# CRESSIONAL SERVICES, INC.



# New Mexico BOARD OF BARBERS and COSMETOLOGISTS

April 2017

## Instructor

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

- Create account and start application process
- Submit required documents to PCS as directed

### STEP TWO: TAKE EXAMINATIONS

Upon approval from PCS, schedule and take Theory Examination with PSI

### **CONTACT INFORMATION**

### **Professional Credential Services (PCS)**

Regular Mailing Address

Attn: New Mexico Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272

Email: <a href="mailto:cosandbar@pcshq.com">cosandbar@pcshq.com</a>

Website: <a href="http://www.pcshq.com">http://www.pcshq.com</a>

### **PSI Exams**

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: candidate.psiexams.com

### New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

2550 Cerrillos Road, Second Floor

P.O. Box 25101

Santa Fe, New Mexico 87504

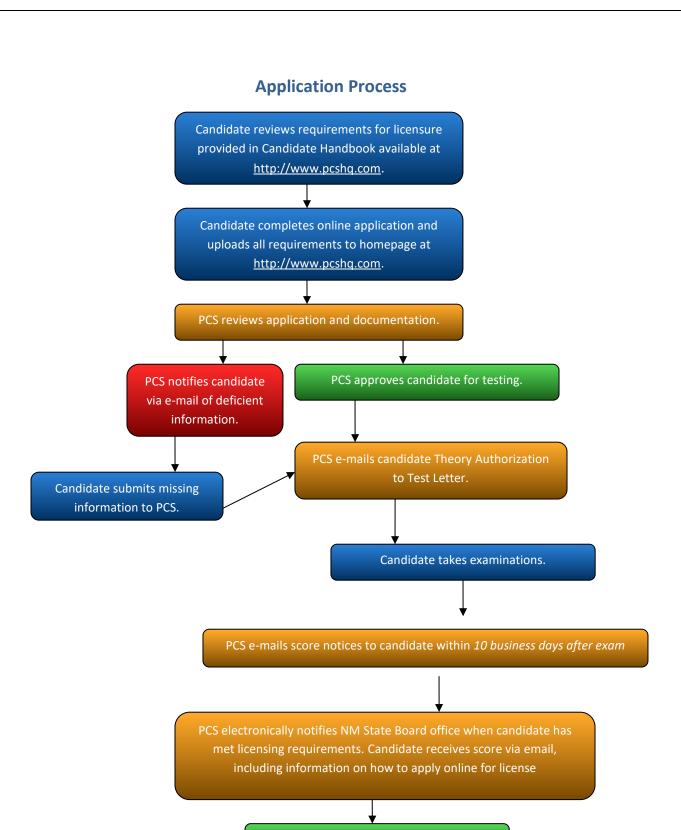
Telephone: (505) 476-4622

Fax: (505) 476-4646

Website:

http://www.rld.state.nm.us/boards/Barbers-

and Cosmetolgists.aspx



NM State Board issues license to candidate.

### 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 New Mexico Board of Barbers and Cosmetologists (the "Board") is responsible for licensing and regulating the profession of Instructor in the State of New Mexico. 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 an Instructor license in the State of New Mexico, you must meet the following requirements:

- 1. Be at least 17 years of age.
- 2. Have completed at least the 10<sup>th</sup> grade or equivalent.
- 3. Hold a current license in New Mexico as a practitioner in the field in which you seek license as an instructor.
- 4. Successfully complete a minimum of 1,000-hour course of instruction in a licensed school or have two years of current working experience.
- 5. Successfully pass the NIC theory and State Law examinations.

### **Exam Attempt Limit**

Pursuant to New Mexico law, if you are applying to take the Instructor Exam based on two years of current work experience or a Provisional License, and fail any portion of the exam, you <u>cannot</u> take the exam again until completing a 1,000 hour Instructor Course at a Board Approved School. Upon completion, you must submit a new application to PCS along with proof of completing these additional hours.

### **Training Expiration Limit**

. All required examinations must be taken and passed and the **license obtained** within 12 or 24 months of the date the training was completed, depending on when your training was completed.

**Candidates who started training on December 17, 2015 or after** will have 1 year (12 months from the date of completion to pass all required examinations and obtain license. *Examination scores are only valid within 12 months of your training completion date.* 

**Candidates who started training on December 16, 2015 or before** will have 2 years (24 months) from the date of completion to pass all required examinations and obtain license. *Examination scores are only valid within 24 months of your training completion date.* 

### **Examination Fees**

Examination Type	First Time Fees	Re-Exam Fees
Instructor Theory only	\$ 130.00	\$ 130.00

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 reviewed or processed until payment has been received. Incomplete applications will be processed once all required information has been received by PCS.

