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Vermont
BOARD OF BARBERS AND COSMETOLOGISTS
2019

Instructor

Candidate Handbook

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

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

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

STEP TWO: TAKE EXAMINATIONS

Upon approval, schedule Theory Examination with IQT

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Vermont Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Vermont Coordinator 150 Fourth Avenue North

Suite 800

Nashville, Tennessee 37219

Customer Service: (888)822-3272

Fax: (615)312-3788 Email: vtcos@pcshq.com

Website: http://www.pcshq.com

IQT Exams

Scheduling: (866)773-1114

Website: http://www.iqttesting.com

Vermont Board of Barbers and Cosmetologists

Division of Professional Regulation Cannon Building, Suite 203 861 Silver Lake Boulevard Dover, Vermont 19904

Telephone: (302) 744-4500

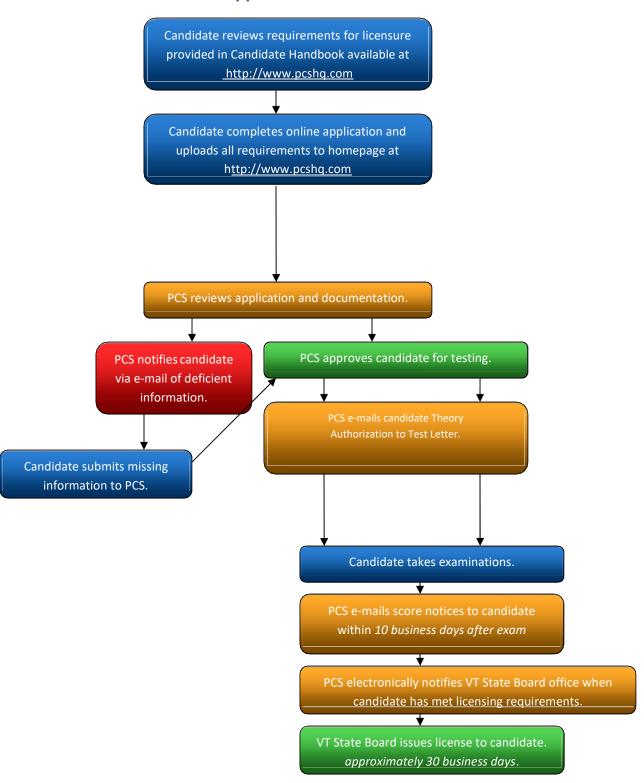
Fax: (302) 739-2711

Website:

http://dpr.Vermont.gov/boards/cosmetology/in

dex.shtml

Application Process



Introduction

The Candidate Handbook is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Vermont Board for Barbers and Cosmetologists (the "Board") is responsible for licensing and regulating the profession of Instructor in the State of Vermont. 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 alicense.

State Licensure Requirements

In order to receive an Instructor license in the State of Vermont, you must meet the following requirements:

- 1. Be at least 18 years of age.
- 2. Successfully complete at least the 12th grade or equivalent.
- 3. Have at least three years work fulltime work experience in the profession to which you are seeking to become a licensed instructor.
- 4. Successfully pass the NIC theory examination.

Validity of Scores

Pursuant to Vermont Board Rule 4.4, passing scores will remain on valid for one year only. If you do not successfully pass the theory, and state law examinations within one year, you must re-apply with PCS and retake all examinations.

Examination Fees

(Examination fees listed below do <u>NOT</u> include license fee.)

Examination Type	First Time Fees	Re-Exam Fees
Instructor Theory	\$110.00	\$ 225.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

Refund Policy

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

All fees are non-refundable.

! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

Please be aware that if you choose to only pay for 1 of your exams when you apply, the fee to pay for the remaining exam will increase. It is best to apply for both the practical and theory exams when you complete the online application.

First Time Candidates

Application Requirements

Once an on-line application has been completed with PCS, the following item 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).

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 to PCS. You may download a copy of this form by going to the Forms Section of the Vermont Instructor page at http://www.pcshq.com.

Good Moral Character (GMC)

- 1. If you have been denied an application for a license, certificate, or registration to practice a profession or if you have had a restricted, suspended, revoked, or disciplinary action against a license, certificate, or registration in Vermont, or any other state, federal authority or jurisdiction, you must provide PCS with a copy of the order or official notification of the action(s).
- 2. If you have surrendered a license, certificate, or registration to a licensing authority or if you are currently under investigation by a licensing authority, you must provide PCS with a detailed written explanation.
- 3. If you have been convicted of a crime (other than a minor traffic violation), you must provide a detailed written explanation and provide official court documents.
- 4. If you have criminal charges pending against you in any jurisdiction, you must provide a written explanation and a copy of the charging documents.
- 5. If you have a physical or mental condition or disorder which in any way impairs or limits your ability to practice this profession with reasonable skill and safety, you must provide a detailed statement from your health care provider which explains how you are able to practice safely.
- 6. If you use alcohol, substances, or prescription medications which may impair or limit your ability to practice this profession with reasonable skill and safety or if you are currently addicted to or in any way dependent on alcohol or habit forming drugs, you must provide a detailed written explanation.

