



Arizona

Barbering and Cosmetology Board

Aesthetician

Candidate Handbook

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

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Apply for Licensure with Arizona Board
- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Written Practical and Theory Examinations with Prometric

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Arizona Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272
Email: cosandbar@pcshq.com
Website: <http://www.pcshq.com>

Prometric

Scheduling: (800) 895-3926
Website: www.prometric.com

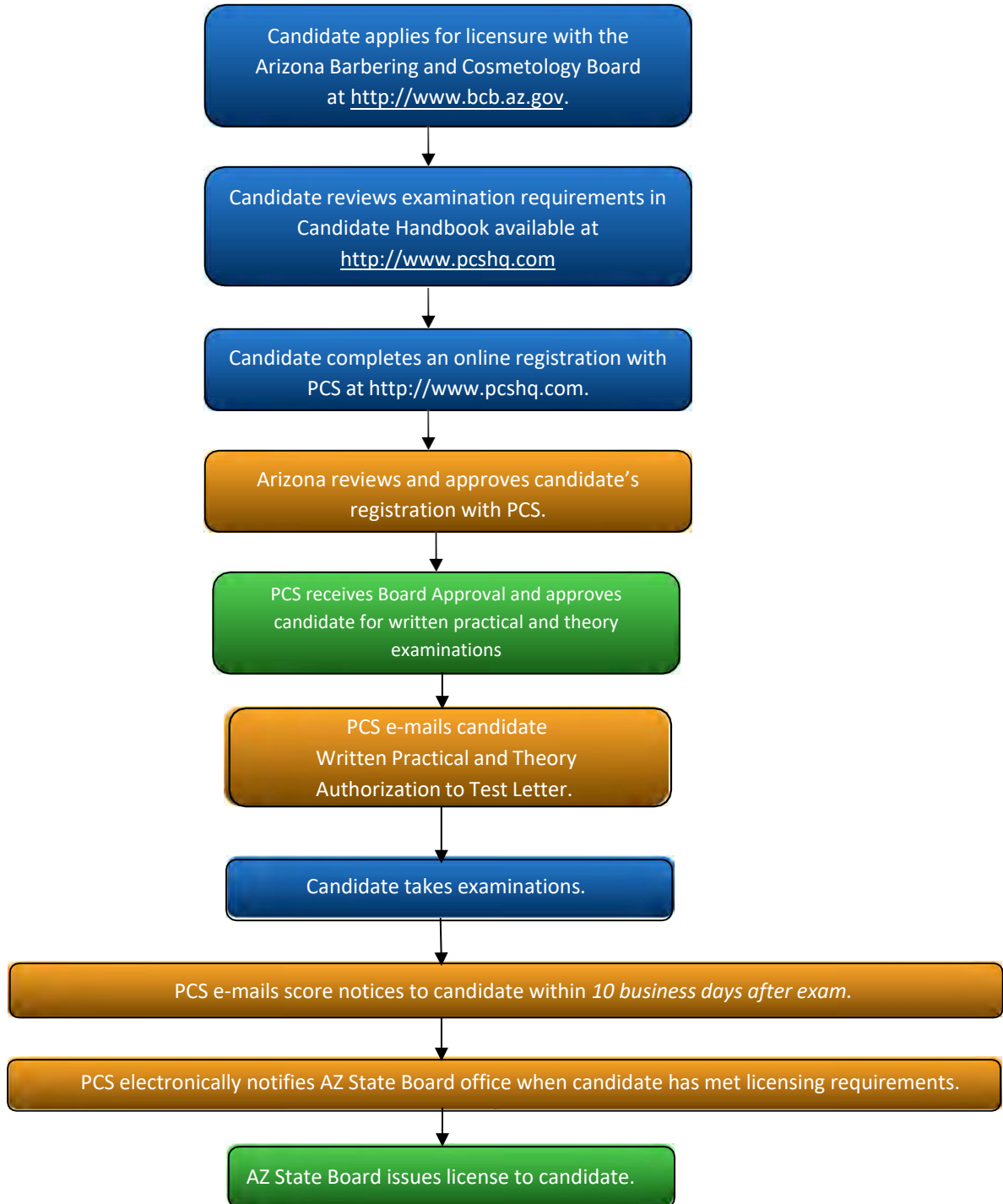
Arizona Barbering and Cosmetology Board

Regular Mailing Address

1740 W Adams Suite #4400 Tempe,
Arizona 85007

Telephone: (480) 784-4539, ext.
240 Fax: (480) 784-4962
Website: <http://www.bcb.az.gov>
E-mail: azboard@azboc.gov

