2009
Board of Cosmetology
Testing
Information Packet

www.lsbclouisiana.gov  Phone: 225-756-3404
NEW
CLEARANCE
FORM
Louisiana State Board of Cosmetology
Examination Authorization

Student Name: 0000000

School Attended

Type of Exam: 
Date of Exam: 13-APR-09 at 9:00 A.M.

Location of Exam: LOUISIANA STATE BOARD OF COSMETOLOGY
11622 SUNBELT COURT
BATON ROUGE, LA 70809

READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Preparation for the above State Board Examination is vital to passing the examination for becoming a licensed cosmetologist. It is the responsibility of the school to PRESENT the necessary information. It is the responsibility of the student to FULLY UNDERSTAND AND CARRY OUT said instructions. If the student does not understand any of the instructions, they are hereby instructed to obtain full clarification from the SCHOOL DIRECTOR.

APPEARANCE FOR EXAM:
A. Student is to appear on the above specified date and time
B. Student is not to be tardy in appearing for the examination
C. Common courtesy is expected and will be reciprocated
D. Any student that fails to appear for their scheduled examination will be required, upon re-application to submit a $25.00 administrative fee
E. No student may take the state board examination unless they have this clearance with them. No exceptions.
F. Students must present picture identification (Driver's license or state issued ID Card and Original Social Security Card) for entrance into examination. ******** NO COPY OF SOCIAL SECURITY CARD ********

STUDENT / RECIPROCITY (Uniform has to be solid no design or print)
A. Students must report to state board examinations properly attired. The proper attire is as follows:
1. Clean, washable uniforms, either all black, all white, or white top and black bottoms maintaining a professional image.
2. Female students are allowed to wear either pants or skirts. Skirt hemline must be no shorter than just above the knee
3. Male students may wear white lab coats with white shirt and black trousers.
4. Enclosed shoes will be required, either black or white with socks and/or hose. Tennis shoes in solid white or black will be acceptable; however they must be clean.
5. Listed below are clothing NOT approved by state board as acceptable uniform for testing:
   a. Leggings  f. Shorts  k. Low waist pants  p. sleeveless shirts/blouses
   b. Capri pants  g. Jogging Suits  l. Tank tops
   c. Tee shirts  h. Undershirts  m. Shirts that show bare midriff
   d. Tube tops  i. Sandals  n. Spaghetti strap tops
   e. Jeans  j. Flip flops  o. See through blouses or tops

B. THIS RULING WILL BE ENFORCED!!! Students found in violation of the dress code will be refused to test and will be considered a "NO-SHOW". A "NO-SHOW" is required to pay a $25.00 fee prior to being cleared for another test date.

EXAMINATION RESULTS:

Please DO NOT call the Board Office for your test results.
The school will receive your test results within fifteen days. Delays in processing test score and initial licenses are resulting from the increase in calls for test results.

Students are not allowed to work until they receive their initial license.

Due to overcrowding in the reception area - individuals waiting for students testing will not be allowed to wait in the reception area.
STUDENT PARKING IN REAR ONLY.
National Testing Instructions and Sample Forms
LOUISIANA STATE BOARD OF COSMETOLOGY
STATE EXAMINATION

DATE 2/2/2008

TEST NUMBER 507-128

STUDENT NAME John P. French

SOCIAL SECURITY NUMBER 204-13-2001

FOLDER NUMBER C-1, M-1, E-1, I-1

TEST SCORE PASS/FAIL GRADED BY

1. ___ 13. ___ 25. ___
2. ___ 14. ___
3. ___ 15. ___
4. ___ 16. ___
5. ___ 17. ___
6. ___ 18. ___
7. ___ 19. ___
8. ___ 20. ___
9. ___ 21. ___
10. ___ 22. ___
11. ___ 23. ___
12. ___ 24. ___

1.
This test contains 110 multiple-choice, single answer questions. Always pick the BEST answer.

**DIRECTIONS** for marking the separate answer sheet are on the back cover.

This test was developed expressly for use by the National-Interstate Council of State Boards of Cosmetology and Schroeder Measurement Technologies, Inc. Its content is confidential and not to be copied or discussed with any other person or used for any other reason than as a licensing examination.

You are responsible for all test materials you have received. When you leave the room, **personally hand all materials to the proctor. Do not put them anywhere. Do not take anything with you.**

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National-Interstate Council
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NATIONAL WRITTEN EXAMINATION INSTRUCTIONS
SIDE 1

1. Candidate Address: Write your mailing address

2. Candidate City: The city you live in

3. Candidate State: The state you live in

4. Candidate Zip Code: Your mailing address zip code

5. Exam Location: Baton Rouge

6. Exam Date: Current Date

7. Test Title: Cosmetology, Esthetic, Manicuring, Instructor

8. In the candidate name box print last name, skip a block, print first name, skip a block as shown. (SHADE IN AS SHOWN)

9. Write your Social Security Number in the blocks as shown. (SHADE IN AS SHOWN)

10. On the test booklet there are three number listed as TEST CODE, TEST FORM & BOOKLET NUMBER. Write these numbers on your answer sheet in the boxes as shown. (SHADE IN AS SHOWN)

11. Inside your folder is a list of schools and school code number. Please identify your school and print your school code as shown. (SHADE IN AS SHOWN)

12. The state number is 16. Write that number in the block. (SHADE IN AS SHOWN)

SIDE 2

1. Sign your name above the line indicating “Candidate Signature” and write todays date above the line indicating “Date”.