### **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. <u>If testing is not required, fees are non-refundable.</u>

### **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 Forms section of the New Mexico Barbering page at http://www.pcshq.com.

### **First Time Candidates**

### **Application Requirements**

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

- 1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. A New Mexico Transcript of Training\*. (must be notarized or have official school seal) **This needs to be up-loaded to your PCS homepage** <u>and</u> **sent via mail directly to the New Mexico Board Office.** (If unable to up-load: please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)
  - > Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject.
  - 4. Instructor applicants may also apply with proof of 2 years' current work experience.
- Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

### **Expired License**

### **How to Reinstate an Expired License**

- 1. If you hold a license that has been expired for less than one year, please contact the Board Office at (505) 476 4622 or visit <a href="http://www.rld.state.nm.us/boards/Barbers">http://www.rld.state.nm.us/boards/Barbers</a> and Cosmetologists.aspx for further information.
- 2. If you hold a license that has been expired for more than one year but less than five years, you must complete an online application with PCS. You are required to take and pass the theory examination.
- 3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass the theory examination.

### **Application Requirements**

- 1. A current 2" x 2" passport type photo. (must be in color)
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Expired License.
- 4. If expired for more than 5 years, Transcript of Training showing 150 Hours Remedial Education is required.

### Reciprocity

### How to Reciprocate an Out of State License

If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4622 or visit

http://www.rld.state.nm.us/boards/Barbers and Cosmetologists.aspx for further information.

### **Foreign Trained Candidates**

Foreign candidates who meet the requirements set forth by the New Mexico Board may apply for a license by examination.

### **Application Requirements**

- 1. A current 2" x 2" passport type photo. (must be in color)
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Proof of High School Education
- 4. Notarized translation of a valid license or certificate from another nation.
- 5. Notarized translation of certified transcript of training from school or nation.
- 6. Notarized translation of any other documents that may be required by the Board.

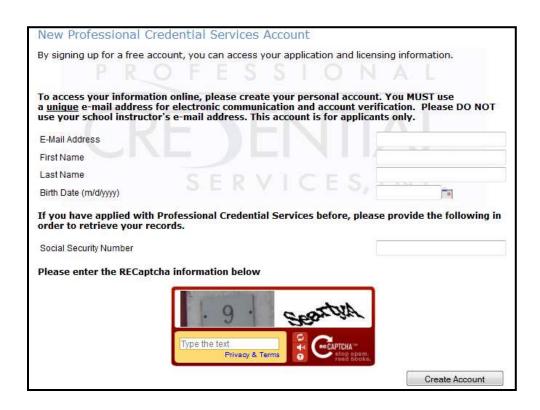
### Translation is only required for documents not written in English.

**Note**: The board requires examination applicants with foreign training who fail any part for the examination to register at a NM Board approved licensed school, submit to a scholastic evaluation to determine their training needs, and complete a minimum of 150 hours of remedial education. Upon completion and proof of the remediation, the applicant will be allowed to re-apply and examine on the failed areas

### **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 <a href="http://www.pcshq.com">http://www.pcshq.com</a>
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Esthetician
- 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).



### **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 1-5 listed above.
- 2. Click **LOGIN HERE** (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option.
- 8. 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 in order to pay your fees online 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 all required documents, payment, and final approval is received. <a href="Incomplete">Incomplete</a> applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.
- 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).



### **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



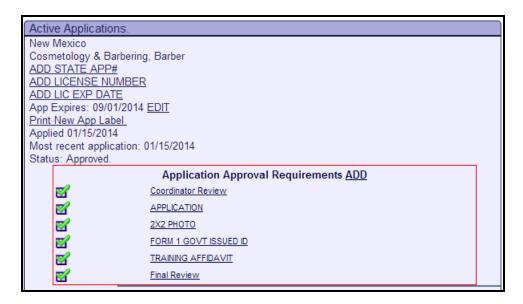
### **Application Status**

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.



### How do I know if my application is approved?

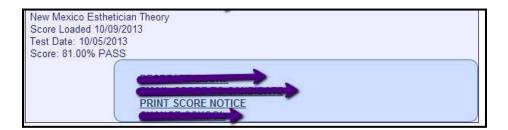
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



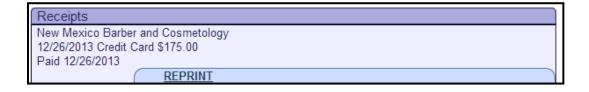
### **Reprinting Documents**

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.



