

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 .



The National-Interstate Council of State Boards of Cosmetology National Examination

South Carolina
BOARD OF COSMETOLOGY
Esthetics
Candidate Handbook
February 2016

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI
- 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

Courier Mailing Address

Attn: South Carolina Cosmetology
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

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

PSI Exams

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

South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

Regular Mailing Address

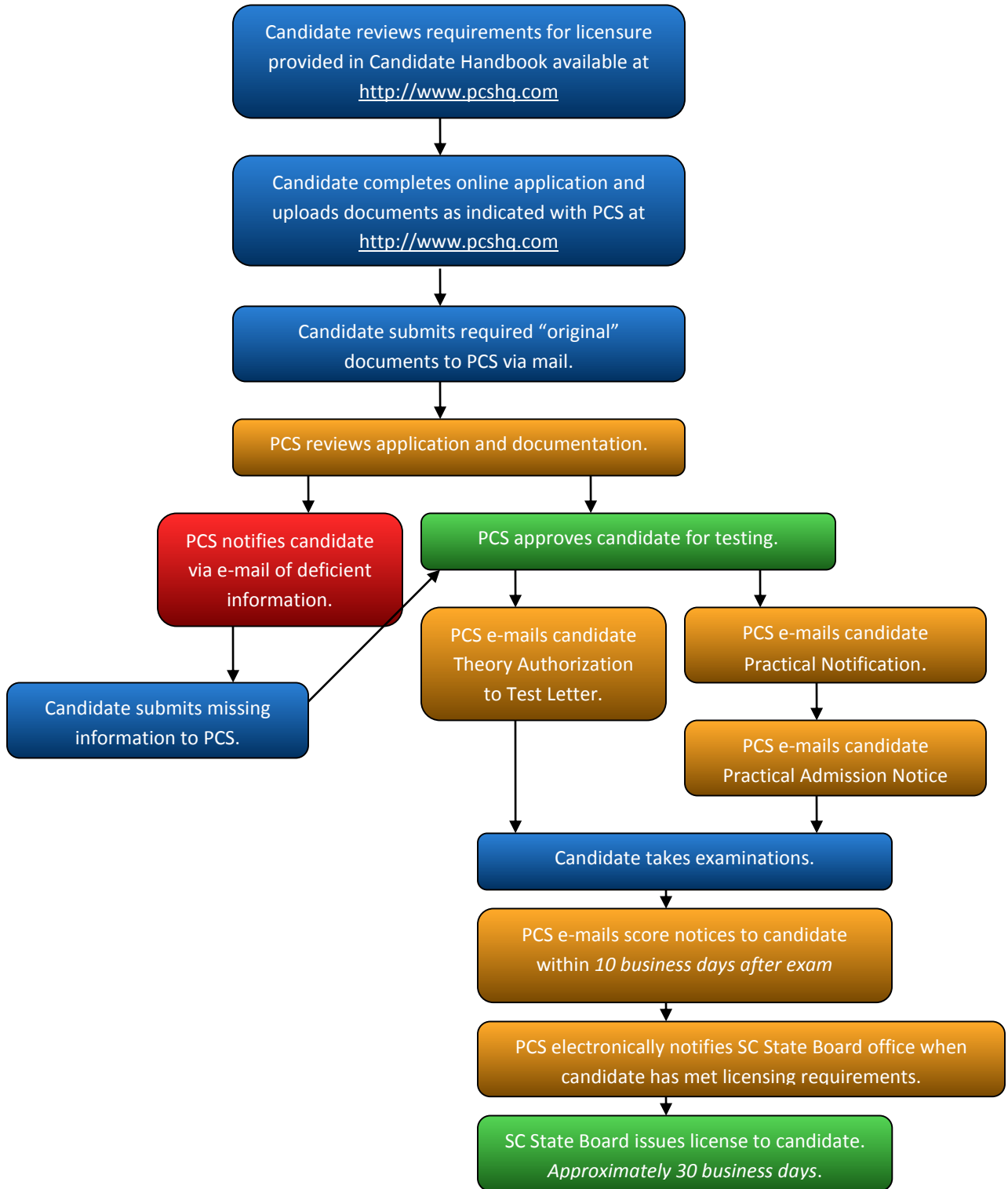
P.O. Box 11329
Columbia, South Carolina 29211-1329

Courier Mailing Address

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

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

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The South Carolina Board for 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 10th 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

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 considered complete until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment.