NOTE: DO NOT WRITE OR MARK IN THE TEST BOOKLET
USE ONLY THE PENCILS PROVIDED BY THE BOARD
USE THE ERASER PROVIDED BY THE BOARD ON YOUR NATION EXAM ANSWER SHEET.
ON YOUR NATIONAL EXAM BOOKLET FRON COVER IS A LINE INDICATING CANDIDATE SIGNATURE. PRINT YOUR NAME ABOVE THIS LINE.
Virgin Bleach

Product applied 1/2 inch from scalp & to the unporous section of the strand.

1/8 inch sub-sections

Product must be visible on the underside of the strand.

If hair is 4 inches or shorter, apply product thru to the ends.

Hair longer than 4 inches, apply the product down to 1 inch from the ends.

Hair color retouch

New growth apply product to new growth only.

Hair strand

1/4 inch sub-sections
OPEN END OF SHAPING

CLOSED END OF SHAPING
ROLLER IN A SHAPING
ON BASE PINCURL
HALF STEM PINCURL
PICK UP LINE
LONG STEM PINCURL
PINCURL IN A SHAPING
PINCURL MUST BE AT
OPEN END OF SHAPING

ALL RODS MUST BE ON BASE
FRONT TO CROWN PERM WRAP

PLACEMENT OF RUBBER BANDS

GRAY OR WHITE RODS ONLY
ROLLER # 1 ON BASE
ROLLER # 2 1/2 OFF BASE
ROLLER # 3 COMPLETELY OFF BASE

DOTTED LINE INDICATE THE ANGLE THE HAIR IS HELD

CLOCK WISE PINCURL/INDENTATION
COUNTER CLOCK WISE PINCURL/VOLUME
CLOCK WISE PINCURL/INDENTATION

BRUSH WAVE

SHAPING
COUNTER CLOCK WISE PINCURL/VOLUME
SHAPING
COUNTER CLOCK WISE PINCURL/VOLUME

SKIP WAVE
DIAGONAL SKIP WAVE

STUDENTS WILL ONLY BE TESTED ON THE DIAGONAL SKIP WAVE

VERTICAL BRUSH WAVE

AND THE VERTICAL BRUSH WAVE

ALL PINCURLS MUST BE CLIPPED
FINGER WAVES

STUDENTS WILL ONLY BE TESTED ON THE

HORIZONTAL METHOD OF FINGER WAVING
### Set and Comb-Out

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Set to include rollers and pin curls</td>
<td>☐ All rollers removed and pin curls not clipped. Set in very poor condition</td>
</tr>
<tr>
<td>5. Appearance of Artist</td>
<td>☐ Back combing not smooth. Messy looking</td>
</tr>
<tr>
<td>5. Understands comb-out procedure</td>
<td>☐ Messy comb out with no form or balance to the comb out</td>
</tr>
<tr>
<td>5. Back Combing/No Roller Marks</td>
<td>☐ No back combing - roller marks very visible</td>
</tr>
<tr>
<td></td>
<td>☐ Wet manikin - unable to comb-out</td>
</tr>
</tbody>
</table>

### Wet Work

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Finger Waves (Entire Head)</td>
<td>☐ Brush Wave has no visible sign student understands pin curl construction. Pin curls have no base.</td>
</tr>
<tr>
<td>4. Skip Wave (Pin Curls Must be clipped)</td>
<td>☐ Dragging</td>
</tr>
<tr>
<td>4. Brush Wave (Pin Curls Must be clipped)</td>
<td>☐ Pins curls had no clips</td>
</tr>
<tr>
<td>4. Rollers on base, half stem, long stem; rollers in a shaping. Sub-sections must be diameter size of roller</td>
<td>☐ Poor finger waving technique. Not enough completed to judge</td>
</tr>
<tr>
<td>4. Pin curls on base, half stem, long stem; pin curl in a shaping. (All pin curls clipped)</td>
<td>☐ Rollers not defined as on base, half stem, off base, and roller in a directional shaping</td>
</tr>
<tr>
<td></td>
<td>☐ Sub-Sections for rollers not the diameter size of the rollers being used</td>
</tr>
</tbody>
</table>

### Permanent Wave

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Sectioning/Neatness and size according to rods used (Gray/White rods only)</td>
<td>☐ Did not used gray or white rods</td>
</tr>
<tr>
<td>5. Wrapping procedure; rubber bands</td>
<td>☐ Fish Hooks</td>
</tr>
<tr>
<td>5. Use of end papers in relation to strand of hair</td>
<td>☐ Incomplete section</td>
</tr>
<tr>
<td>5. Position of rod on scalp in relation to size of strand and size of rod</td>
<td>☐ Messy Subsections/Messy on Rods</td>
</tr>
<tr>
<td></td>
<td>☐ Messy sub-sections</td>
</tr>
<tr>
<td></td>
<td>☐ Rubber bands incorrectly placed on rods (twisted)</td>
</tr>
</tbody>
</table>

