

P R O F E S S I O N A L

C R E D E N T I A L
S E R V I C E S , I N C .



South Carolina
BOARD OF COSMETOLOGY

Esthetics
Candidate Handbook
October 2013

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: www.candidate.psiexams.com

South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

Regular Mailing Address

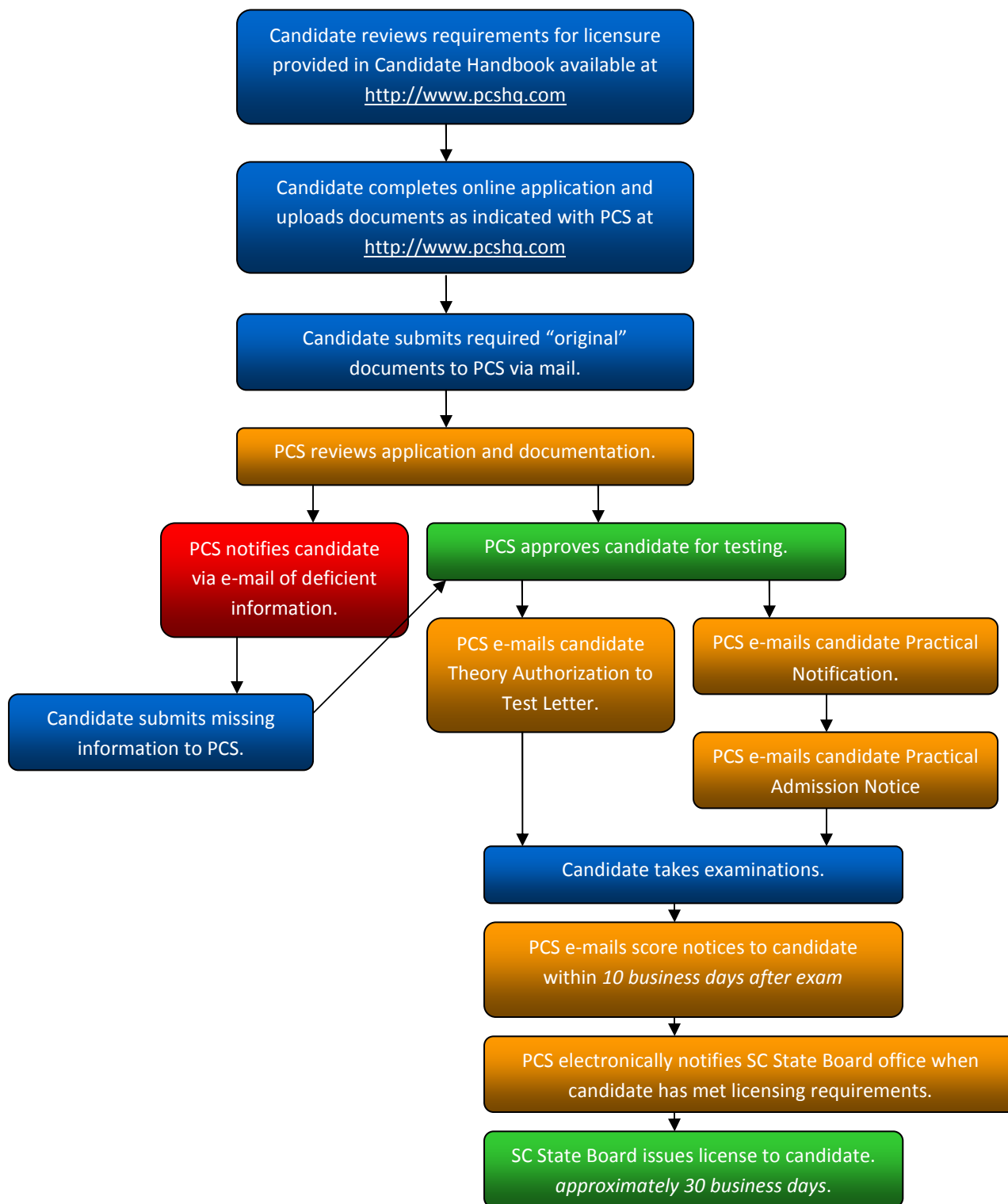
P.O. Box 11329
Columbia, South Carolina 29211-1329

