

PROFESSIONAL CRE ENTIAL SERVICES, INC.



South Carolina **BOARD OF BARBERING**

Instructor Barber Candidate Handbook

September 2017

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology ("NIC")

QUICK REFERENCE

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Theory Examination with PSI
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: South Carolina Barbering
P.O. Box 198768
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: sccos@pcshq.com

Website: <http://www.pcshq.com>

PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: www.candidate.psiexams.com

South Carolina Board of Barbering

Department of Labor, Licensing, and Regulation

Regular Mailing Address

P.O. Box 11329
Columbia, South Carolina 29211-1329

Courier Mailing Address

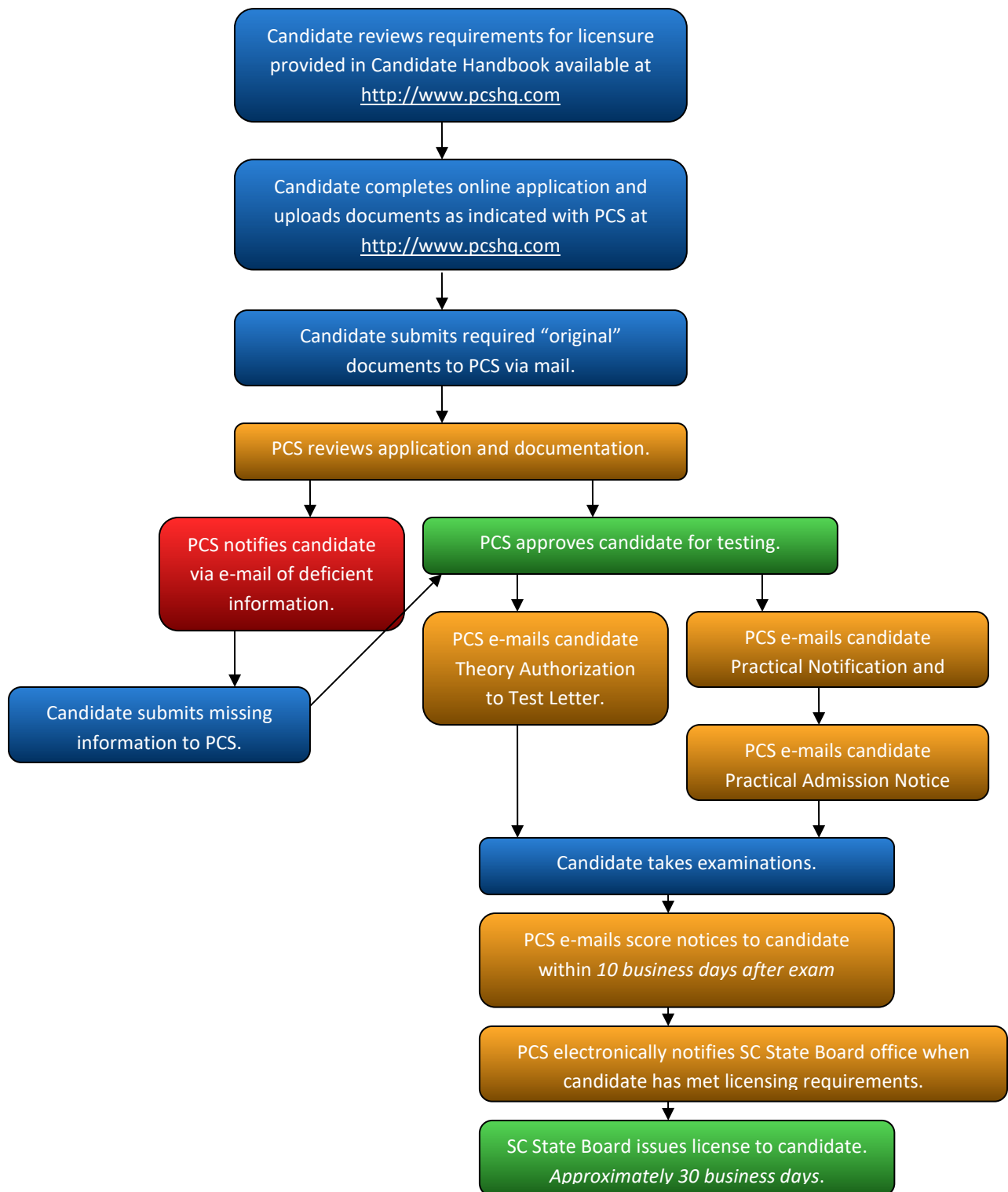
Synergy Business Park
Kingstree Building
110 Centerview Drive
Columbia, South Carolina 29210

Telephone: (803) 896-4588

Fax: (803) 896-4484

Website: <http://www.llr.state.sc.us/POL/Barber/>

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The South Carolina Board for Barbering (the “Board”) is responsible for licensing and regulating the profession of Barbering Instructor in the State of South Carolina. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive Instructor Barber license in the State of South Carolina, you must meet the following requirements:

1. Hold a current Registered Barber or Master Hair Care license for at least three years
2. Successfully completed the NIC theory and practical examination.

Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- | | | |
|--|----------------|--|
| 1. Aequo International | 1-844-882-3786 | www.aequointernational.com |
| 2. Educational Credential Evaluators | (414) 289-3400 | http://www.ece.org |
| 3. International Consultants of Delaware | (215) 222-8454 | http://www.icdeval.com |

Examination Fees

! Effective October 1, 2017, All Instructor Barber Candidates will be required to successfully complete both the theory and practical exam before gaining licensure.

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Instructor Theory & Practical	\$ 205.00	\$ 160.00
Instructor Theory	\$ 115.00	\$ 70.00
Instructor Practical	\$ 135.00	\$ 90.00

Fees may be paid by credit card (Master Card, Visa or Discover) online. First Time Examination Fees include your license fee.

All fees are non-refundable.

! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Form section of the South Carolina Instructor Barber page at <http://www.pcshq.com>.

Application Requirements

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver’s License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - If card denotes “valid for work only with DHS authorization,” a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility (See Form Section on the PCS Webpage)
 - All areas of form must be completed with information contained on the photo identification submitted.

Criminal Conviction

Information may be submitted via mail or you can up-load to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit a SLED report which can be obtained by calling 803-737-9000 or visiting www.sled.sc.gov.
- If you have a conviction which occurred outside the state of South Carolina, you must submit a criminal history report from the local law enforcement office (in the state where the conviction occurred).

Expired License

How to Reinstate an Expired License

If you had an instructor license within the state of South Carolina, please contact the South Carolina Board office at (803) 896-4588.

Endorsement License Requirements

Method One: No Examination Required. You must contact State Board Office at (803) 896-4588 for information on how to endorse your out of state license Barber license.

- You hold a current out of state Barber license for at least three years.
- You have passed the NIC theory and practical examinations.

Method Two: Must complete online application with PCS and take NIC Examinations with PCS.

- You hold a current out of state Barber license for at least three years.
- You have not passed the NIC theory and practical examinations.

Endorsement Application Requirements

Method One

1. Contact the South Carolina State Board office at (803) 896-4500

Method Two

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 9th grade.
5. Affidavit of Eligibility (See Form Section on the PCS webpage)
 - All areas of form must be completed with information contained on the photo identification submitted.
6. Health Form (See Form Section on the PCS webpage)
 - Must show negative STU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.
7. Verification of Licensure – required for methods two.
 - Original verification letter from the State Board office must be uploaded to your PCS Account.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Instructor Barber under Barber Related Professions**
6. Click **Create An Account**
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter RECaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the RECaptcha information below

1.9.1

Type the text

Privacy & Terms

Seattva


reCAPTCHA™
stop spam.
read books.

Create Account

PCS Candidate Homepage

Logging into your Homepage

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



The screenshot shows the login interface for Professional Credential Services, Inc. At the top, there is a dark blue header with the company logo. Below the header, the main content area has a light gray background with a large, faint watermark of the company logo. The title "Log into your account" is centered. Below the title, there are two input fields: "E-Mail Address" and "Password". To the right of the "E-Mail Address" field is a small yellow rectangular box. Below the "Password" field is a "Log In" button. Below the input fields, there is a line of text: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, there is a line of text: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

PROFESSIONAL
CRE DENTIAL
SERVICES, INC.

Log into your account

E-Mail Address

Password

*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)

If you have not previously created a PCS account please go to your [profession and state home page.](#)

PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Login by completing steps 1-5 listed on pg.9.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Instructor Barber).
4. Continue with online application until all required fields have been completed.
5. Select Payment Option*.
6. Once your application has been completed and payment has been received, you may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

*You can provide a credit card to pay your fees online or you can submit your fees via money order or certified check by mail. Your application will not be considered complete until all required documents and payment have been received.

- You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.

Active Applications.

South Carolina
Barber, Registered Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
[ADD APP EXP DATE](#)
Applied 10/30/2013
Most recent application: 10/30/2013
Status: Paid. Waiting for review.