### Foil Hi-Lite

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Placement of foil (Close to scalp)</td>
<td>☐ Incomplete section</td>
</tr>
<tr>
<td>5. Strands must be woven</td>
<td>☐ Not enough product on strand</td>
</tr>
<tr>
<td>10. Section must be completed</td>
<td>☐ Not woven</td>
</tr>
<tr>
<td></td>
<td>☐ Product applied too far from the scalp</td>
</tr>
<tr>
<td></td>
<td>☐ Product poorly applied to strand of hair within the foil</td>
</tr>
</tbody>
</table>

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Examiner Name: ____________________________

Examiner Name: ____________________________

Applicant #: ____________________________
HELPFUL HINTS (COSMETOLOGY PRACTICAL EXAMINATION)

Phase 1 – SET/COMB OUT EXAMINATION
This is an un-timed phase. Examiners will grade the students on appearance and their sets. The set is to include rollers and pin curls. THERE IS NO SPECIFIED AMOUNT OF ROLLERS OR PINCURLS.

Phase 2 - WET WORK EXAMINATION
Students have 10 minutes to finger wave the entire head. This is graded based on the amount completed and the quality of the finger waves. Students will then be given 30 minutes to Complete the remainder of the state board wet work. (ONE BASE ROLLER, HALF-STEM ROLLER, LONG STEM ROLLER, & ROLLER IN A DIRECTIONAL SHAPING. A SKIP WAVE AND A BRUSH WAVE ON THE SIDES AND IN THE BACK 1 ON BASE PINCURL, 1 HALF-STEM PINCURL, 1 LONG STEM PINCURL AND 1 PINCURL IN A SHAPING. !!!!!!!!!!!!!!!!!!!!!!!!!!!ALL PINCURLS MUST BE CLIPPED!!!!!!!!!!!!!!!!!!)

Phase 3 – CHEMICAL PHASE (3A, 3B, 3C, 3D, 3E)
Students are allowed 50 minutes. Students must work for the full 50 minutes unless they have Completed the entire phase. ANY SECTION NOT COMPLETED WILL COUNT AS A FAILURE. This section includes perm wrap (top crown section with white or gray rods only. One side with foil hi-lite, the other side, relaxer retouch. The back to include one section for virgin bleach and the other section hair color retouch.

Phase 4 – HAIRCUT EXAMINATION
Students are allowed 40 minutes to complete a 90 degree uniformed layered haircut. No less than 1 inch must be cut but more may be cut. NOTE: HAIRCUT CAN NOT BE SHORTER THAN 3 INCHES IN LENGTH. REMEMBER: THE HAIR MUST BE THE SAME LENGTH THROUGHOUT THE HEAD FORM.

HELPFUL HINTS

1. Bring the manikin for the wet work already wet and jelled in a plastic bag. This saves time for Everyone.
2. Haircut manikins that are medium to short saves time and allows the student more time to check their own work and less likely to make a mistake.
2. Bring 2 manikin stands. Make sure the stands fit your manikin. The board is not responsible for furnishing you a manikin stand. There are some available but they may not fit your manikin. TRI-PODS ARE NOT ALLOWED.

NOTE: YOU WILL BE ASKED TO FOLD Y OUR CHAIR AND PLACE IT AGAINST THE WALL. EVERY THING YOU BRING MUST FIT UNDER THE DESK YOU ARE WORKING ON. UPON COMPLETION OF YOUR EXAM YOU WILL BE ASKED TO PLACE THE CHAIR BACK AT THE DESK. PLEASE HELP WITH THIS AS WE HAVE WRITTEN EXAMS AT 1:00 P.M.
WRITTEN INSTRUCTIONS FOR STATE EXAM

1. **DATE:** Write today's date.

2. **STUDENT NAME:** Write your name.

3. **SOCIAL SECURITY NUMBER:** Write your social security number.

4. **FOLDER NUMBER:** The folder you were assigned is numbered. Write that number above that line as shown.

NOTE: DO NOT WRITE OR MARK IN THE TEST BOOKLET
MANICURING

PRACTICAL

EXAMINATION

INFORMATION
MANICURING

14. TIP OVERLAY – Salon Fundamental – Pages 591-593
   MiLadys Standard Nail Technology (Revised Edition)
   Chapter 16 – Pages 274 – 291
   Salon Fundamental Nail Care – Chapter 9 Pages 254-260

15. ACRYLIC NAIL WITH FORM – Salon Fundamental
    Pages 593-596
   MiLadys Standard Nail Technology (Revised Edition)
   Chapter 17 – Pages 302 – 306
   Salon Fundamental Nail Care – Chapter 9 Pages 266-271

16. NAIL REPAIR – Salon Fundamental – Page – 585
   MiLadys Standard Nail Technology (Revised Edition)
   Chapter 16 – Pages 276 -281
   Salon Fundamental Nail Care – Chapter 9 Pages 261-309

17. SUPPLIES & TABLE SET UP – Salon Fundamental – Page 576
   MiLadys Standard Nail Technology (Revised Edition)
   Chapter 13 – Pages 198 – 209
   Salon Fundamental Nail Care – Chapter 5 Page 203

18. MANICURE – Salon Fundamental – Pages 576-579
   MiLadys Standard Nail Technology (Revised Edition)
   Chapter 13 – Pages 215 – 219
   Salon Fundamental Nail Care – Page 205-217
## Nail Repair

**Guideline**
- 10: equipment and material - mending tissue, mending liquid, nail powder, primer, brush and cleaner.
- 10: procedure (important note - nail primer); proper blending of wrap and nail; general execution.