Courier Mailing Address

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

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

Application Process



Contents

Quick Reference	2
Application Process	3
Introduction.....	6
State Licensure Requirements	6
Foreign Credentials	6
Examination Fees	7
Practical Examination Dates.....	7
Special Accommodations	7
Application Requirements.....	8
Criminal Conviction	8
Testing Prior to Completion of Training	8
Expired License.....	9
Endorsement License Requirements.....	10
Endorsement Application Requirements	11
PCS Account Set-Up.....	12
PCS Application.....	13
PCS Homepage	14
Logging into your Homepage	14
Application Status	15
Reprinting Documents.....	16
Examination Rescheduling	17
Application Approval Process.....	18
Examination Scheduling	19
Theory Examination Scheduling.....	19
Practical Examination Scheduling	19

Examination Day Requirements	20
General Examination Policies	21
Examination Results	22
Change of Information	23
Formal Complaints	24
National Esthetics Written Examination	25
State Practical Examination Guidelines.....	28
Practical Examination Supplies.....	29
National Esthetics Practical Examination	30
Frequently Asked Questions	37

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 600 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. *Effective January 1st 2011.*

Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- | | | |
|--|----------------|---|
| 1. Educational Credential Evaluators | (414) 289-3400 | http://www.ece.org |
| 2. International Consultants of Delaware | (215) 222-8454 | http://www.icdeval.com |

Examination Fees

Examination Type	First Time Fees	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 by credit card (Master Card, Visa or Discover) 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 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.

First Time Examination Fees include your license fee. **All fees are non-refundable.**

Practical Examination Dates

Location	Examination Date	Application Deadline
Columbia	01/27/2014	01/06/2014
Columbia	02/17/2014	01/27/2014
Columbia	03/17/2014	02/24/2014
Columbia	04/21/2014	03/31/2014
Columbia	05/19/2014	04/28/2014
Columbia	06/16/2014	05/26/2014
Columbia	07/21/2014	06/30/2014
Columbia	08/18/2014	07/28/2014
Columbia	09/15/2014	08/25/2014
Columbia	10/20/2014	09/29/2014
Columbia	11/17/2014	10/27/2014
Columbia	12/15/2014	11/24/2014

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 Cosmetology page at <http://www.pcshq.com>.

Application Requirements

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - 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.
5. Affidavit of Eligibility (See Form Section on the PCS Webpage)
 - All areas of form must be completed with information contained on the photo identification submitted.

The following item must be submitted via mail to PCS once an online application has been completed.

1. **Training Affidavit – Original and Notarized** (See Form Section on the PCS Webpage)
 - Enrollment Dates including the actual month, day, and year of graduation/completion must be provided.
 - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject and enrollment dates (including graduation date).

Criminal Conviction

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

- If you have a conviction which occurred in the state of South Carolina, you must submit 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 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 1,350 Cosmetology hours, you can take the examinations prior to completing the full 1,500 hour requirement. *Effective June 17th 2013.*
- Once you have completed the required 1500 Cosmetology 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 held 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 had a South Carolina license which has been expired for three years but less than four years, you must complete an online application with PCS and submit all required documents. You must take the theory examination.
3. If you had a South Carolina license which has been expired for four years or more, you must complete an online application with PCS and submit all required documents. You must take the theory and practical examination.

Application Requirements

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - 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 (See Form Section on the PCS Webpage)
 - All areas of form must be completed with information contained on the photo identification submitted.

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 Esthetician out-of-state license.

- You hold a current out of state Esthetician license.
- You have completed at least 450 Esthetician training hours.
- You have passed the NIC theory and practical examinations.

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 completed at least 450 Esthetician training hours.
- You have not passed the NIC Examinations or have passed part of the NIC Examinations.

