# PROFESSIONAL CRESTIAL SERVICES, INC.



# Commonwealth of Virginia BOARD FOR BARBERS AND COSMETOLOGY

June 2017

# **Permanent Cosmetic Tattooing**

### **Candidate Information Bulletin**

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 INFORMATION BULLETIN

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

### STEP TWO: TAKE EXAMINATION

• Upon approval from PCS, schedule and take Theory Examination with Prometric

### **CONTACT INFORMATION**

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

Regular Mailing Address
Attn: Virginia Cosmetology
P.O. Box 198768

Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272

Fax: (615) 846-0153

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

### **Prometric**

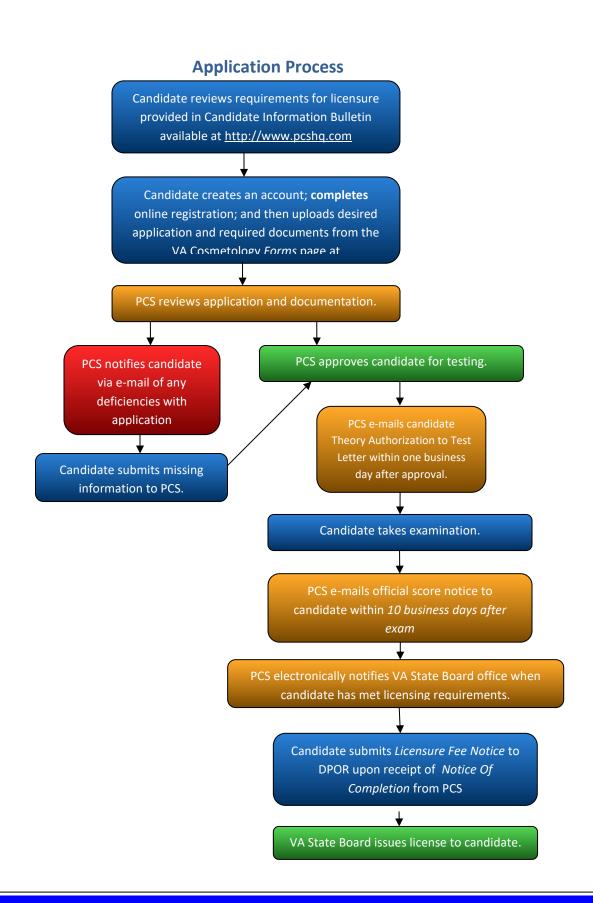
Scheduling: (800) 895-3926 Website: <a href="https://www.prometric.com">www.prometric.com</a>

# Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400 Richmond, Virginia 23233 Phone: (804) 367-8509 Fax: (866) 245-9693

Web site: www.dpor.virginia.gov

Email: bchoplicensing@dpor.virginia.gov



### Introduction

The Candidate Information Bulletin (CIB) 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 Virginia Board for Barbers and Cosmetology (the "Board") is responsible for licensing and regulating the profession of Tattooing in the Commonwealth of Virginia. 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 create an account and then submit an online 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 a Permanent Cosmetic Tattooing license in the Commonwealth of Virginia, you must pass the NIC <u>Theory</u> examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

- Completion of a permanent cosmetic tattooing training program in a Virginia licensed permanent cosmetic tattooing school. Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.
- Completion of a 90-hour permanent cosmetic tattooing training program that is substantially
  equivalent to the Virginia program. Required Documentation: Upload to your PCS account your
  diploma or official school transcript indicating successful completion of 90 hours of training.
  Copies will not be accepted.
- 3. Completion of substantially equivalent permanent cosmetic tattooing training (consisting of <a href="Less">Less</a> than 90 hours of training) <a href="and">and</a> five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to tattooing and first aid and CPR). Both training and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. Required Documentation: Upload to your PCS account a certificate, diploma or other documentation verifying successful completion of the training and documentation verifying successful completion of the required health education. Copies will not be accepted.
- 4. Three years of permanent cosmetic tattooing work experience within the previous five years <u>and</u> five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both work experience and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account and documentation verifying successful completion of required health education.

5. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). *Required Documentation: PCS will obtain verification from the Virginia Board for Barbers and Cosmetology.* 

### **Examination Fees**

Please carefully review this CIB and Virginia's state laws, rules and regulations prior to starting the application and paying fees.

Examination Type	Examination Fees
Theory	\$92

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. Fees may be paid online with a credit card (MasterCard, 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.

### **Refund Policy**

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the registration processing fee of \$10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of \$10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

### **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 Virginia Cosmetology page at <a href="http://www.pcshq.com">http://www.pcshq.com</a>.

### **Criminal Convictions**

Any Candidate that has a conviction as an adult must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Juvenile convictions do not need to be reported on the application.

