Dear applicant,

The Louisiana State Board of Cosmetology accepts transfers from inside and outside of the United States. We would like the transfer to be as simple as possible, so we have outlined some important information as well as requirements that must be met before we can transfer your license.

Foreign reciprocity applicants must take the complete exam. (National, State, and Practical) Your education must be evaluated by an approved company. To have this done, you must choose from the approved list of evaluation companies and follow the procedure according to that company. You must have the evaluations sent directly to this office, attention: Kiwan Wade, and a copy sent to you, for your records. You must have both your high school education evaluated, as well as your license. The high school education will require a basic/general evaluation. The license will require a professional credential evaluation.

Some evaluations may suggest that the license, you’ve received is not equivalent to a license issued from the Louisiana State Board of Cosmetology. For example, we do not issue hair dresser licenses. Some evaluations may suggest that the training you’ve received is not equivalent to training from a Louisiana cosmetology school. An example would be if your evaluation states that equivalency is “training from an unaccredited school in the US”. If this happens, your application to test will be required to go before the Board.

You must submit the testing applications, the fees, a copy of your social security card, a copy of your state issued identification, and the two evaluations, along with your original current license.

You will receive your national testing information by email, and your practical and state examination dates by mail. Study material for the national, and practical is included with this packet, and state examination information can be found by downloading the laws and rules from our website.

Good luck,

Louisiana State Board of Cosmetology
Foreign Reciprocity Checklist

___ Original current license and an original professional evaluation of your license. Must be an approved organization. (List attached)

___ Proof of completion of the 10th grade, or high school diploma, or GED and an original general evaluation of your high school education by an approved organization. (same list as mentioned above)

___ Copy of driver's license or state issued identification card. (We will not accept passports or immigrant card/Visa)

___ Copy of social security card

___ Proper fee- $75 for LA resident (LA driver’s license or LA state id) or $100 for non-resident (out of state driver’s license or other state issued id) The national testing fees will be paid through the testing company at www.IQTesting.com

___ Foreign reciprocity practical and state application

___ Foreign reciprocity national application
APPLICATION FOR FOREIGN RECIPROCITY NATIONAL EXAM

Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
(225) 756-3404

**Select language**

☐ English
☐ Vietnamese
☐ Spanish

Please check one

☐ Cosmetology
☐ Manicurist
☐ Esthetician

*****PLEASE PRINT*****

Full Name: __________________________________________

Address: ____________________________________________

City: _____________________________________________ State: ___________________ Zip: ________________

Birthdate: ____________________ Social Security #: ____________________

Applicant’s Individual Email Address: ________________________________

Applicant’s Telephone Number: ________________________________

Country where currently licensed____________________________________

Name of the school attended_________________________________________

Please make sure the following is included along with this application:

○ Recent COLOR photo of applicant (passport sized)

Applicant Signature: ______________________________ Date: ____________________

NO MONEY REQUIRED WITH THIS APPLICATION

**THE NATIONAL TESTING FEES WILL BE PAID THROUGH THE TESTING COMPANY AT WWW.IQTTesting.com**
Louisiana State Board of Cosmetology
FOREIGN RECIPROCITY APPLICATION FOR PRACTICAL AND STATE EXAM

INSTRUCTIONS/PLEASE TYPE OR PRINT LEGIBLY

1. INCLUDE APPROPRIATE FEE OF $75.00 (LA ID OR DL) OR $100.00 (OUT OF STATE ID OR DL) FEE INCLUDES INITIAL LICENSE FEE (RESIDENT OR NONRESIDENT), AND THE FEE FOR THE PRACTICAL AND STATE EXAMS

2. MAIL COMPLETED APPLICATION AND REQUIRED FEES TO: LOUISIANA STATE BOARD OF COSMETOLOGY, 11622 SUNBELT COURT, BATON ROUGE, LOUISIANA 70809.

APPLICANT PERSONAL DATA

I hereby submit the application for license transfer by examination to practice: ☐ COSMETOLOGY ☐ MANICURIST ☐ ESTHETICAN

******PLEASE PRINT******

Full Name: __________________________________________________________

Address: ____________________________________________________________

City: ___________________________ State: ___________________________ Zip: ___________

Social Security Number: ___________________________ Date of Birth: _____________

Gender: Male ☐ Female ☐ Telephone Number _____________________________

Email Address: _________________________________________________________

Country where currently licensed __________________________________________

Name of the school attended ______________________________________________

I UNDERSTAND THAT IF I FAIL TO SHOW FOR MY SCHEDULED EXAMINATION WITHOUT PROPER NOTIFICATION, A SEVEN DAY NOTICE OR 24 HOURS EMERGENCY NOTICE, I WILL BE REQUIRED UPON REAPPLICATION TO SUBMIT A $25.00 ADMINISTRATIVE FEE.

________________________________________________________________________

Applicant ___________________________ Date ___________________________

If you have a disability and may require some accommodation in taking this examination, be sure to fill out the “Request for Accommodation” form along with the application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodations on-site.
Endorsed Members – Evaluation Services

Academic Credentials Evaluation Institute, Inc.

Jasmin Saidi-Kuehnert, President & CEO
Alan A. Saidi, Senior Vice President & COO
Phone: 1-800-234-1597 or 310-275-3530
Email: acei@acei-global.org
Address: P.O. Box 6908
Beverly Hills, CA
Zipcode: 90212
website: www.acei-global.org

American Education Research Corporation

Martha Alvarez, Director
Phone: 626-339-4404
Email: aerc@verizon.net
Address: 382 E. Rowland Street
Covina, CA
Zipcode: 91723-3154
website: www.aerc-eval.com

Foreign Credential Evaluations, Inc.

Beth Cotter, President
Phone: 770-642-1108
Email: beth_cotter@fceatlanta.com
Address: 115 Carriage Park Lane
Hendersonville, NC
Zipcode: 28791
website: www.fceatlanta.net

Foreign Credentials Service of America

William J. Paver, Ph.D, Director
Phone: 512.459.8428
Email: billpaver@foreigncredentials.org
Address: 1910 Justin Lane
Austin, TX
Zipcode: 78757
website: www.foreigncredentials.org

Foreign Credits, Inc.

Aleks Morawski, Director of Evaluation Services
Phone: 224-521-0170
Email: info@foreigncredits.com
Address: 29 E Madison St, Suite 1005
Chicago, IL
Zipcode: 60602
website: www.foreigncredits.com

Globe Language Services, Inc.