Reinstatement

How to Reinstate an Expired License

- 1. If your license has been lapsed less than three years, you may renew your license by submitting a renewal application to the Vermont State Board. For further information, please contact the Board office at (802) 828-1505 or go to http://vtprofessionals.org/opr1/cosmetologists barbers/.
- 2. If your license has been lapsed for more than three years, you must complete an online application with PCS and submit application requirements outlined on page eight of this Handbook. You are required to take the theory examinations.

Reciprocity

How to Reciprocate an Out of State License

If your hold a license in another state or country, you must submit an endorsement application to the Vermont State Board.

For further information, please contact the Board office at (802) 828-1505 or go to http://vtprofessionals.org/opr1/cosmetologists_barbers/.

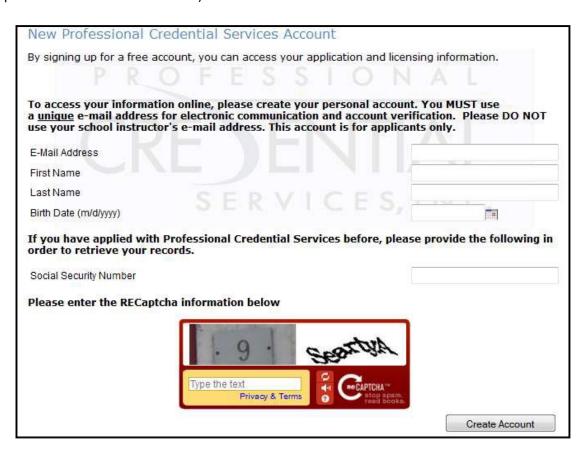
Vermont State Laws

www.sec.state.vt.us/professional-regulation/professions/barbers-cosmetologists/statutes-rules

PCS Account Set-Up

Before you can complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

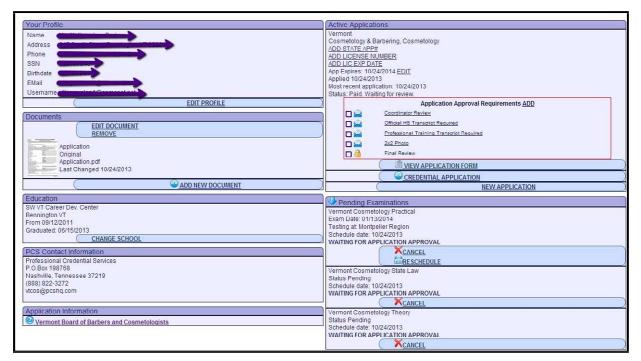
- 1. Go to http://www.pcshq.com
- 2. Click Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Vermont
- 5. Click Instructor
- 6. Click **Apply Online** (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).



PCS Application

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

- 1. Complete steps 1-5 listed above.
- 2. Click **LOGIN HERE** (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option
- 8. You may up-load your 2x2 photo and require d documents that are allowed to be a "copy." Original required documents must be mailed.
- * You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.
- **You must complete the online application using your legal name** the name which appears on your current government issued photo identification (i.e. Driver's License).
- ! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address)



PCS Candidate Homepage

Logging into your Homepage

- 1. Go to http://www.pcshq.com
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In



Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.



How do I know if my application is approved?

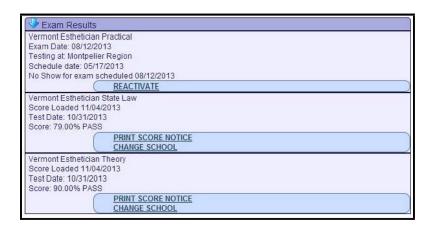
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

Click Print Score Notice option next to item you wish to reprint.



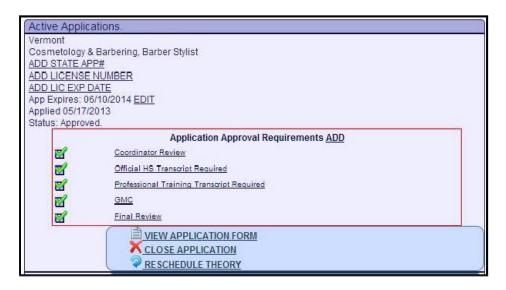
Click Reprint option next to item you wish to print



Examination Rescheduling

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

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



Application Approval Process

Once an online application has been completed (**payment has been made**), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

 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.

Examination Notification

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

1. An Authorization to Test (ATT) letter for both the Theory Examination will be sent via e-mail within one business day.

If you do not receive an e-mail 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

Upon receipt of your ATT, you may request to take the theory examination by logging onto the IQT website at http://www.iqttesting.com, entering your unique Username and Password, and following the instructions detailed on your letter. You can also contact ISO-Quality Testing (IQT) at (866) 773-1114.

Theory Rescheduling Policy

You may reschedule or cancel your theory examination without forfeiting your fee by contacting IQT at least 5 business days prior to your scheduled date. If you are hospitalized or involved in a car accident on the way to the test center, which prevents you from arriving on time, you may submit written documentation to IQT. IQT will advise PCS if a fee will be necessary to reschedule your appointment.

