

**2007  
BOARD OF  
COSMETOLOGY  
TESTING INFORMATION PACKET**

# NEW CLEARANCE FORM

**LOUISIANA STATE BOARD OF COSMETOLOGY  
EXAMINATION AUTHORIZATION**

STUDENT NAME:  
STUDENT CERTIFICATION:

SCHOOL ATTENDED:

TYPE OF EXAM:

DATE OF EXAM:

TIME OF EXAM:

LOCATION OF EXAM:

*Clearance Form For  
Cosmetology  
Manicurist  
Instructor  
Esthetician*

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**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 without proper notification, a seven day notice or 24 hours emergency notice, 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) for entrance into examination

**STUDENT UNIFORMS:**

- 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:

<i>a. Leggings</i>	<i>f. Shorts</i>	<i>k. Low waist pants</i>
<i>b. Capri pants</i>	<i>g. Jogging suits</i>	<i>l. Tank tops</i>
<i>c. Tee shirts</i>	<i>h. Undershirts</i>	<i>m. Shirts that show bare midriff</i>
<i>d. Tube tops</i>	<i>i. Sandals</i>	<i>n. Spaghetti strap tops</i>
<i>e. Jeans</i>	<i>j. Flip flops</i>	<i>o. See through blouses or tops</i>
- 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. Delays in processing test scores 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.

**NATIONAL TESTING  
INSTRUCTIONS &  
SAMPLE FORMS**

## NATIONAL WRITTEN EXAMINATION INSTRUCTIONS

1. PRINT LAST NAME, FIRST NAME AND MIDDLE INITIAL AS SHOWN ON THE EXAMPLE. SKIP A BLOCK BETWEEN LAST NAME AND FIRST NAME AND ALSO BETWEEN FIRST NAME AND MIDDLE INITIAL. SHADE IN YOUR NAME AS SHOWN ON THE EXAMPLE.
2. ON THE FRONT OF THE NATIONAL TEST BOOKLET THERE IS A TEST CODE NUMBER, A TEST FORM NUMBER AND A BOOKLET NUMBER. WRITE THESE NUMBERS ON YOUR ANSWER SHEET AS SHOWN AND SHADE IN THE NUMBERS.
3. INSIDE THE FOLDER YOU WERE GIVEN IS A LIST OF SCHOOLS WITH ASSIGNED NUMBERS. FIND THE SCHOOL YOU ATTENDED AND WRITE THAT NUMBER ON THE ANSWER SHEET UNDER SCHOOL AND SHADE THOSE NUMBERS AS SHOWN.
4. SKIP EXAMINER
5. IN THE STATE SECTION WRITE 16 AND THEN SHADE THOSE NUMBERS AS SHOWN.
6. BOTTON LEFT OF THE ANSWER SHEET IS A SPACE FOR YOUR SOCIAL SECURITY NUMBER AND ALSO TESTS DATE. WRITE IN YOUR SOCIAL SECURITY NUMBER AS SHOWN AND SHADE IT IN THE SECTION. DO THE SAME THING WITH THE TEST DATE.
7. THE OTHER SECTION IS WHERE YOU WILL SHADE IN THE ANSWERS TO EACH OF THE QUESTION ON THE NATIONAL TEST.
8. NOTE: PLEASE USE THE PENCILS FURNISHED BY THE BOARD. THESE ARE # 2 LEAD PENCILS WHICH MUST BE USED ON THESE EXAMINATIONS. ANYTHING OTHER WOULD VOID YOUR EXAMINATION.
9. ON THE REVERSE SIDE OF THE ANSWER SHEET PRINT YOUR FIRST NAME, MIDDLE INITIAL AND LAST NAME.
10. EXAM LOCATION: WRITE- BATON ROUGE
11. SOCIAL SECURITY NUMBER: WRITE YOUR SOCIAL SECURITY NUMBER
12. TEST TITLE: WRITE THE EXAMINATION YOU ARE TAKEN (COSMETOLOGY, MANICURING, ESTHICS, INSTRUCTOR)
13. ADDRESS, CITY, STATE, ZIP CODE: WRITE YOUR MAILING ADDRESS HERE
14. AT THE BOTTOM RIGHT CORNER THERE IS A SPACE FOR CANDIDATE SIGNATURE. SIGN YOUR NAME ON THIS LINE.



COSMETOLOGY 700303 3701

867514

TEST CODE

700303

TEST FORM

3701

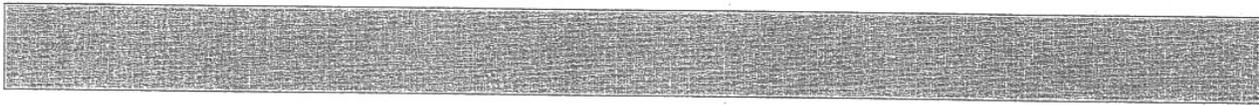
**DO NOT OPEN**

BOOKLET NUMBER

*John A. Smith*

CANDIDATE'S NAME

(Please Print)



# NIC COSMETOLOGY EXAMINATION



**DO NOT WRITE ANSWERS IN THIS BOOKLET**

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.

National-Interstate Council

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PLEASE COMPLETE THE FOLLOWING INFORMATION AS INSTRUCTED

SSN: 11 JUN 05

Name: John A. Smith Exam Location: Baton Rouge Test Title: Cosmetology

Address/City State Zip: 103 Heaven ST., Baton Rouge, La, 70814

Examiner Signature: \_\_\_\_\_ Test Date: 11 JUN 05

### SMT STATE CODES

- |    |               |    |                  |
|----|---------------|----|------------------|
| 01 | ALABAMA       | 28 | NEW MEXICO       |
| 02 | ALASKA        | 29 | NEW YORK         |
| 03 | ARIZONA       | 30 | NORTH CAROLINA   |
| 04 | ARKANSAS      | 31 | NORTH DAKOTA     |
| 05 | CALIFORNIA    | 32 | OHIO             |
| 06 | COLORADO      | 33 | OKLAHOMA         |
| 07 | CONNECTICUT   | 34 | OREGON           |
| 08 | DELAWARE      | 35 | PENNSYLVANIA     |
| 09 | FLORIDA       | 36 | RHODE ISLAND     |
| 10 | GEORGIA       | 37 | SOUTH CAROLINA   |
| 11 | HAWAII        | 38 | SOUTH DAKOTA     |
| 12 | ILLINOIS      | 39 | TENNESSEE        |
| 13 | INDIANA       | 40 | TEXAS            |
| 14 | IOWA          | 41 | IDAHO            |
| 15 | KENTUCKY      | 42 | UTAH             |
| 16 | LOUISIANA     | 43 | VERMONT          |
| 17 | MAINE         | 44 | VIRGINIA         |
| 18 | MASSACHUSETTS | 45 | WASHINGTON D.C.  |
| 19 | MICHIGAN      | 47 | WEST VIRGINIA    |
| 20 | MINNESOTA     | 48 | WISCONSIN        |
| 21 | MISSISSIPPI   | 49 | WYOMING          |
| 22 | MISSOURI      | 50 | KANSAS           |
| 23 | MONTANA       | 51 | MARYLAND         |
| 24 | NEBRASKA      | 52 | VIRGIN ISLANDS   |
| 25 | NEVADA        | 53 | GUAM             |
| 26 | NEW HAMPSHIRE | 68 | WASHINGTON STATE |
| 27 | NEW JERSEY    |    |                  |

### EXAMINATION RULES

Talking with other candidates during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities.

Please be advised that reproducing or copying the examination you are taking is a serious copyright violation as well as a breach of security. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and will be reported to the proper authorities. The consequences for cheating or copying examination materials could include denial of your application for the license you are pursuing and financial responsibility for any examination materials compromised by your actions.

Rude or disruptive behavior will not be tolerated. Behavior of this sort will result in your dismissal from the examination.

Your signature below reflects your understanding and willingness to abide by all security guidelines and follow all instructions given by the Test Administration staff.