All fees are non-refundable.

! Endorsement 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.

Practical Examination Dates 2016

Location	Examination Date	Application Deadline
Columbia	1/11/2016	12/21/2015
Columbia	2/15/2016	1/25/2016
Columbia	3/21/2016	2/29/2016
Columbia	4/4/2016	3/14/2016
Columbia	5/16/2016	4/25/2016
Columbia	6/20/2016	5/30/2016
Columbia	7/18/2016	6/27/2016
Columbia	8/15/2016	7/25/2016
Columbia	9/19/2016	8/29/2016
Columbia	10/17/2016	9/26/2016
Columbia	11/21/2016	10/31/2016
Columbia	12/19/2016	11/28/2016

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 10th 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)
6. Training Affidavit – Must be notarized* (See FORMS section at 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, e-mailed to the South Carolina Coordinator, or up-loaded on 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.
- 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 type photo. (must be color)
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 10th 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)

* 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, e-mailed to the New Mexico 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

1. 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 type photo. (must be color)
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)
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 **Cosmetology Related Professions**
6. Click **Esthetics**
7. Click **Create an Account** (if this is your first time)
8. *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.
9. Enter REcaptcha information as prompted; click **Create Account**
10. Check your e-mail account for a PCS system generated e-mail.
11. Click link in e-mail to verify account information and create PCS password.
12. Click **Enable Account**

New Professional Credential Services Account

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

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

E-Mail Address

First Name

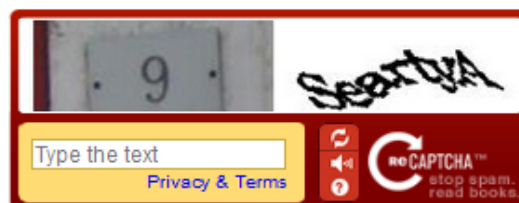
Last Name

Birth Date (m/d/yyyy)

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

Social Security Number

Please enter the REcaptcha information below



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 1-6 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.

Your Profile Name Address Phone SSN Alt ID Birthdate EMail Username	Active Applications Virginia Cosmetology & Barbering, Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status: Paid, Waiting for review.
Documents VA BA App Original Document.pdf Last Changed 08/21/2013 Personal Photo Personal Photo Document.pdf Last Changed 08/21/2013 PA GMC 3 Documentation Original Document.pdf Last Changed 08/21/2013 ADD NEW DOCUMENT	Application Approval Requirements <input checked="" type="checkbox"/> Coordinator Review <input checked="" type="checkbox"/> Personal Photo <input checked="" type="checkbox"/> Training & Experience Form <input checked="" type="checkbox"/> Examination Site Agreement <input checked="" type="checkbox"/> PCS Waiver <input checked="" type="checkbox"/> ALL FORMS ARE CURRENT GMC 3 - OFFICIAL Virginia document indicated by RED STAMP. Click Here for Sample Image - PLEASE NOTIFY DPOR FOR APPROVAL ONCE DOCUMENTATION Please enter comments (optional), select if this item can be approved or denied, then click Save DPOR - please review this out of state criminal history documentation. Since he does not reside in VA I am not requesting the VA criminal history. -- SELECT STATUS -- <input type="button" value="Save"/> <input type="checkbox"/> Final Review VIEW APPLICATION FORM
Education SPECTRUM BEAUTY ACADEMY LLC ALEXANDRIA VA From 10/15/2012 Graduated 07/23/2013 School License Expire: 12/31/2014	Pending Examinations Virginia Barbering Practical Exam Date: 10/14/2013 Testing at Springfield Area WAITING FOR APPLICATION APPROVAL Virginia Barbering Theory Status Pending WAITING FOR APPLICATION APPROVAL
Application Information Virginia Board of Barbers and Cosmetologists	

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 interface for Professional Credential Services, Inc. At the top right, the logo reads "PROFESSIONAL CREDENTIAL SERVICES, INC." with "CREDENTIAL" in a larger font. The main heading is "Log into your account". Below this, there are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. A large, semi-transparent watermark of the company logo is overlaid on the page. Below the input fields, there is a note: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)." At the bottom, a link is provided: "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.