Application Process



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 Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Aesthetics in the State of Arizona. 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. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Arizona, please contact the Arizona State Board office at (480)-784-4539, ext. 240 or visit <http://www.bcb.az.gov>.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (480)-784-4539, ext. 240 or visit <http://www.bcb.az.gov>.

One Year Limit

Pursuant to Arizona law, if one year or more elapses between your initial examination and reexamination, you shall take both the theory and written practical parts of the examination. If you do not pass the theory and written practical within one year of the first examination taken you must register again with PCS for both examinations and apply with the Arizona State Board.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Aesthetician Theory & Practical	\$ 177.00	\$ 177.00
Aesthetician Theory	\$ 100.00	\$ 100.00
Aesthetician Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until payment has been received.

! You must sit for at least one examination within one calendar year of your registration date with PCS or the examination fees are no longer valid.

Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment. **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. This form will be made available when filling out the online application.

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.

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account** (if this is your first time)
6. *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.
7. Enter REcaptcha information as prompted; click **Create Account**
8. Check your e-mail account for a PCS system generated e-mail.
9. Click the link in the e-mail to verify account information and create PCS password.
10. Click **Enable Account**

! 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).

The screenshot displays the 'Create Account' page on the Professional Credential Services, Inc. website. The page title is 'New Professional Credential Services Account'. Below the title, there is a message: '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.' The form includes input fields for 'E-Mail Address', 'First Name', 'Last Name', 'Birth Date (m/d/yyyy)', and 'Social Security Number'. A 'Create Account' button is located at the bottom right of the form. Below the form, there are four navigation tabs: 'TAKING AN EXAM', 'LATEST NEWS', 'HELPFUL LINKS', and 'LET US KNOW'. Each tab has a list of links. At the bottom of the page, there is a footer with the company name, address, and copyright information.





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. Complete steps 1-6 listed above.
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. Cosmetology).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option.

! **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).

Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 03/25/2022										
<table border="1"><tr><th colspan="2">Cosmetology</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Registration</td></tr><tr><td><input type="checkbox"/></td><td>Upload 2x2 inch Passport Style Photo</td></tr><tr><td><input type="checkbox"/></td><td>Board Review</td></tr><tr><td><input type="checkbox"/></td><td>Final Coordinator Review</td></tr></table>	Cosmetology		<input checked="" type="checkbox"/>	Registration	<input type="checkbox"/>	Upload 2x2 inch Passport Style Photo	<input type="checkbox"/>	Board Review	<input type="checkbox"/>	Final Coordinator Review
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<input type="checkbox"/>	Final Coordinator Review									
<table border="1"><tr><td> Exams Completed</td></tr></table>	 Exams Completed									
 Exams Completed										
 VIEW APPLICATION FORM										

Pending Examinations
Arizona Cosmetology Theory Status Pending WAITING FOR APPLICATION APPROVAL
Arizona Cosmetology Written Practical Status Pending WAITING FOR APPLICATION APPROVAL