Alexander Agafonov, Ph.D. , Executive Vice President/COO
Phone: 212-227-1994 x 17
Email: info@globelanguage.com
Address: 305 Broadway,
Suite 401
New York, NY
Zipcode: 10007
website: www.globelanguage.com

International Evaluation Services

Mario Caruso, President
Phone: 732-462-5502
Email: info@iesedu.org
Address: P.O. Box 505
Marlboro, NJ
Zipcode: 07746-0505
website: www.iesedu.org

SDR Educational Consultants

Hany Arafat, President
Phone: 713-460-3525
Email: info@sdreducational.org
Address: 2600 Gessner Road, Suite 267
Houston, Texas
Zipcode: 77080
website: www.sdreducational.org

Ucredo

Ucredo
Alex Popovski, President
Phone: 407-965-2733
Email: info@ucredo.com
Address: 105 W Plant St, Suite 1
Winter Garden, FL
Zip code: 34787
Website: www.ucredo.com
NACES® Members
alphabetically
(as of June 2013)

Contact NACES®: info2@naces.org
Website: www.naces.org

Please be sure to visit the website regularly to check the updated status of NACES® members.

Founding Members are shaded in grey.

A2Z Evaluations, LLC
Member since May 2009
216 F Street, #29
Davis, CA 95616
Phone: (530) 400-9266
Email: info@A2Zeval.com
Website: http://www.A2Zeval.com

Academic Evaluation Services, Inc.
Member since May 2008
5620 East Fowler Ave, Suite E
Tampa, FL 33617
Phone: (813) 374-2020
Fax: (813) 374-2023
Email: info@aes-edu.org
Website: http://www.aes-edu.org

Center for Applied Research, Evaluations, & Education, Inc.
Founding Member (since March 1987)
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272
Fax: (714) 237-9279
Email: eval_caree@yahoo.com
Website: http://www.iescaree.com
Educational Credential Evaluators, Inc.
Founding Member (since March 1987)

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
Email: eval@ece.org
Website: http://www.ece.org

Educational Perspectives, nfp.
Member since April 2003

P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@edperspective.org
Website: http://www.edperspective.org

Educational Records Evaluation Service, Inc.
Member since April 1993

601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: (916) 921-0790
Fax: (916) 921-0793
Email: edu@eres.com
Website: http://www.eres.com
e-ValReports
Member since May 2007
3213 West Wheeler Street, #287
Seattle, WA 98199
Phone: (206) 257-4249
Fax: (206) 687-7944
Email: brad@e-valreports.com
Website: http://www.e-valreports.com

Evaluation Service, Inc.
Member since June 1991
333 W. North Avenue, #284
Chicago, IL 60610
Phone: (312) 477-8569
Fax: (312) 587-3068
Email: info@evaluationservice.net
Website: http://www.evaluationservice.net

Foreign Academic Credential Service, Inc.
Founding Member (since March 1987)
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
Website: http://www.facsusa.com

Foundation for International Services, Inc.
Founding Member (since March 1987)
505 5th Avenue South, Suite 101
Edmonds, WA 98020
Phone: (425) 248-2255
Fax: (425) 248-2262
Email: info@fis-web.com
Website: http://www.fis-web.com
Global Credential Evaluators, Inc.  
*Member since March 2004*

P.O. Box 9203  
College Station, TX 77842-9203  
Phone: (800) 707-0979  
Fax: (979) 690-6342  
Email: gce@gceus.com  
Website: [http://www.gcevaluators.com/](http://www.gcevaluators.com/)

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Global Services Associates, Inc.  
*Member since May 2000*

409 North Pacific Coast Highway, # 393  
Redondo Beach, CA 90277  
Phone: (310) 828-5709  
Fax: (310) 828-5709  
Email: info@gobaleval.org  
Website: [http://www.globaleval.org](http://www.globaleval.org)

---

International Academic Credential Evaluators, Inc.  
*Member since May 2006*

P.O. Box 2465  
Denton, TX 76202-2465  
Phone: (940) 383-7498  
Fax: (940) 382-4874  
Email: staff@iacel.net  
Website: [http://www.iacel.net](http://www.iacel.net)

---

International Consultants of Delaware, Inc.  
*Founding Member (since March 1987)*

3800 Market Street, Suite 450  
Philadelphia, PA 19104  
Phone: (215) 387-6950 Ext. 603  
Fax: (215) 349-0026  
Email: icd@icdeval.com  
Website: [http://www.icdeval.com](http://www.icdeval.com)
International Education Research Foundation, Inc.
Founding Member (since March 1987)

P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: information@ierf.org
Website: http://www.ierf.org

Member since April 1991

7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Translations: (305) 273-1984
Email: info@jsilny.com
Website: http://www.jsilny.com

SpanTran Evaluation Services
Member since April 1996

2400 Augusta Drive, Suite 451
Houston, TX 77057
Phone: (713) 266-8805
Fax: (713) 789-6022
Email: apps@spantran.com
Website: www.spantran.com

Transcript Research
Member since September 2011

9090 Skillman, #182-A
PMB 364
Dallas, TX 75243
Phone: 214.810.1124
Fax: 888.745.6756
Email: info@transcriptresearch.com
Website: www.transcriptresearch.com
Study Material For Cosmetology National
Memorandum

To: Louisiana Cosmetology Schools

From: Louisiana State Board of Cosmetology

Date: April 1, 2016

Re: Updated Content Outline for NIC Theory

The National-Interstate Council of State Boards of Cosmetology (NIC) is pleased to announce the following NIC theory examinations have been updated to reflect current professional practices in the U.S.:

- Cosmetology
- Esthetics Advanced (AP)
- Hair Design
- Natural Hair Styling

The updated content for abovementioned examinations will become effective May 1, 2016. Candidates taking these examinations on or after that date will be examined on the updated content.

The updated content for the theory examinations can be found in the enclosed Candidate Information Bulletins (CIBs). CIBs can also be downloaded from the NIC website at www.nictesting.org by selecting “Preparing For Your Licensing Program”.

The CIBs provide detailed information related to each examination. The NIC strongly recommends that the CIBs be reviewed carefully and thoroughly.