Active Applications.

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

Application Approval Requirements [ADD](#)

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

How do I know if my application is approved?

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

Active Applications.

South Carolina
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](#)

<input checked="" type="checkbox"/>		Coordinator Review
<input checked="" type="checkbox"/>		APPLICATION
<input checked="" type="checkbox"/>		2X2 PHOTO
<input checked="" type="checkbox"/>		FORM 1 ID (W/PHOTO)
<input checked="" type="checkbox"/>		FORM 2 ID
<input checked="" type="checkbox"/>		HIGH SCHOOL EDUCATION
<input checked="" type="checkbox"/>		TRAINING AFFIDAVIT
<input checked="" type="checkbox"/>		AFFIDAVIT OF ELIGIBILITY
<input checked="" type="checkbox"/>		Prior to Hours (VOC)
<input checked="" type="checkbox"/>		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 a score notice

Pending Examinations
No examinations are pending.
Exam Results
South Carolina Cosmetology Practical Score Loaded 09/27/2013 Test Date: 09/23/2013 Score: 91.00% 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: 08/28/2013 Score: 84.00% PASS
PRINT SCORE NOTICE CHANGE SCHOOL

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

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

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.

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 in 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, documentation must be faxed to (615) 846-0153 to the attention of the SC Coordinator; e-mailed to your coordinator at sccos@pcshq.com; or uploaded to 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.

Acceptable Forms of Identification

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

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

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

Secondary ID (signature, non-expired)

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

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

! If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required.

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

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

Copyrighted Examination Questions

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

Prohibited Items

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

Environmental Distracters

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

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by 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.

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.

Email: sccos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

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

1. Email: sccos@pcshq.com
2. Professional Credential Services, Inc.
Attn: South Carolina Cosmetology
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.

The National Esthetics Written Examination

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). 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.

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)

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

Sample Questions

The following sample questions are similar to those on the NIC Aesthetics 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. telangectasia.
 - d. dehydrated.
7. Melanocytes that are more active will produce
 - a. lighter skin.
 - b. darker skin.
 - c. sebaceous skin.
 - d. dry skin.
8. In addition to softening sebum, another function of a facial steamer is to
 - a. oxygenate the skin.
 - b. moisturize the skin.
 - c. decrease circulation.
 - d. detoxify the skin.

Answer Key

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

TO TAKE THE NIC ESTHETICS ONLINE PRACTICE EXAM

CLICK HERE OR GO TO:

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

FOR ASSISTANCE, PLEASE CALL IQT AT

1-866-773-1114 (\$39.00 fee applies)

Esthetics References (Theory)

Milady's Standard Esthetics: Fundamentals
2013, 11th Edition

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

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

Milady's Standard Esthetics: Fundamentals
2009, 10th Edition

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

Delmar

5 Maxwell Drive

Clifton Park NY 12065-2919

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)

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

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800-886-4247

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State Practical Examination Guidelines

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

Core Domain Services

The scope of the Esthetics Practical Examination includes 12 (twelve) sections:

- Work Area and Client Preparation, and Set Up of Universal Supplies (First client)
- Cleansing of the Face with Product
- Exfoliating the Face with Product, Using Facial Brush, Including Towel Steaming
- Massaging the Face with Product
- Work Area and **New Client** Preparation, and Set Up of Supplies (Second client)
- Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax
- Hair Removal of the Upper Lip Using Hard Wax
- Particle Microdermabrasion on the Forehead
- Facial Mask and Conclusion of Facial Service
- Facial Makeup
- Eyelash Enhancement
- Blood Exposure Procedure

Models: A model is required for all esthetics practical examination services. It is the candidate's responsibility to come prepared for the examination. Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering and/or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

Hair Removal the Eyebrows: Simulated soft wax products such as honey or thick lotion are acceptable.

Hair Removal of the Upper Lip Using Hard Wax: Hard Wax and Wax Heaters required.

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

The National Esthetics Practical Examination

The National Esthetics practical examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration.

