

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 .



**South Carolina**  
**BOARD OF COSMETOLOGY**

April 2017

**Esthetics**

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

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

##### *Regular Mailing Address*

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

Customer Service: (888) 822-3272  
Fax: (615) 846-0153  
Email: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)  
Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267  
Fax: (702) 932-2666  
Website: [candidate.psiexams.com](http://candidate.psiexams.com)

##### *Regular Mailing Address*

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

##### *Courier Mailing Address*

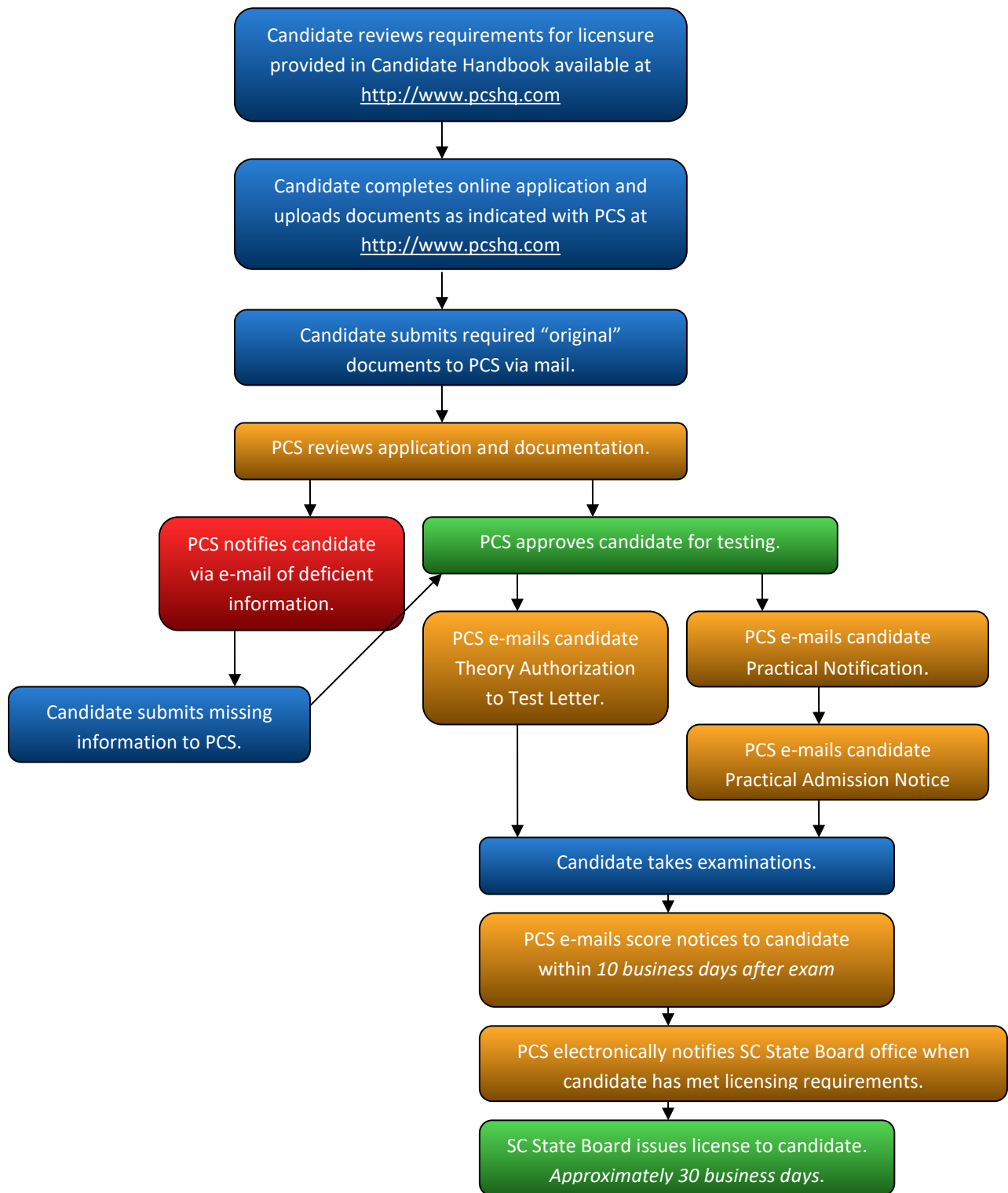
Synergy Business Park  
Kingstree Building  
110 Centerview Drive  
Columbia, South Carolina 29210

Telephone: (803) 896-4588  
Fax: (803) 896-4484  
Website: <http://www.llr.state.sc.us/POL/Cosmetology>

#### South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

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

## State Licensure Requirements

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

1. Be at least 16 years of age.
2. Have completed at least the 10<sup>th</sup> grade or equivalent.
3. Have completed at least 450 in state or out of state Esthetics training hours.
4. Successfully completed the NIC theory and practical examinations.

## Training Hour Expiration

- Pursuant to South Carolina Law, all examinations must be taken and passed within 24 months of the date training was completed (or the said hours become invalid).

## Foreign Credentials

Effective January 12, 2016 all foreign credentials are required to be evaluated by the following South Carolina Board approved service.