**Check Box**
- Messy work (Product too thick on sides and under side)
- Nail not buffed (incomplete work)
- Unable to see that a repair was actually accomplished

---

## Nail Tip

**Guideline**
- 10: equipment and material - nail tips, glue, nail powder or wrap, primer, brush and cleaner, other.
- 10: applying nail tip, overlay with acrylic or wrap; (do they blend together); general execution.

**Check Box**
- Just glued one nail on top of another nail without a well.
- Nail not buffed (incomplete work)
- Unable to see if a tip was applied.
- Very messy, product too thick on sides and under side.

---

## Acrylic Nail

**Guideline**
- 5: equipment and material - acrylic nail liquid, nail powder, form, primer, brush and cleaner.
- 5: proper shape of mold and fit.
- 5: buffing, smooth, no bumps/ridges.
- 5: general execution; safety and sanitation procedures observed during techniques.

**Check Box**
- Did not use a nail form.
- Nail not buffed (incomplete work).
- Very messy work, product too thick on sides and under side.

---

## Supplies and Table

**Guideline**
- 10: Towels, Red Nail Enamel, Finger Bowl, Sanitizer, Nail brush, Cuticle Cream/Oil, Orange Wood Stick, E.
- 10: Table Set-Up.

**Check Box**
- Insufficient supplies for the task.
- Poor table set up.

---

## Manicure

**Guideline**
- 4: began with little finger of the band.
- 4: shaped nailed from the corner to the center.

**Check Box**
- No uniform shape to the nails.
- Unclean nails.

---

**Examiner Name:**

---

**Examiner Name:**

---

**Applicant #**
NAIL TECHNICIAN (MANICURIST)
SAMPLE ILLUSTRATION

BASIC MANICURE

NAIL TIP APPLICATION

NAIL WRAP

SCULPTURED NAIL

POLISH
STATE BOARD PREPARATION

APPLY CORRECT SIZE OF NAIL TIPS TO THE ARTIFICIAL HAND OR FINGERS PRIOR TO APPEARING FOR EXAMINATION.

NOTE:

NAIL REPAIR IS DONE AS TRAINED AT SCHOOL

SCULPTURED NAIL WITH FORM

NAIL REPAIR

NAIL TIP WITH ACRYLIC OVERLAY

NAIL TIP

FREE EDGE

NAIL BED

ADVANCE NAIL TECHNIQUES
ESTHETICIAN
PRACTICAL
EXAMINATION
INFORMATION
9. FOIL HI-LITES – Salon Fundamental – Pages 344 - 348
MiLady’s – Pages 514 – 516

10. RELAXER RETOUCH – Salon Fundamental – Page 479
MiLady’s 467

MiLady’s – Page 508-509

12. HAIRCOLOR RETOUCH – Salon Fundamental – Page 537
MiLady’s – Page 504

13. HAIRCUT – Salon Fundamental – Pages 292-295
MiLady’s – Pages 273 – 277
REFERENCES

1. SET – Salon Fundamental – Pages 374 - 383
   MiLady’s – Pages 319 – 320

2. COMB-OUT – Salon Fundamental – Pages 324-325
   MiLady’s – Pages 321-323

3. FINGER WAVES - Salon Fundamental – Page 365
   MiLady’s – Pages 304-309

WET WORK

4. ROLLERS - Salon Fundamental – Pages 371-374 &
   321-323
   MiLady’s 317-318

5. SKIP WAVE – Salon Fundamental – Page 371
   MiLady’s – Page 313

6. BRUSH WAVE – Salon Fundamental – Page 370
   MiLady’s – Page 313

7. PINCURLS – Salon Fundamental – Page 368
   MiLady’s – Pages 310-316

CHEMICAL PHASE

8. PERMANENT WAVING – Salon Fundamental –
   Pages 430-431
   MiLady’s – Page 443
90 DEGREE UNIFORM LAYERED HAIRCUT
FOIL HI-LITE

EACH FOIL SECTION
MUST BE WEADED
PRODUCT APPLIED
TO ENTIRE STRAND
WITHIN THE FOIL PACK
FOIL PACK MUST BE
CLOSE TO SCALP

RELAXER RETOUCH

NEW GROWTH
HAIR STRAND
1/4 INCH SUB-SECTIONS
APPLY PRODUCT TO
NEW GROWTH ONLY
### ESTHETICIAN Examination

**Prep for Facial**

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearance and image</td>
<td>□ All sections under Preparation For Facial unsatisfactory</td>
</tr>
<tr>
<td>Record card completion</td>
<td>□ Insufficient supplies</td>
</tr>
<tr>
<td>Sanitation and safety measures</td>
<td>□ No record card completed</td>
</tr>
<tr>
<td>Adequate amount of safety measures</td>
<td>□ Sanitation and safety measures not observed</td>
</tr>
</tbody>
</table>