Thank you for your cooperation in preparing candidates for the updated NIC examinations.
NATIONAL COSMETOLOGY
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 Cosmetology Theory 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 examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Cosmetology 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.
- References - This document provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.
The following outlines the scope of content covered by the NIC National Cosmetology Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

**DOMAIN 1: SCIENTIFIC CONCEPTS (30%)**

A. Infection Control and Safety Practices
   1. Identify how disease and infection are caused and transmitted
   2. Recognize purpose and/or effects of infection control principles
      a. Levels of infection control:
         i. Sanitation/Cleaning
         ii. Disinfection
         iii. Sterilization
      b. Process of infection control:
         i. Recognize when cross-contamination occurs
         ii. Prevention of cross-contamination
         iii. Differentiate between the purpose of single- and multi-use tools
   3. Apply blood contact procedures
   4. Identify requirements of government agencies:
      a. OSHA standards
      b. EPA

B. Human Anatomy and Physiology
   1. Identify function and structure of the:
      a. Hair and scalp
      b. Skin
      c. Nails
   2. Identify signs and symptoms of conditions, disorders, and diseases related to:
      a. Hair and scalp
      b. Skin
      c. Nails
   3. Identify muscles and joints and their functions related to:
      a. Head and face
      b. Arms and hands
      c. Legs and feet
   4. Identify functions of:
      a. Nervous system
      b. Circulatory system

C. Basic Chemistry of Products Used in Cosmetology
   1. Recognize purpose and effects of products and ingredients
   2. Recognize interaction between chemicals
   3. Recognize physical interactions with chemicals
   4. Recognize chemical reactions (e.g., overexposure, chemical burn)
   5. Recognize the chemical pH scale
DOMAIN 2: HAIR CARE AND SERVICES (40%)

A. Client Consultation, Analysis and Documentation for Hair Care Services
   1. Evaluate condition of client's hair and scalp (i.e., assessment)
   2. Recognize conditions that would prohibit service (i.e., contraindications)
   3. Determine services or products
   4. Recognize purpose and interpret results of preliminary tests (e.g., predisposition and strand tests)
   5. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in Hair Care Services
   1. Identify function, purpose and infection control procedures of tools used in hair services:
      a. Equipment (e.g., chair, workstation)
      b. Implements (e.g., razors, shears, combs/brushes)
      c. Supplies and materials (e.g., towels, drape, neck strips)
      d. Electrical tools (e.g., irons, blow dryers, clippers)
      e. Proper disinfection procedures
   2. Recognize safe practices for use of tools (i.e., equipment, implements, supplies, ergonomics)

C. Hair Care
   1. Apply knowledge of principles and procedures for shampooing and conditioning
   2. Apply knowledge of principles and procedures for scalp treatments and scalp massage
   3. Apply knowledge of draping (e.g., chemical, shampoo, cutting)

D. Hair Design
   1. Apply knowledge of principles, procedures and safety of hair cutting and shaping
   2. Apply knowledge of principles, procedures and safety of hair styling:
      a. Wet styling
      b. Thermal styling
      c. Natural hair styling (e.g., braiding)
   3. Apply knowledge of principles, procedures and safety related to hair enhancements:
      a. Extension application and removal:
         i. Braid and sew attachment
         ii. Bonding
         iii. Fusion bonding
         iv. Tube shrinking
         v. Linking
   4. Apply principles of balance and design (e.g., facial shape, physical structure)

E. Chemical Services
   1. Apply knowledge of principles, procedures and safety for:
      a. Hair coloring (including corrective color)
      b. Hair lightening
      c. Foiling
      d. Chemical hair relaxing/restructuring and curl reduction
         i. Hydroxide
         ii. Thio
         iii. Keratin
      e. Chemical waving/texturizing:
         i. Alkaline
         ii. Acid
         iii. Non-thio
         iv. Keratin
DOMAIN 3: SKIN CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for Skin Care Services
   1. Evaluate condition of client’s skin:
      a. Skin type
      b. Skin condition
   2. Identify contraindications:
      a. Disorders
      b. Diseases
   3. Determine services and products
   4. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used for skin care services
   1. Identify function, purpose and infection control procedures of tools:
      a. Equipment (e.g., chair, steamer)
      b. Implements (e.g., tweezers, brushes, extractors)
      c. Supplies, products, and materials (e.g., creams, masks, towels, body and hair drapes)
      d. Proper disinfection procedures
   2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

C. Facial skin care services
   1. Apply knowledge of principles, procedures and safety for:
      a. Cleansing
      b. Steaming
      c. Exfoliation
      d. Extraction
      e. Massage
      f. Masks
      g. Hair Removal:
         i. Tweezing
         ii. Depilatory
         iii. Hard wax
         iv. Soft wax
      h. Makeup application
      i. Electrical equipment

DOMAIN 4: NAIL CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for nail care services
   1. Evaluate condition of client’s nails
   2. Identify contraindications:
      a. Disorders
      b. Diseases
   3. Determine services and products
   4. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in nail care services
   1. Identify function, purpose and infection control procedures of tools:
      a. Equipment (e.g., workstation, pedicure basin)
      b. Implements (e.g., nippers, file)
      c. Supplies, products, and materials (e.g., towels, creams, polish)
      d. Proper disinfection procedures
   2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)
NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

C. Apply knowledge of principles, procedures and safety for basic manicure and pedicure

D. Apply knowledge of principles, procedures and safety for application, maintenance, and removal of nail enhancements:
   1. Nail tips
   2. Acrylics

COSMETOLOGY THEORY EXAMINATION
SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Cosmetology 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 will reinforce and reconstruct the hair shaft?
   (A) Scalp treatment
   (B) Balancing shampoo
   (C) Hair brushing
   (D) Protein conditioner

2. When damaged, which of the following will cause the hair growth to be inhibited?
   (A) Papilla
   (B) Shaft
   (C) Cuticle
   (D) Arrector pili

3. A condition caused by an infestation of head lice is
   (A) tinea barbae.
   (B) scabies.
   (C) pediculous capitalis.
   (D) tinea capitis.

4. Debris is removed from tools and implements using which of the following procedures?
   (A) Cleaning
   (B) Disinfection
   (C) Sterilization
   (D) Decontamination

5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
   (A) Coarse file
   (B) Metal file
   (C) Nail brush
   (D) Nail buffer

6. What is another name for the dermis layer of the skin?
   (A) Spiny layer
   (B) Horny layer
   (C) True skin
   (D) Basal cell

7. The massage movement intended to soothe muscles is
   (A) petrissage.
   (B) tapotement.
   (C) friction.
   (D) effleurage.
8. What product can be used to equalize the porosity of the hair?
(A) Shampoo
(B) Fillers
(C) Lightener
(D) Developer


To take the NIC Cosmetology Online Practice Exam (English Only) CLICK HERE or go to:
https://www.iqtesting.com/registration/2008/quickregister.aspx ($39.00 fee applies)
For assistance, please call IQT at 1-866-773-1114.
Please visit your examination provider’s website for the most current bulletin prior to testing.

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

This document contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Examination References.

PLEASE NOTE: THE THEORY AND PRACTICAL EXAMINATION CIBS ARE PROVIDED AS SEPARATE DOCUMENTS. BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

NATIONAL COSMETOLOGY EXAMINATION REFERENCES

The following sources are used by NIC to develop and support National Cosmetology Theory and Practical Examination content. References are listed alphabetically with the most recent copyright date presented first. NIC uses the most recent versions for item and examination development.