Sign your full legal name on the signature line provided below the statement. Failure to sign the agreement will result in your dismissal from this examination.

Candidate Signature: John A. Smith

I certify by my signature above that I am the person indicated above. I hereby affirm that I will abide by the above rules of this examination.

**PRACTICAL  
EXAM  
BREAKDOWN**

## HELPFUL HINTS (COSMETOLOGY PRACTICAL EXAMINATION)

### PHASE 1 – SET EXAMINATION

This is an un-timed phase. Examiners will grade the students on appearance and their sets that are to include rollers and pin curls. POINTS ARE DEDUCTED IF THE SET DOES NOT INCLUDE PINCURLS.

### PHASE 2 – COMB-OUT EXAMINATION

Students are timed for 20 minutes. NO HAIR SPRAY OR FIXATIVES ARE ALLOWED.

### PHASE 3 – WET WORK EXAMINATION

Students have 10 minutes to finger wave the entire head. This will be graded based on the amount done within the 10 minutes and the quality of the waves. Students will then be given 30 minutes to complete the remainder of the state board wet work. (ROLLER PLACEMENT, SKIP WAVE, BRUSH WAVE, 1 ON BASE PINCURL, 1 HALF STEM PINCURL, 1 LONG STEM PINCURL AND 1 PINCURL IN A SHAPING. (ALL PINCURLS MUST BE CLIPPED))

### PHASE 4 – CHEMICAL PHASE (4A,4B,4C,4D,4E)

Students are allowed 40 minutes. Students must work for the full 40 minutes unless they have completed the entire phase. GRADES ARE BASE ON AMOUNT COMPLETED IN EACH PHASE. Any section not completed will count as a failure. PERM WRAP MUST BE WITH GRAY OR WHITE RODS ONLY.

### PHASE 5 – HAIRCUT EXAMINATION

Students are allowed 40 minutes to completed a 90 degree haircut. No less than 1 inch of hair must be cut, but more than 1 inch can be cut.

## HELPFUL HINTS

1. Bring the manikin for the wet work already wet and jelled and in a plastic bag. This save you time.
2. Haircut manikin that are medium to short hair saves time and allows the student more time to check their own work and less likely to make a mistake.
3. Bring 2 manikin stands. TRI-PODS ARE NOT ALLOWED.

## MANICURING PRACTICAL EXAMINATION

### PHASE 1 – ADVANCE NAIL TECHNIQUE

Students have 45 minutes to do a nail repair, tip overlay and an acrylic nail with form. (ORDERLESS PRODUCTS ONLY!!! OR YOU WILL NOT BE ALLOWED TO TEST. HAVE NAILS GLUED ON YOUR MANIKIN HAND BEFORE COMING TO STATE BOARD FOR EXAMINATION. ALL NAILS MUST BE SHORT WITH A FREE EDGE.

## INSTRUCTOR EXAMINATION

1. Students have 30 minutes to write a lesson plan on the subject drawn and complete the monthly hour report. STUDENTS MUST BRING TEXTBOOK AND WRITE LESSON PLAN FROM THEIR TEXTBOOK.
2. Students will have 30 minutes for their presentation and demonstration of their lesson. Examiners may shorten the time depending upon the students ability. Question may be asked on the subject.

## ESTHETICIAN EXAMINATION

1. Students will be allowed 20 minutes to complete facial procedure, and massage and manipulations
2. Students will have 30 minutes to complete an assigned make up application.

**COSMETOLOGY  
PRACTICAL  
EXAM  
INFORMATION**

## **REASONS STUDENTS FAIL THE COSMETOLOGY EXAMINATION**

### **PHASE 1 – SET**

1. All rollers removed and pin curls not clipped. Set in very poor condition

### **PHASE 2 – COMB-OUT**

1. Wet manikin – Unable to comb-out
2. No back combing – roller marks very visible
3. Messy comb-out with no form or balance to the comb-out

### **PHASE 3 – WET WORK**

1. Poor finger waving techniques. Not enough completed to judge.
2. Sub-sections for rollers not the diameter size of the roller being used.
3. Rollers not defined as on base, half stem, off base, and roller in a directional shaping.
4. Skip Wave has no ridges. No visible shaping between the two rows of pin curls. Pin curls have no base.
5. Brush Wave – No visible sign student understands pin curl construction. Pin curls have no definite base.

### **PHASE 4 – CHEMICAL PHASE**

#### **TOP CROWN AREA – PERMANENT WAVE**

1. Messy sub-sections.
2. Fish Hooks
3. Rubber bands incorrectly placed on rods
4. Insufficient amount completed to judge fairly.

#### **FRONT SIDE – FOIL HIGHLIGHT**

1. Product applied too far from the scalp.
2. Product poorly applied to strand of hair within the foil.
3. Not weaved.

#### **FRONT SIDE – RELAXER RETOUCH**

1. Product applied to entire strand or too far from scalp or too far down the strand.
2. Sub-sections too wide. Product not visible on under side of hair strand.

#### **BACK SIDE – VIRGIN BLEACH**

1. Bleach applied too close to scalp. Should be approximately ½ inch from scalp down the strand omitting the ends if judged to be too porous.
2. Sub-sections too wide. Product not applied to under side of hair strand.

#### **BACK SIDE – COLOR RETOUCH**

1. Product not applied to re-growth. (Scalp to approximately ½ inch of strand)
2. Sub-sections too wide. Product not visible on under side of strand.

### **PHASE 5 – HAIRCUT**

1. Guide line was lost, no blending
2. Incomplete haircut
3. Not a 90 degree haircut.

**COSMETOLOGY PRACTICAL EXAMINATION**

**PHASE 1 – SET EXAMINATION**

- \_\_\_\_ (6) Neatness of Set
  - \_\_\_\_ (8) Set to include rollers & pin curls
  - \_\_\_\_ (6) Appearance of Artist
  - \_\_\_\_ (20) TOTAL            EXAMINER \_\_\_\_\_
- for proper

**PHASE 2 – COMB-OUT EXAMINATION\**

- \_\_\_\_ (5) Understands comb out procedures
  - \_\_\_\_ (5) Back Combing/No Roller Marks
- EXAMINER \_\_\_\_\_

- \_\_\_\_ (5) Form
- \_\_\_\_ (5) Overall Execution

**RETOUCH**

- \_\_\_\_ (20) TOTAL            EXAMINER \_\_\_\_\_

only

**PHASE 3 – WET WORK EXAMINATION**

- \_\_\_\_ (4) Finger Waves (Entire Head)
- \_\_\_\_ (4) Skip Wave (Pin Curls Must be clipped)
- \_\_\_\_ (4) Brush Wave (Pin Curls Must be clipped)
- \_\_\_\_ (4) Rollers/on base, half stem, long stem, roller in a shaping. Sub-sections must be

EXAMINER \_\_\_\_\_

diameter size of roller.

- \_\_\_\_ (4) Pin curls/on base, half stem, long stem, pin curl in a shaping. (All pin curls clipped)
- \_\_\_\_ (20) TOTAL            EXAMINER \_\_\_\_\_

**PHASE 4A – PERMANENT WAVE**

- \_\_\_\_ (5) Sectioning/ neatness & size according to rods used. (Gray/White rods only)
- \_\_\_\_ (5) Wrapping procedure/rubber bands
- \_\_\_\_ (5) Use of end papers in relation to strand of hair

EXAMINER \_\_\_\_\_

- \_\_\_\_ (5) Position of rod on scalp in relation to size of strand and size of rod.