**Total:**

---

### Skin and treatments

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnosis of model(s) skin type</td>
<td>□ Poor diagnosis of model's skin type</td>
</tr>
<tr>
<td>Provide additional skin type</td>
<td>□ Unsere of skin treatments for certain skin types</td>
</tr>
<tr>
<td>Name 3 special conditions of the skin</td>
<td>□ Unsere of special skin conditions</td>
</tr>
<tr>
<td>Name 4 enemies of the skin</td>
<td>□ Unsere of the enemies of the skin</td>
</tr>
</tbody>
</table>

**Total:**

---

### Facial Procedure

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of client</td>
<td>□ Poor preparation of client</td>
</tr>
<tr>
<td>Explain cleansing technique used</td>
<td>□ Unsure of cleansing technique</td>
</tr>
<tr>
<td>Explain massage and manipulations used</td>
<td>□ Unsure of why a certain type of mask was used</td>
</tr>
<tr>
<td>Type of mask used and why</td>
<td>□ Unsure of why certain manipulations was used and their benefits</td>
</tr>
</tbody>
</table>

**Total:**

---

### Make Up Application

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis of face shape and features</td>
<td>□ Make up not applied as assigned</td>
</tr>
<tr>
<td>Explanation of shading, contouring and highlighting and its proper use</td>
<td>□ Poor analysis of shape of face</td>
</tr>
<tr>
<td>Proper cheek, eye and lip color application</td>
<td>□ Poorly applied cheek, lip and eye color</td>
</tr>
<tr>
<td>Proper application of make up assigned</td>
<td>□ Unsure of shading, contouring and highlighting</td>
</tr>
</tbody>
</table>

**Total:**

---

**Examiner Name:**

---

**Examiner Name:**

---

**Applicant #**

---
OVAL FACE

Represents the ideal shape

ROUND FACE

Generally a fuller face, the round face, is often characterized by a rounded hairline and chin line as well. Contouring can be used to slenderize the face, adding to the vertical emphasis and making it appear more oval.

OBLONG FACE (also known as LONG)

This face can be visually shortened by applying deeper tones under the chin and horizontally at the hairline. Horizontal lines should be emphasized whenever possible, in brow shape, cheek color and lip shape. Highlighting can be used to add visual width when possible.

SQUARE FACE

The square face is usually characterized by a broad, straight forehead and hairline, with a broad jaw line. The effect can be very angular and almost masculine. Contouring can be done to soften the angularity and reduce the width.
CORRECTIONS FOR FACIAL FEATURES

WIDE NOSE. To make a wide nose look narrower, apply a darker tone, or shader, along the sides of the nose and a thin line of highlighter down the center of the nose.

LONG NOSE. Visually shorten along nose by contouring the tip of it.

PROMINENT CHIN. Make the chin visually recede by contouring the prominent area, blending underneath and onto the throat.

UNDEFINED CHEEKBONES. To give the cheekbones more dimension, apply highlighter over the very top of the cheek bone. Then contour the hollow under the cheekbone (where the cheekbones naturally indent).

RECEDING CHIN. To "bring out" a chin that recedes or is weak, apply highlighter on and under the chin.
FACIAL SHAPES

PEAR-SHAPED FACE
A pear-shaped face has a narrow forehead and a wide jaw line. Adding width to the forehead can be achieved with highlighting. Contour to reduce the width at the bottom of the face.

HEART-SHAPED FACE
The heart-shaped face is characterized by a wider forehead and a narrow jaw or chin line. Width across the forehead can be minimized by contouring while the jaw line can be visually widened with highlighting.

DIAMOND-SHAPED FACE
Predominant width through the cheekbones is contrasted by narrow forehead and chin/jaw areas on the diamond-shaped face. Width through the cheekbones can be minimized with contouring and the jaw and forehead can be made to look wider with highlighting.
CORRECTIONS FOR FACIAL FEATURES

POINTED CHIN. Minimize the point of the chin by softening it with a contouring product or slightly darker foundation.

DOUBLE CHIN. Contour the heavier area to make it recede and appear slimmer.

BROAD OR SQUARE JAW. Contour along the jaw and through the sides of the face to minimize width. You may use a deeper foundation than on the rest of the face to help create balance between the upper and lower parts of the face.

HIGH OR BROAD FOREHEAD. Contour along the outside edges to narrow the forehead or along the top to visually shorten the appearance of a high forehead.

THE IDEAL EYEBROW SHAPE
ESTHETICS PHASE

PHASE 1 – PREPARATION FOR FACIAL
MiLady’s Standard Fundamentals for Estheticians
   Chapter 12
Salon Fundamentals for Esthetics
   Chapter 10 Pages 341-352

PHASE 2 – ANALYSIS OF THE SKIN
MiLady’s Standard Fundamentals for Estheticians
   Pages 216 - 220
Salon Fundamentals for Esthetics
   Chapter 10 Pages 332-340

PHASE 3 – FACIAL PROCEDURE & MASSAGE
MiLady’s Standard Fundamentals for Estheticians
   Pages 279 - 285
Salon Fundamentals for Esthetics
   Chapter 10 Pages 329-332