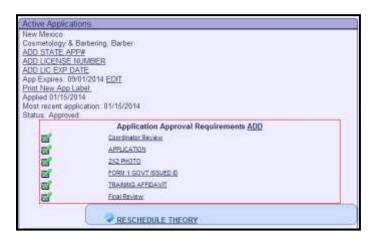
Click Reprint option next to item you wish to print.



### **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 theory examination, click Reschedule Theory under the Active Applications box.



### **Application Approval Process**

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). 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. Application or documents will not be reviewed /processed until payment is received by PCS.

If PCS receives 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.

### **Examination Notification**

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

• A Theory 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 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 PSIs Interactive Voice Response System during non-business hours at (800) 733-9267.

### **Theory Rescheduling Policy**

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 3 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.

### **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.

### **Examination Day Requirements**

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

- ATT Letter (theory)
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- 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 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 the theory 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 <u>any</u> 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 the theory 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 the theory examination, you will receive a *Notice of Completion which will include information regarding how to apply online for your license.* It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

### **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 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.

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:	_
Reason for Name Change: Divorced Married	Other		
Print Social Security Number:		<u> </u>	
Sign and Date your Request:			
Signaturo		Dato:	

### **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 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

### Send Complaint to:

Professional Credential Services, Inc.

Attn: New Mexico Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

### **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.

### **Examination Guidelines**

Please see the attached NIC *Candidate Information Bulletin* for details on what you will be tested on for your theory examination and references used for the theory examination.

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



# NATIONAL INSTRUCTOR WRITTEN EXAMINATION

### CANDIDATE INFORMATION BULLETIN

### Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

# INSTRUCTIONAL PLANNING 45%

# Understand the Curriculum Delivery Process

- ♦ Understand course outline
- ♦ Understand syllabus
- Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- ♦ Develop lesson plans
- Define instructional outcomes (e.g., course goals, instructional objectives)
- Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- Evaluate levels of performance (e.g., comprehension, application)
- ♦ Orientate new students

### **Understand Student Learning Styles**

- Understand types of learners (e.g., kinesthetic, visual, audio)
- Apply types of learning styles (e.g., theoretical, lab/clinical application)

### Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)

- Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- Understand types of materials available
  - Printed (e.g., textbooks, handouts)
  - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
  - Tools of the trade
  - Web-based technology (e.g., podcasts, Internet)
- Establish guidelines for effective use of materials in lessons

# **Understand Assessment Methods of Student Learning**

- ♦ Written
- ♦ Practical
- ♦ Oral

# INSTRUCTIONAL METHODS 35%

### **Utilize Methods of Instruction**

- ♦ Lecture (e.g., formal, interactive, group process)
- ♦ Demonstration (e.g., role play, hands-on assignment)
- Discussion (e.g., question & answer, reflective, summarization, case/scenario study)
- ♦ Assignments (e.g., projects, homework, reports, resumes)
- ♦ Distance learning (e.g., Internet, webbased)

### **Recognize Obstacles to Learning**

- ♦ Identify obstacles (e.g., ability level, behavior)
- ♦ Adapt instructional practices to accommodate obstacles to learning

# Apply Communication Skills (e.g., lesson delivery)

- ♦ Verbal skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice control (e.g., modulation, projection, tone)
- ♦ Non-verbal skills (e.g., body mechanics, facial expression)
- ♦ Listening skills (e.g., active listening)

### **Utilize Time Management Techniques**

### **Assess Student Learning**

- ♦ Implement steps in assessment
- ♦ Evaluate assessment results
- Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

### CLASSROOM AND CLINIC MANAGEMENT 20%

### **Manage Learning Environment**

- ♦ Physical environment
  - Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
  - Understand effect of physical environment (e.g., temperature, lighting, sound)
- Understand Instructor responsibilities as related to
  - Professional conduct (e.g., image, ethics, leadership)
  - Academic advising and counseling (e.g., attendance, progress reports)
  - Administrative responsibilities (e.g., recordkeeping, inventory)

# Maintain a Safe Learning Environment

- ♦ Promote safety procedures
- ♦ Observe universal precautions
- Maintain classroom control (e.g., enforce rules and routines)

### SAMPLE QUESTIONS

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

- A demonstration should be immediately followed by
  - a. student practice.
  - b. a change of subject.
  - a student rest period.
  - d. a complete lecture period.
- The most important part of the instructor's responsibility is to create and develop student
  - a. organizations.
  - b. course of study.
  - c. extracurricular programs.
  - d. willingness and desire to learn.
- 3. If instruction methods are to be properly employed, they must be
  - a. flexible.
  - b. impersonal.
  - c. strictly enforced.
  - d. followed without deviation.
- To be most effective, videos should be selected on the basis of
  - a. availability.
  - b. running time.
  - c. subject matter.
  - d. abilities of the students.
- A properly organized workbook should be coordinated with the
  - a. curriculum.
  - b. lesson plan.
  - c. text material.
  - d. course of study.
- 6. The discussion method is useful because it develops
  - a. spirited review lessons.
  - b. student interpersonal relations.
  - c. ideas and expressions from students.
  - d. manipulative techniques and skills of students.