PCS Candidate Homepage

Logging into your Homepage

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



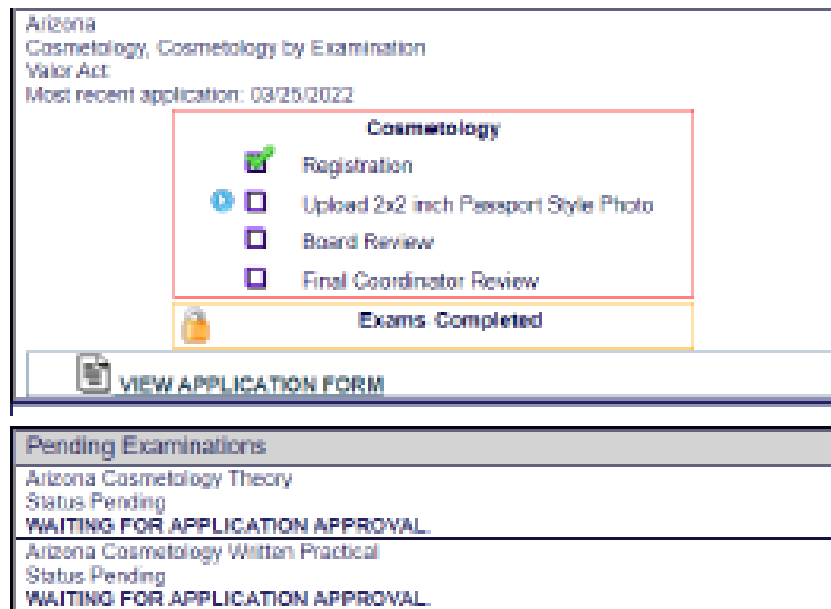
The screenshot shows the login page for Professional Credential Services, Inc. The header includes the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link for users who have forgotten their password or need to create one. At the bottom, there is a link for users who have not previously created an account.

Registration Status

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

Unapproved Registration




- Registration will show "Coordinator Review"
- 2x2 Photo
- "Board Review"



The screenshot displays the registration status for Arizona Cosmetology. The page title is "Arizona Cosmetology, Cosmetology by Examination, Motor Act". It shows the most recent application date as 08/25/2022. A table lists the approval requirements for the registration, with a red box highlighting the "Registration" row. The "Registration" row has a green checkmark in the "Status" column. The "Upload 2x2 inch Passport Style Photo" row has a blue clock icon in the "Status" column. The "Board Review" and "Final Coordinator Review" rows have empty checkboxes in the "Status" column. Below the table, there is a "VIEW APPLICATION FORM" button. The bottom section of the screenshot shows "Pending Examinations" with two entries: "Arizona Cosmetology Theory" and "Arizona Cosmetology Written Practical", both with a status of "Pending" and "WAITING FOR APPLICATION APPROVAL".

Approved Registration

- Once approved by both the State and PCS, a green check will appear in the "Final Review" box under Active Applications.

Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 03/25/2022
<div style="border: 1px solid green; padding: 5px; display: inline-block;"> Cosmetology</div>
<div style="border: 1px solid red; padding: 5px;"><p style="text-align: center;">Exams Completed</p><p> <input type="checkbox"/> All Exams Passed</p><p><input type="checkbox"/> License Ready</p></div>
 VIEW APPLICATION FORM

Pending Examinations
Arizona Cosmetology Theory Status Pending In Review
Arizona Cosmetology Written Practical Status Pending In Review

Reprinting Documents

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

Example:

- Click **Print Score Notice** option next to item you wish to reprint.
- Click **ATT Letter** option next to item you wish to reprint.

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS PRINT SCORE NOTICE
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS PRINT SCORE NOTICE

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

Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021 REPRINT

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 **Written Practical** under the Active Applications box.

Arizona
Cosmetology, Cosmetology by Examination
Valor Act:

Cosmetology

Exams Completed

All Exams Passed
 License Ready

[VIEW APPLICATION FORM](#)
 [THEORY](#)
 [WRITTEN PRACTICAL](#)

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

Arizona
Cosmetology, Cosmetology by Examination
Valor Act:

Cosmetology

Exams Completed

All Exams Passed
 License Ready

[VIEW APPLICATION FORM](#)
 [THEORY](#)
 [WRITTEN PRACTICAL](#)

Application Approval Process

Once an online registration has been completed, the State Board Office will receive notification to review your file. If eligible, the State Board Office will approve your registration and notify PCS. PCS will then forward a notification to Prometric regarding your written practical and theory examinations.

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 Written Practical Authorization to Test (ATT) letter will be sent via e-mail within one business day.

! 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 Prometric to schedule your theory appointment. Upon receipt of your ATT Letter, you may request to take the theory examination by logging onto the Prometric website at www.prometric.com/test-takers/search/azcos. Select **SCHEDULE** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as Candidate ID# on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at **(800) 895-3926**.