Aequo International

1-844-882-3786

[www.aequointernational.com](http://www.aequointernational.com)

## Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Esthetician Theory & Practical	\$ 175.00	\$ 130.00
Esthetician Theory	\$ 115.00	\$ 70.00
Esthetician Practical	\$ 105.00	\$ 60.00

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 for the next available practical exam date once all required information has been received by PCS.

## Refund Policy

Please carefully review this handbook and Virginia's 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.**

## 2017 Practical Examination Dates

Location	Examination Date	Application Deadline
Columbia	1/23/2017	1/2/2017
	2/20/2017	1/30/2017
	3/20/2017	2/27/2017
	4/17/2017	3/27/2017
	5/22/2017	5/1/2017
	6/19/2017	5/29/2017
	7/17/2017	6/26/2017
	8/21/2017	7/31/2017
	9/18/2017	8/28/2017
	10/16/2017	9/25/2017
	11/20/2017	10/30/2017
	12/18/2017	11/27/2017

## 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 South Carolina Esthetics 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 color photo (selfies are not accepted).
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
6. Training Affidavit – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
  - Enrollment and Graduation dates must include month, day, and year (mm/dd/yyyy).
  - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject. Enrollment and Graduation dates must also be included.

\* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

**!** 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 to the South Carolina Coordinator, or up-loaded to your Homepage.

### Criminal Conviction

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

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

## Testing Prior to Completion of Training

- If you attend a private (non-vocational) school within South Carolina and you have completed at least 400 Esthetics hours, you can take the examinations prior to completing the full 450-hour requirement. *Effective June 17 2013.*
- Once you have completed the required 450 Esthetics Hours, your school must submit an Affidavit of Completion via mail (See Form Section on the PCS Webpage). *You will not receive a Notice of Completion and your application will not be forwarded to the South Carolina State Board Office until this form has been received by PCS.*

## Expired License

### How to Reinstate an Expired License

1. If you hold a South Carolina license which has been expired for less than three years, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you hold a South Carolina license which has been expired for three years or longer, you must complete a new online application with PCS and submit all required documents. The full examination must be repeated (practical and theory).

### 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 color photo. (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))

\* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

**!** 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 to the South Carolina Coordinator, or up-loaded on your Homepage.

## Endorsement License Requirements

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

- You hold a current out of state Esthetician license.
- You have passed the NIC theory and practical examinations.

**!** Endorsement candidates are encouraged to carefully review the qualifications for testing PRIOR to completing an online application with PCS. If testing is not required, fees are forfeited.

**Method Two:** Must complete an online application with PCS and take the NIC Theory and Practical Examinations through PCS.

- You hold a current out of state Esthetician license.
- You have not passed the NIC Examinations. (Theory and Practical)

**Method Three:** Must complete an online application with PCS and take the NIC Examination not previously passed. (Theory or Practical)

- You hold a current out of state Esthetician license.
- You have previously passed either the NIC Theory or Practical Examination.

## Endorsement Application Requirements

### Method One

Contact the South Carolina State Board office at (803) 896-4588

### Methods Two and Three

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 color photo. (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
5. Verification of Licensure from out of state

\* All documents that require a notary seal may be uploaded to your Home Page as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

## 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 **South Carolina**
5. Click **Esthetics**
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 link in 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).

### New Professional Credential Services Account

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

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

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

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

Social Security Number

**Please enter the RECaptcha information below**

1.9.1

Scartba

reCAPTCHA™  
stop spam.  
read books.

[Privacy & Terms](#)

Create Account

## 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. Esthetics).
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. Once payment is made, further directions will be sent via email.

\* 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. Incomplete 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).

**! If you are applying prior to the completion of training, you must indicate this on your online application**

The screenshot displays the PCS Application web interface. On the left, the 'Your Profile' section lists personal information: Name, Address, Phone, SSN, All ID, Birthdate, EMail, and Username. Below this is the 'Documents' section, which includes three items: 'VA BA App Original Document.pdf' (last changed 08/21/2013), 'Personal Photo Personal Photo Document.pdf' (last changed 08/21/2013), and 'PA GMC 3 Documentation Original Document.pdf' (last changed 08/21/2013). An 'ADD NEW DOCUMENT' button is located below the documents. The 'Education' section lists 'SPECTRUM BEAUTY ACADEMY LLC' in 'ALEXANDRIA VA', with dates for 'From 10/15/2012', 'Graduated 07/23/2013', and 'School License Expires 12/31/2014'. The 'Application Information' section shows the 'Virginia Board of Barbers and Cosmetologists'. On the right, the 'Active Applications' section shows a 'Virginia Cosmetology & Barbering, Barbering' application applied on 08/19/2013, with a status of 'Paid, Waiting for review'. Below this is the 'Application Approval Requirements' section, which lists several items with checkboxes: 'Coordinator Review', 'Personal Photo', 'Training & Experience Form', 'Examination Site Agreement', and 'PCS Waiver'. A note states 'ALL FORMS ARE CURRENT'. Below the list is a text area for 'GMC 3 - OFFICIAL Virginia document indicated by RED STAMP' and a 'DPOR' section with a checkbox and a text area for 'DPOR - please review this out of state criminal history documentation'. At the bottom of the requirements section is a 'SELECT STATUS' dropdown and a 'Save' button. Below the requirements section is a 'Final Review' checkbox and a 'VIEW APPLICATION FORM' button. The 'Pending Examinations' section lists two exams: 'Virginia Barbering Practical' (Exam Date: 10/14/2013, Testing at: Springfield Area, Status: WAITING FOR APPLICATION APPROVAL) and 'Virginia Barbering Theory' (Status: Pending, Status: WAITING FOR APPLICATION APPROVAL).