Application Approval Requirements [ADD](#)

<input type="checkbox"/>	Coordinator Review
<input checked="" type="checkbox"/>	APPLICATION
<input type="checkbox"/>	2X2 PHOTO
<input type="checkbox"/>	FORM 1 ID (w/PHOTO)
<input type="checkbox"/>	HEALTH FORM
<input type="checkbox"/>	TRAINING AFFIDAVIT
<input type="checkbox"/>	AFFIDAVIT OF ELIGIBILITY
<input type="checkbox"/>	Final Review

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



Active Applications.

South Carolina
Barber, Master Hair Care Specialist
ADD STATE APP#
ADD LICENSE NUMBER
ADD LIC EXP DATE
ADD APP EXP DATE
Applied 11/01/2013
Most recent application: 11/01/2013
Status: Approved.

Application Approval Requirements [ADD](#)

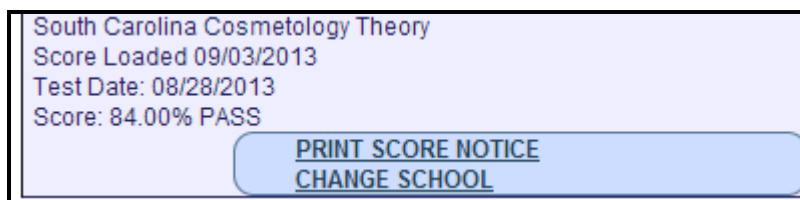
- ☒ Coordinator Review
- ☒ 2X2 PHOTO
- ☒ COPY OF PHOTO ID CARD
- ☒ COPY OF SIGNED SOCIAL SECURITY CARD
- ☒ TRAINING AFFIDAVIT/VERIF OF LICENSURE
- ☒ AFFIDAVIT OF ELIGIBILITY
- ☒ HEALTH FORM
- ☒ Final Review

[VIEW APPLICATION FORM](#)

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

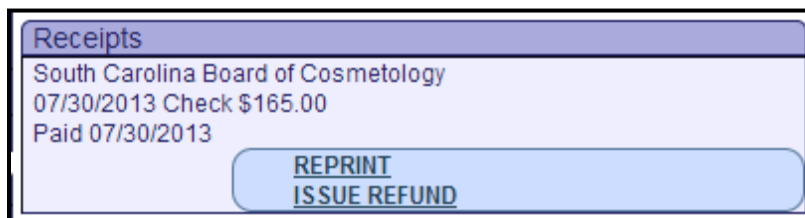
- Click **Print Score Notice** option next to item you wish to reprint a score notice



South Carolina Cosmetology Theory
Score Loaded 09/03/2013
Test Date: 08/28/2013
Score: 84.00% PASS

[PRINT SCORE NOTICE](#)
[CHANGE SCHOOL](#)

- Click **Reprint** option next to item you wish to print a receipt.



Receipts

South Carolina Board of Cosmetology
07/30/2013 Check \$165.00
Paid 07/30/2013

[REPRINT](#)
[ISSUE REFUND](#)

Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.

South Carolina
Cosmetology, Nail Technician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
[ADD APP EXP DATE](#)
Applied 11/09/2011 RI
Status: Active

Application Approval Requirements [ADD](#)

☒ [Coordinator Review](#)
☒ [Final Review](#)

[CLOSE APPLICATION](#)
 [RESCHEDULE PRACTICAL](#)

- To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.

Active Applications.

South Carolina
Barber, Registered Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
[ADD APP EXP DATE](#)
Applied 04/16/2012 FT
Most recent application: 07/18/2013
Status: Approved.

Application Approval Requirements [ADD](#)

☒ [Coordinator Review](#)
☒ [Final Review](#)

[VIEW APPLICATION FORM](#)
 [RESCHEDULE THEORY](#)

Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
2. A Practical Examination Notification informing you of your approved date will be sent via e-mail within one business day as well as exam topics.
3. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive any e-mails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSI's Interactive Voice Response System during non business hours at (800) 733-9267.

Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information and approved by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the **next available** once your application has been approved.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your homepage.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type color photo (selfies are not accepted)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

! If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

! Student ID and employment ID are NOT acceptable forms of Identification.

! If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Arrival

! You must arrive at the test center at least forty five (45) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during the theory examination, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least ten business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*.

State Score Requirements

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Fax: 615-312-3788

Email: sccos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Email Complaint to sccos@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.