- 7. An instruction sheet is important because it gives pertinent facts about
  - a. clinic patrons.
  - b. tools and materials.
  - c. rules and regulations.
  - d. student attendance rules.
- 8. In planning a lesson, careful consideration must be given to the
  - a. objectives of the lesson.
  - b. student to instructor relations.
  - c. extracurricular activities.
  - d. various student organizations.

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

### INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book Second Edition, 2009 Author: Letha Barnes Milady 5 Maxwell Drive

Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

Milady's Master Educator Student Course Book, 2001 Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

### **OPTIONAL REFERENCES**

Pivot Point's Mindful Teaching Program, 2002-2005 Salon Fundamentals Evanston, IL 60201 (800) 886-4247 www.pivot-point.com

NIC Health and Safety Standards NIC, Inc., October 2002 www.nictesting.org

### NIC NATIONAL EXAMINATION REFERENCES

NIC Infection Control and Safety Standards

Adopted 1998: Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
http://pictesting.org/mamberinfo/NIC Health & Safety Standards

http://nictesting.org/memberinfo/NIC\_Health\_&\_Safety\_Standards-\_Aug\_2014.pdf

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities
NIC, Inc., August 2007
www.nictesting.org

### NIC NATIONAL BARBER STYLING EXAMINATION REFERENCES

Milady's Standard Professional Barbering
5<sup>th</sup> Ed. 2011
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

### NIC NATIONAL BODY PIERCING EXAMINATION REFERENCES

Milady Standard Esthetics: Fundamentals Procedure Manual 2013, Edition: 11 2013 Edition

Milady Association of Professional Piercers (APP)

5 Maxwell Drive P.O. Box 1287 Clifton Park, NY 12065-2919 Lawrence, KS 66044

<u>www.milady.cengage.com</u> <u>http://www.safepiercing.org/publications/procedure-man</u>

The Piercing Bible: The Definitive Guide to Safe Body Piercing

Elayne Angel

2009

Random House/Crossing Press

http://www.infinitebody.com/shop/the-piercing-bible.html

### **NIC NATIONAL COSMETOLOGY EXAMINATION REFERENCES**

CLiC INTERNATIONAL Cosmetology Career Concepts 2014 CLiC INTERNATIONAL 396 Pottsville / Saint Clair Highway Pottsville, PA 17901 www.clicusa.com Milady Standard Cosmetology

2016 Milady

20 Channel Center Street Boston MA 02210

www.milady.cengage.com

Milady Standard Cosmetology

2012 Milady

5 Maxwell Drive

Clifton Park, NY 12065-2919 www.milady.cengage.com

Salon Fundamentals Cosmetology

2014, 1st printing, 3rd Edition, September

2014

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201 800-886-4247

www.pivot-point.com

Salon Fundamentals Cosmetology

2011, 4<sup>th</sup> printing, 2<sup>nd</sup> Edition, December 2011

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Evanston, IL 60201 800-886-4247

www.pivot-point.com

### NIC NATIONAL ELECTROLOGY EXAMINATION REFERENCES

Milady's Hair Removal Techniques: A
Comprehensive Manual, 2004, Bickmore,
Helen, R.,
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Electrolysis, Thermolysis, and the Blend The Principles and Practices of Permanent Hair Removal, 9<sup>th</sup> ed., 1994 Arroway Publishing

### NIC NATIONAL ESTHETICS EXAMINATION REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11<sup>th</sup> Edition

Joel Gerson, Janet D'Angelo, Sallie Deitz et al

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

Milady's Standard Esthetics: Fundamentals

2009, 10<sup>th</sup> Edition

Joel Gerson, Janet D'Angelo, Sallie Deitz et al

Delmar

5 Maxwell Drive

Clifton Park NY 12065-2919

### www.milady.cengage.com

Salon Fundamentals Esthetics – A Resource

for Your Skin Care Career

2007, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

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Evanston, IL 60201 800-886-4247

www.pivot-point.com

### www.delmar.cengage.com

Salon Fundamentals Esthetics – A Resource for

Your Skin Care Career

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September

2012

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World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