## PCS 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 page for Professional Credential Services, Inc. The header features 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. A large, faint watermark of the company logo is visible in the background. Below the login fields, there is a link for users who have forgotten their password or need to create a new one. At the bottom, there is a link for users who have not previously created an account.

PROFESSIONAL  
CREDENTIAL  
SERVICES, INC.

**Log into your account**

E-Mail Address

Password

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

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

### 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.



The screenshot shows the "Active Applications" section. It lists the user's location as South Carolina and their profession as Barber, Registered Barber. It includes links to add state application number, license number, and expiration dates. It also shows the application date (10/30/2013) and the most recent application date (10/30/2013). The status is "Paid. Waiting for review." Below this is a table titled "Application Approval Requirements" with a red border. The table lists various requirements with checkboxes and icons. The "APPLICATION" requirement is checked with a green checkmark. The "Final Review" requirement is locked with a padlock icon.

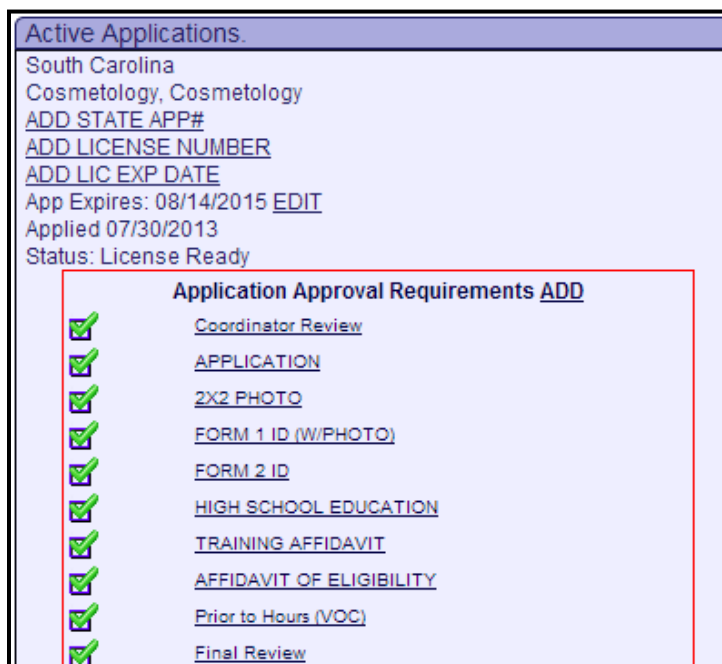
**Active Applications.**

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

Application Approval Requirements <a href="#">ADD</a>	
<input type="checkbox"/> ?	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">APPLICATION</a>
<input type="checkbox"/> ?	<a href="#">2X2 PHOTO</a>
<input type="checkbox"/> ?	<a href="#">FORM 1 ID (W/PHOTO)</a>
<input type="checkbox"/> ?	<a href="#">HEALTH FORM</a>
<input type="checkbox"/> ?	<a href="#">TRAINING AFFIDAVIT</a>
<input type="checkbox"/> ?	<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input type="checkbox"/> ?	<a href="#">Final Review</a>

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

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



Active Applications.

South Carolina  
Cosmetology, Cosmetology  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 08/14/2015 [EDIT](#)  
Applied 07/30/2013  
Status: License Ready

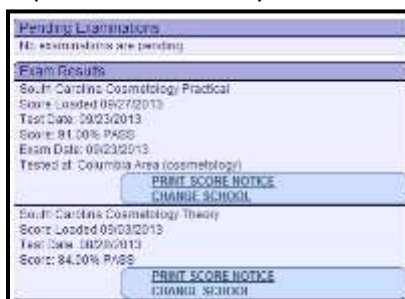
**Application Approval Requirements [ADD](#)**

- ☒ [Coordinator Review](#)
- ☒ [APPLICATION](#)
- ☒ [2X2 PHOTO](#)
- ☒ [FORM 1 ID \(W/PHOTO\)](#)
- ☒ [FORM 2 ID](#)
- ☒ [HIGH SCHOOL EDUCATION](#)
- ☒ [TRAINING AFFIDAVIT](#)
- ☒ [AFFIDAVIT OF ELIGIBILITY](#)
- ☒ [Prior to Hours \(VOC\)](#)
- ☒ [Final Review](#)

### 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



Pending Examinations

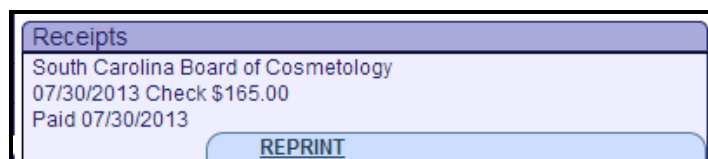
No examinations are pending.

