

P R O F E S S I O N A L

CRE  **ENTIAL**
S E R V I C E S , I N C .

Arizona

BOARD OF COSMETOLOGY

Instructor

Candidate Handbook

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

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Contents

Quick Reference	3
Application Process	4
Introduction	5
State Licensure Requirements	5
Examination Fees	5
Refund Policy	5
Special Accommodations	6
PCS Account Set-Up	6
PCS Application	7
PCS Candidate Homepage	7
Logging into your Homepage	8
Registration Status	8
Reprinting Documents	9
Examination Rescheduling	10
Application Approval Process	11
Examination Scheduling	12
Theory Examination Scheduling	12
Practical Examination Scheduling	12
Examination Day Requirements	13
General Examination Policies	14
Examination Results	15
Change of Information	16
Formal Complaints	16

Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

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

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with Prometric
- Take Practical Examination on date scheduled with PCS

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

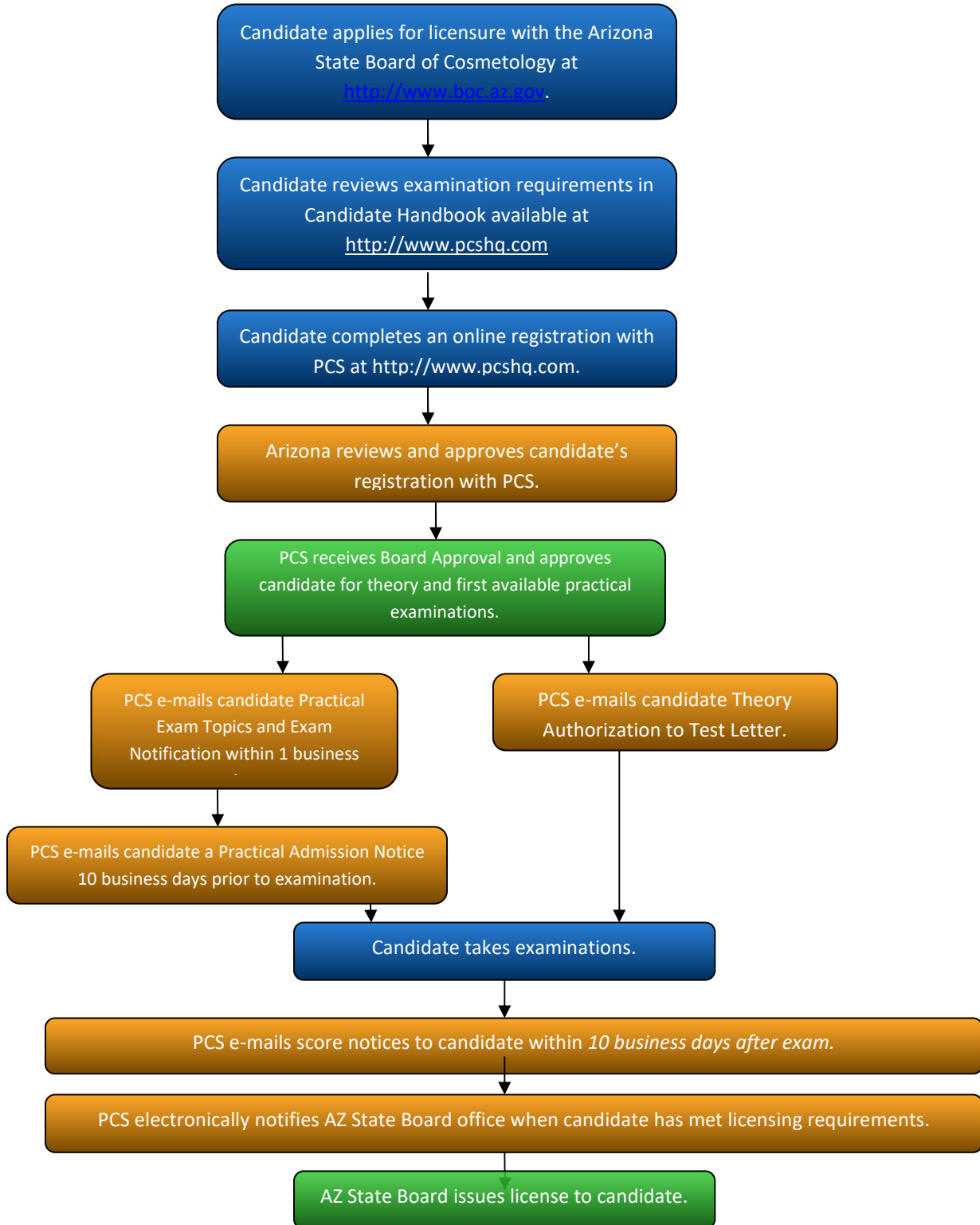
Arizona Board of Cosmetology

Regular Mailing Address

1740 W Adams Suite #4400
Tempe, Arizona 85007

Telephone: (480) 784-4539, ext. 240
Fax: (480) 784-4962
Website: <http://www.boc.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 Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of Instructor 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.azboc.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.azboc.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 written and practical parts of the examination. If you do not pass the theory and 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
Instructor Theory & Practical	\$ 177.00	\$ 177.00
Instructor Theory	\$ 100.00	\$ 100.00
Instructor 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. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

! 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 on-line application.

PCS Account Set-Up

Before you are able to complete an on-line 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 **Arizona**
5. Click **Cosmetology**
6. Click **Create an Account** (if this is your first time)
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 the link in the e-mail to verify account information and create PCS password.
11. 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 shows the 'New Professional Credential Services Account' registration page. The URL is <http://www.pcshq.com/?page=login.CreateAccount>. The page features the Professional Credential Services, Inc. logo and navigation links: HOME, ABOUT US, SERVICES, PCS NEWS, CAREERS, LINKS, and CONTACT US. The main content area contains the following text: "New Professional Credential Services Account. 