hair for thermal curling**

**2.5 Demonstrates safe use of iron**

**2.6 Final appearance of four curls**

**2.7 Maintains drape throughout section**

**2.8 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. HAIRCUTTING (30 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*"You will perform a Haircut."*

*"You will complete a basic layered haircut using razor and shears."*

*"You will cut at least 1 inch of hair throughout the haircut."*

*"Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."*

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## NIC National Cosmetology Practical Examination

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### *NIC Cosmetology Practical Examination – Haircutting (continued)*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 30 minutes to complete this section.”*

*“You will be informed when you have 15 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:**

**3.1 Haircutting supplies are labeled in English**

**3.2 Implements and supplies are visibly clean**

**3.3 Subsections hair for Haircutting**

**3.4 Demonstrates safe use of razor**

**3.5 Demonstrates safe use of shears**

**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. 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.”*

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

*“May I please use your comb to check the haircut?”*

**3.6 Cuts entire nape line to a uniform length**

**3.7 Cuts sides uniform in length**

**3.8 Blends haircut**

**Examiner – Verbal Instructions:** Read to each candidate individually after the final appearance of the haircut has been examined:

*“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”*

**3.9 Removes hair from work area**

**3.10 Maintains drape throughout section**

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

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*



#### 4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown 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 the supplies for the following sections of the examination:*

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application.”*

*\*Additional verbal instruction specific to state guidelines\**

*“Plug your wax pot in at this time.” (Review your state examination guidelines)*

*“You will prepare your client for chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 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:**

- 4.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
- 4.2 Sanitizes hands with product labeled in English**
- 4.3 Universal supplies are labeled in English**
- 4.4 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 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.”*

## 5. CHEMICAL WAVING (20 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Chemical Waving.”*

*“You will wrap the entire center back section of the head, from crown to nape.”*

*“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”*

*“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.”*

*“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”*

*“Do not remove the remaining rods until you are instructed to do so.”*

*“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:**

- 5.1 Chemical waving supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Subsections hair for chemical waving**
- 5.4 Wraps hair**
- 5.5 Correct rod placement used throughout entire section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before 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.”*

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

*“Please demonstrate saturation”*

### **5.6 Demonstrates saturation**

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

*“Please demonstrate a test curl.”*

### **5.7 Demonstrates a test curl**

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

*“Please remove one rod from the hair.”*

*NIC Cosmetology Practical Examination –Chemical Waving (continued)*

**Examiner – Verbal Instructions:** Once rod is removed from the hair, read individually to candidate:  
*“Do not remove the remaining rods until instructed to do so.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:  
*“All examiners have indicated they are ready to proceed.”*

*“You will remove all remaining rods from the head and create 5 sections for the remaining chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 5 minutes to complete this section.”*

*“You will be informed when you have 2 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:**

**5.8 Maintains drape throughout section**

**5.9 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 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. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform the Predisposition Test and Strand Test for permanent hair color.”*

*“You will demonstrate the predisposition test behind the ear.”*

*“You will demonstrate the strand test process on any single subsection of hair.”*

*“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.”*

*NIC Cosmetology Practical Examination –Predisposition Test and Strand Test (continued)*

Candidates will be evaluated on the following tasks:

- 6.1 Predisposition test and strand test supplies are labeled in English**
- 6.2 Implements and supplies are visibly clean**
- 6.3 Demonstrates predisposition test behind the ear**
- 6.4 Demonstrates strand test process**
- 6.5 Maintains drape throughout section**
- 6.6 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 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.”*

## **7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Highlighting with Foil, Virgin Application.”*

*“You will place four foils on the top of the head from the front hairline to the apex.”*

*“You will apply simulated highlighting product from upper edge of foils to hair ends.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 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:

- 7.1 Highlighting with foil supplies are labeled in English**
- 7.2 Implements and supplies are visibly clean**
- 7.3 Subsections hair for highlighting with foils**
- 7.4 Uses correct foil placement**

*NIC Cosmetology Practical Examination –Highlighting With Foil, Virgin Application (continued)*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before 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.”*

**7.5 Final result of simulated product application**

**Examiner – Verbal Instructions:** Read to candidate individually once the final appearance of the foil has been examined:

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

**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 to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*

**8. HAIR COLOR RETOUCH WITH COLORED  
SIMULATED PRODUCT (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Hair Color Retouch Application.”*

*“You will apply simulated hair color product to one section of the back of the head.”*

*“The client has 1 inch of regrowth.”*

*“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:**

**8.1 Hair color retouch supplies are labeled in English**

**8.2 Implements and supplies are visibly clean**

**8.3 Subsections hair for hair color retouch**

*NIC Cosmetology Practical Examination –Hair Color Retouch (continued)*

- 8.4 Applies simulated hair color product**
- 8.5 Final result of hair color retouch application**
- 8.6 Maintains drape throughout section**
- 8.7 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 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.”*

## **9. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Virgin Hair Relaxer Application.”*

*“You will apply simulated relaxer product on a single subsection of hair.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so.”*

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

**Candidates will be evaluated on the following tasks:**

- 9.1 Virgin hair relaxer supplies are labeled in English**
- 9.2 Implements and supplies are visibly clean**

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

*“Please demonstrate the virgin relaxer application procedure.”*

- 9.3 Subsections hair for relaxer application**
- 9.4 Applies simulated relaxer product**

**Examiner – Verbal Instructions:** Read to each candidate individually after virgin relaxer application has been examined:

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

*NIC Cosmetology Practical Examination –Virgin Hair Relaxer (continued)*

**9.5 Maintains drape throughout section**

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

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*"All examiners have indicated they are ready to proceed."*