**Exam Results**

South Carolina Cosmetology Practical  
Score Loaded 08/27/2013  
Test Date: 09/23/2013  
Score: 81.00% PASS  
Exam Date: 09/23/2013  
Tested at: Columbia Area (cosmetology)  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

South Carolina Cosmetology Theory  
Score Loaded 09/03/2013  
Test Date: 08/29/2013  
Score: 84.00% PASS  
[PRINT SCORE NOTICE](#)  
[CHANGE SCHOOL](#)

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



Receipts

South Carolina Board of Cosmetology  
07/30/2013 Check \$165.00  
Paid 07/30/2013  
[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 **Reschedule Practical** under the Active Applications box.



Active Applications.

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

**Application Approval Requirements [ADD](#)**

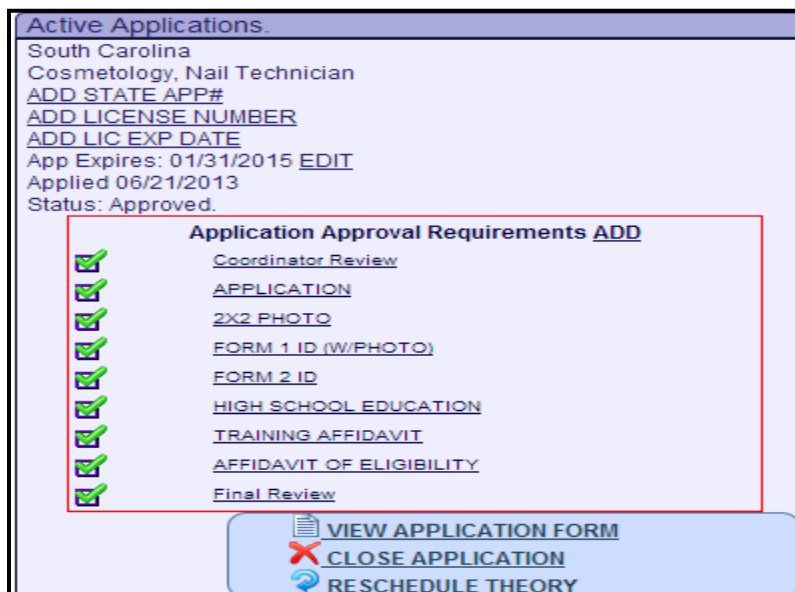
☒ [Coordinator Review](#)

☒ [Final Review](#)

 [CLOSE APPLICATION](#)

 [RESCHEDULE PRACTICAL](#)

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



Active Applications.

South Carolina  
Cosmetology, Nail Technician  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 01/31/2015 [EDIT](#)  
Applied 06/21/2013  
Status: Approved.

**Application Approval Requirements [ADD](#)**

☒ [Coordinator Review](#)

☒ [APPLICATION](#)

☒ [2X2 PHOTO](#)

☒ [FORM 1 ID \(W/PHOTO\)](#)


☒ [FORM 2 ID](#)


☒ [HIGH SCHOOL EDUCATION](#)


☒ [TRAINING AFFIDAVIT](#)

☒ [AFFIDAVIT OF ELIGIBILITY](#)

☒ [Final Review](#)

 [VIEW APPLICATION FORM](#)

 [CLOSE APPLICATION](#)

 [RESCHEDULE THEORY](#)

## Application Approval Process

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

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

## Examination Notification

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

1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

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

## Examination Scheduling

### Theory Examination Scheduling

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

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with 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 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

### Practical Examination Scheduling

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

### Practical Rescheduling Policy

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

### 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. 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 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, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the South Carolina Department of Labor Licensing and Regulation (LLR) for the issuing of a permanent license. You may use your *Notice of Completion* to work until you receive your permanent license from LLR.

If you applied prior to completing your training course, an *Affidavit of Completion* must be submitted from your school to PCS before a final passing score notice (Notice of Completion) will be e-mailed to you, and your application will be forward to LLR.

## 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. Once completed, this form can be uploaded to your PCS Home Page, or sent to the coordinator via email.*

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:** \_\_\_\_\_

**Sign and Date your Request:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Formal Complaints

### Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed 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: South Carolina 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

### Dress Code

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

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 ESTHETICS THEORY EXAMINATION

### CANDIDATE INFORMATION BULLETIN

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

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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.**

### IMPORTANT INSTRUCTIONS

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

### ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

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1. **SCIENTIFIC CONCEPTS (55%)**
  - A. Apply knowledge of infection control procedures related to:
    1. Microbiology
      - a. Bacteria
      - b. Viruses
      - c. Parasites
      - d. Fungi
    2. Infection control
      - a. Levels of infection control
        - i. Cleaning and Sanitation
        - ii. Disinfection
        - iii. Sterilization
      - b. Methods of infection control
        - i. Heat
        - ii. Chemical Agents
    3. Safety procedures and guidelines
      - b. Blood exposure/contact