NATIONAL INSTRUCTOR
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

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

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

INSTRUCTOR THEORY EXAMINATION
CONTENT OUTLINE

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

DOMAIN 1: INSTRUCTIONAL PLANNING (31%)

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

Domain 2: INSTRUCTIONAL METHODS (37%)

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

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

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

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

**INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

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

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

NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

5. An educator informs a student that the electrical cord is sitting in water and needs to be moved. Whose responsibility is it to correct the situation?
- Maintenance
 - Instructor
 - Administrator
 - Student
6. Students who benefit the MOST from processing tactile information and movement are
- kinesthetic learners.
 - auditory learners.
 - visual learners.
 - disruptive learners.
7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
- Theory concepts are always more interesting.
 - Practical skills cannot be learned without theory concepts.
 - Theory provides the basic concepts.
 - Practical skills always take longer to present than theory.
8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
- Cut score
 - Rubric
 - Rating scale
 - Point grading

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B
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**NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION**

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

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

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

- ***Important Instructions and Examination Core Domain Content***– This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- ***Additional Services*** – These individual documents provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- ***References*** – This document provides a list of references used to develop and support the content covered in NIC examinations.
The references will always be the same for both Theory and Practical examinations.

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with the candidate.
 - Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - Examiners are not allowed to speak with the candidate.
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back to indicate they have finished.
 - In the event the candidate completes a section before the time has elapsed, the examiner will proceed to the next section of the examination.
 - When the timer goes off, the candidate must stop working and step back IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidate will be expected to follow the NIC Health and Safety Standards.

Failure to do so may result in your dismissal from the examination.

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to www.nictesting.org for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating with any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

SPECIAL ATTENTION

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “**To be disinfected**”
 - Container labeled “**Soiled linens**”
 - Container labeled “**Trash**”

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

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, device pads, etc.)

INSTRUCTOR PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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

1. **Lesson Plan** (10 minutes)
2. **Theory Lecture** (20 minutes)
3. **Demonstration** (40 minutes)

CONTENT DOMAINS

1. LESSON PLAN (10 minutes)

Proctor Verbal Instruction – Read to candidate:

*“Please provide your lesson plans for the Instructor practical examination. You may retain one set for yourself.
“Please do nothing until the next verbal instructions are given.”*

Proctor Verbal Instruction – Read to candidate:

*“You will be presenting your theory lecture on _____. ”
“You will have 10 minutes to set up for your lecture.”
“You will be informed when you have 5 minutes remaining.”
“When you are finished, please be seated until the next verbal instructions are given.”*

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

The lesson plan will be evaluated on the following elements:

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

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

“The candidate has indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

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

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

”Proctor – Verbal Instructions: Read to all candidates once examiner has completed assessment for this section:

“The examiner has indicated they are ready to proceed.”

2. Theory Lecture (20 minutes)

Proctor Verbal Instruction – Read to candidate:

“You will now begin the theory lecture.”

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

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

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop your lecture.”

3. DEMONSTRATION (40 minutes)

(10 minute Set Up and 30 minute Demonstration)

Proctor Verbal Instruction – Read to candidate:

“You will be presenting your demonstration on _____.”

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

“You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”

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

“Do not begin your demonstration until instructed to do so.”

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

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

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

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

“Please stop working.”

Proctor Verbal Instruction – Read to candidate:

“You will now begin the demonstration.”

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

“Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.2 Introduction to demonstration

3.3 Use of teaching aids

3.4 Use of communication skills

3.5 Classroom interaction

3.6 Closing of demonstration

3.7 Content of demonstration

3.8 Evaluation of demonstration

3.9 Safety and infection control procedures

NIC Instructor Practical Examination – Demonstration (continued)

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

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

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

“Please stop your demonstration.”

Proctor Verbal Instruction – Read to candidate:

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

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

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

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

“The candidate has indicated they have finished. Please do nothing until the next verbal instructions are given.”

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

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

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor Verbal Instruction – Read to candidate:

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

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

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

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English.
- No other languages can be present unless an original manufacturer's label is present.
- Original manufacturers' labels MUST have English and may be multi-language.
- All other created labels must be only English
- Paper bags should have plastic liners
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION. (i.e. projectors, computers, pad devices, etc.)**

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels



NATIONAL INSTRUCTOR EXAMINATION PROGRAM

CANDIDATE INFORMATION BULLETIN (CIB)

REFERENCES

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**This document contains IMPORTANT INFORMATION regarding the
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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 INSTRUCTOR EXAMINATION REFERENCES

The following sources are used by NIC to develop and support National Instructor 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.

REFERENCES

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*
2014, 14th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

*Milady's Master Educator
Student Course Book*
2014, 3rd Edition
Milady
www.miladypro.com
Customer Service: info@milady.com

Mindful Teaching Pro eBook 101.1 – 701.6
2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.

~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

Client

1. Stop Service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic & adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

Licensee

1. Stop Service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic & adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.