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a 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 should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- 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, 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.*
 - **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.
 - 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 your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as 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 specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

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 examination includes a Blood Exposure Procedure (Content Domain Section 12.)
 - During the Facial Makeup (Content Domain Section 10), candidates are expected to brace while working around the eye and mouth areas.
 - During the Eyelash Enhancement (Content Domain Section 11, Additional Section), candidates are expected to brace while working around the eye.
 - 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.

National Esthetics Practical Examination

Work Area and Client Preparation, and Set Up of Supplies (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare and set up your work area for your client.”

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

“You will also set up for:

- *cleansing the face with product*
- *exfoliating the face with product, using facial brush, and including towel steaming*
- *massaging the face with product.”*

“Prepare your client for the 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.”

“Step back to indicate you have finished.”

(Additional verbal instructions if hard wax is used): *“Please plug in and turn on your wax pots at this time.”*

(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 (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 1.4 Applies protective covering to model 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 that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Cleansing of the Face with Product (10 minutes)

Proctor – Verbal Instructions: Read to all candidates: *“You will perform cleansing of the face with product.” “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 that you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Facial cleansing supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only 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 makeup and 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

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.”*

Exfoliating the Face with Product, Using Facial Brush, Including Towel Steaming (10 minutes)

Proctor – Verbal Instructions: Read to all candidates: *“You will perform exfoliating the face with product, using facial brush, including 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 that you have finished.”*

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.1 Exfoliation supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 3.2 Implements and supplies are visibly clean
- 3.3 Applies exfoliating product over face and manipulates with facial brush 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Massaging the Face with Product (10 minutes)

Proctor – Verbal Instructions: Read to all candidates: *“You will perform massaging the face with product.” “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 that you have finished.”*

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

Candidates will be evaluated on the following tasks:

- 4.1 Massage supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 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 that they have completed this section of the examination, we will now proceed to the next section of the examination."*

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 have 5 minutes to breakdown and properly dispose of supplies used in the previous sections of this examination." "You will be informed when you have 2 minutes remaining." "Do not set up or demonstrate any services 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."*

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

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 also prepare your client for services." "You will set up your work area with the universal supplies that you will use for the remainder of the examination." "You will also set up your work area for the following sections of the examination:*

- *hair removal of the eyebrows (tweezing and simulated soft wax)*
- *hair removal of the upper lip (hard wax)*
- *microdermabrasion*
- *facial mask*
- *facial makeup*
- *eyelash enhancement*

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

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

National Esthetics Practical Examination

Candidates will be evaluated on the following tasks:

- 5.1 Disinfects all work areas completely with product labeled in English (manufacturer's label) as EPA-registered, hospital-grade disinfectant
- 5.2 Sanitizes hands with product labeled in English (manufacturer's label)
- 5.3 Universal supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 5.4 Applies new protective covering to model 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)

Proctor – Verbal Instructions: *“You will perform the 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 hair removal until you are instructed to do so by the examiner.”*

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

HAIR REMOVAL OF EYEBROWS - TWEEZING

Examiner – Verbal Instructions: Read to each candidate individually: *“Please demonstrate hair removal of the eyebrow by tweezing.”*

Candidates will be evaluated on the following tasks:

- 6.1 Hair removal of the eyebrows (tweezing and simulated soft wax) supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language, any other created label must be only English)
- 6.2 Implements and supplies are visibly clean
- 6.3 Candidate wears gloves
- 6.4 Applies antiseptic to eyebrow area
- 6.5 Holds skin taut (without slack)
- 6.6 Demonstrates tweezing of hair in direction of hair growth
- 6.7 Applies antiseptic to treated area

National Esthetics Practical Examination

HAIR REMOVAL OF EYEBROWS – SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually: *“Please demonstrate the 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 wax product on wrist
- 6.11 Applies simulated wax product along entire length of eyebrow in direction of hair growth
- 6.12 Smooths wax strip over simulated wax product
- 6.13 Holds skin taut (without slack)
- 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
- 6.17 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 eyebrows 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 the hair removal of eyebrows procedure has been examined for each candidate and it is time to proceed to next section of examination: *“All examiners have indicated they have completed their assessment.”*

Hair Removal of the Upper Lip Using Hard Wax (Untimed)