- B. Demonstrate an understanding of basic knowledge of human physiology and anatomy related to:
  - 1. Cells
    - a. Structure
    - b. Growth and reproduction
  - 2. Tissues
    - a. Epithelial
    - b. Connective
    - c. Nerve
    - d. Muscular
  - 3. Organs and their function (e.g. skin, lungs, heart)
  - 4. Systems and their functions (e.g., muscular, integumentary, nervous)
- C. 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. Structure of the hair follicle
  - 4. Functions of the skin (e.g., protection, temperature regulation, absorption)
- D. Demonstrate an understanding of 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 (e.g., hyperpigmentation, hypopigmentation)
  - 6. Skin growths (e.g., verruca, moles, keratoma)
  - 7. Skin cancers (e.g., basal cell carcinoma, squamous cell carcinoma, malignant melanoma)
  - 8. Skin lesions (e.g., keloid, scars, ulcers)
- E. Understand composition of body hair related to:
  - 1. Structure and growth of hair
  - 2. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- F. Demonstrate an understanding of basic chemistry including the composition and purpose of cosmetic products related to:
  - 1. Ingredients (e.g., peptides, humectants)
  - 2. Labeling
  - 3. Function (e.g., hydration, protection, cleanse)
  - 4. Acidity/Alkalinity (i.e., pH)

## 2. SKIN CARE AND SERVICES (45%)

- A. Demonstrate an understanding of performing a client consultation and documentation related to:
  - 1. Skin analysis
    - a. Fitzpatrick scale
    - b. Skin type
    - c. Skin condition
  - 2. Client records (e.g., health history, intake form, consultation chart)
  - 3. Treatment protocol
  - 4. Contraindications for skin services
- B. Demonstrate an understanding of cleansing procedures
- C. Demonstrate an understanding of steaming procedures (i.e., towel and steamer/vaporizer)
- D. Demonstrate an understanding of exfoliation procedures related to:
  - 1. Chemical (e.g., AHA, BHA, enzymes)
  - 2. Physical (e.g., scrubs, brushing, microdermabrasion)
  - 3. Gommage

- E. Demonstrate an understanding of extraction procedures
- F. Demonstrate an understanding of massage movements and effects
- G. Demonstrate an understanding of the use of masks related to:
  - 1. Clay/Mud
  - 2. Gel
  - 3. Rubberized
  - 4. Cream
- H. Demonstrate an understanding of hair removal methods and procedures related to:
  - 1. Waxing (i.e., hard and soft)
  - 2. Tweezing
- I. Demonstrate an understanding of principles of and procedures for makeup application related to:
  - 1. Analysis of face shapes and features
  - 2. Color theory
  - 3. Applications
- J. Demonstrate a knowledge of the use of electrical equipment during skin services related to:
  - 1. Magnifying lamp
  - 2. Wood's lamp
  - 3. Facial steamer/vaporizer
  - 4. High frequency machine
  - 5. LED therapy
  - 6. Microdermabrasion
  - 7. Microcurrent
- K. Demonstrate a basic knowledge of other services related to:
  - 1. Body treatments
  - 2. Eyelash extensions

## 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 for 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. telangiectasia.
  - 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

**TO TAKE THE NIC  
ESTHETICS ONLINE  
PRACTICE EXAM**

[CLICK HERE](#)

**OR GO TO:**

<http://www.iqttesting.com/registrationv2008/quickregister.aspx>

**FOR ASSISTANCE,  
PLEASE CALL IQT AT  
1-866-773-1114.  
(\$39.00 fee applies)**

## ESTHETICS REFERENCES

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### PRIMARY REFERENCES

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*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

[www.milady.cengage.com](http://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

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

[www.pivot-point.com](http://www.pivot-point.com)

*NIC Infection Control and Safety Standards*

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug_2014.pdf)

### SUPPORTING REFERENCES

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*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

[www.pivot-point.com](http://www.pivot-point.com)

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 7<sup>th</sup> printing, 2<sup>nd</sup> Edition, February 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

[www.pivot-point.com](http://www.pivot-point.com)

*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.delmar.cengage.com](http://www.delmar.cengage.com)



NATIONAL *ESTHETICS*  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org), for the most current bulletin prior to testing.

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

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

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with 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.”
  - Examiners are not allowed to speak with candidates.
  - 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 Health and Safety Standards.

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

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to [www.nictesting.org](http://www.nictesting.org) for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating 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-manufacturers created labels must be only in English.
  - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
  - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
  - Simulated products are *not* allowed for disinfectants and hand sanitizers.
  - **NO AEROSOLS** are allowed in the testing environment

- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

### **MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN SC**

**Please refer to your state specific guidelines for model and mannequin requirements.**

**If your state requires that you use a mannequin head(s) or hand(s):**

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s). It is the candidate’s responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

### **SPECIAL ATTENTION!**

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

- 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”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domains Sections).
- The following sections are **new** to the Esthetics Practical Examination:
  - Blood Exposure Procedure (Content Domain Section 9)

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

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

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## ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

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The scope of the National Esthetics Practical Examination includes 9 (nine) core domain services. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Universal Supplies** (First client) (15 minutes)
2. **Cleansing of the Face with Product** (10 minutes)
3. **Exfoliating the Face with Product, Using Implement or Materials, and Including Towel Steaming** (10 minutes)
4. **Massaging the Face with Product** (10 minutes)
5. **Work Area and NEW Client Preparation, and Set Up of Supplies** (Second client) (15 minutes)
6. **Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax** (Untimed)
7. **Facial Mask and Conclusion of Facial Service** (10 minutes)
8. **Facial Makeup** (20 minutes)
9. **Blood Exposure Procedure** (10 minutes)
10. +Hair Removal of the Upper Lip Using Hard Wax+ (Untimed)
11. +Particle Microdermabrasion on the Forehead+ (10 minutes)
12. +Eyelash Enhancement+ (10 minutes)