Written Practical Examination Scheduling

Once you have received your ATT letter, you must contact Prometric to schedule your written practical appointment. Upon receipt of your ATT Letter, you may request to take the written practical examination by logging onto the Prometric website at www.prometric.com/test-takers/search/azcos. Select **SCHEDULE** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as Candidate ID# on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at **(800) 895-3926**.

Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting Prometric at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. You can call Prometric's automatic system at (800) 895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of Prometric. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call Prometric for inquiries regarding the written practical and theory examinations.

Examination Day Requirements

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

- Government Issued ID – must be a current, non-expired government issued photo ID with a signature(see below)

! If you fail to bring a Government Issued ID, you will not be permitted to test and a rescheduling fee will be required.

Acceptable Forms of Identification

Current, non-expired Government Issued ID - must be listed under the name in which you applied. **Photo Copies will not be accepted**

- 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

! 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 thirty (30) 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 either the theory or practical test administrations, 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

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

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 10 business days after your examination date. An unofficial pass or fail notice will be provided to you by Prometric after you take the written practical and theory examinations. 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 written 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 written practical examination, you will receive a Notice of Completion.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status so that your license can be issued.

Change of Information

If you need to update your name, email address or password, you must send an email to cosandbar@pcshq.com. The coordinator will respond to your email within 3 business days.

For name changes, you will need to provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change. This documentation must be uploaded to your PCS account.

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 emailed to PCS within 48 hours of the incident. The 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
- Details of Complaint

Send Complaint to:

Professional Credential Services, Inc.- cosandbar@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.



NATIONAL ESTHETICS
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY

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 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 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, watches (of any kind), pagers, tablets, computers, projectors, cameras, 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.*

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate's final score.

Domain I: SCIENTIFIC CONCEPTS (55%)

- A. Basic knowledge of microbiology (i.e., bacteria, viruses, parasites, fungi)
- B. Apply knowledge of infection control procedures related to:
 - 1. Levels of infection control (i.e., sanitation, disinfection, sterilization)
 - 2. Methods of infection control (i.e., heat, chemical agents)
- C. Apply knowledge of safety procedures and guidelines related to:
 - 1. Standard (Universal) Precautions
 - 2. Blood exposure procedures
 - 3. Safety Data Sheets (SDS) (e.g., manufacturer's labeling)
 - 4. Handling of chemicals
- D. Demonstrate a basic understanding of human physiology and anatomy related to:
 - 1. Cells and their functions
 - 2. Tissues (i.e., epithelial, connective, nerve, muscular)
 - 3. Organs and their function (e.g., skin, lungs, heart)
 - 4. Systems and their functions (e.g., muscular, integumentary, nervous, endocrine, skeletal)
- E. Demonstrate an understanding of histology and physiology of the skin related to:
 - 1. Structure and function of the layers of the skin
 - 2. Structure and function of the glands
 - 3. Functions of the skin (e.g., protection, temperature regulation, absorption)
- F. Recognize and understand skin disorders and diseases related to:
 - 1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
 - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
 - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 - 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
 - 6. Skin growths (e.g., skin tags, moles, keratoma)
 - 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
 - 8. Primary and secondary skin lesions
- G. Understanding function and composition of the hair related to:
 - 1. Structure of the hair and its follicle
 - 2. Growth cycles
 - 3. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- H. Understanding basic chemistry as related to:
 - 1. Ingredients
 - 2. Labeling
 - 3. Function (e.g., hydration, protection, cleanse)
 - 4. Acidity/Alkalinity (i.e., pH)

Domain II: SKIN CARE AND SERVICES (45%)

- A. Demonstrate an understanding of performing a client consultation and documentation (e.g., health history, intake form, consultation chart, physician release)
- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks related to:
 - 1. Clay/Mud
 - 2. Gel
 - 3. Rubberized
 - 4. Cream
 - 5. Sheet mask (e.g., collagen, gauze, pre-cut)
 - 6. Thermal (e.g., paraffin, mineral)
- L. Demonstrate an understanding of the conclusion of facial services:
 - 1. Moisturize
 - 2. Sun protection
 - 3. Home care (i.e., after care)
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
 - 1. Principles (e.g., color theory)
 - 2. Product selection (e.g., lipstick, foundation)
 - 3. Application (e.g., contouring, highlighting, blending)
 - 4. Safety (e.g., bracing)
 - 5. Infection control (e.g., disposables, disinfection of tools)
- O. Demonstrate a basic knowledge of other services related to:
 - 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
 - 2. Body treatments (body wraps, body scrubs, sunless tanning)
 - 3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
 - 4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)
 - 5. Wellness programs