### **First Time Candidates**

### **Application Requirements**

Once an online registration has been completed with PCS, the following items must be uploaded to your account with PCS:

- 1. DPOR's Examination and License Application.
- 2. A current 2" x 2" passport <u>color</u> photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are <u>not</u> accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
- 3. **Examination Agreement Form**: Once completed, please upload this Agreement to your account. This form can be found under Virginia's *Forms* section online at www.pcshq.com.
- 4. A copy of Social Security Card or VA DMV Photo ID (Driver's License). Please upload the document that matches what you provided on the DPOR application.
- 5. Any required documents that coincide with your method of applying for Licensure (i.e. VA education requires Training and Experience and Verification form).
- \*Individuals with criminal convictions as an adult are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form (*which you can download from the forms section on PCS' website*). The report must include all pages (including the cover sheet) and contain a **red stamp**. The report may be <u>uploaded</u> to your PCS account if it is **in color**, to depict the **red stamp**. Photos of documents will not be accepted.
- If you are <u>not</u> approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this Candidate Information Bulletin (CIB), please also make note of this on your home page within your PCS account.
- ! 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) should be mailed to PCS, Attn: VA Coordinator" at PCS' address provided on page 3 of this CIB.

### **Expired License**

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

- 1. If your license has been expired for less than two years, contact the Board at (804) 367-8509.
- 2. If your license has been expired for <u>more</u> than <u>two years</u>, apply directly with PCS and follow the prompts. You will be required to take the current theory examination again.

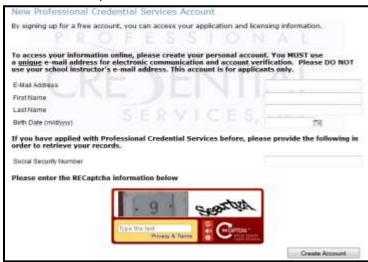
### **Endorsement License Requirements**

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

### **PCS Account Set-Up**

Before you are able to complete an online registration with PCS, you must first become a registered user of our system. To do so, please follow the steps below:

- 1. Go to <a href="http://www.pcshq.com">http://www.pcshq.com</a>
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Virginia
- 5. Click Create an Account
- 6. *Creating a PCS Account*, enter valid, unique e-mail address, the student's first and last name, date of birth, and Social Security number.
- 7. Enter RECaptcha information as prompted; click Create Account
- 8. Candidate should check their e-mail account for a PCS system generated e-mail.
- 9. Click link in e-mail to verify account information and create PCS password.
- 10. Click Enable Account
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).



### **PCS Registration Form**

Once you have created your PCS account, you are then ready to complete the Virginia online registration page. To do so, please follow the steps below.

- 1. Click Client Portal
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are at PCS Welcome Page
- 4. Click Virginia

### **Application Approval Process**

Once your online registration has been completed and <u>payment has been made</u>, a system generated email will be sent to your email to confirm completion of your registration and that payment has been made. Complete and upload your DPOR application onto your PCS account. PCS will then review your DPOR application and enter any requirements which may be pending, no later than five business days after completion of your application. If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email and your file will remain pending until all necessary information has been received.

### **Examination Notification**

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

- 1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
- If you do not receive any emails 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.

### **PCS Candidate Homepage**

### **Application Status**

You may check the status of your online registration 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. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.



### 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 and you will also receive an email notifying you that your application has been approved.



### **Examination Scheduling**

### **Theory Examination Scheduling**

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

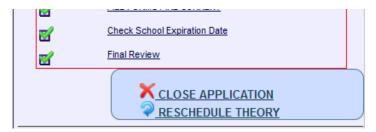
### **Theory Examination Rescheduling Policy**

You may reschedule your theory examination without forfeiting your fee by contacting Prometric at least 5 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination family a death certificate will be required.

### **Examination Rescheduling**

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

In order to reschedule your theory examination, click Theory Reschedule under the Active Applications box.



### **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 Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check the Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

### **Examination Day Requirements**

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

- ATT Letter (theory) printed and/or via electronically on your phone is acceptable).
- One (1) form of identification –see list below

If you fail to present proper identification, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS** 

### **Acceptable Forms of Identification for Exam Day**

Your Identification must match the name on your application and exam registration.

Primary ID (current, non-expired Government 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

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

### **Arrival**

! You must arrive at the test center at least thirty (30) minutes prior to the time that is on your Admission Notice or ATT. If you arrive later, 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 your actions will be reported directly to the Board and to NIC. 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 allowed. 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 emailed to you at least 10 business days after your examination date. *An* **unofficial** pass or fail notice will be provided to you by Prometric after you take the theory examination. If you do not receive your score 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 examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass the theory examination, you will receive a *Notice of Completion*, and a *Licensure Fee Notice*, which will need to be submitted to the DPOR prior to your license being issued.

### **State Score Requirements**

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 Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of your license.