+Denotes Additional Sections for States that elect to test these sections. Administration of any of these sections will be performed in the numerical order outlined

## **CONTENT DOMAINS**

### **1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your work area for your client.”*

*“You will set up the universal supplies you will use throughout the examination.”*

*“You will also set up the supplies for the following sections of the examination:*

*Cleansing the Face with Product,*

*Exfoliating the Face with Product, using Implement or Materials, and Including Towel Steaming,*

*Massaging the Face with Product.”*

*“You will prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 1.1 Disinfects all work areas completely with product labeled in English as EPA registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Applies protective covering to model’s hair and body**
- 1.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### **2. CLEANSING OF THE FACE WITH PRODUCT (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform cleansing of the face.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

- 2.1 Cleansing of the Face with Product supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Cleanses eye area completely**
- 2.4 Cleanses lips completely**
- 2.5 Distributes cleanser over face**
- 2.6 Removes residual cleanser**
- 2.7 Applies toner/astringent**
- 2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*"All candidates have indicated they have completed this section of the examination, we will now proceed."*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back, please read the following statement to all candidates:

*"Please stop working."*

### **3. EXFOLIATING THE FACE WITH PRODUCT, USING IMPLEMENT OR MATERIALS, INCLUDING TOWEL STEAMING (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*"You will perform exfoliating the face."*

*"You will apply exfoliating product to the entire face and manipulate using an implement or material and include towel steaming."*

*"You will be expected to follow all client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

- 3.1 Exfoliating the face supplies are labeled in English**
- 3.2 Implements and supplies are visibly clean**

- 3.3 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
- 3.4 Steam towel is applied and removed
- 3.5 Removes residual product
- 3.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 4. MASSAGING THE FACE WITH PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform massaging the face.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 4.1 Massaging the face supplies are labeled in
- 4.2 Implements and supplies are visibly clean
- 4.3 Distributes massage product over face
- 4.4 Demonstrates effleurage movement
- 4.5 Demonstrates petrissage movement
- 4.6 Demonstrates tapotement movement
- 4.7 Demonstrates friction movement
- 4.8 Removes residual massage product

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.”*

*"You will be expected to follow all client protection, safety and infection control procedures."*

*"You will have 5 minutes to complete this section."*

*"You will be informed when you have 2 minutes remaining."*

*"Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

### ***NIC Esthetics Practical Examination – Massaging the Face with Product (continued)***

#### **Candidates will be evaluated on the following tasks:**

#### **4.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*"All candidates have indicated they have completed this section of the examination, we will now proceed."*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*"Please stop working."*

## **5. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*"You will prepare your work area for a NEW client."*

*"You will set up the universal supplies you will use for the remainder of the examination."*

*"You will also set up for the following sections of the examination:*

*Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax,*

*Facial Mask,*

*Facial Makeup."*

*\*Additional verbal instruction specific to state guidelines\**

*"Plug your wax pot in at this time." (Review your state examination guidelines)*

*"You will prepare your client for services."*

*"You will be expected to follow all client protection, safety and infection control procedures."*

*"You will have 15 minutes to complete this section."*

*"You will be informed when you have 8 minutes remaining."*

*"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."*

*"Step back to indicate you have finished."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

- 5.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 5.2 Sanitizes hands with product labeled in English

*NIC Esthetics Practical Examination – Work Area and NEW Client Preparation, and Set Up of Supplies (continued)*

- 5.3 Universal supplies are labeled in English
- 5.4 Applies new protective covering to model's hair and body
- 5.5 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*"All candidates have indicated they have completed this section of the examination, we will now proceed."*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*"Please stop working."*

## **6. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*"You will perform hair removal of the eyebrows by tweezing and using simulated soft wax."*

*"You will demonstrate hair removal from one eyebrow by tweezing."*

*"You will demonstrate hair removal from the other eyebrow using simulated soft wax."*

*"You will be expected to follow all client protection, safety and infection control procedures."*

*"You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures."*

*"This is an untimed section."*

*"Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so."*

(1) *"The instructions will be repeated."*

### **HAIR REMOVAL OF EYEBROWS - TWEEZING**

**Candidates will be evaluated on the following tasks:**

- 6.1 Hair removal of the eyebrows supplies are labeled in English
- 6.2 Implements and supplies are visibly clean

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal of the eyebrow by tweezing.”*

*NIC Esthetics Practical Examination – Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (continued)*

- 6.3** Candidate wears gloves
- 6.4** Applies antiseptic to eyebrow area
- 6.5** Holds skin taut
- 6.6** Demonstrates tweezing of hair in direction of hair growth
- 6.7** Applies antiseptic to treated area

### **HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal of the eyebrow using simulated soft wax.”*

- 6.8** Applies antiseptic to eyebrow area
- 6.9** Uses absorbent material or product to dry eyebrow area
- 6.10** Tests temperature of simulated soft wax product on wrist
- 6.11** Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 6.12** Smooths wax strip over simulated soft wax product
- 6.13** Holds skin taut
- 6.14** Removes wax strip in opposite direction of hair growth
- 6.15** Applies antiseptic to treated area
- 6.16** Applies post-epilation product to treated area

**Examiner – Verbal Instructions:** Read to each candidate individually after hair removal of the eyebrows by tweezing and using simulated soft wax has been examined:

*“Please step back and do nothing until the next verbal instructions are given.”*

- 6.17** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*

## 7. FACIAL MASK AND CONCLUSION OF FACIAL SERVICE (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will apply a facial mask and conclude the facial service.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**7.1 Facial mask supplies are labeled in English**

**7.2 Implements and supplies are visibly clean**

**7.3 Applies mask to cover face excluding eyes and lips**

**7.4 Removes mask**

**7.5 Applies toner/astringent**

**7.6 Applies moisturizer**

**7.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 8. FACIAL MAKEUP (20 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will apply facial makeup.”*

*“You are expected to brace when working around the eye and mouth areas.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 8.1 Facial makeup supplies are labeled in English
- 8.2 Implements and supplies are visibly clean
- 8.3 Applies protective covering to shoulders
- 8.4 Secures hair off face
- 8.5 Applies foundation to cover face
- 8.6 Applies powder to face
- 8.7 Applies blush
- 8.8 Grooms eyebrows
- 8.9 Applies eyeshadow
- 8.10 Applies eyeliner
- 8.11 Applies mascara
- 8.12 Applies lip liner
- 8.13 Applies lip color
- 8.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 9. BLOOD EXPOSURE PROCEDURE (10 Minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the blood exposure procedure.”*

*“You will imagine the following scenario: During a service, your client has sustained a minor cut to the forehead. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 9.1 Blood exposure supplies and materials are labeled in English
- 9.2 Removes materials from first aid kit
- 9.3 Supplies and materials are visibly clean
- 9.4 Candidate wears gloves
- 9.5 Cleans injured area with antiseptic
- 9.6 Covers with dressing that is absorbent and secured
- 9.7 Disposes of all contaminated supplies

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

## 10. HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (Untimed) + ADDITIONAL SECTION+

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Hair Removal of the Upper Lip using Hard Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform hair removal of the upper lip.”*

*“You will use real hard wax.”*

*“You will demonstrate the procedure on the entire upper lip”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will be instructed individually by the examiner to demonstrate the hard wax procedure.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the hard wax procedure until instructed individually by the examiner to do so.”*

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

**Candidates will be evaluated on the following tasks:**

- 10.1 Hair removal of the upper lip supplies are labeled in English
- 10.2 Implements and supplies are visibly clean

**Examiner – Verbal Instructions:** Read to each candidate individually:  
*“Please demonstrate hair removal of the upper lip using hard wax.”*

- 10.3 Candidate wears gloves
- 10.4 Cleanse area to be waxed
- 10.5 Uses absorbent material or product to dry area to be waxed
- 10.6 Tests temperature of hard wax on wrist

*NIC Esthetics Practical Examination – Hair Removal of the Upper Lip Using Hard Wax (continued)*

- 10.7 Applies hard wax along upper lip area
- 10.8 Holds skin taut
- 10.9 Removes hard wax
- 10.10 Applies antiseptic to treated area
- 10.11 Applies post-epilation product to treated area

**Examiner – Verbal Instructions:** Read to candidate individually after hair removal of the upper lip using hard wax has been examined:  
*“Please do nothing until the next verbal instructions are given.”*

- 10.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Examiner – Verbal Instructions:** Read to each candidate individually once the hair removal of the upper lip procedure has been examined:  
*“Please step back and do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:  
*“All examiners have indicated they are ready to proceed.”*

## 11. PARTICLE MICRODERMABRASION ON THE FOREHEAD (10 minutes)

*+ADDITIONAL SECTION+*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Particle Microdermabrasion section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”*  
*“Step back to indicate you have finished.”*

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

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform particle microdermabrasion.”*

*“You will demonstrate horizontal and vertical strokes on the forehead.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

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

*“Please step back to indicate that you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 11.1 Particle microdermabrasion supplies are labeled in English
  - 11.2 Implements and supplies are visibly clean
  - 11.3 Applies degreaser/prep solution
  - 11.4 Dries excess moisture
  - 11.5 Applies eye protection to model
  - 11.6 Candidate wears eye protection and mask that covers mouth and nose
  - 11.7 Candidate wears gloves
  - 11.8 Holds skin taut
  - 11.9 Demonstrates vertical strokes with simulated hand piece across entire forehead.  
Cord must be attached to hand piece
  - 11.10 Demonstrates horizontal stroke with simulated hand piece across entire forehead. Cord must be attached to hand piece
  - 11.11 Removes particles from treated area
- NIC Esthetics Practical Examination – Particle Microdermabrasion on the Forehead (continued)*
- 11.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 12. EYELASH ENHANCEMENT

**(10 minutes)****+ADDITIONAL SECTION+****Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for Eyelash Enhancement section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will apply eyelash enhancement.”*

*“You will add a complete eyelash band to the full length of the lash line of both eyes.”*

*“You are expected to brace when working around the eyes.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 12.1 Eyelash enhancement supplies are labeled in English**
- 12.2 Implements and supplies are visibly clean**
- 12.3 Brushes lashes to remove foreign matter**
- 12.4 Measures and cuts band to appropriate length *PRIOR* to application**
- 12.5 Applies adhesive to the band**
- 12.6 Applies band starting from inner corner of the eye**
- 12.7 Applies band so lashes follow natural lash line**
- 12.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