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 IQT. 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 a center will be closed due to an emergency, please call IQT for inquiries regarding the theory examination.

Examination Day Requirements

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

- 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)

If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

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

Primary ID (current, non-expired Governments Issued ID) Photocopies will not be accepted

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

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

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)
- Student ID and employment ID are NOT acceptable forms of Identification.
- ! If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS**

Arrival

! You must arrive at the test center at least forty-five (45) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory 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, are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for <u>any</u> personal items brought into 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 testingsite.

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 IQT after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass the theory 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, and state law examination, you will receive a Notice of Completion.

State Score Requirements

Once all required examinations have been passed, PCS will electronically notify the Vermont Board office of your status so that your license can be issued.

Change of Information

Directions

Complete the following form — all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

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

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

Print your name as it appears on your Application below.

Name:
Street:

City:
State:
Zip:
Print your updated name or address below.

Name:
Street:
City:
State:
Zip:
Zip:
Vity:
State:
State:
Zip:
Vity:
Reason for Name Change:
Divorced
Married
Other

Print Social Security Number:
Sign and Date your Request:

Signature: Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint via email to examcomplaints@virtualinc.com. Complaints regarding examinations must be emailed to PCS within 48 hours of the 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:

examcomplaints@virtualinc.com

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you via email.



NATIONAL INSTRUCTOR WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

INSTRUCTIONAL PLANNING 45%

Understand the Curriculum Delivery Process

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

Understand Student Learning Styles

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

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

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

Understand Assessment Methods of Student Learning

- ♦ Written
- ♦ Practical
- ♦ Oral

INSTRUCTIONAL METHODS 35%

Utilize Methods of Instruction

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

Recognize Obstacles to Learning

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

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

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

Utilize Time Management Techniques

Assess Student Learning

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

CLASSROOM AND CLINIC MANAGEMENT 20%

Manage Learning Environment

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

Maintain a Safe Learning Environment

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

SAMPLE QUESTIONS

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

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

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

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

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book Second Edition, 2009 Author: Letha Barnes Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

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

OPTIONAL REFERENCES

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

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

NIC NATIONAL EXAMINATION REFERENCES

NIC !refection 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

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

NIC NATIONAL BARBER STYLING EXAMINATION REFERENCES

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

NIC NATIONAL BODY PIERCING EXAMINATION REFERENCES

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

2013, Edition, 11

Milady Association of Professional Piercers (APP)

5 Maxwell Drive P.O. Box 1287

Clifton Park, NY 12065-2919 Lawrence, KS 66044

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

The Piercing Bible: The Definitive Guide to Safe Body Piercing

Elayne Angel

2009

Random House/Crossing Press

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

NIC NATIONAL COSMETOLOGY EXAMINATION REFERENCES

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

2016 Milady

20 Channel Center Street

Boston MA 02210_

www.milady.cengage .com

Milady Standard Cosmetology

2012 Milady

5 Maxwell Drive

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

Salon Fundamentals Cosmetology

2014, 1st printing, 3rd Edition, September

2014

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201 800-886-4247

www.pivot-point.com

Salon Fundamentals Cosmetology

2011, 4th printing, 2nd Edition, December 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201 800-886-4247

www.pivot-point.com

NIC NATIONAL ELECTROLOGY EXAMINATION REFERENCES

Milady's Hair Removal Techniques: A

Comprehensive Manual, 2004, Bickmore,

Helen, R.,

Milady

5 Maxwell Drive

Clifton Park, NY 12065

(800) 730-2214

www.Milady.com

Electrolysis, Thermolysis, and the Blend

The Principles and Practices of Permanent

Hair Removal, 9th ed., [994]

Arroway Publishing

NIC NATIONAL ESTHETICS EXAMINATION REFERENCES

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

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

www.milady.cengage .com

 $Salon\ Fundamentals\ Esthetics\ -\ A\ Resource$

for Your Skin Care Career

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

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201 800-886-4247

www.pivot-point.com

www.delmar.cengage.com

Salon Fundamentals Esthetics - A Resource for

Your Skin Care Career

2007, 10th printing, 2nd Edition, September

2012

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201 800-886-4247

www.pivot-point.com

NIC NATIONAL AP ESTHETICS EXAMINATION REFERENCES

Milady Standard Esthetics: Advanced

2013, 2nd edition

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage .com

Milady's Standard Esthetics: Fundamentals

2013, **11**th Edition

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage .com

Skin Care Beyond the Basics

2012, 4th Edition

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage .com

NIC NATIONAL INSTRUCTOR EXAMINATION REFERENCES

McKeachie's Teaching Tips: Strategies,

Research.

and Theory for College and University

Teachers

Fourteenth Edition, 2014

Wadsworth

20 Davis Drive

Belmont, CA 94002-3098

McKeachie's Teaching Tips: Strategies,

Research,

and Theory for College and University

Teachers

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