- \_\_\_\_ (20) TOTAL            EXAMINER \_\_\_\_\_

**PHASE 4B – FOIL HI-LITES**

- \_\_\_\_ (4) Placement of foil
- EXAMINER \_\_\_\_\_
- \_\_\_\_ (4) Closeness to scalp (Strands must be weaved)
  - \_\_\_\_ (4) Application of product
  - \_\_\_\_ (4) Neatness of strands/overall execution
  - \_\_\_\_ (4) Grade will be based on amount completed in the section
  - \_\_\_\_ (20) TOTAL            EXAMINER \_\_\_\_\_

**PHASE 4C – VIRGIN BLEACH**

- \_\_\_\_ (4) Neatness of Application
- \_\_\_\_ (4) Product applied ½ inch from scalp
- \_\_\_\_ (4) Sub-Sections are 1/8 inch wide
- \_\_\_\_ (4) Good coverage/separation

oxidation

- \_\_\_\_ (4) Grade will be based on amount completed in the section
- \_\_\_\_ (20) TOTAL

**PHASE 4D – HAIR COLOR**

- \_\_\_\_ (4) Neatness of Application
- \_\_\_\_ (4) Product applied to re-growth

- \_\_\_\_ (4) Sub-Sections ¼ inch wide
- \_\_\_\_ (4) Good coverage/separation for proper oxidation
- \_\_\_\_ (4) Grade will be based on amount completed in the section
- \_\_\_\_ (20) TOTAL

**PHASE 4 E – RELAXER RETOUCH**

- \_\_\_\_ (4) Neatness of Application
- \_\_\_\_ (4) Product applied to re-growth only
- \_\_\_\_ (4) Sub-Section ¼ inch wide
- \_\_\_\_ (4) Good coverage/separation for proper oxidation
- \_\_\_\_ (4) Grade will be based on amount completed in the section
- \_\_\_\_ (20) TOTAL

**PHASE 5 – HAIRCUT EXAMINATION**

- \_\_\_\_ (5) General Execution
- \_\_\_\_ (5) Taper and Blend
- \_\_\_\_ (10) 90 Degree Haircut
- \_\_\_\_ (20) TOTAL