CLIC INTERNATIONAL Cosmetology Career Concepts
2014
CLIC INTERNATIONAL
396 Pottsville / Saint Clair Highway
Pottsville, PA 17901
www.clicusa.com

Milady Standard Cosmetology
2016
Milady
20 Channel Center Street
Boston MA 02210
www.milady.cengage.com

Salon Fundamentals Cosmetology
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady Standard Cosmetology
2012
Milady
5 Maxwell Drive
Clifton Park, NY 12065-2919
www.milady.cengage.com

Salon Fundamentals Cosmetology
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

NIC Infection Control and Safety Standards
National-Interstate Council of State Boards of Cosmetology

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa’s for All Industry Modalities
NIC, Inc., August 2007
www.nictesting.org

Copyright National-Interstate Council of State Boards of Cosmetology, Inc. – Cosmetology Examination References
Rev. 12/31/2015
Eff. 5/2016
Study Material For Cosmetology Practical
Cosmetology Practical Exam Supply List

Mannequins
You may bring a minimum of 4 mannequin heads.
Live models are not permitted
It is the student’s responsibility to appear at the practical examination with mannequin heads.
*We have extra mannequin stands in testing area

PHASE 1-SET AND COMB OUT-(20mins)
Mannequin-set and dried
Comb out brush
Comb (bring extras)
Lift

PHASE 2- WET WORK-10 mins for Fingerwaves-30 mins for remainder of head
Mannequin-wet, jelled and in plastic bag
Wave comb (bring extras)
Dry fast setting gel
Rollers (4) YELLOW- 1 inch in diameter
Clips for pin curls
Roller clips

PHASE 3- CHEMICAL EXAMINATION-50 mins
Mannequin
WHITE RODS ONLY
End papers
Comb (bring extras)
Cholesterol
Foil
Water spray bottle
Bleach application brush and bowl

PHASE 4-HAIRCUT-40 mins
Mannequin-medium to short hair*NO LONGER THAN 6 INCHES
2 towels
1 trash bag
Dust pan and broom
Hair cutting cape
Shears
Comb (bring extras)
Duckbill clips or large clips
Water bottle
Newspaper for sanitation
<table>
<thead>
<tr>
<th>LOUISIANA STATE BOARD OF COSMETOLOGY</th>
<th>COSMETOLOGY PRACTICAL EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET &amp; COMB OUT</td>
<td>TOTAL</td>
</tr>
<tr>
<td>GUIDELINES</td>
<td>CHECK BOX</td>
</tr>
</tbody>
</table>
| 5 Set must include rollers & clipped Pin Curls and must not have hair falling off the rollers | 5 Set did not have clipped Pin Curls
| 5 Comb out must have form and balance | Hair was falling off the rollers. |
| 5 Back combing must be smooth        | 5 Comb out had no form or balance  |
| 5 No roller marks visible            | 5 Back combing was not smooth      |
| 0 Mannequin must not be wet          | 5 Roller marks were visible        |
| 0 Mannequin was wet, unable to comb  | TOTAL                             |
| WET WORK                             | CHECK BOX                         |
| GUIDELINES                           |                             |
| 4 Must be a complete head of finger waves | 4 Did not do a complete head of finger waves |
| Finger waves must be horizontal      | Finger waves were not horizontal  |
| 4 Rollers must be on base, half off base, off base and roller in a shaping | 4 Rollers were not on base, half off base, off base, or in a shaping |
| Rollers must be 1 inch in diameter & 2 1/2 inches long. | Rollers not 1 inch in diameter |
| Sub-Sections of rollers must be diameter size of yellow rollers (1 inch) | Rollers not 2 1/2 inch long |
| 4 Brush wave must be 3 rows of VERTICAL alternating pin curls. | 4 Sub-Sections were not the diameter size of the yellow rollers (1 inch) |
| 4 Skip wave must be diagonal & must be a shaping, row of pin curls, another shaping, & another row of pin curls. | 4 Did not properly execute the brush wave |
| 4 Four pin curls, 1 on base, 1 half off base, 1 off base & 1 in a shaping | The brush wave was not VERTICAL |
| Pin curls must be on one base line & must be clipped | 0 No brush wave executed |
| PERMANENT WAVE                       | TOTAL                             |
| GUIDELINES                           | CHECK BOX                         |
| 10 Sub-sections must be according to the long six white rods and rods must be half must be half off base | 10 Sub sections not according to the six long white rods and rods not half off base |
| 0 Fish hooks                        | Fish hooks were present           |
| 0 Picks allowed                     | 10 Less than 6 rods               |
| 10 Must be a double end paper flat wrap | 10 Did not use a double end paper flat wrap |
| 0 Rods must be half off base with tension | Rods not half off base and no tension |
| 0 Section must be complete          | 0 Section was incomplete           |
| 0 Must be on FRONT LEFT PANEL       | 0 Not on FRONT LEFT PANEL         |
| 0 Must have a mannequin             | 0 Did not have a mannequin        |
| FOIL                                | TOTAL                             |
| GUIDELINES                           | CHECK BOX                         |
| 10 The foil must be close to the scalp and the hair must be weaved | 10 Foil was too far from the scalp & the hair was not weaved |
| 10 Strand must be completely saturated with the product | The strand was not completely saturated with the product |
| 10 The section must be completed    | 10 Section was not completed       |
| 0 Must be on FRONT RIGHT PANEL      | 0 Not on the FRONT RIGHT PANEL    |
| 0 Must have a mannequin             | 0 Did not have a mannequin        |