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." Below this text are 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 of the form. At the bottom of the page, there are four columns of links: "TAKING AN EXAM" (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, I LIVE IN PUERTO RICO), "LATEST NEWS" (PRESS RELEASES, CONNECTS NEWSLETTER, PCS HOLIDAYS), "HELPFUL LINKS" (BOARD LINKS, CAREERS, ABOUT US, SERVICES), and "LET US KNOW" (COMPLIMENT US, SUGGEST A WEBSITE EDIT, ASK A QUESTION). The footer contains the address: "PROFESSIONAL CREDENTIAL SERVICES, INC. | 25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214" and copyright information: "ALL RIGHTS RESERVED © 1998 - 2019 | PRIVACY POLICY".





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).

Active Applications.										
Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 11/12/2019										
<table border="1"><thead><tr><th colspan="2">Cosmetology</th></tr></thead><tbody><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></tbody></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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<table border="1"><thead><tr><th colspan="2">Exams Completed</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Exams Completed									
Exams Completed										
										
 VIEW APPLICATION FORM										
Pending Examinations										
Arizona Cosmetology Theory Status Pending WAITING FOR APPLICATION APPROVAL										
Arizona Cosmetology Practical Exam Date: TBD Testing at: ARCHIVE WAITING FOR APPLICATION APPROVAL										

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 right is the logo with the text "PROFESSIONAL CREDENTIAL SERVICES, INC.". 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. A large, faint watermark of the company logo is visible in the background. Below the input fields, there is a link: "*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, a note states: "If you have not previously created a PCS account please go to your [profession and state home page.](#)"

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"
- Practical Exam Date will show "TBD" – no date has been assigned

The screenshot displays the "Active Applications" section. It lists an application for "Arizona Cosmetology, Cosmetology by Examination" with a "Valor Act" and a "Most recent application" date of 11/12/2019. A table-like structure shows the status of various requirements: "Registration" (checked), "Upload 2x2 inch Passport Style Photo" (checked), "Board Review" (unchecked), and "Final Coordinator Review" (unchecked). Below this, a yellow box indicates "Exams Completed". A "VIEW APPLICATION FORM" button is visible. Below the active applications, the "Pending Examinations" section shows "Arizona Cosmetology Theory" with a status of "Pending" and "WAITING FOR APPLICATION APPROVAL", and "Arizona Cosmetology Practical" with an "Exam Date: TBD" and "Testing at: ARCHIVE", also "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.