PHASE 4 – MAKE-UP APPLICATION
MiLady’s Standard Fundamentals for Estheticians
   Chapter 18
Salon Fundamentals for Esthetics
   Chapter 12 Pages 441-461
### Applicant

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeared neatly dressed and well groomed</td>
<td>4</td>
</tr>
<tr>
<td>Seem poised, calm, and in control of class</td>
<td>4</td>
</tr>
<tr>
<td>Introduce herself/himself to the class</td>
<td>4</td>
</tr>
<tr>
<td>Properly prepared with necessary materials</td>
<td>4</td>
</tr>
<tr>
<td>Hourly Report - 5 or more students</td>
<td>4</td>
</tr>
</tbody>
</table>

### Written Lesson Plan

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Title</td>
<td>4</td>
</tr>
<tr>
<td>Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>4</td>
</tr>
<tr>
<td>Presentation</td>
<td>4</td>
</tr>
<tr>
<td>Summary and Evaluation</td>
<td>4</td>
</tr>
</tbody>
</table>

### Object. and Motiv.

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective was stated and was clear and definite</td>
<td>5</td>
</tr>
<tr>
<td>Motivation was obvious and successful in arousing interest</td>
<td>5</td>
</tr>
<tr>
<td>Both the objectives and motivation were significant and appropriate</td>
<td>10</td>
</tr>
</tbody>
</table>

### Present. and Demo.

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation of subject matter was easily understood and correct.</td>
<td>10</td>
</tr>
<tr>
<td>Demonstration of subject matter was easily understood and correct</td>
<td>10</td>
</tr>
</tbody>
</table>

### Proc. and Knowledge

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Total:</th>
</tr>
</thead>
</table>

Examiner Name: ___________________________  Applicant #: ________

Examiner Name: ___________________________
MONTHLY HOUR REPORT

MONTHLY HOUR REPORT FOR MONTH OF ___________________________ YEAR ____________________

<table>
<thead>
<tr>
<th>LIST NAMES OF STUDENTS ALPHABETICALLY</th>
<th>STUDENT REGISTRATION NUMBER</th>
<th>HOURS THIS MONTH</th>
<th>HOURS TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DO NOT LIST ANY STUDENTS ON REPORT UNLESS THEY HAVE EARNED HOURS FOR THAT MONTH. WHEN MAKING A SUPPLEMENTARY REPORT—DO NOT USE A SEPARATE SHEET FOR EACH MONTH, LIST ALL ON ONE REPORT. DO NOT LIST ANY STUDENT UNLESS REGISTERED, AND IF OUT OF SCHOOL FOR THREE MONTHS OR MORE DO NOT LIST UNLESS STUDENT IS RE-REGISTERED.

DO NOT STRIKE OVER FIGURES – MAXIMUM HOURS ALLOWED PER WEEK – 48

NAME OF BEAUTY SCHOOL ___________________________ CERTIFICATION NUMBER __________________

ADDRESS ___________________________________ SIGNATURE OF SCHOOL OWNER ________________
COSMETOLOGY INSTRUCTOR
CATEGORIES

APPLICANT WILL BE ASSIGNED A CATEGORY WHEN CLEARED FOR EXAMINATION. THE APPLICANT WILL PREPARE FOR ALL PHASES WITHIN THE CATEGORY ASSIGNED. WHEN REPORTING FOR EXAMINATION THE APPLICANT WILL DRAW FROM THE CATEGORY ASSIGNED AND WILL WRITE A LESSON PLAN ON THAT PHASE FROM THE TEXTBOOK USED AT THEIR SCHOOL. THE APPLICANT WILL BE REQUIRED TO TEACH A CLASS AND DEMONSTRATE TO THE CLASS THE SUBJECT MATTER ASSIGNED. THE DEMONSTRATION MAY BE SIMULATED. THE APPLICANT WILL BE ALLOTED 30 MINUTES TO TEACH THE CLASS.

CATEGORY 1
BASIC MANICURING
FOIL HI-LITE
SHAMPOO & RINSING

CATEGORY 11
UNFORMED LAYERED HAIRCUT
ROLLER CONTROL
VIRGIN BLEACH

CATEGORY 111
PIN CURL CONSTRUCTION
RELAXER RETOUCH
BASIC PERMANENT WAVE WRAP

CATEGORY IV
HAIR COLOR RETOUCH
UNFORMED LAYERED HAIRCUT
FINGER WAVING
ESTHETICS INSTRUCTOR CATEGORIES

APPLICANT WILL BE ASSIGNED A CATEGORY WHEN CLEARED FOR EXAMINATION. THE APPLICANT WILL PREPARE FOR ALL PHASES WITHIN THE CATEGORY ASSIGNED. WHEN REPORTING FOR EXAMINATION THE APPLICANT WILL DRAW FROM THE CATEGORY ASSIGNED AND WILL WRITE A LESSON PLAN ON THAT PHASE FROM THE TEXTBOOK USED AT THEIR SCHOOL. THE APPLICANT WILL BE REQUIRED TO TEACH A CLASS AND DEMONSTRATE TO THE CLASS THE SUBJECT MATTER ASSIGNED. THE DEMONSTRATION MAY BE SIMULATED. APPLICANTS WILL BE ALLOTED 30 MINUTES TO TEACH THE CLASS.