Examiner's Name ______________________ Examiner's ______________________
Applicant's ______________________
<table>
<thead>
<tr>
<th>VIRGIN BLEACH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>10 If hair is 4 inches or shorter apply product 1/2 inch from the scalp to the ends of hair strand</td>
<td>10 Product applied too close to the scalp</td>
</tr>
<tr>
<td>If hair is longer than 4 inches apply product down to about 1/2 inch of the ends</td>
<td>10 Product applied too far from the scalp</td>
</tr>
<tr>
<td>Hair strand must be completely saturated on both sides with the product</td>
<td>10 Product not applied down to about 1/2 to 1 inch of long hair strand</td>
</tr>
<tr>
<td>0 Must be on the BACK RIGHT PANEL</td>
<td>10 Product was applied to the ends of long hair</td>
</tr>
<tr>
<td>10 Section must be completed</td>
<td>0 Not on BACK RIGHT PANEL</td>
</tr>
<tr>
<td>0 Must have a mannequin</td>
<td>10 Section was not completed</td>
</tr>
<tr>
<td>HAIR COLOR RETOUCH</td>
<td>0 Did not have a mannequin</td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>10 Application of product to re-growth only at the scalp area (1/2 inch) and must be evenly saturated</td>
<td>10 Application to far down the strand or not on the scalp area &amp; not evenly saturated</td>
</tr>
<tr>
<td>10 Section must be completed</td>
<td>10 Section was not completed</td>
</tr>
<tr>
<td>Must be on TOP SECTION</td>
<td>Not on TOP SECTION</td>
</tr>
<tr>
<td>0 Must have a mannequin</td>
<td>0 Did not have a mannequin</td>
</tr>
<tr>
<td>RELAXER RETOUCH</td>
<td>TOTAL</td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>10 Apply the product to re-growth area about 1/4 to 1/2 inch from the scalp</td>
<td>10 Product applied too far down the strand</td>
</tr>
<tr>
<td>Hair strand must be evenly saturated with product</td>
<td>10 Product applied too far from the scalp</td>
</tr>
<tr>
<td>10 Section must be completed</td>
<td>Hair strand not completely saturated with the product</td>
</tr>
<tr>
<td>Must be on LEFT BACK PANEL</td>
<td>10 Section was not completed</td>
</tr>
<tr>
<td>0 Must have a mannequin</td>
<td>Not on LEFT BACK PANEL</td>
</tr>
<tr>
<td>0 Did not have a mannequin</td>
<td>0 Did not have a mannequin</td>
</tr>
<tr>
<td>HAIRCUT</td>
<td>TOTAL</td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>10 Must cut no less than 1 inch of hair</td>
<td>10 Did not cut 1 inch of hair</td>
</tr>
<tr>
<td>Must cut a 90 degree uniformed layered haircut</td>
<td>Did not cut a 90 degree uniformed layered haircut</td>
</tr>
<tr>
<td>Must not be shorter than 3 inches</td>
<td>Haircut was shorter than 3 inches</td>
</tr>
<tr>
<td>10 Must be a completed haircut</td>
<td>10 Did not complete the haircut</td>
</tr>
<tr>
<td>0 Must have a mannequin</td>
<td>0 Did not have a mannequin</td>
</tr>
</tbody>
</table>

EXAMINER'S NAME:

APPLICANT'S #:
SET AND COMB OUT

1. SET MUST INCLUDE ROLLERS AND PIN CURLS.
2. PIN CURLS MUST BE CLIPPED.
3. STUDENTS ARE NOT TIMED FOR THE GRADING OF THE SET.
4. STUDENTS ARE ALLOWED 20 MINUTES FOR THE COMB OUT.

COMB OUT

1. ROLLERS MARKS MUST NOT BE VISIBLE.
2. BACK COMBING MUST BE SMOOTH.
3. COMB OUT MUST HAVE FORM & BALANCE.

WET WORK

FINGER WAVE

FINGER WAVES MUST BE HORIZONTAL

ENTIRE HEAD MUST BE COMPLETED

FINGER WAVE IS 4 POINTS OF THE WET WORK SECTION.

STUDENTS HAVE 10 MINUTES TO FINGER WAVE THE ENTIRE HEAD.
**SKIP WAVE**

The skip wave must be diagonal and must include 2 shapings and 2 rows of pin curls.

**VERTICAL BRUSH WAVE**

The brush wave must be vertical and must be 3 rows of alternating pin curls. The order of the alternating pin curls does not matter.
ROLLER PLACEMENT

DOTTED LINES INDICATES THE ANGLE
ANGLE THE HAIR IS HELD
ROLLER #1 IS (ON BASE)
ROLLER #2 IS (1/2 OFF BASE)
ROLLER #4 (ROLLER IN A SHAPING)

1. COMB HAIR INTO A SHAPING
2. PLACE ROLLER AT THE BEGINNING OF
   THE HAIR AND ROLL INTO THE SHAPING.

ONLY YELLOW ROLLERS

ROLLERS MUST BE NO LONGER THAN 2 1/2 INCHES IN LENGTH & 1 INCH

PIN CURL CONSTRUCTION

1. UNDER THE ROLLER IN A SHAPING CREATE A SECTION ABOUT THE SIZE OF THE
   ROLLER AS SHOWN.
2. SUB-DIVIDE THE SECTION INTO 3 EQUAL SECTIONS FOR THE PIN CURLS.
3. CREATE THREE PIN CURLS AS SHOWN, (ON BASE) (HALF OFF BASE), & (OFF BASE).
4. COMB THE REMAINDER OF THE HAIR INTO SHAPINGS.
5. AT THE OPEN END OF ONE OF THE SHAPINGS CONTRUCT A PIN CURL. (THIS IS YOUR
   PIN CURL IN A SHAPING AS REQUIRED.)
PERMANENT WAVE

1. Wrapping procedure /rubber bands/long white rods
2. Use of end papers in relation to strand of hair. Preferred method (double end papers)
3. Position of rod on scalp in relation to size of strand and size of rod. All rods are to be rolled half off base.
4. Sectioning /neatness and size according to white rods and a minimum of six rods.

(FRONT LEFT PANEL)

NOTE: Half off base placement refers to wrapping the hair at a 90 degree angle or straight out from the center of the section. Half off base placement minimizes stress and tension on the hair.

FOIL HI-LITE

1. Foil section must be at the FRONT RIGHT PANEL
2. Placement of foil/close to scalp
3. Strands must be weaved and completely saturated with product.
4. Section must be completed
NEW GROWTH
APPLY PRODUCT 1/2 INCH FROM THE SCALP

1. IF THE HAIR IS 4 INCHES OR SHORTER, APPLY THE PRODUCT DOWN TO THE ENDS.
2. IF THE HAIR IS LONGER THAN 4 INCHES, APPLY THE PRODUCT DOWN TO THE POROUS ENDS, APPROXIMATELY 1 INCH FROM THE ENDS OF THE HAIR.

1/4 inch sub-sections
APPLY COLOR ON SCALP TO 1/2 INCH OF HAIR STRAND

You will need to retouch the new growth as the hair grows in order to keep it looking attractive and to avoid a two-toned effect. Hair grows approximately 1/2 inch per month.

1. 1/4 inch sub-sections.
2. Beginning at the scalp, apply the color on the scalp and up to 1/2 inch of the hair strand.
3. Product must not exceed the 1/2 inch re-growth because hair grows approximately 1/2 inch per month.

NOTE: MANNEQUIN HEADS THAT HAVE BEEN PURCHASED PRE-SECTIONED INDICATING SECTION BY VARIOUS COLORS UNDER/OR NOTCHES ARE NOT ALLOWED.
RELAXER RETOUCH

Apply the product 1/8 inch
From the scalp down to 1/2
Inch of the hair strand

NEW GROWTH

1/4 INCH SUB-SECTIONS

HAIR STRAND

HAIRCUT

90 DEGREE UNIFORM LAYERED HAIRCUT

1. Your manikin should be no longer than the length of a comb (7 inches).
2. Mark your comb so you can easily see the inches.
3. You must cut no less than 1 inch and you cannot cut the manikin shorter than 3 inches.
4. Use your comb as shown in the pictures to indicate where the 90 degrees are.
5. Hair must be the same length throughout the haircut.
6. Your completed haircut cannot be longer than 7 inches.
Study Material For Manicurist (Nails) National
NATIONAL NAIL TECHNOLOGY (MANICURING)  
WRITTEN EXAMINATION  
CANDIDATE INFORMATION BULLETIN

Please visit www.nic-testing.org for the most current bulletin prior to testing.