## **10. 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, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."*

*"You are 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:**

**10.1 Blood exposure supplies are labeled in English**

**10.2 Removes materials from first aid kit**

**10.3 Supplies and materials are visibly clean**

**10.4 Cleans injured area with antiseptic**

**10.5 Covers with dressing that is absorbent and secured**

**10.6 Candidate wears glove or finger guard**

**10.7 Disposes of all contaminated supplies**

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

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**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

**EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- 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

**HAIR CARE – UNIVERSAL/GENERAL SUPPLIES**

- mannequin head(s) and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- neck strip(s)
- protective capes (child size capes may be used)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- cotton
- gloves

**THERMAL CURLING SUPPLIES**

- thermal curling iron with cord unbound and/or unaltered
- material for testing temperature of iron

**HAIRCUTTING SUPPLIES**

- shears
- razor

**CHEMICAL WAVING SUPPLIES**

- chemical wave rods
- end papers
- simulated waving lotion (water)



**PREDISPOSITION TEST AND STRAND TEST WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush and bowl or bottle applicator
- hair color-colored simulated product
- skin cleanser

**HIGHLIGHTENING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush and bowl or bottle applicator
- colored simulated product
- foils

**HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush and bowl or bottle applicator
- colored simulated product

**VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT SUPPLIES**

- brush bowl or bottle applicator
- colored simulated product

**BLOOD EXPOSURE PROCEDURE SUPPLIES**

- additional bag for disposal of blood-contaminated materials

## 15. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

+ ADDITIONAL SECTION -

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read 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 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.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax.”*

*“You will demonstrate hair removal from one eyebrow by tweezing.”*

*“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”*

*“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 tweezing and soft wax procedures .”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so.”*

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

**Candidates will be evaluated on the following tasks:**

### 15.1 Hair removal supplies are labeled in English

#### HAIR REMOVAL OF EYEBROWS – TWEEZING

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

*“Please demonstrate hair removal of the eyebrow by tweezing.”*

## NIC National Cosmetology Practical Examination

*NIC Cosmetology Practical Examination – Hair Removal of the Eyebrows by using Tweezing and Simulated Soft Wax (continued)*

- 15.3 Candidate wears gloves
- 15.4 Applies antiseptic to eyebrow area
- 15.5 Holds skin taut
- 15.6 Demonstrates tweezing of hair in direction of hair growth
- 15.7 Applies antiseptic to treated area

### HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

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

*“Please demonstrate hair removal of the eyebrow using simulated soft wax.”*

- 15.8 Applies antiseptic to eyebrow area
- 15.9 Uses absorbent material or product to dry eyebrow area
- 15.10 Tests temperature of simulated soft wax product on wrist
- 15.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 15.12 Smoothes wax strip over simulated soft wax product
- 15.13 Holds skin taut
- 15.14 Removes wax strip in opposite direction of hair growth
- 15.15 Applies antiseptic to treated area
- 15.16 Applies post-epilation product to treated area

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

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

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

**Proctor – Verbal Instructions:** Read to candidates when all examiners have indicated they have completed their assessment:

*“All examiners have indicated they are ready to proceed.”*

***SUGGESTED EXAMINATION SUPPLIES***

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**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

**HAIR REMOVAL OF THE EYEBROWS BY TWEEZING USING SIMULATED SOFT WAX SUPPLIES**

- hair band or drape
- antiseptic
- tweezers
- wax strips
- wax applicators
- simulated soft wax product
- post-epilation product

## 18. MANICURE AND POLISH APPLICATION (20 minutes)

– ADDITIONAL SECTION –

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Manicure and Polish Application section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before 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 turned the hand:

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

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Manicure and Polish Application.”*

*“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.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 18.1 Manicure and polish supplies are labeled in English
- 18.2 Implements and supplies are visibly clean
- 18.3 Sanitizes hand to be manicured with product labeled in English
- 18.4 Shapes free edges to establish uniform length and shape
- 18.5 Immerses all fingernails in bowl of water
- 18.6 Applies cuticle remover
- 18.7 Pushes back cuticles
- 18.8 Cleans under free edge
- 18.9 Brushes or wipes nails to remove product or remaining debris
- 18.10 Buffs nails
- 18.11 Applies cuticle oil
- 18.12 Applies massage product
- 18.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements

## NIC National Cosmetology Practical Examination

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### *NIC Cosmetology Practical Examination –Manicure and Polish Application (continued)*

**18.14 Cleanse each nail plate with appropriate solution**

**18.15 Applies basecoat to cover entire nail plate**

**18.16 Applies red polish to cover entire nail plate**

**18.17 Applies topcoat to cover entire nail plate**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before 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 turned the hand:

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

**18.18 Final appearance of polish is smooth and even**

**18.19 Nail plate is entirely covered with red polish**

**18.20 Cuticle and surrounding skin are free of polish and free of injury**

**Examiner – Verbal Instructions:** Read to candidate individually after the manicure and polish has been examined:

*“Please do nothing until further instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“All examiners have indicated they are ready to proceed with the examination.”*

*“You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 5 minutes to complete this section.”*

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

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**18.21 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 turned the hand to indicate they have completed the section before 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 turned the hand:

*“Please stop working.”*

***SUGGESTED EXAMINATION SUPPLIES***

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**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

**MANICURE AND POLISH APPLICATION SUPPLIES**

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- bowl (finger bowl)
- water
- nail file(s) and/or buffer(s)
- cotton
- cuticle cream/remover
- cuticle pusher
- nail brush
- massage product
- base coat
- top coat
- red polish
- polish remover