APPLICANTS # \_\_\_\_\_

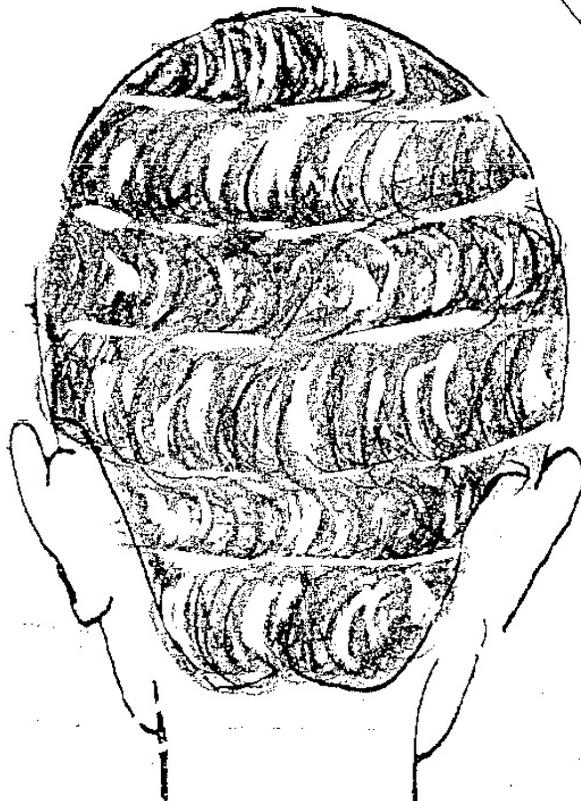
# FINGER WAVES



HORIZONTAL

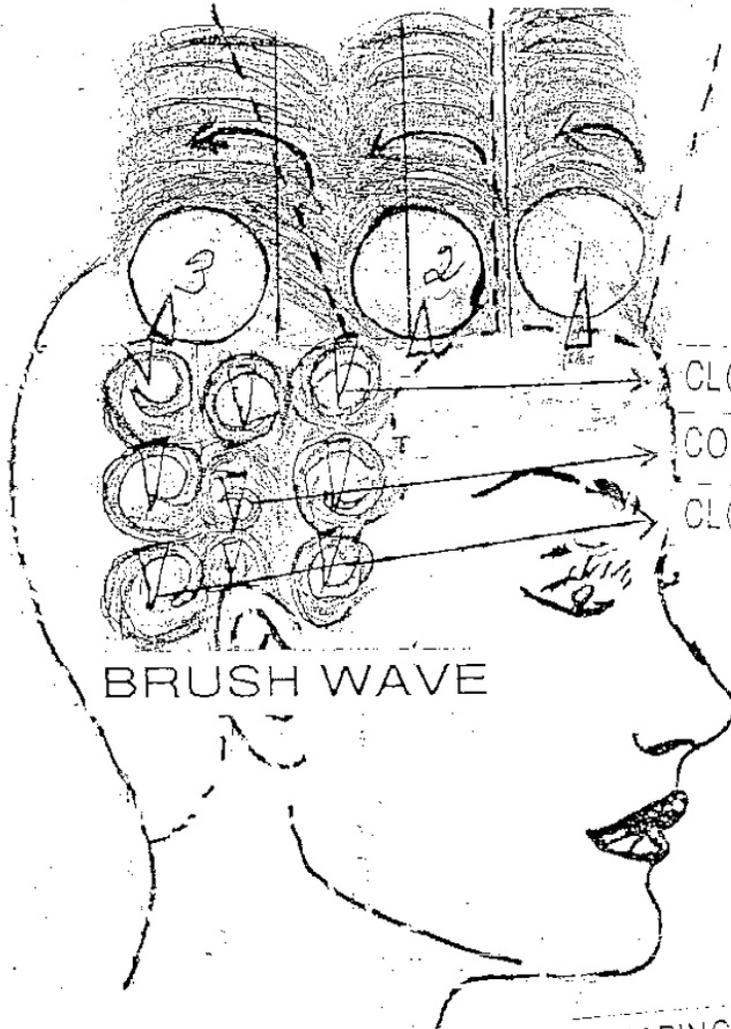


HORSESHOE



ROLLER # 1 ON BASE  
ROLLER # 2 1/2 OFF BASE  
ROLLER # 3 COMPLETELY OFF BASE

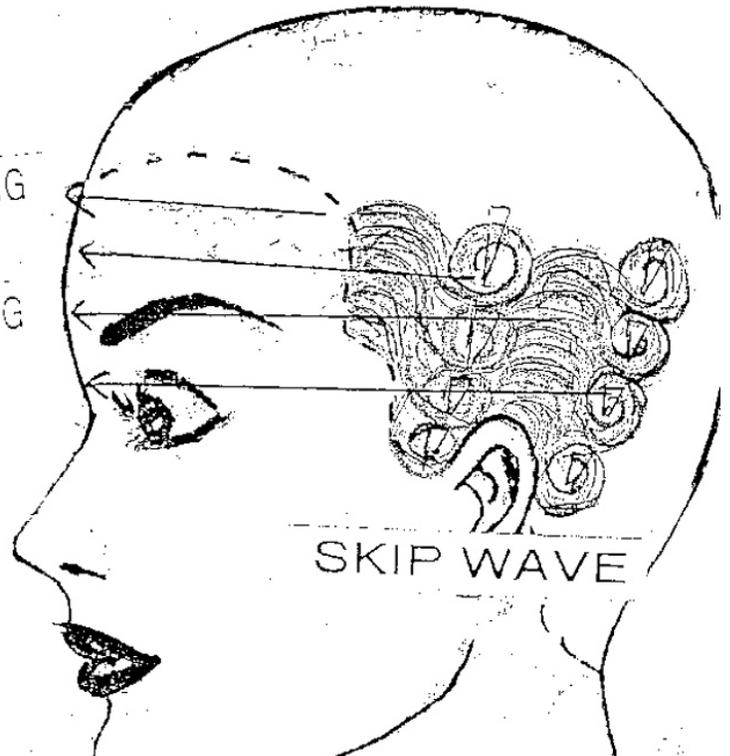
DOTTED LINE INDICATES  
THE ANGLE THE HAIR  
IS HELD



BRUSH WAVE

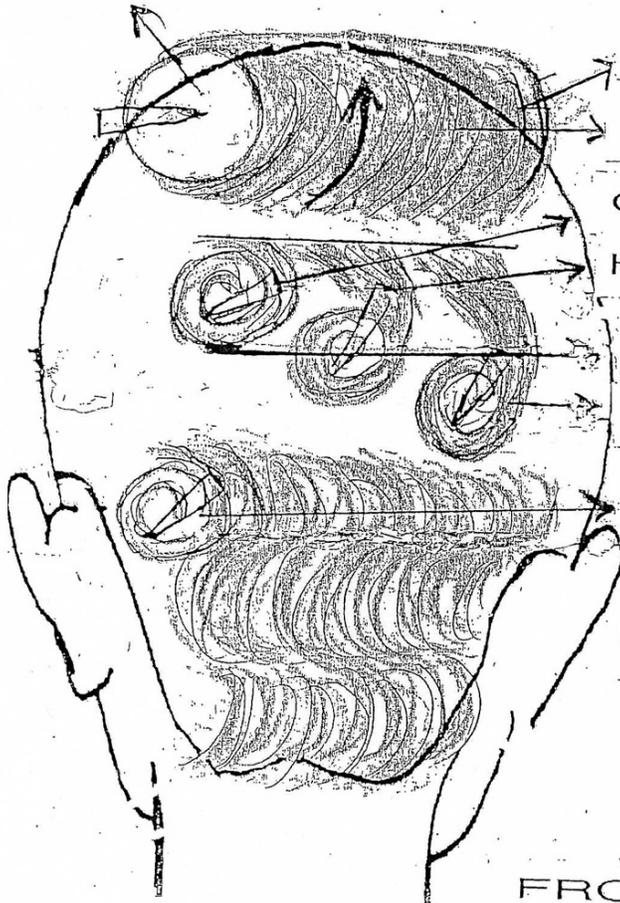
CLOCK WISE PINCURL/INDENTATION  
COUNTER CLOCK WISE PINCURL/VOLUME  
CLOCK WISE PINCURL/INDENTATION