In Virginia, you must take and pass the theory examination within one year of the date of your first scheduled examination. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if, after application is made, and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

### **Reprinting Documents**

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 Virginia Cosmetology Practical Test Date: 02/20/2017 Score: 92.00% PASS PRINT SCORE NOTICE Virginia Cosmetology Theory Test Date: 02/14/2017 Score: 87.00% PASS PRINT SCORE NOTICE

Click Reprint option next to item you wish to print

### **Change of Information**

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

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 3.

### **Formal Complaints**

### **Directions**

If you have a complaint regarding any aspect of the registration and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 10 days from the date of the event warranting the complaint. Written complaints must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable
- Details of Complaint

### Send Complaint to:

Professional Credential Services, Inc. Attn: Virginia Coordinator/COMPLAINT 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 (CIB) for details on what you will be tested on for your theory examination, and references used for the examination.

### **Theory Examination**

The Tattooing NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, February 1, 2017:

http://www.dpor.virginia.gov/Boards/BarberCosmo/. Click on the "Laws and Regulations" tab.

Please note that the Virginia State Law questions are only provided in English.

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



### NATIONAL MICROPIGMENTATION WRITTEN EXAMINATION

### CANDIDATE INFORMATION BULLETIN

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

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

### SCIENTIFIC CONCEPTS 47%

### **Infection Control**

- ♦ Pathology
  - Microbiology
- Prevention of cross contamination and disease transmission procedures
  - Levels of infection control
  - Personal immunization
  - OSHA bloodborne pathogen standards and universal precautions

### Structure of the Skin

- ♦ Epidermis
- ♦ Dermis

# Basic Knowledge of Human Physiology/Anatomy

- ♦ Nervous system
  - Sensory
  - Motor
- ♦ Vascular system
  - Blood
  - Lymph
- Muscles of the head and face
- ♦ Glands of the eye

# Knowledge and Recognition of Disorders, Anomalies, & Diseases of the Skin

# Safe Use and Storage of Equipment and Supplies

- ♦ Documentation
  - Material safety data sheets (MSDS)
  - Manufacturer's instructions
  - Exposure control plans
- ♦ Properties of pigment
- ♦ Single-use supplies
- ♦ Work area setup

# MICROPIGMENTATION PROCEDURES 43%

## **Conducting a Client Consultation**

- Record keeping and documentation
  - Client record
  - Informed consent
  - Photo documentation
- ♦ Client consultation
  - Procedure and expectations
  - Skin typing/classification
  - Contraindications
  - Allergies
- ♦ Post care instructions

### **Skin Preparation**

- Selection of appropriate antiseptic
- ♦ Hair removal procedures
- Specific preparation for eye and lip procedures
- > Topical anesthetic

# Pre-application Procedure for Client Approval

- Placement of design, pattern, or shape on client
- Drawing of design, pattern, or shape on client
  - Appropriate materials
  - Color selection
  - Shading/tinting

### Characteristics of Different Types of Equipment

- ◊ Non-motorized
- ♦ Motorized
- ♦ Other

## Micropigmentation Application Procedures

- ♦ Lining
- ♦ Shading
- Conclusion of treatment procedures

### CAUSES OF & RESPONSES TO TREATMENT CONSEQUENCES, SIDE EFFECTS, COMPLICATIONS 10%

### Consequences

- ♦ Swelling
- ♦ Redness
- ♦ Discomfort

### Side Effects

- ♦ Bruising
- ♦ Rashes and allergic reactions
- Nausea and vomiting

### Complications

- ♦ Eye injuries
- ♦ Client dissatisfaction
- ♦ Infections and scarring
- ♦ Migration
- ♦ Cold sores

### SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Micropigmentation Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

- 1. The purpose of material safety data sheets (MSDS) is to
  - a. inventory payments and who makes them.
  - b. record items sterilized in the autoclave.
  - c. compare machine manufacturer specs.
  - d. provide information about the properties of chemicals.
- 2. The subcutaneous layer of the skin consists of
  - a. hair follicles and pores.
  - b. scarred or grafted skin.
  - c. fat and connective tissue.
  - d. lesions or moles.

- 3. What is the muscle surrounding the eye?
  - a. Orbicularis femur
  - b. Orbicularis oris
  - c. Orbicularis occuli
  - d. Orbicularis orbit
- 4. If a customer has a large, dark mole, the technician should
  - a. apply color over it.
  - b. not apply color.
  - c. burn it off.
  - d. attempt to shave it.
- 5. When should the technician mix different colors of pigment brands together?
  - a. Always
  - b. Never
  - c. Only when using white
  - d. Only when using the same colors
- If a client has cold sores, the technician should
  - a. sterilize the area with alcohol.
  - cover the area with antiseptic.
  - c. refer the client to a physician.
  - d. tell the client to return when the skin heals.
- 7. When should the client's lipstick color be removed for a lip procedure?
  - a. Before taking preprocedure photo
  - b. After applying topical anesthetic
  - c. While applying pigment
  - d. Before scheduled appointment
- 8. When mixing red and yellow together, it becomes
  - a. pink.
  - b. flesh.
  - c. orange.
  - d. bright red.