Active Applications.
Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 11/12/2019
<div style="border: 1px solid green; padding: 5px; display: inline-block;"> Cosmetology</div>
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Exams Completed <input type="checkbox"/> All Exams Passed <input type="checkbox"/> License Ready</div>
 VIEW APPLICATION FORM
Pending Examinations
Arizona Cosmetology Theory Status Pending In Review
Arizona Cosmetology Practical Exam Date: TBD Testing at: ARCHIVE 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 **Admission Notice** option next to item you wish to reprint.

Exam Results
Arizona Aesthetician Practical Score Loaded 12/05/2013 Test Date: 11/25/2013 PASS Exam Date: 11/25/2013 Tested at: SHERATON PHOENIX AIRPORT HOTEL
<div style="border: 1px solid blue; padding: 2px; display: inline-block;">PRINT SCORE NOTICE CHANGE SCHOOL</div>
Arizona Aesthetician Theory Score Loaded 11/19/2013 Test Date: 11/15/2013 PASS
<div style="border: 1px solid blue; padding: 2px; display: inline-block;">PRINT SCORE NOTICE CHANGE SCHOOL</div>

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

Receipts
Arizona Board of Cosmetology 11/04/2013 Credit Card \$145.00 Paid 11/04/2013
<div style="border: 1px solid blue; padding: 2px; display: inline-block;">REPRINT</div>

Examination Rescheduling

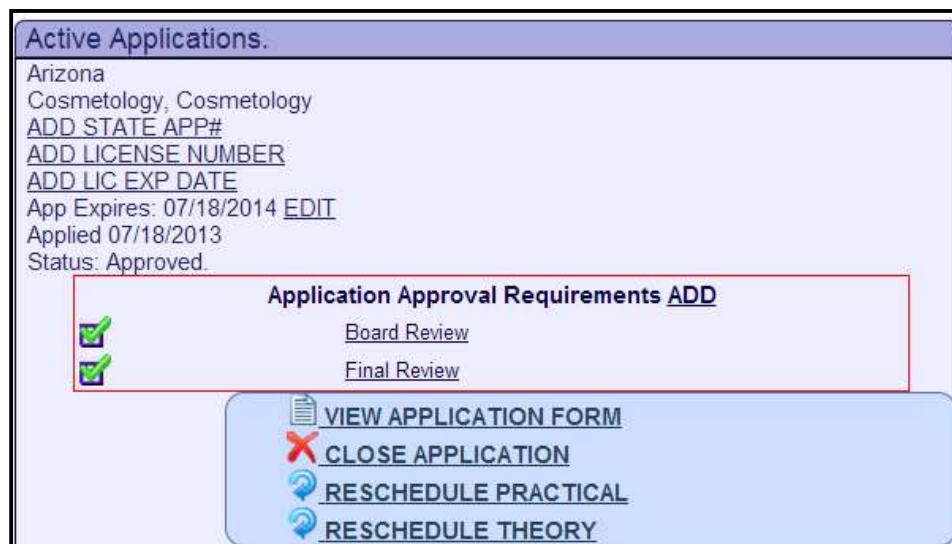
If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

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



The screenshot shows a web interface for 'Active Applications'. The header is 'Active Applications.' Below it, the text reads: 'Arizona', 'Cosmetology, Aesthetician', 'ADD STATE APP#', 'ADD LICENSE NUMBER', 'ADD LIC EXP DATE', 'App Expires: 04/16/2014 EDIT', 'Applied 04/16/2013', and 'Most recent application: 04/16/2013'. The status is 'Approved'. A red-bordered box highlights the 'Application Approval Requirements' section, which includes 'Board Review', 'Coordinator Review', and 'Final Review', each with a green checkmark icon. Below this box are two buttons: 'VIEW APPLICATION FORM' and 'RESCHEDULE PRACTICAL'.

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



The screenshot shows a web interface for 'Active Applications'. The header is 'Active Applications.' Below it, the text reads: 'Arizona', 'Cosmetology, Cosmetology', 'ADD STATE APP#', 'ADD LICENSE NUMBER', 'ADD LIC EXP DATE', 'App Expires: 07/18/2014 EDIT', 'Applied 07/18/2013', and 'Status: Approved'. A red-bordered box highlights the 'Application Approval Requirements' section, which includes 'Board Review' and 'Final Review', each with a green checkmark icon. Below this box are three buttons: 'VIEW APPLICATION FORM', 'CLOSE APPLICATION' (with a red X icon), and 'RESCHEDULE THEORY'.