Proctor – Verbal Instructions: *“You will perform hair removal of the upper lip with hard wax. “You will be expected to follow all client protection, safety and infection control procedures.” “Do not begin demonstrating this section until you are instructed by the examiner.” “This is an untimed section.” “You will be instructed individually by the examiner to demonstrate the procedure.”*

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

Candidates will be evaluated on the following tasks:

- 7.1 Hard wax supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 7.2 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.”*

- 7.3 Candidate wears gloves
- 7.4 Cleanse area to be waxed
- 7.5 Uses absorbent material or product to dry area to be waxed
- 7.6 Tests temperature of hard wax product on wrist
- 7.7 Applies hard wax along upper lip area
- 7.8 Hold skin taut (without slack)
- 7.9 Removes hard wax
- 7.10 Applies antiseptic to treated area
- 7.11 Applies post-epilation product to treated area
- 7.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

National Esthetics Practical Examination

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 the hair removal of upper lip procedure has been examined for each candidate and it is time to proceed to next section of examination: *“All examiners have indicated they have completed their assessment.”*

Particle Microdermabrasion on the Forehead (10 minutes)

Proctor – Verbal Instructions: *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:

- 8.1 Microdermabrasion supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 8.2 Implements and supplies are visibly clean
- 8.3 Applies degreaser/prep solution
- 8.4 Dries excess moisture
- 8.5 Applies eye protection to model
- 8.6 Candidate wears eye protection and mask that covers mouth and nose
- 8.7 Candidate wears gloves
- 8.8 Holds skin taut (without slack)
- 8.9 Demonstrates vertical strokes with simulated hand piece across entire forehead. Cord must be attached to hand piece
- 8.10 Demonstrates horizontal stroke with simulated hand piece across entire forehead. Cord must be attached to hand piece
- 8.11 Removes particles from treated area
- 8.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section throughout service

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 that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

National Esthetics Practical Examination

Facial Mask and Conclusion of Facial Service (10 minutes)

Proctor – Verbal Instructions: *“You will apply the 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 that you have finished.”*

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

Candidates will be evaluated on the following tasks:

- 9.1 Facial mask supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 9.2 Implements and supplies are visibly clean
- 9.3 Applies mask to cover face excluding eyes and lips
- 9.4 Removes mask
- 9.5 Applies toner/astringent
- 9.6 Applies moisturizer
- 9.7 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Facial Makeup (20 minutes)

Proctor – Verbal Instructions: *“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 that you have finished.”*

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

Candidates will be evaluated on the following tasks:

- 10.1 Facial makeup supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 10.2 Implements and supplies are visibly clean
- 10.3 Applies protective covering to shoulders
- 10.4 Secures hair off face
- 10.5 Applies foundation to cover face
- 10.6 Applies powder to face
- 10.7 Applies blush
- 10.8 Grooms eyebrows
- 10.9 Applies eyeshadow
- 10.10 Applies eyeliner
- 10.11 Applies mascara
- 10.12 Applies lip liner

10.13 Applies lip color

10.14 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Eyelash Enhancement (10 minutes)

Proctor – Verbal Instructions: *“You will apply eyelash enhancement.” “You are expected to brace when working around the eyes.” “You will add a complete eyelash band to the full length of the lash line of both 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.” “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 Eyelash enhancement supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 11.2 Implements and supplies are visibly clean
- 11.3 Brushes lashes to remove foreign matter
- 11.4 Measures and cuts band to appropriate length **PRIOR** to application
- 11.5 Applies adhesive to the band
- 11.6 Applies band starting from inner corner of the eye (near the nose)
- 11.7 Applies band so lashes follow natural lash line
- 11.8 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 that they have completed the section before the timing has elapsed: *“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *“Please stop working.”*

Blood Exposure Procedure (Untimed)

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.” “Do not remove materials from the first aid kit until you are instructed by the examiner to begin the procedure.” “This is an untimed section.” “You will be instructed individually by the examiner to demonstrate the blood exposure procedure.” “Do not begin until you are instructed to do so by the examiner.”*

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

National Esthetics Practical Examination

Examiner – Verbal Instructions: Read to each candidate individually: *“Please demonstrate the blood exposure procedure for this scenario.”*

Candidates will be evaluated on the following tasks:

- 12.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 12.2 Removes materials from first aid kit
- 12.3 Supplies and materials are visibly clean
- 12.4 Candidate wears gloves
- 12.5 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)
- 12.6 Covers with dressing that is absorbent and secured
- 12.7 Disposes of all contaminated supplies

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

Candidate Summary and Final Clean Up

Proctor – Verbal Instructions: Read at the conclusion of the examination: *“All examiners have indicated they have completed their assessment.” “This concludes the National Esthetics Practical Examination.” “Make sure that all kit supplies and disposable materials are taken with you.” “Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination*

Practical Examination Supplies

Universal Supplies (Also known as General 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

- dry storage kit/container
- hand sanitizer with real product and manufacturer's label
- mannequin pre-marked with make-up are **NOT** permitted, however, Esthetic mannequins need eyebrows.
- body drapes
- head bands and drapes
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container labeled "items to be disinfected" for items to be disinfected
- bag or container labeled "soiled linens" for soiled items
- bag or container labeled "trash" for trash
- cloth and paper towel(s)
- tissues
- cotton rounds
- sponges
- gauze pads
- disposable applicators
- spatula(s)
- container of water
- first aid kit
- tape

Cleansing the Face Supplies

- facial cleanser
- cotton rounds
- sponges
- gauze pads
- astringent or toner
- container of water

Exfoliating and Steaming the Face Supplies

- exfoliation product
- facial brush
- wet steam towel(s)
- cotton rounds
- sponges
- gauze pads
- container of water

Massaging the Face Supplies

- massage product
- cotton rounds
- sponges
- gauze pads
- spatula(s)

Hair Removal of the Eyebrows Supplies

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax/simulated product
- post-epilation product
- tissue, gauze, or cotton rounds
- disposable applicator

Hair Removal on Upper Lip Supplies

- gloves
- antiseptic
- hard wax
- wax heater
- tissue, gauze, or cotton rounds
- post-epilation product
- disposable applicator

Particle Microdermabrasion Supplies

- hand piece or simulated hand piece with 4-foot tubing or simulated tubing attached
- simulated degreaser/prep solution
- dry material for brushing (e.g., brush, gauze, cotton, etc.)
- face mask (for candidate)
- eye protection (for candidate)
- eye protection (for mannequin/model)
- bowl
- gloves
- tissue, gauze, or cotton rounds
- sponges
- container of water

Facial Mask Supplies

- mask product (with color)
- astringent or toner
- moisturizer
- tissue, gauze, or cotton rounds
- sponges
- mask brush
- spatula(s)

Facial Makeup Supplies

- head band/drape
- body drape
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color
- palette
- tissue, gauze, or cotton rounds

- cosmetic sponges
- disposable applicator(s)
- spatula(s)

Eyelash Enhancement Supplies

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

Blood Exposure Procedure Supplies

- first aid kit
- bag for disposal of blood-contaminated materials

Esthetics References

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition
Joel Gerson
Delmar
5 Maxwell Drive
Clifton Park NY 12065-2919
www.delmar.cengage.com

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition
Joel Gerson
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.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)

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

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NIC Health and Safety Standards Blood Exposure Procedure

If a blood spill should occur, the following steps **MUST** be followed:

- When possible, injured party should go to sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

Candidate/Student/Licensee Injury:

1. **PROTECTION** – If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
2. **APPLY** antiseptic to the injured area.
3. **DRESSING** - cover the injury with the appropriate adhesive dressing.
4. **COVER** injured area with finger guard or glove if appropriate.
5. **BAG** and dispose of all contaminated single use items.
6. **REMOVE** gloves and wash hands.
7. **CLEAN** model/client.
8. **CLEAN AND DISINFECT** implements and station.
9. **CLEAN** hands.
10. **RETURN** to the service.

Model/Client Injury:

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area.
4. **APPLY** antiseptic.
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **BAG** and dispose of all contaminated single use items.
7. **CLEAN** and disinfect any implements or surfaces contaminated.
8. **CLEAN** hands.
9. **RETURN** to service.

Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate’s service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Examiners should also complete an incident report.

Wet Disinfection Standard

1. All tools and implements. 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 accordingly to the manufacturer's directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
2. Items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.
3. All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.