CATEGORY 1
HAIR REMOVAL – EYEBROW WAXING
COMBINATION SKIN CONDITION FACIAL

CATEGORY 11
EVENING MAKE UP
FACIAL SHAPES TO INCLUDE A CORRECTIVE MAKE UP
MANICURING INSTRUCTOR CATEGORIES

APPLICANT WILL BE ASSIGNED A CATEGORY WHEN CLEARED FOR EXAMINATION. THE APPLICANT WILL PREPARE FOR ALL PHASES WITHIN THE CATEGORY ASSIGNED. WHEN REPORTING FOR EXAMINATION THE APPLICANT WILL DRAW FROM THE CATEGORY ASSIGNED AND WILL WRITE A LESSON PLAN ON THAT PHASE FROM THE TEXTBOOK USED AT THEIR SCHOOL. THE APPLICANT WILL BE REQUIRED TO TEACH A CLASS AND DEMONSTRATE TO THE CLASS THE SUBJECT MATTER ASSIGNED. THE DEMONSTRATION MAY BE SIMULATED. THE APPLICANT WILL BE ALLOTTED 30 MINUTES TO TEACH THE CLASS.

CATEGORY 1
BASIC MANICURE
TIP OVERLAY
NAIL REPAIR

CATEGORY 11
ACRYLIC NAIL WITH FORM
PEDICURE
BASIC MANICURE
Alternative Hair

Practical

Examination
### OverBraid

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Braid centered in the back of head</td>
<td>☐ Design of braid not equal, no tension</td>
</tr>
<tr>
<td>5 Proper tension throughout</td>
<td>☐ Did not follow contour of head</td>
</tr>
<tr>
<td>5 Neatness</td>
<td>☐ Incomplete work</td>
</tr>
<tr>
<td>5 Overall appearance</td>
<td>☐ Messy work</td>
</tr>
</tbody>
</table>

**Total:** ______

### Sew on Method

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Two (2) completed corn rows on mannequin</td>
<td>☐ Corn rows not neat and even</td>
</tr>
<tr>
<td>5 Sew on method on 1 corn row</td>
<td>☐ Damaged hair and scalp when removing</td>
</tr>
<tr>
<td>5 Removal of hair extension from corn row</td>
<td>☐ Incomplete Work</td>
</tr>
<tr>
<td>5 No damage to scalp hair</td>
<td>☐ Sewing not even</td>
</tr>
</tbody>
</table>

**Total:** ______

### Bonding Method

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Bonding of extension to hair</td>
<td>☐ Damaged hair when removing, no tension</td>
</tr>
<tr>
<td>5 Application of bonding to hair</td>
<td>☐ Did not know how to apply bonding</td>
</tr>
<tr>
<td>5 Removal of original bond extension</td>
<td>☐ Incomplete work</td>
</tr>
<tr>
<td>5 Neatness of the removal application</td>
<td>☐ Messy bonding, uneven sectioning</td>
</tr>
</tbody>
</table>

**Total:** ______

### Under-Hand Braid

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Even tension throughout</td>
<td>☐ Incomplete Work</td>
</tr>
<tr>
<td>5 Blending of hair to the braid</td>
<td>☐ Messy Work</td>
</tr>
<tr>
<td>5 Neatness</td>
<td>☐ No blending of hair to braid</td>
</tr>
<tr>
<td>5 Overall appearance</td>
<td>☐ No tension</td>
</tr>
</tbody>
</table>

**Total:** ______
### 2008 TOTALS OF INITIALS LS AND RETAKES COSMETOLOGY

<table>
<thead>
<tr>
<th># of Students</th>
<th>INITIALS</th>
<th>ETAKES</th>
<th>TOTAL</th>
<th>FAIL</th>
<th>PASS</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Students</td>
<td>922</td>
<td>472</td>
<td>1394</td>
<td>513</td>
<td>83%</td>
</tr>
<tr>
<td># Fail</td>
<td>420</td>
<td>93</td>
<td>513</td>
<td>12</td>
<td>99%</td>
</tr>
<tr>
<td>SET</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>1</td>
<td>63%</td>
</tr>
<tr>
<td>C/O</td>
<td>26</td>
<td>6</td>
<td>32</td>
<td>1</td>
<td>83%</td>
</tr>
<tr>
<td>W/W</td>
<td>105</td>
<td>4</td>
<td>114</td>
<td>6</td>
<td>99%</td>
</tr>
<tr>
<td>PW</td>
<td>81</td>
<td>9</td>
<td>85</td>
<td>6</td>
<td>94%</td>
</tr>
<tr>
<td>FOI/HHL</td>
<td>55</td>
<td>4</td>
<td>57</td>
<td>6</td>
<td>96%</td>
</tr>
<tr>
<td>VBLEACH</td>
<td>109</td>
<td>2</td>
<td>118</td>
<td>4</td>
<td>92%</td>
</tr>
<tr>
<td>HCR</td>
<td>65</td>
<td>9</td>
<td>72</td>
<td>5</td>
<td>95%</td>
</tr>
<tr>
<td>RELR</td>
<td>60</td>
<td>4</td>
<td>64</td>
<td>19%</td>
<td>95%</td>
</tr>
<tr>
<td>HAIR/CUT</td>
<td>230</td>
<td>40</td>
<td>270</td>
<td>19%</td>
<td>81%</td>
</tr>
</tbody>
</table>