- 9. If a technician encounters a client with excessive hair before a procedure, what is the best hair removal process?
  - a. Laser
  - b Shaving
  - c Electrolysis
  - d Chemical
- 10. Going too far outside of the vermillion line can result in a
  - a. black line.
  - b. clown-like appearance.
  - c. blurring line.
  - d. small scar.

### Answers

1. d. 5. b. 9. b.

2. c. 6. c 10. b.

3. c. 7. a

4. b. 8. c

# MICROPIGMENTATION REFERENCES

Milady's Standard Comprehensive Training for Estheticians Ed, 2003 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707

Fundamentals of Permanent Cosmetics, Ed, 2005 Permanent Cosmetic Instructors Associates P.O. Box 453 Tehachapi, California 93561

www.Milady.com

(661) 822-1508

permanentcosmeticsinstructorsassoc.com

Milady's Aesthetician Series Permanent Makeup: Tips and Techniques-Pamela Hill Ed, 2007 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

### www.osha.gov

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology <a href="http://nictesting.org/memberinfo/NIC Health & Safety Standards">http://nictesting.org/memberinfo/NIC Health & Safety Standards</a> - Aug 2014.pdf

### **COSMETOLOGY & HAIR DESIGN**

### REFERENCES

Milady Standard Cosmetology 2016 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

**CLIC** International

2014

Pottsville, PA 17901

### SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2012 Milady

www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

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

Contact: Debbie Mack, 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

Customer Service: info@milady.com

800.998.7498 ext. 2700

### SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering 2006 Milady www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

### **BODY PIERCING**

### REFERENCES

APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

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

Milady

www.miladypro.com

Customer Service: 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

Customer Service: 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

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

### SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

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

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

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

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Contact: Debbie Mack, <a href="mailto:dmack@pivotpoint.com">dmack@pivotpoint.com</a>

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800-886-4247

### ESTHETICS-ADVANCED PRACTICE (AP)

### REFERENCES

Milady Standard Esthetics: Advanced

2013 2<sup>nd</sup> edition

Milady

www.miladypro.com

Customer Service: 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

Customer Service: 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

Customer Service: info@milady.com

800.998.7498 ext. 2700

### INSTRUCTOR

### REFERENCES

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition Milady

www.miladypro.com

Customer Service: 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

Contact: Debbie Mack, <a href="mailto:dmack@pivotpoint.com">dmack@pivotpoint.com</a>

800-886-4247

### SUPPLEMENTAL REFERENCES

Milady's Master Educator Student Course Book 2014, 3<sup>rd</sup> Edition Milady

www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13<sup>th</sup> Edition

Milady

www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

### MANAGER

### REFERENCES

Successful Salon & Spa Management 2012, 6<sup>th</sup> Edition Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

### SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

**CLIC** International

2014

Pottsville, PA 17901

### NAIL TECHNOLOGY

### REFERENCES

Today's Class: Nail Technician

2016 Melior, Inc.

https://www.todaysclass.com/index.html

877-224-0435

Milady's Standard Nail Technology

2015, 7<sup>th</sup> Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Nails

2013, 1st Edition, 10th printing, June 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art

2007, 2.1 Edition

**CLIC** International

2014

Pottsville, PA 17901

### SUPPLEMENTAL REFERENCES

*Milady's Standard Nail Technology* 2011, 6<sup>th</sup> Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

NIC Approved Textbooks

Updated 11.21.2016

800.998.7498 ext. 2700

Salon Fundamentals Nails

2011, 1st Edition, 7th Printing, October 2011

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art 2007, 1<sup>st</sup> Edition Author: Randy Rick CLIC International 2014

Pottsville, PA 17901

### NATURAL HAIR STYLING

### REFERENCES

Milady Standard Natural Hair Care and Braiding 2014 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

### SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016 Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

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www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

**CLIC** International

2014

Pottsville, PA 17901

### **TATTOOING**

### REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

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

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

### REFERENCES

Milady's Standard Esthetics: Fundamentals

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

Milady

www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

800.998.7498 ext. 2700

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Contact: Debbie Mack, <a href="mailto:dmack@pivotpoint.com">dmack@pivotpoint.com</a>

800-886-4247

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2013 2<sup>nd</sup> edition

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Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

800.998.7498 ext. 2700

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Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual

2004 Milady

www.miladypro.com

Customer Service: <a href="mailto:info@milady.com">info@milady.com</a>

800.998.7498 ext. 2700