SHAPING  
COUNTER CLOCK WISE PINCURL  
SHAPING  
COUNTER CLOCK WISE PINCURL



SKIP WAVE

OPEN END OF SHAPING



CLOSED END OF SHAPING

ROLLER IN A SHAPING

ON BASE PINCURL

HALF STEM PINCURL

PICK UP LINE

LONG STEM PINCURL

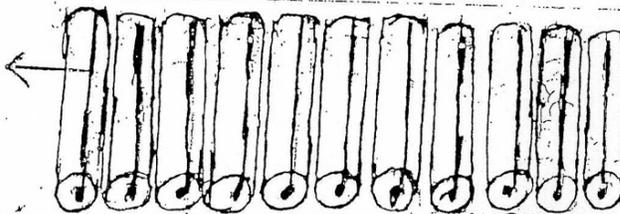
PINCURL IN A SHAPING

PINCURL MUST BE AT

OPEN END OF SHAPING

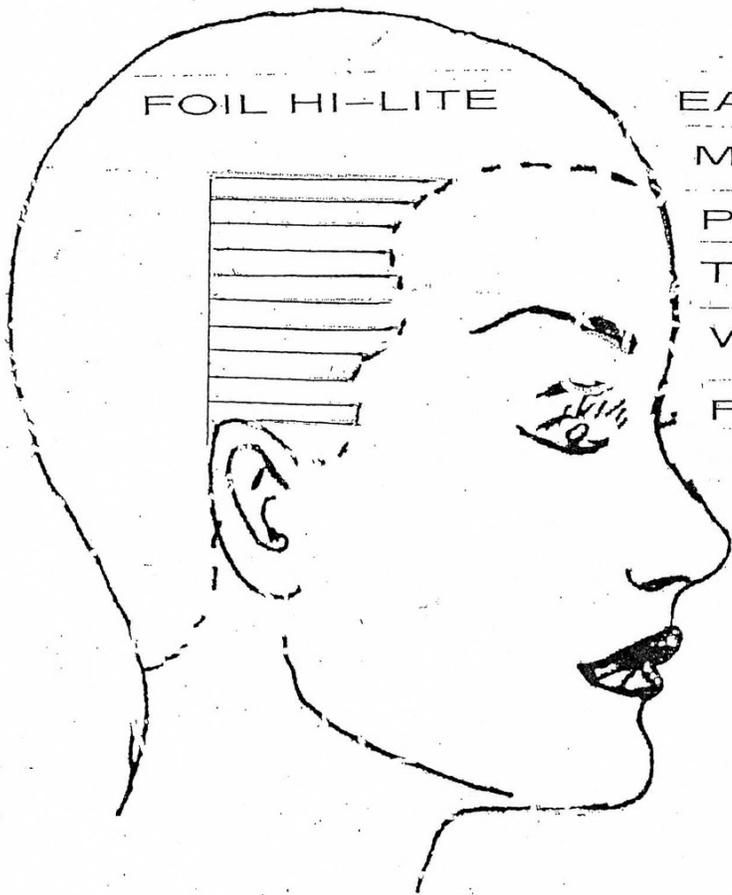
FRONT TO CROWN PERM WRAP

PLACEMENT OF RUBBER BANDS

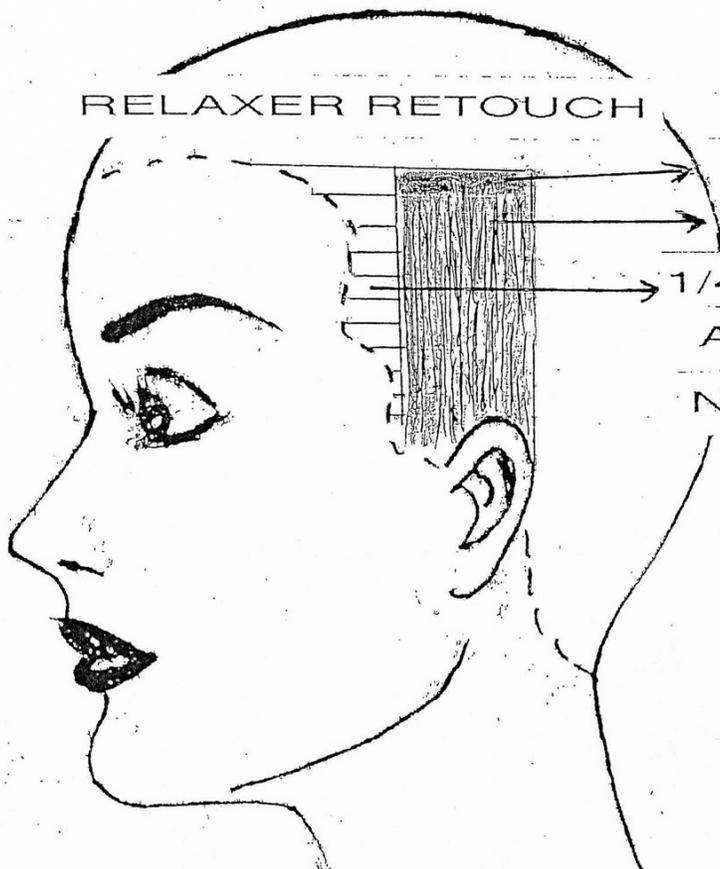


GRAY OR WHITE RODS ONLY

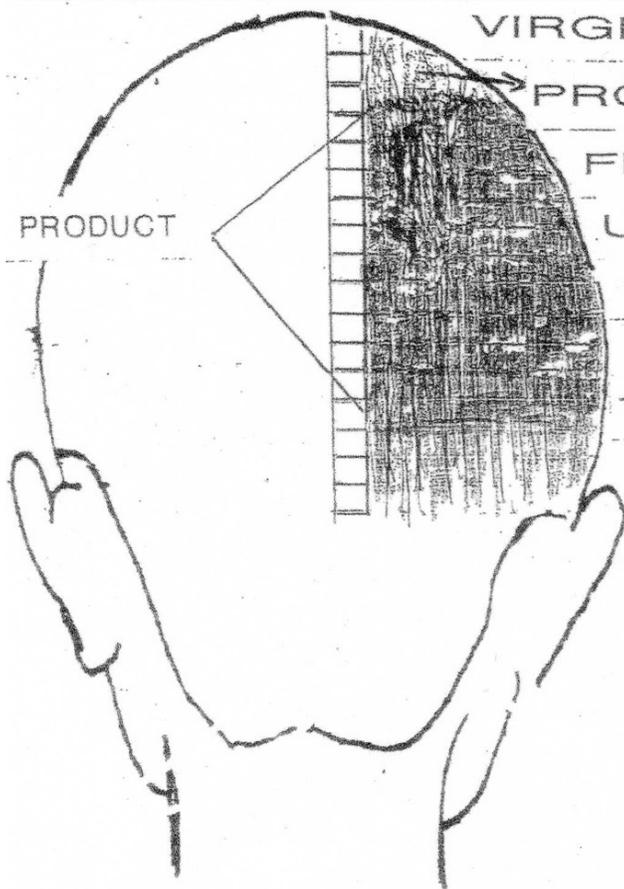




EACH FOIL SECTION  
MUST BE WEAVED  
PRODUCT APPLIED  
TO ENTIRE STRAND  
WITHIN THE FOIL PACK  
FOIL PACK MUST BE  
CLOSE TO SCALP



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



VIRGIN BLEACH

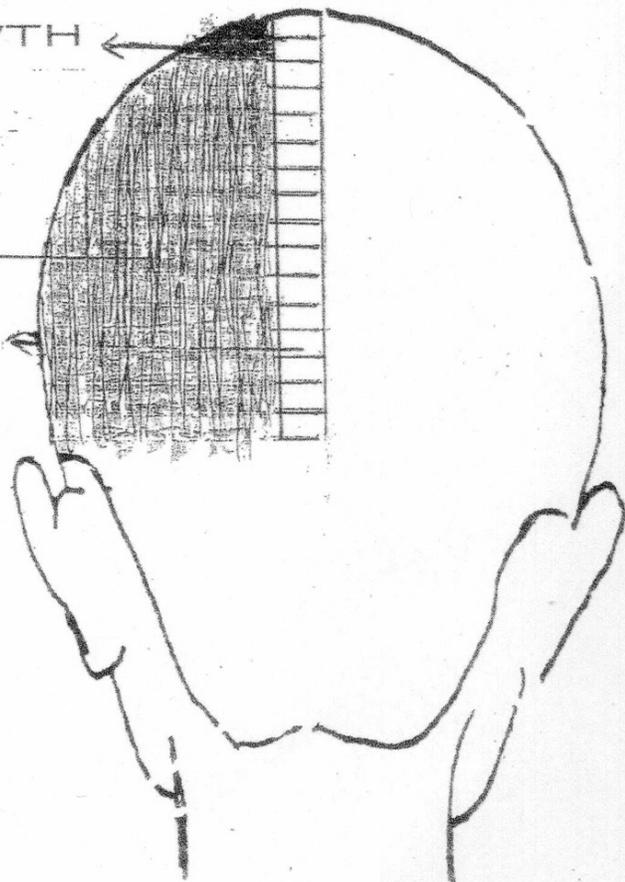
PRODUCT APPLIED 1/2 INCH FROM SCALP & TO THE UNPOROUS SECTION OF THE STRAND

1/8 INCH SUB-SECTIONS

PRODUCT MUST BE VISABLE ON THE UNDER SIDE OF THE STRAND

HAIR COLOR RETOUCH

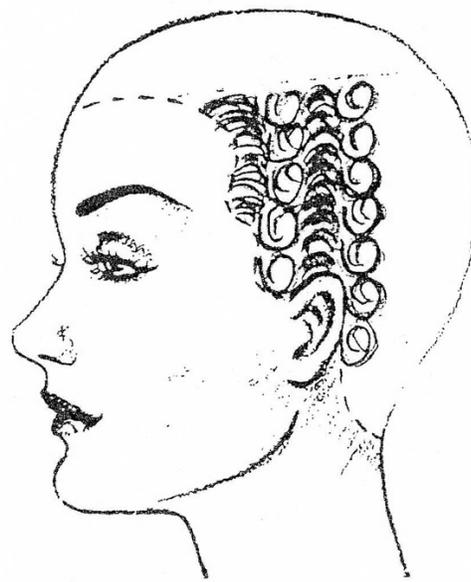
NEW GROWTH  
APPLY PRODUCT TO NEW GROWTH ONLY  
HAIR STRAND  
4 INCH SUB-SECTIONS



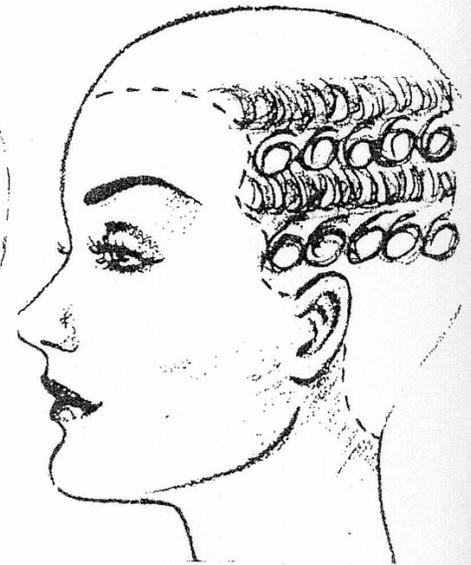
# SKIP WAVES



DIAGONAL

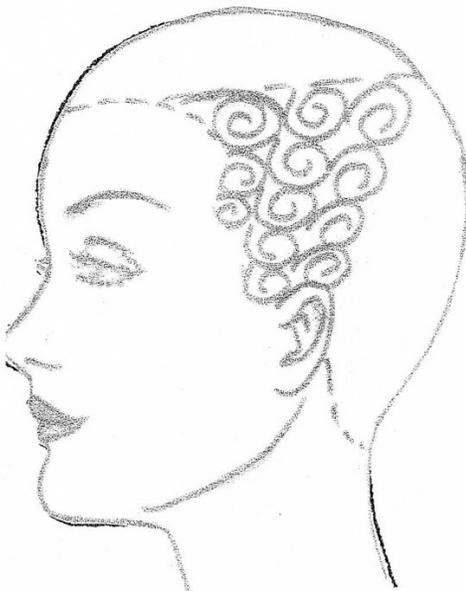


VERTICAL

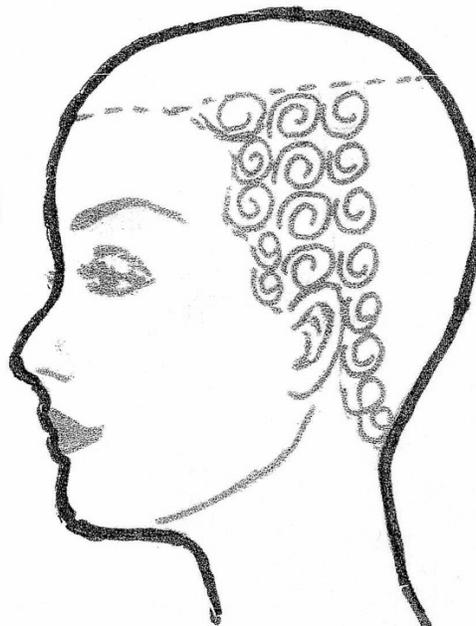


HORIZONTAL

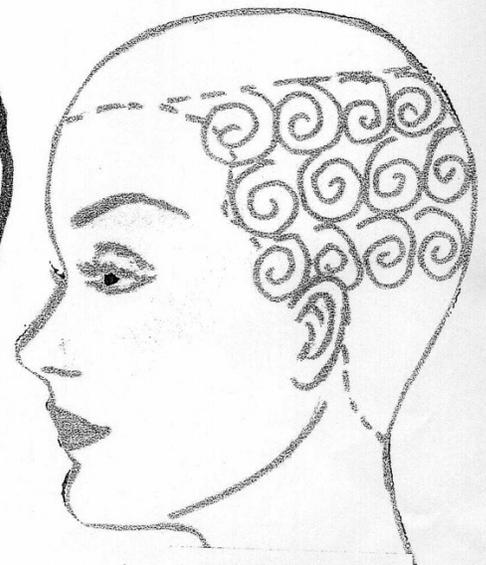
# BRUSH WAVES



DIAGONAL



VERTICAL



HORIZONTAL

**MANICURIST  
PRACTICAL  
EXAM  
INFORMATION**

NOTE:

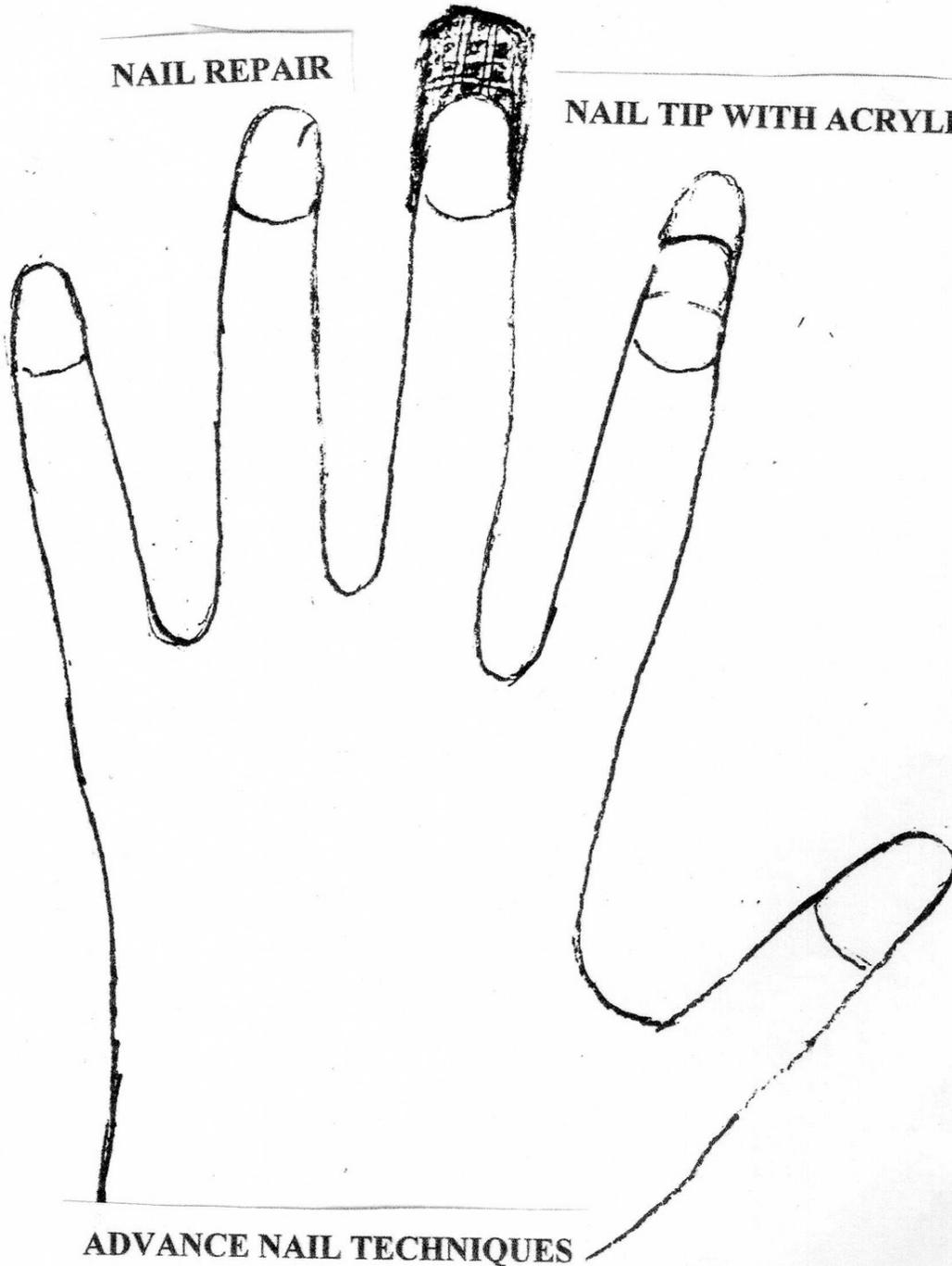
NAIL REPAIR IS DONE

AS TRAINED AT SCHOOL

SCULPTURED NAIL

NAIL REPAIR

NAIL TIP WITH ACRYLIC OVERLAY



ADVANCE NAIL TECHNIQUES

**ESTHETICIAN  
PRACTICAL EXAM  
INFORMATION**

**PRACTICAL EXAMINATION FOR MANICURISTS**

**PHASE 1. ADVANCE NAIL TECHNIQUES**

**1. ONE NAIL WRAP REPAIR OR MEND SPLIT OF BROKEN NAIL**

- a. equipment and material – mending tissue, mending liquid, nail powder, primer, brush and cleaner, other manicure implements. (10)\_\_\_\_\_
  - b. procedure (important note – nail primer); proper blending of wrap and nail; general execution (10)\_\_\_\_\_
- TOTAL (20)\_\_\_\_\_**

EXAMINER \_\_\_\_\_

**2. ONE NAIL TIPPING OR EXTENSION WITH OVERLAY**

- a. equipment and material – nail tips, glue, nail powder or wrap, primer, brush and cleaner, other manicure implements (10)\_\_\_\_\_
  - b. applying nail tip, overlay with acrylic or wrap; (do they blend together); general execution. (10)\_\_\_\_\_
- TOTAL (20)\_\_\_\_\_**

EXAMINER \_\_\_\_\_

**2. ONE ACRYLIC NAIL WITH FORM/CLEAR POLISH APPLICATION**

- a. equipment and material – acrylic nail liquid, nail powder, form, primer, brush and cleaner (5)\_\_\_\_\_
  - b. proper shape of mold and fit (5)\_\_\_\_\_
  - c. buffing, smooth, no bumps/ridges (5)\_\_\_\_\_
  - c. general execution; safety & sanitation procedures observed during techniques (5)\_\_\_\_\_
- TOTAL (20)\_\_\_\_\_**

EXAMINER \_\_\_\_\_

**PHASE 11. MANICURE**

**1. SUPPLIES AND TABLE SET-UP**

- a. Towels, Red Nail Enamel, Finger Bowl, Sanitizer, Nail brush, Cuticle Cream/Oil, Orange Wood Stick, Emory Board, Cotton, Nail Polish Remove (10)\_\_\_\_\_
  - b. Table Set-Up (10)\_\_\_\_\_
- TOTAL (20)\_\_\_\_\_**

EXAMINER \_\_\_\_\_

**2. MANICURE PROCEDURES**

- a. began with little finger of the hand (4)\_\_\_\_\_
  - b. shaped nailed from the corner to the center (4)\_\_\_\_\_
  - c. beveled the free edge of nails (4)\_\_\_\_\_
  - d. all nails have a uniform shape (4)\_\_\_\_\_
  - e. applied red nail enamel (4)\_\_\_\_\_
- TOTAL (20)\_\_\_\_\_**

EXAMINER \_\_\_\_\_

APPLICANT'S # \_\_\_\_\_

## REASONS STUDENTS FAIL THE MANICURE EXAM

### PHASE 1 – ADVANCED NAIL TECHNIQUES

#### NAIL TIP OVERLAY

1. Unable to see if a tip overlay had been applied to the nail.
2. Very messy, product too thick on sides and under side.
3. Nail not buffed.

#### ACRYLIC NAIL WITH FORM

1. Very messy work, product too thick on sides and under side.
2. Nail not buffed.

#### NAIL REPAIR

1. Unable to determine if a repair was actually accomplished.
2. Very messy work. Product too thick on sides and under side.