ESTHETICS SAMPLE QUESTIONS

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

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

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

3. Which of the following is also referred to as the basal layer?
 - a. Stratum granulosum
 - b. Stratum lucidum
 - c. Stratum germinativum
 - d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
 - a. beginning to destroy itself.
 - b. actively growing.
 - c. shedding.
 - d. disconnecting from the papilla.

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

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

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

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

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



NATIONAL ESTHETICS
WRITTEN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

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

The National Esthetics Written Practical Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the Written Practical examination, sample questions and answers, and references. The time allowed for the Esthetics Written Practical Examination is 120 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY

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

- **Examination Content and Important Instructions** – This provides information about the scope of content covered in the Written Practical examination and information and guidelines related to administration of the Written Practical examination.
- **References** – This 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, Written Practical, 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, watches (of any kind), pagers, tablets, computers, projectors, cameras, 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.*

ESTHETICS WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Written Practical Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 70 items, of which 60 items are weighted and contribute to the candidate's final score.

Domain I: SCIENTIFIC CONCEPTS: 35%

- A. Apply knowledge of infection control procedures
- B. Apply knowledge of safety procedures and guidelines related to:
 - 1. Standard (Universal) Precautions
 - 2. Blood exposure procedures
 - 3. Handling of chemicals
- C. Recognize and understand skin disorders and diseases related to:
 - 1. Disorders of the sebaceous gland (e.g., acne, millia, seborrhea)
 - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
 - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 - 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
 - 6. Skin growths (e.g., skin tags, moles, keratoma)
 - 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
- D. Understanding function and composition of the hair related to:
 - 1. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- E. Understanding basic chemistry as related to:
 - 1. Function (e.g., hydration, protection, cleanse)
 - 2. Acidity/Alkalinity (i.e., pH)

Domain II: SKIN CARE AND SERVICES: 65%

- A. Demonstrate an understanding of performing a client consultation and documentation
- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks
- L. Demonstrate an understanding of the conclusion of facial services
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
 - 1. Product selection (e.g., lipstick, foundation)
 - 2. Application (e.g., contouring, highlighting, blending)
 - 3. Safety (e.g., bracing)
- O. Demonstrate a basic knowledge of other services related to:
 - 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
 - 2. Body treatments (body wraps, body scrubs, sunless tanning)

3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Written Practical Examination. Correct answers (keys) are listed following the sample questions.

1. During extractions, the implement falls to the floor. What should the practitioner do next?
 - (A) Pick up the implement, wash it, and continue with extractions
 - (B) Pick up the implement, place it in the “items to be disinfected” container, replace gloves, and continue with extractions
 - (C) Pick up the implement, place it on the workstation, wash hands, and continue with extractions
 - (D) Stop the service, disinfect the entire work area, replace gloves, and continue with extractions

2. An adolescent entering puberty has inquired about getting rid of blackheads and milia. The **MOST** effective way to clear up skin is
 - (A) the sale of multiple skin care products.
 - (B) daily treatments within the salon.
 - (C) the removal and cleansing of blemishes.
 - (D) chemicals and laser treatments.

3. When analyzing the skin through a Wood’s lamp, hyperpigmentation will appear
 - (A) blue.
 - (B) yellow.
 - (C) orange.
 - (D) brown.

4. During the consultation, a client indicates they have vitiligo. How does this appear on the skin?



5. Select all images that show improper or no bracing during a makeup application.



Answers	
1.	B
2.	C
3.	D
4.	C
5.	C, E



**NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC)
REFERENCES**

This list provides the references used to develop and support the content covered in the NIC
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals

2020, 12th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivot-point.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics - A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivot-point.com

800-886-4247