***NIC Esthetics Practical Examination – Eyelash Enhancement (continued)*****Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## ***SUGGESTED EXAMINATION SUPPLIES***

### **Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present
- Original manufacturers’ labels MUST have English and may be multi-language
- All other created labels must be only English

### **EXAMINATION UNIVERSAL/GENERAL SUPPLIES**

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer’s label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer’s label (must be actual hand sanitizer)
- container labeled “items to be disinfected”
- bag or container labeled “soiled linens”
- bag or container labeled “trash”
- body drapes
- head and body drapes
- Bowl and container of water (if used)
- paper towel, tissues
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit

### **CLEANSING OF THE FACE**

- cleanser
- astringent or toner

### **EXFOLIATING AND STEAMING THE FACE SUPPLIES**

- exfoliation product
- implement or material to exfoliate
- wet steam towel(s)

### **MASSAGING THE FACE SUPPLIES**

- massage product

### **HAIR REMOVAL OF THE EYEBROWS SUPPLIES**

- gloves
- tweezers
- antiseptic
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product

**FACIAL MASK SUPPLIES**

- mask product (product should have color)
- moisturizer
- mask applicator

**FACIAL MAKEUP SUPPLIES**

- head band and body drape
- palette
- make up applicator(s)
- tissue, gauze, or cotton rounds
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- lip liner and lip color

**BLOOD EXPOSURE PROCEDURE SUPPLIES**

- bag for disposal of blood-contaminated materials

**+HAIR REMOVAL ON UPPER LIP USING HARD WAX SUPPLIES +**

- hard wax
- wax heater (MUST be actual hard wax, and only the approximate amount needed to wax the upper lip)
- gloves
- antiseptic
- tissue, gauze, or cotton rounds
- disposable applicator
- post-epilation product

**+PARTICLE MICRODERMABRASION SUPPLIES+**

- hand piece or simulated hand piece with at least a 4-foot tubing or simulated tubing attached
- simulated degreaser/prep solution
- bowl and water (if used)
- gloves
- tissue, gauze, or cotton rounds, sponges
- eye protection (for model)
- eye protection (for candidate)(prescription eyeglasses are suitable)
- face mask (for candidate)
- dry material for brushing

**+EYELASH ENHANCEMENT SUPPLIES +**

- head band/drape
- lash brush
- eyelash bands (must be a length longer than natural lash line)
- eyelash adhesive
- tweezers
- scissors

## **COSMETOLOGY & HAIR DESIGN**

### **REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

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*Salon Fundamentals Cosmetology*

2014, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing. September 2014

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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

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*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2012

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Cosmetology*

2013, 2<sup>nd</sup> Edition, 8<sup>th</sup> printing, December 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **BARBERING (BARBER STYLING, BARBER, BARBER 1)**

### **REFERENCES**

*Milady's Standard Professional Barbering*  
2011, 5<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Professional Barbering*  
2006  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

## **BODY PIERCING**

### **REFERENCES**

*APP Procedure Manual*  
2013 Edition  
Association of Professional Piercers  
[safepiercing.org](http://safepiercing.org)  
Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)  
1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*  
2013, 11<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

The Piercing Bible  
March 2009  
Elayne Angel  
<http://piercingbible.com/>

## **ELECTROLOGY**

### **REFERENCES**

*Milady's Hair Removal Techniques: A Comprehensive Manual*  
2004

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

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

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

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

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*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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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **ESTHETICS**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

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

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

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

Pivot Point International, Inc.

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800-886-4247

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

Milady

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Customer Service: [info@milady.com](mailto:info@milady.com)

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2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

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[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

## **ESTHETICS-ADVANCED PRACTICE (AP)**

## **REFERENCES**

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Skin Care: Beyond the Basics*

2012, 4<sup>th</sup> Edition

Mark Lees

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

## **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

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

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

## **INSTRUCTOR**

### **REFERENCES**

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*  
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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Mindful Teaching Pro eBook 101.1 – 701.6*

2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator*

*Student Course Book*

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Customer Service: [info@milady.com](mailto:info@milady.com)

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Milady

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Customer Service: [info@milady.com](mailto:info@milady.com)

## **MANAGER**

### **REFERENCES**

*Successful Salon & Spa Management*

2012, 6<sup>th</sup> Edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)  
800-886-4247

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CLIC International  
2014  
Pottsville, PA 17901

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### **REFERENCES**

*Today's Class: Nail Technician*  
2016  
Melior, Inc.  
<https://www.todaysclass.com/index.html>  
877-224-0435

*Milady's Standard Nail Technology*  
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[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)  
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CLIC International  
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Pottsville, PA 17901

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800.998.7498 ext. 2700

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800-886-4247

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CLIC International

2014

Pottsville, PA 17901

## **NATURAL HAIR STYLING**

### **REFERENCES**

*Milady Standard Natural Hair Care and Braiding*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

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## **TATTOOING**

### **REFERENCES**

*APP Procedure Manual*

2013 Edition

Association of Professional Piercers

[safepiercing.org](http://safepiercing.org)

Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)

1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

## **WAX TECHNOLOGY (CURRENT) & HAIR REMOVAL TECHNOLOGY (NEW)**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

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Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

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Milady

[www.miladypro.com](http://www.miladypro.com)

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

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Milady

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Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

# **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.