### 2008 YEARLY TOTALS INITIALS & RETAKES INSTR EXAM

<table>
<thead>
<tr>
<th># Tested</th>
<th>INITIALS</th>
<th>RETAKES</th>
<th>TOTAL</th>
<th>FAIL</th>
<th>PASS</th>
</tr>
</thead>
<tbody>
<tr>
<td># Tested</td>
<td>40</td>
<td>6</td>
<td>48</td>
<td>24%</td>
<td>76%</td>
</tr>
<tr>
<td>INSTR</td>
<td>7</td>
<td>4</td>
<td>11</td>
<td>13%</td>
<td>87%</td>
</tr>
<tr>
<td>EXAM</td>
<td>5</td>
<td>4</td>
<td>9</td>
<td>13%</td>
<td>87%</td>
</tr>
</tbody>
</table>

### 2008 YEARLY TOTALS INITIALS & RETAKES INSTR EXAM

<table>
<thead>
<tr>
<th># STU</th>
<th># FAILED</th>
<th>N/Rep</th>
<th>overlay</th>
<th>Art/Nail</th>
<th>Manicure</th>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIALS</td>
<td>92</td>
<td>27</td>
<td>17</td>
<td>20</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>RETAKES</td>
<td>19</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>111</td>
<td>31</td>
<td>19</td>
<td>23</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>FAIL</td>
<td>% FAIL</td>
<td>28%</td>
<td>17%</td>
<td>21%</td>
<td>14%</td>
<td>0%</td>
</tr>
<tr>
<td>PASS</td>
<td>% PASS</td>
<td>72%</td>
<td>83%</td>
<td>79%</td>
<td>86%</td>
<td>100%</td>
</tr>
</tbody>
</table>

### 2008 YEARLY TOTALS OF INITIALS & RETAKES ESTHICS

<table>
<thead>
<tr>
<th># Tested</th>
<th>INITIALS</th>
<th>RETAKES</th>
<th>TOTAL</th>
<th>FAIL</th>
<th>PASS</th>
</tr>
</thead>
<tbody>
<tr>
<td># Tested</td>
<td>158</td>
<td>1</td>
<td>159</td>
<td>2%</td>
<td>98%</td>
</tr>
<tr>
<td>ESTH</td>
<td>159</td>
<td>1</td>
<td>160</td>
<td>1%</td>
<td>99%</td>
</tr>
<tr>
<td>INSTR</td>
<td>46</td>
<td>1</td>
<td>47</td>
<td>2%</td>
<td>99%</td>
</tr>
<tr>
<td>MAN</td>
<td>111</td>
<td>2</td>
<td>113</td>
<td>1%</td>
<td>99%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1710</td>
<td>159</td>
<td>1869</td>
<td>1%</td>
<td>99%</td>
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</tbody>
</table>

### 2008 YEARLY CATEGORIES

<table>
<thead>
<tr>
<th>CAT</th>
<th># EXAM</th>
<th># PASS</th>
<th>% PASS</th>
<th>% FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS</td>
<td>1394</td>
<td>881</td>
<td>63%</td>
<td>37%</td>
</tr>
<tr>
<td>ESTH</td>
<td>159</td>
<td>156</td>
<td>98%</td>
<td>2%</td>
</tr>
<tr>
<td>INSTR</td>
<td>46</td>
<td>35</td>
<td>76%</td>
<td>24%</td>
</tr>
<tr>
<td>MAN</td>
<td>111</td>
<td>80</td>
<td>72%</td>
<td>28%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1710</td>
<td>1152</td>
<td>67%</td>
<td>33%</td>
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### 2007 YEARLY CATEGORIES

<table>
<thead>
<tr>
<th>CAT</th>
<th># EXAM</th>
<th># PASS</th>
<th>% PASS</th>
<th>% FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS</td>
<td>1412</td>
<td>946</td>
<td>67%</td>
<td>33%</td>
</tr>
<tr>
<td>ESTH</td>
<td>141</td>
<td>135</td>
<td>96%</td>
<td>4%</td>
</tr>
<tr>
<td>INSTR</td>
<td>41</td>
<td>31</td>
<td>76%</td>
<td>24%</td>
</tr>
<tr>
<td>MAN</td>
<td>188</td>
<td>147</td>
<td>78%</td>
<td>22%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1782</td>
<td>1259</td>
<td>71%</td>
<td>29%</td>
</tr>
</tbody>
</table>

72 MORE STUDENTS TESTED IN 2007
Baton Rouge, LA 70805

RE: Exam Notification
Cosmetology-Practical-Retake-Baton Rouge
Date of Exam: 07-APR-09

Student Name:
Social Security #:

Failure categories are listed below:

☐ Virgin Bleach
☐ Wet Work
☐ Relaxer Retouch
☐ Permanent Wave Technique
☐ Haircolor Retouch
☐ Foil Hi-Lites
☐ Set / Comb Out
☐ Hair Cut

Dear School Owner:

The above named student failed the subject examination. To schedule a retake examination, the student must remit $25 to the board for clearance.

Very truly yours,

Testing Department