### PHASE 2 – Manicure

#### Supplies and Table Set Up

1. Insufficient supplies for the task
2. Poor table set up

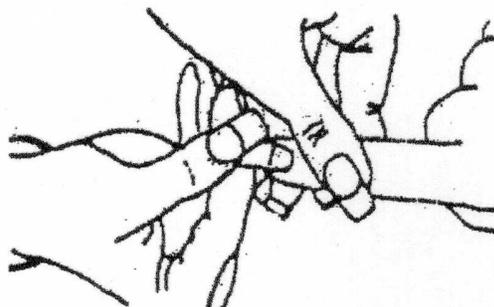
#### MANICURE

1. No uniform shape to the nails
2. Very messy application of nail polish.
3. Unclean nails.

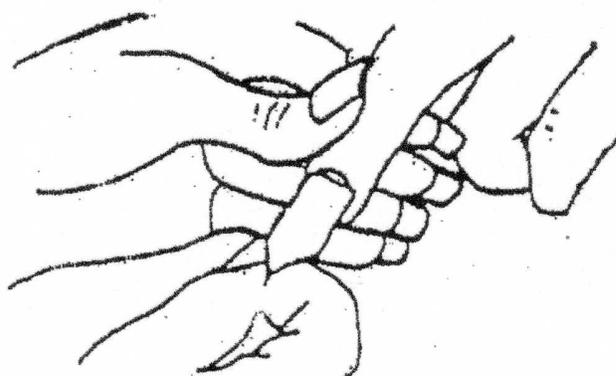
# NAIL TECHNICIAN (MANICURIST) SAMPLE ILLUSTRATION



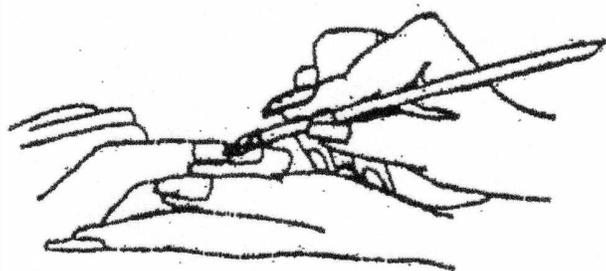
**BASIC MANICURE**



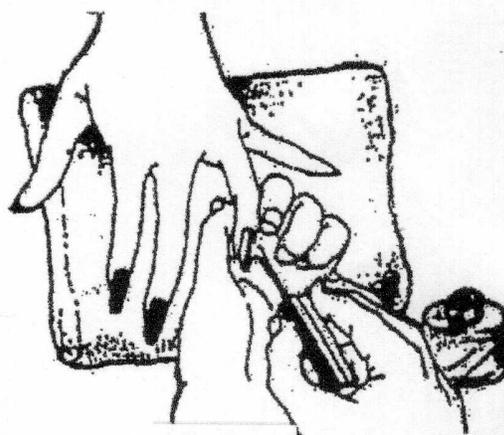
**NAIL TIP APPLICATION**



**NAIL WRAP**



**SCULPTURED NAIL**

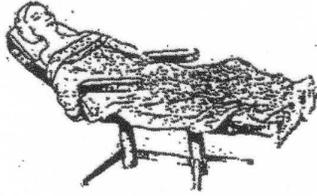


**POLISH**

**ESTHETICIAN  
PRACTICAL  
EXAM  
INFORMATION**

# ESTHETICS

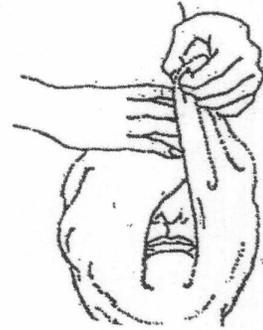
## SAMPLE ILLUSTRATION



**SET UP AND  
CLIENT PROTECTION**



**CLEANSING  
THE FACE**



**STEAMING  
THE FACE**



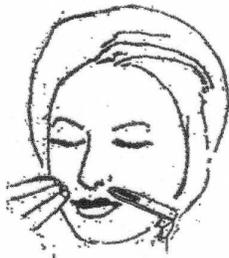
**MASSAGING  
THE FACE**



**MANUAL EXTRACTION  
ON THE FOREHEAD**



**HAIR REMOVAL  
OF THE EYEBROWS**



**HAIR REMOVAL  
ON UPPER LIP**



**FACIAL  
MASK**



**FACIAL  
MAKEUP**

## **REASONS STUDENTS FAIL THE**

### **ESTHETIC EXAMINATION**

#### **PHASE 1 – PREPARATION FOR FACIAL**

- 1. INSUFFICIENT SUPPLIES**
- 2. NO RECORD CARD COMPLETED**
- 3. SANITATION AND SAFETY MEASURES NOT OBSERVED**

#### **PHASE 2 – ANALYSIS OF SKIN AND SKIN CONDITIONS & TREATMENTS**

- 1. POOR DIAGNOSIS OF MODEL'S SKIN TYPE**
- 2. UNSURE OF SPECIAL SKIN CONDITIONS**
- 3. UNSURE OF THE ENEMIES OF THE SKIN**
- 4. UNSURE OF SKIN TREATMENTS FOR CERTAIN SKIN TYPES**

#### **PHASE 3 – FACIAL PROCEDURE, MASSAGE & MANIPULATIONS**

- 1. POOR PREPARATION OF CLIENT**
- 2. UNSURE OF CLEANSING TECHNIQUE**
- 3. UNSURE OF WHY A CERTAIN TYPE OF MASK WAS USED.**
- 4. UNSURE OF WHY CERTAIN MANIPULATIONS WAS USED AND THEIR BENEFITS.**

#### **PHASE 4 – MAKE UP APPLICATION**

- 1. POOR ANALYSIS OF SHAPE OF FACE**
- 2. UNSURE OF SHAPING, CONTOURING AND HIGHLIGHTING**
- 3. MAKE UP NOT APPLIED AS ASSIGNED!!!!!!!!!!!!!!**
- 4. POORLY APPLIED CHEEK, LIP AND EYE COLOR**

## ESTHETICIAN EXAMINATION

### PHASE: 1 PREPARATION FOR FACIAL

- \_\_\_\_(5) Appearance and image
- \_\_\_\_(5) Arrangement of supplies
- \_\_\_\_(5) Adequate amount of supplies
- \_\_\_\_(5) Record card completion
- \_\_\_\_(5) Sanitation and safety measures

TOTAL \_\_\_\_\_ (25)

Examiner \_\_\_\_\_

### PHASE 2. ANALYSIS OF SKIN AND SKIN CONDITIONS AND TREATMENTS

- \_\_\_\_(5) Diagnosis of model's skin type
- \_\_\_\_(5) Provide additional skin type
- \_\_\_\_(5) Name 3 special conditions of the skin
- \_\_\_\_(5) Name 4 enemies of the skin
- \_\_\_\_(5) Name some skin treatments

TOTAL \_\_\_\_\_ i(25)

Examiner \_\_\_\_\_

### PHASE 3. FACIAL PROCEDURE, MASSAGE AND MANIPULATIONS

- \_\_\_\_(5) Preparation of client
- \_\_\_\_(5) Explain cleansing technique used
- \_\_\_\_(5) Explain massage and manipulations technique used
- \_\_\_\_(5) Type of mask used and why
- \_\_\_\_(5) Explanation of mask removal

TOTAL \_\_\_\_\_ (25)

Examiner \_\_\_\_\_

### PHASE 4. MAKE UP APPLICATION

- \_\_\_\_(5) Analysis of face shape and features
- \_\_\_\_(5) Explanation of shading, contouring and highlighting and its proper use
- \_\_\_\_(5) Proper cheek, eye and lip color application
- \_\_\_\_(5) Proper application of make up as assigned
- \_\_\_\_(5) Sanitation and safety measures

TOTAL \_\_\_\_\_ (25)