The National Nail Technology (Manicuring) Examination is the national licensure examination for Nail Technicians (Manicurists), which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Nail Technology (Manicuring) examination, sample questions, and answers. The time allowed for the Nail Technology (Manicuring) written examination is 90 minutes.

### Scientific Concepts

**45%**

- Understand infection control procedures as it relates to:
  - Bacteria and how they are spread
  - Viruses and how they are spread
  - Fungi and how they are spread
  - Methods of sanitation
  - Methods of disinfection
  - Methods of sterilization
  - Nail services
  - Sanitizing and disinfecting circulating and noncirculating pedicure tubs
  - Dispensing products (e.g., using a spatula)

- Understand safety procedures as it relates to:
  - Disposal of soiled materials
  - Storage of supplies
  - OSHA requirements for Material Safety and Data Sheets (MSDS)
  - OSHA requirements for product labeling
  - OSHA requirements for product storage
  - OSHA requirements for ventilation
  - OSHA requirements for product disposal
  - OSHA requirements for blood borne pathogens
  - OSHA requirements for Universal Precautions
  - Preventing work injuries

- Understand basic anatomy/physiology as it relates to:
  - The function of the skin
  - The structure of the skin
  - Disorders and diseases of the skin (e.g., abnormal pigmentation, infections, inflammations, lesions)
  - The skeletal system and its function
  - The muscular system and its function
  - The vascular/circulatory system and its function
  - The nervous system and its function

#### NAIL TECHNOLOGY PROCEDURES  

**55%**

- Perform general procedures as it relates to:
  - Client consultation
  - Nail assessment
  - Conditions that would prohibit service (contraindications)
  - Service recommendations
  - Service documentation (e.g., client card)

- Understand the function of:
  - Nail equipment (e.g., table, lamp, pedicure basin)
  - Nail implements (e.g., nail clippers, cuticle pusher, nippers)
  - Nail supplies, products, and materials (e.g., cotton, lotion, towels)

- Perform nail service preparation as it relates to:
  - Sanitation and disinfection of work station/service area (e.g., pedicure basin, table)
  - Station set-up
  - Sanitizing technician's hands and client's hands and/or feet

- Perform manicure services as it relates to:
  - Removing nail polish
  - Clipping and shaping nails safely
  - Softening cuticles in warm soak
  - Using cuticle remover/solvent

- Pushing back cuticles safely
- Removing excess cuticle safely
- Cleaning nails safely
- Applying cuticle oil/cuticle cream
- Applying lotion for massage
- Removing traces of oil or lotion on/under nails safely
- Buffing nails safely
- Applying nail polish
- Paraffin service
- Hot oil/lotion service

- Perform pedicure services as it relates to:
  - Removing nail polish
  - Clipping and shaping nails safely
  - Softening cuticles in warm soak
  - Using cuticle remover/solvent
  - Pushing back cuticles safely
  - Removing excess cuticle safely
  - Exfoliating safely
  - Reducing calluses safely
  - Cleaning nails safely
  - Applying cuticle oil/cuticle cream
  - Applying lotion for massage
  - Removing traces of oil or lotion on/under nails safely
  - Buffing nails safely
  - Applying nail polish
  - Paraffin service

- Perform basic massage movements as it relates to:
  - Effleurage
  - Friction
  - Petrissage
  - Tapotement
Perform nail enhancement services as it relates to:

- Tip application
- Tip trimming
- Tip blending
- Removing tip safely
- Acrylic overlays
- Acrylic sculptured nails
- Acrylic maintenance (fill-ins, refills, rebalance)
- Acrylic backfill (e.g., pink and white maintenance)
- Removing acrylic safely
- Wrap overlays
- Wrap maintenance (fill-ins, refills, rebalance)
- Removing wrap safely
- Light-cured gel overlays
- Light-cured gel sculptured nail
- Light-cured gel maintenance (fill-ins, refills, rebalance)
- Light-cured gel backfill (e.g., pink and white maintenance)
- Removing light-cured gel safely
- Contouring and shaping nails
- Using a file/buffer safely
- Using an electric file safely

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology (Manicuring) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in pedicuring as
   a. an abrasive.
   b. a bleach.
   c. a lubricant.
   d. an astringent.

2. What is the first step in performing a manicure?
   a. Shape the nails
   b. Soften the cuticles
   c. Clean under free edge
   d. Remove old polish

3. Where should all manicuring cosmetic supplies be kept when not being used?
   a. On a clean shelf
   b. On the manicuring table
   c. In a clean manicuring kit
   d. In clean, closed containers

4. Which one of the following is a condition in which the cuticle splits around the nail?
   a. Hangnails
   b. Pterygium
   c. Onychophagy
   d. Onychorhexis

5. Nerves and blood vessels are found in the nail
   a. bed.
   b. wall.
   c. plate.
   d. grooves.

6. An antiseptic is used in manicuring to
   a. bleach the nails.
   b. treat minor cuts.
   c. smooth corrugated nails.
   d. give the nails a high sheen.

7. After each use, manicuring implements should be
   a. wiped with a towel.
   b. wiped with a tissue.
   c. cleansed and disinfected.
   d. placed in dry storage.

8. For which one of the following are oil manicures recommended?
   a. Leuconychia
   b. Split nails
   c. Brittle nails
   d. Prevention of infection

9. What is the actively growing part of the nail?
   a. Lunula
   b. Matrix
   c. Mantle
   d. Free edge

10. What should be applied to a split in the nail before wrapping it?
    a. Top coat
    b. Base coat
    c. Adhesive glue
    d. Nail hardener

Answers

1. a 4. a 7. c 10. c
2. d 5. a 8. c
3. d 6. b 9. b

PLEASE CALL PSI at 1-800-211-2754 to take the NAIL TECHNOLOGY ONLINE PRACTICE TEST ($30.00 fee applies)
Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa’s for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non-circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client’s feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer’s instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
   a. Add appropriate disinfectant into the water according to the following:
      i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer’s directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
         ii. If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, 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 shall be used.
   b. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer’s instructions.
4. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
   a. Scrub with a brush and soap or detergent until free from debris.
   b. Rinse.
   c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer’s directions.
   d. Rinse.
   e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc.) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with 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. Storage as in number 5 above.