### NIC NATIONAL AP ESTHETICS EXAMINATION REFERENCES

Milady Standard Esthetics: Advanced 2013, 2<sup>nd</sup> edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919

www.milady.cengage.com

Milady's Standard Esthetics: Fundamentals

2013, 11<sup>th</sup> Edition

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

Skin Care Beyond the Basics 2012, 4<sup>th</sup> Edition Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

### NIC NATIONAL INSTRUCTOR EXAMINATION REFERENCES

McKeachie's Teaching Tips: Strategies,

Research,

and Theory for College and University

**Teachers** 

Fourteenth Edition, 2014

Wadsworth 20 Davis Drive

Belmont, CA 94002-3098

McKeachie's Teaching Tips: Strategies,

Research,

and Theory for College and University

**Teachers** 

Thirteenth Edition, 2011

Wadsworth 20 Davis Drive

Belmont, CA 94002-3098

(800) 354-9706

http://www.cengage.com/us/#

http://www.cengage.com/us/#

Milady's Master Educator Student Course Book Third Edition, 2014 Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.milady.com

Mindful Teaching Pro eBook 101.1 – 701.6 2013 Pivot Point International 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 (800) 886-4247 http://www.pivot-point.com/

### **NIC NATIONAL MANAGER EXAMINATION REFERENCES**

Cosmetology Career Concepts 2014 CLiC INTERNATIONAL 396 Pottsville / Saint Clair Highway Pottsville, PA 17901 www.clicusa.com

Cosmetology
Today's Class Course eBook
2015
https://www.todaysclass.com/

Milady Standard Cosmetology 2016 Milady 20 Channel Center Street Boston MA 02210 www.milady.cengage.com

Salon Fundamentals Cosmetology 2014, 1st printing, 3rd Edition, September 2014 Pivot Point International, Inc. World Headquarters 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 800-886-4247 www.pivot-point.com

Successful Salon & Spa Management 2012 Milady 5 Maxwell Drive Clifton Park, NY 12065-2919 www.milady.cengage.com

### NIC NATIONAL NAIL TECHNOLOGY EXAMINATION REFERENCES

Milady's Standard Nail Technology
2011, 6th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919

Milady's Standard Nail Technology
2007, 5th Edition, Revised Edition
Thompson Delmar Learning Milady
5 Maxwell Drive
Clifton Park NY 12065-2919

www.milady.cengage.com www.milady.com

Nail TechnicianNail Technician2007 2.1 Edition2007 1st EditionAuthor: Randy RickAuthor: Randy RickCLIC INTERNATIONALCLIC INTERNATIONAL

396 Pottsville/Saint Clair Highway 396 Pottsville/Saint Clair Highway

Pottsville PA 17901 Pottsville PA 17901

www.clicusa.com

800-207-5400

www.clicusa.com

 $Salon\ Fundamentals\ Nails-A\ Resource\ for$   $Salon\ Fundamentals\ Nails-A\ Resource\ for$ 

Your Skin Care Career Your Skin Care Career

2007, 10<sup>th</sup> printing, 1st Edition, June 2013 2007, 7th printing, 1st Edition, October 2011

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Evanston, IL 60201 Evanston, IL 60201

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# NIC NATIONAL NATURAL HAIR STYLING EXAMINATION REFERENCES

CLiC INTERNATIONAL Cosmetology Career Concepts 2014 **CLiC INTERNATIONAL** 396 Pottsville / Saint Clair Highway Pottsville, PA 17901 www.clicusa.com

Milady Standard Cosmetology

2016 Milady

20 Channel Center Street

Boston MA 02210

www.milady.cengage.com

Milady Standard Natural Hair Care and

Braiding 2014 Milady

5 Maxwell Drive

Clifton Park, NY 12065-2919

www.milady.cengage.com

Salon Fundamentals Cosmetology

2014, 1st printing, 3rd Edition, September

2014

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Evanston, IL 60201 800-886-4247

www.pivot-point.com

Milady Standard Cosmetology

2012 Milady

5 Maxwell Drive

Clifton Park, NY 12065-2919

www.milady.cengage.com

Salon Fundamentals Cosmetology 2011, 4<sup>th</sup> printing, 2<sup>nd</sup> Edition, December 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

### NIC NATIONAL TATTOOING EXAMINATION REFERENCES

Milady Standard Esthetics: Fundamentals Procedure Manual 2013, Edition: 11 2013 Edition

Milady

5 Maxwell Drive

Clifton Park, NY 12065-2919

www.milady.cengage.com

Association of Professional Piercers (APP)

P.O. Box 1287

Lawrence, KS 66044

http://www.safepiercing.org/publications/procedure-manual/

### 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.