Examiner \_\_\_\_\_

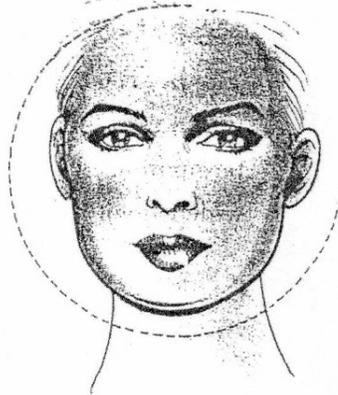
APPLICANT \_\_\_\_\_

## FACIAL SHAPES



**OVAL FACE**

Represents the ideal shape



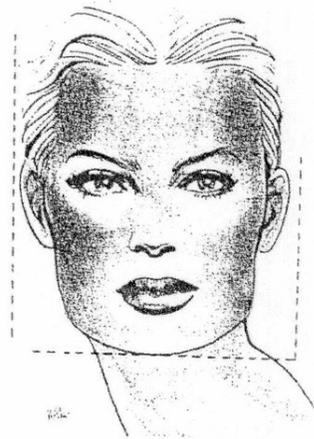
**ROUND FACE**

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)**

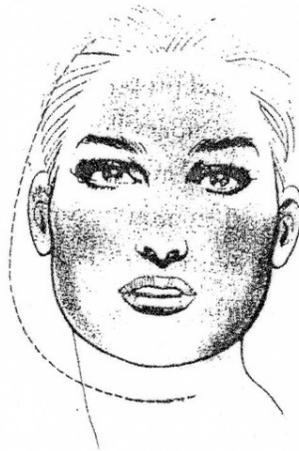
This face can be visually shortened by applying deeper tones under the chin and horizontally at the hairline. Horizontal lines should be emphasized whenever possible, in brow shape, cheek color and lip shape. Highlighting can be used to add visual width



**SQUARE FACE**

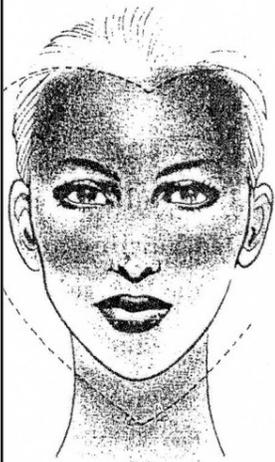
The square face is usually characterized by a broad straight forehead and hairline, with a broad jaw line. The effect can be very angular and almost masculine. Contouring can be done to soften the angularity and reduce the width.

## 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



**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



**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.

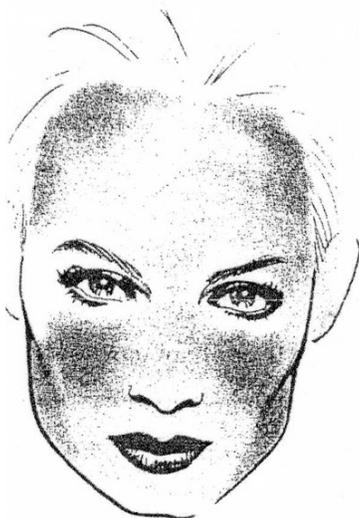
## CORRECTIONS FOR FACIAL FEATURES



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

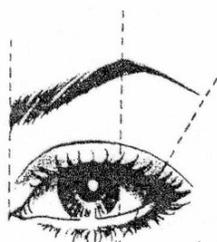


**DOUBLE CHIN.** Contour the heavier area to make it recede and appear slimmer.



**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**

**INSTRUCTOR  
PRACTICAL EXAM  
INFORMATION**

**INSTRUCTOR PRACTICAL EXAMINATION**

**PHASE 1 APPLICANT**

- \_\_\_\_ (4) **Appeared neatly dressed and well groomed**
- \_\_\_\_ (4) **Seem poised, calm, and in control of class**
- \_\_\_\_ (4) **Introduced herself/himself to the class**
- \_\_\_\_ (4) **Properly prepared with necessary materials**
- \_\_\_\_ (4) **Hourly Report – 5 or more students**

**TOTAL** \_\_\_\_\_ (20) (2-30) **EXAMINER** \_\_\_\_\_

**PHASE 2 WRITTEN LESSON PLAN (FROM TEXTBOOK)**

- \_\_\_\_ (4) **Lesson Title**
- \_\_\_\_ (4) **Objectives**
- \_\_\_\_ (4) **Reference Materials**
- \_\_\_\_ (4) **Presentation**
- \_\_\_\_ (4) **Summary & Evaluation**

**TOTAL** \_\_\_\_\_ (20) (2-30) **EXAMINER** \_\_\_\_\_

**PHASE 3 OBJECTIVES AND MOTIVATION**

- \_\_\_\_ (5) **Objective was stated and was clear and definite**
- \_\_\_\_ (5) **Motivation was obvious and successful in arousing interest**
- \_\_\_\_ (10) **Both the objectives and motivation were significant and appropriate**

**TOTAL** \_\_\_\_\_ (20) (2-30) **EXAMINER** \_\_\_\_\_

**PHASE 4 PRESENTATION AND DEMONSTRATION OF CLASS**

- \_\_\_\_ (10) **Presentation of subject matter was easily understood and correct.**
- \_\_\_\_ (10) **Demonstration of subject matter was easily understood and correct**

**TOTAL** \_\_\_\_\_ (20) (2-30) **EXAMINER** \_\_\_\_\_

**PHASE 5 TEACHING PROCEDURES AND KNOWLEDGE  
OF SUBJECT MATTER**

- \_\_\_\_ (10) **Demonstrated complete knowledge of subject matter**
- \_\_\_\_ (10) **Demonstrated mastery of teaching procedures**

**TOTAL** \_\_\_\_\_ (20) (2-30) **EXAMINER** \_\_\_\_\_

**APPLICANT #** \_\_\_\_\_

## **REASONS STUDENTS FAIL THE INSTRUCTORS EXAMINATIONS**

### **PHASE 1 – APPLICANT**

1. Not well groomed
2. Very nervous
3. Did not introduce herself/himself to the class
4. Hourly report not completed

### **PHASE 2 – WRITTEN LESSON PLAN (FROM TEXTBOOK)**

1. Lesson title omitted
2. Lesson plan not on subject matter assigned
3. Did not demonstrate sufficiently to determine if knowledgeable on subject matter.

### **PHASE 3 – OBJECTIVES AND MOTIVATION**

1. Objectives not stated or clear and definite
2. No motivation. Did not arouse interest

### **PHASE 4 – PRESENTATION AND DEMONSTRATION OF CLASS**

1. Presentation and demonstration was not own subject matter selected.
2. Presentation and demonstration was not easily understood

### **PHASE 5 – TEACHING PROCEDURES AND KNOWLEDGE OF SUBJECT MATTER**

1. Unable to demonstrate and present knowledge of subject matter assigned.
2. Unable to answer questions asked on subject matter.





# **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 ALLOTTED 30 MINUTES TO TEACH THE CLASS.**

## **CATEGORY 1**

**BASIC MANICURING  
FOIL HI-LITE  
SHAMPOO & RINSING**

## **CATEGORY 11**

**90 DEGREE HAIRCUT  
ROLLER CONTROL  
VIRGIN BLEACH**

## **CATEGORY 111**

**PIN CURL CONSTRUCTION  
RELAXER RETOUCH  
BASIC PERMANENT WAVE WRAP**

## **CATEGORY IV**

**HAIR COLOR RETOUCH  
90 DEGREE HAIRCUT  
FINGER WAVING**

## 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 (WATER)  
TIP OVERLAY  
NAIL REPAIR

CATEGORY 11  
ACRYLIC NAIL WITH FORM  
PEDICURE  
ART NAILS

## **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 ALLOTTED 30 MINUTES TO TEACH THE CLASS.**

### **CATEGORY 1**

**HAIR REMOVAL – EYEBROW WAXING  
COMBINATION SKIN CONDITION FACIAL  
FACE, ARM AND HANDS MASSAGE TECHNIQUES**

### **CATEGORY 11**

**EVENING MAKE UP  
FACIAL SHAPES TO INCLUDE A CORRECTIVE  
MAKE UP  
FACE, ARM AND HANDS MASSAGE TECHNIQUES**