Adopted August 2007
Study Material For Manicuring (Nails) Practical
MANICURE

30 MINUTES FOR THIS PHASE

1. MUST COMPLETE A MANICURE ON ONE HAND
2. MUST DO HAND AND ARM MASSAGE
3. ALL NAILS MUST BE POLISHED WITH A RED NAIL POLISH
4. ALL NAILS MUST BE UNIFORM
<table>
<thead>
<tr>
<th>LOUISIANA STATE BOARD OF COSMETOLOGY</th>
<th>MANICURIST EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAIL REPAIR</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td><strong>CHECK BOX</strong></td>
</tr>
<tr>
<td>_5 Student set up work area correctly &amp; performed proper infection control &amp; sanitation techniques</td>
<td>_5 Proper infection control/sanitation techniques was not performed</td>
</tr>
<tr>
<td>_10 Student performed proper procedures for nail repair &amp; general execution of the repair &amp; the nail must be buffed and complete</td>
<td>_10 Proper procedures for nail repair &amp; general execution of the repair was not performed &amp; the nail was not buffed and complete</td>
</tr>
<tr>
<td>_5 Artificial nail applied to artificial hand or fingers prior to appearing for testing</td>
<td>_5 Artificial nails were not applied to artificial hand or fingers prior to testing</td>
</tr>
<tr>
<td><strong>NAIL TIP</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td><strong>CHECK BOX</strong></td>
</tr>
<tr>
<td>_10 Student performed proper procedures for nail tip</td>
<td>_10 Proper procedures for the nail tip was not performed</td>
</tr>
<tr>
<td>_5 Artificial nail must be applied prior to testing</td>
<td>_5 Artificial nail was not applied before testing</td>
</tr>
<tr>
<td>_5 Student must apply a nail tip &amp; the nail must be buffed &amp; complete</td>
<td>_5 Unable to determine if a nail tip was applied &amp; the nail was not buffed &amp; complete</td>
</tr>
<tr>
<td><strong>ACRYLIC NAIL</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td><strong>CHECK BOX</strong></td>
</tr>
<tr>
<td>_10 Student must perform proper procedure &amp; general execution for the acrylic nail</td>
<td>_10 Proper procedure &amp; general execution for the acrylic nail was not performed</td>
</tr>
<tr>
<td>_5 Artificial nail must be applied prior to testing</td>
<td>_5 Artificial nail was not applied prior to testing</td>
</tr>
<tr>
<td>_5 The acrylic nail must be buffed smooth &amp; filed</td>
<td>_5 The nail was not buffed smooth &amp; filed</td>
</tr>
<tr>
<td><strong>SUPPLIES AND TABLE</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td><strong>CHECK BOX</strong></td>
</tr>
<tr>
<td>_10 Student's supplies must be labeled in English</td>
<td>_10 The supplies were not labeled in English</td>
</tr>
<tr>
<td>_10 The work area must be properly prepared for sanitation &amp; infection control &amp; set up properly</td>
<td>_10 The work area was not properly prepared for sanitation &amp; infection control &amp; not set up properly</td>
</tr>
<tr>
<td><strong>MANICURE</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>GUIDELINES</strong></td>
<td><strong>CHECK BOX</strong></td>
</tr>
<tr>
<td>_5 Student must begin procedure with the little finger of the hand</td>
<td>_5 Did not begin procedure with the little finger of the hand</td>
</tr>
<tr>
<td>_5 Must shape the nails from corner to corner &amp; must be unified in shape</td>
<td>_5 Did not shape the nails from corner to corner &amp; the nails were not unified in shape</td>
</tr>
<tr>
<td>_10 Student must apply a base coat, red nail polish &amp; top coat &amp; the manicure must be complete</td>
<td>_10 Did not apply a base coat, red nail polish &amp; a top coat &amp; the manicure was incomplete</td>
</tr>
</tbody>
</table>
Study Material For Esthetician (Facial) National
NATIONAL ESTHETICS
THEORY EXAMINATION
CANDIDATE INFORMATION BULLETIN

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

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

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

1. SCIENTIFIC CONCEPTS (55%)
   A. Apply knowledge of infection control procedures related to:
      1. Microbiology
         a. Bacteria
         b. Viruses
         c. Parasites
         d. Fungi
      2. Infection control
         a. Levels of infection control
            i. Cleaning and Sanitation
            ii. Disinfection
            iii. Sterilization
         b. Methods of infection control
            i. Heat
            ii. Chemical Agents
      3. Safety procedures and guidelines
         a. Blood exposure/contact
B. Demonstrate an understanding of basic knowledge of human physiology and anatomy related to:
   1. Cells
      a. Structure
      b. Growth and reproduction
   2. Tissues
      a. Epithelial
      b. Connective
      c. Nerve
      d. Muscular
   3. Organs and their function (e.g., skin, lungs, heart)
   4. Systems and their functions (e.g., muscular, integumentary, nervous)

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

D. Demonstrate an understanding of skin disorders and diseases related to:
   1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
   2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
   3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
   4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
   5. Skin pigmentation (e.g., hyperpigmentation, hypopigmentation)
   6. Skin growths (e.g., verruca, moles, keratoma)
   7. Skin cancers (e.g., basal cell carcinoma, squamous cell carcinoma, malignant melanoma)
   8. Skin lesions (e.g., keloid, scars, ulcers)

E. Understand composition of body hair related to:
   1. Structure and growth of hair
   2. Abnormal hair growth (e.g., hirsutism, hypertrichosis)

F. Demonstrate an understanding of basic chemistry including the composition and purpose of cosmetic products related to:
   1. Ingredients (e.g., peptides, humectants)
   2. Labeling
   3. Function (e.g., hydration, protection, cleanse)
   4. Acidity/Alkalinity (i.e., pH)

2. SKIN CARE AND SERVICES (45%)
   A. Demonstrate an understanding of performing a client consultation and documentation related to:
      1. Skin analysis
         a. Fitzpatrick scale
         b. Skin type
         c. Skin condition
      2. Client records (e.g., health history, intake form, consultation chart)
      3. Treatment protocol
      4. Contraindications for skin services

   B. Demonstrate an understanding of cleansing procedures

   C. Demonstrate an understanding of steaming procedures (i.e., towel and steamer/vaporizer)

   D. Demonstrate an understanding of exfoliation procedures related to:
      1. Chemical (e.g., AHA, BHA, enzymes)
      2. Physical (e.g., scrubs, brushing, microdermabrasion)
      3. Gommage
E. Demonstrate an understanding of extraction procedures

F. Demonstrate an understanding of massage movements and effects

G. Demonstrate an understanding of the use of masks related to:
   1. Clay/Mud
   2. Gel
   3. Rubberized
   4. Cream

H. Demonstrate an understanding of hair removal methods and procedures related to:
   1. Waxing (i.e., hard and soft)
   2. Tweezing

I. Demonstrate an understanding of principles of and procedures for makeup application related to:
   1. Analysis of face shapes and features
   2. Color theory
   3. Applications

J. Demonstrate a knowledge of the use of electrical equipment during skin services related to:
   1. Magnifying lamp
   2. Wood's lamp
   3. Facial steamer/vaporizer
   4. High frequency machine
   5. LED therapy
   6. Microdermabrasion
   7. Microcurrent

K. Demonstrate a basic knowledge of other services related to:
   1. Body treatments
   2. Eyelash extensions

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**ESTHETICS SAMPLE QUESTIONS**

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

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

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

3. Which of the following is also referred to as the basal layer?
   a. Stratum granulosum
   b. Stratum lucidum
   c. Stratum germinativum
   d. Stratum corneum
4. During the anagen phase of hair growth, the hair is
   a. beginning to destroy itself.
   b. actively growing.
   c. shedding.
   d. disconnecting from the papilla.