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 assign you to the first available practical examination (date based on State Board approval date and seating availability) and forward a notification to PSI regarding your theory examination.

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. Practical Examination Topics will be sent via e-mail within one business day.
3. A Practical Notification providing you with the date of your assigned exam will be sent via e-mail within one business day.
4. 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 **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**. Select **SCHEDULE MY TEST** 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**.

Theory Rescheduling Policy

You may reschedule your 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 four 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.

Practical Examination Scheduling

When you register online, the board approval process will occur. Once you have been approved by the board, you will automatically be scheduled for the first available practical examination date. You **must** be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

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.

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 PCS and/or PSI. 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 or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

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) 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

Secondary ID (signature, non-expired) Photo Copies will not be accepted

- 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. **Registration will close 15 minutes before the exam start time listed on you Admission Notice. If you arrive after registration has closed, 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 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*.

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

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Arizona Cosmetology page on PCS' website, www.pcshq.com. All applicable areas of this form should be completed in order for PCS to properly locate and update 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.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

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 or 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

Send Complaint to:

Professional Credential Services, Inc.
examcomplaints@virtualinc.com

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

Practical Examination Guidelines

The Arizona State Board of Cosmetology requires you to be examined on the following services on the practical examination:

Core Domain Services

- Lesson Plan
- Theory Lecture
- Demonstration

You must bring a set of lesson plans for yourself, the proctor, and the examiner.

Three (3) copies of the Lecture Lesson Plan

Three (3) copies of the Demonstration Lesson Plan

You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.

Mannequins:

A mannequin is required for all services. Please see *Practical Examination Supplies*

Aerosol Products: You are not permitted to use aerosol products at any time during the examination.

Kit Size: Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Dress Code

The Arizona State Board of Cosmetology requires all candidates to dress professionally, as you would when you are working in a shop. Lab coats, smocks or medical scrubs (top and bottom scrub) must be worn at state examinations. **NO APRONS ALLOWED.** You are not allowed to have your name, your school name, or a shop name on your professional attire or kit. Candidates who fail to adhere to this dress code will not be admitted into the examination room (Reschedule fee required)

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Best wishes on passing your examinations and a successful career in your chosen profession!



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 the 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, 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

NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

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.

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?
 - a. Maintenance
 - b. Instructor
 - c. Administrator
 - d. Student

6. Students who benefit the MOST from processing tactile information and movement are
 - a. kinesthetic learners.
 - b. auditory learners.
 - c. visual learners.
 - d. disruptive learners.

7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
 - a. Theory concepts are always more interesting.
 - b. Practical skills cannot be learned without theory concepts.
 - c. Theory provides the basic concepts.
 - d. 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?
 - a. Cut score
 - b. Rubric
 - c. Rating scale
 - d. Point grading

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B



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.

The NIC 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 and additional sections.

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 contains 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.
- **References** – This is 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.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
 - 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 candidates.
- 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.”
- 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 or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) **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, candidates will be expected to follow the NIC Blood Exposure Procedures.

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 Blood Exposure Procedure, 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, watches (of any kind), 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 to other candidates or 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-manufacturer-created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** 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 or DISINFECTANT SPRAYS*** 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:

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an **original** theory lecture **and** demonstration lesson plan.
 - The lesson plans must be typed; not handwritten.
 - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
 - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are **not** allowed to use electronics for the theory lecture lesson or demonstration lesson.
- Candidates will be evaluated on proper designation of materials that are disposed. You 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 not allowed to label products as single-use items.

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

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

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“Please retain one set of lesson plans for yourself and provide the rest to the proctor. 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 the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. We will now proceed to the theory lecture section of the examination.”

2. THEORY LECTURE

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 the 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 lecturing. We will now proceed to the demonstration section of the examination.”

3. 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 the 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. We will now proceed to the demonstration.”

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 the 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 demonstration. Do nothing until the next verbal instructions are given.”

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 the timing has elapsed:

“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.”

CANDIDATE SUMMARY AND FINAL CLEAN-UP

Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:

“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

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

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
- **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**)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant wipes**)
- 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

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

Be sure to bring any additional supplies needed to complete the examination