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

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

7. Melanocytes that are more active will produce
   a. lighter skin.
   b. darker skin.
   c. sebaceous skin.
   d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
   a. oxygenate the skin.
   b. moisturize the skin.
   c. decrease circulation.
   d. detoxify the skin.

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. d 3. c 5. d 7. b</td>
</tr>
<tr>
<td>2. d 4. b 6. c 8. a</td>
</tr>
</tbody>
</table>

TO TAKE THE NIC ESTHETICS ONLINE PRACTICE EXAM
CLICK HERE
OR GO TO:

FOR ASSISTANCE,
PLEASE CALL IQT AT
1-866-773-1114.
($39.00 fee applies)
ESTHETICS REFERENCES

PRIMARY REFERENCES

Milady’s Standard Esthetics: Fundamentals
2013, 11th Edition
Joel Gerson, Janet D’Angelo, Sallie Deitz et al
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

NIC Infection Control and Safety Standards
National-Interstate Council of State Boards of Cosmetology

SUPPORTING REFERENCES

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
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Clifton Park NY 12065-2919
www.delmar.cengage.com
Study Material For Esthetician (Facial) Practical
# Esthetician Exam Supply List

## Supplies:
- Hand towels
- Paper towels
- Hand sanitizer
- Antibacterial soap
- Astringent
- Fan and mask brushes
- Bowls
- Spatulas
- Headband
- Blanket
- Clean Linens
- Client gown or wrap

## Disposables:
- Cotton pads
- Cotton rounds
- Tissues
- Cotton swabs
- Gloves
- Extrication supplies

## Products:
- Cleanser
- Toner
- Exfoliant
- Mask (appropriate to skin type)
- Massage lotion
- Moisturizer
- Sunscreen
  - Optional: serums, eye cream, lip balm

## Makeup:
- Concealer
- Highlighter
- Contour colors
- Foundation
- Powder
- Eye Shadow
- Eyeliners
- Mascara
- Blush
- Lip liners
- Lipsticks

## Supplies/Accessories:
- Cape
- Alcohol
- Hair clip
- Headband
- Brushes
- Pencil Sharpener
- Mirror
- Lash comb
- Lash curler
- Disposables
<table>
<thead>
<tr>
<th>PREPARATION FOR FACIAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Student had adequate amount of supplies</td>
<td></td>
</tr>
<tr>
<td>_10 Student demonstrated proper safety &amp; sanitation techniques</td>
<td></td>
</tr>
<tr>
<td>_5 Student had a properly completed record card</td>
<td></td>
</tr>
<tr>
<td><strong>CHECK BOX</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Student did not have adequate amount of supplies</td>
<td></td>
</tr>
<tr>
<td>_10 Did not demonstrate proper safety &amp; sanitation techniques</td>
<td></td>
</tr>
<tr>
<td>_5 Did not have a properly completed record card</td>
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</table>

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<thead>
<tr>
<th>FACIAL PROCEDURES</th>
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<tbody>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Student used proper techniques to prepare model for services</td>
<td></td>
</tr>
<tr>
<td>_5 Student properly explained the cleaning technique &amp; massage manipulations used</td>
<td></td>
</tr>
<tr>
<td>_5 Must complete facial procedures in 20 minutes</td>
<td></td>
</tr>
<tr>
<td>_5 Student must explain type of mask used and why</td>
<td></td>
</tr>
<tr>
<td><strong>CHECK BOX</strong></td>
<td></td>
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<tr>
<td>_5 Did not use proper technique to prepare model for services</td>
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<tr>
<td>_5 Did not properly explain the cleaning technique &amp; massage manipulations used</td>
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<td>_5 Did not explain type of mask used and why</td>
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<thead>
<tr>
<th>SKIN TREATMENTS</th>
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</tr>
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<tbody>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Properly analyzed model's skin type</td>
<td></td>
</tr>
<tr>
<td>_5 Provide different skin types &amp; the treatments for each</td>
<td></td>
</tr>
<tr>
<td>_5 Name 4 enemies of the skin</td>
<td></td>
</tr>
<tr>
<td>_5 Name 3 special skin conditions</td>
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<tr>
<td><strong>CHECK BOX</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Did not properly analyzed model's skin type</td>
<td></td>
</tr>
<tr>
<td>Did not provide different skin types &amp; the treatments for each</td>
<td></td>
</tr>
<tr>
<td>_5 Unable to name 4 enemies of the skin</td>
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<tr>
<td>_5 Unable to name 3 special skin conditions</td>
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<tr>
<th>MAKE UP APPLICATION</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>GUIDELINES</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Student must properly analyze the model's face shape &amp; features</td>
<td></td>
</tr>
<tr>
<td>_10 Student must apply makeup assigned</td>
<td></td>
</tr>
<tr>
<td>_5 Proper explanation &amp; application of shading, contouring &amp; highlighting &amp; the proper use of each for makeup assigned</td>
<td></td>
</tr>
<tr>
<td><strong>CHECK BOX</strong></td>
<td></td>
</tr>
<tr>
<td>_5 Did not correctly analyze the face shape and features of the model</td>
<td></td>
</tr>
<tr>
<td>_10 Did not apply makeup assigned</td>
<td></td>
</tr>
<tr>
<td>_5 Did not explain the proper shading, contouring &amp; highlighting &amp; the proper use of each for the makeup assigned</td>
<td></td>
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</table>
PREPARATION

1. ADEQUATE AMOUNT OF SUPPLIES
2. PROPER SAFETY & SANITATION
3. RECORD CARD

FACIAL PROCEDURES

1. CLEANING TECHNIQUE & MASSAGE MANIPULATIONS USED
2. EXPLAIN TYPE OF MASK USED & WHY
3. MUST COMPLETE IN 20 MINUTES
MAKE UP APPLICATION

1. PROPER ANALYZE THE FACE SHAPE & FEATURES
2. APPLY MAKE UP ASSIGNED
3. PROPER EXPLANATION & APPLICATION FOR CONTOURING & HIGHLIGHTING & THE PROPER USE OF EACH FOR MAKE UP ASSIGNED