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

- You hold an expired out of state Esthetician license.
- You have completed at least 450 Esthetician training hours.
- You have not passed the NIC Examinations.

Method Four: Must complete an online application with PCS, provide proof of Work Experience approved by the South Carolina State Board; and take the NIC Theory and Practical Examinations through PCS.

- You hold a current or expired out-of-state Esthetician license.
- You have not completed at least 450 Esthetician hours, but can provide proof of at least two years work experience as an active Esthetician.
- You have not passed the NIC Examinations.

Method Five: Must complete an online application with and take the NIC Examination not previously passed.

- You hold a current out-of-state Esthetician license.
- You have completed a least 450 Esthetician training hours.
- 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

Method Two, Three or Five

The following items must be submitted to PCS via mail or you can up-load to your application by logging into your Homepage once an online application has been completed.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - 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.
5. Affidavit of Eligibility (See Form Section on the PCS webpage)
 - All areas of form must be completed with information contained on the photo identification submitted.

The following item must be submitted via mail to PCS once an online application has been completed.

1. Submit a Verification of Licensure. Original Verification must be mailed directly from the State Board office to PCS.

Method Four

1. A current 2x2 passport type photo.
2. Copy of W2 Statement or Tax Return showing two years Cosmetology work experience.
3. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
4. Copy of signed Social Security Card or letter issued by the Social Security Office.
 - 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.
5. 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.
6. Affidavit of Eligibility (See Form Section on the PCS webpage)
 - All areas of the form must be completed with information contained on the photo identification submitted.

The following item must be submitted via mail to PCS once an online application has been completed.

1. Submit a Verification of Licensure. Original Verification must be mailed directly from the State Board office 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 **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Cosmetology Related Professions**
6. Click **Application Process**
7. Click **Apply Online**
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

1.9.1

Type the text

Privacy & Terms

Recaptcha

noCAPTCHA™

stop spam.
read books.

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 1-7 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option*.
7. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

*You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents and payment have been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

- You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).
- If you are applying prior to the completion of training, you must indicate this on your online application.

The screenshot displays the PCS Application web interface, organized into several sections:

- Your Profile:** Fields for Name, Address, Phone, SSN, Alt ID, Birthdate, Email, and Username.
- Documents:** A list of uploaded documents including:
 - 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)A button labeled "ADD NEW DOCUMENT" is located below this section.
- Education:** Information about the user's training at SPECTRUM BEAUTY ACADEMY LLC, ALEXANDRIA VA, including dates from 10/15/2012 to 07/23/2013, and a School License Expiry date of 12/31/2014.
- Application Information:** A link to the Virginia Board of Barbers and Cosmetologists.
- Active Applications:** Details for a Virginia Cosmetology & Barbering application, applied on 08/19/2013, with a status of "Paid, Waiting for review."
- Application Approval Requirements:** A checklist of requirements with checkboxes for:
 - Coordinator Review
 - Personal Photo
 - Training & Experience Form
 - Examination Site Agreement
 - PCS WaiverBelow the checklist, it states "ALL FORMS ARE CURRENT" and provides instructions for SMC 1 (OFFICIAL Virginia document indicated by RED STAMP) and DPOR (please review this out of state criminal history documentation). A text area contains the statement: "not reside in VA I am not requesting the VA criminal history." A dropdown menu for "SELECT STATUS" and a "Save" button are at the bottom of this section.
- Pending Examinations:** Information about the Virginia Barbering Practical exam, including the date 10/14/2013, the testing location at Springfield Area, and the status "WAITING FOR APPLICATION APPROVAL".

PCS Homepage

Logging into your Homepage

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



The screenshot shows the login interface for Professional Credential Services, Inc. At the top, there is a dark blue header with the company logo. Below the header, the title "Log into your account" is centered. The login form consists of two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A large, faint watermark of the company logo is visible in the background. Below the login fields, there is a link for users who have forgotten their password or need to create one. At the bottom, there is a link for users who have not previously created an account.

Log into your account

E-Mail Address

Password

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

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

Application Status

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

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 ISSUE REFUND	

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](#)

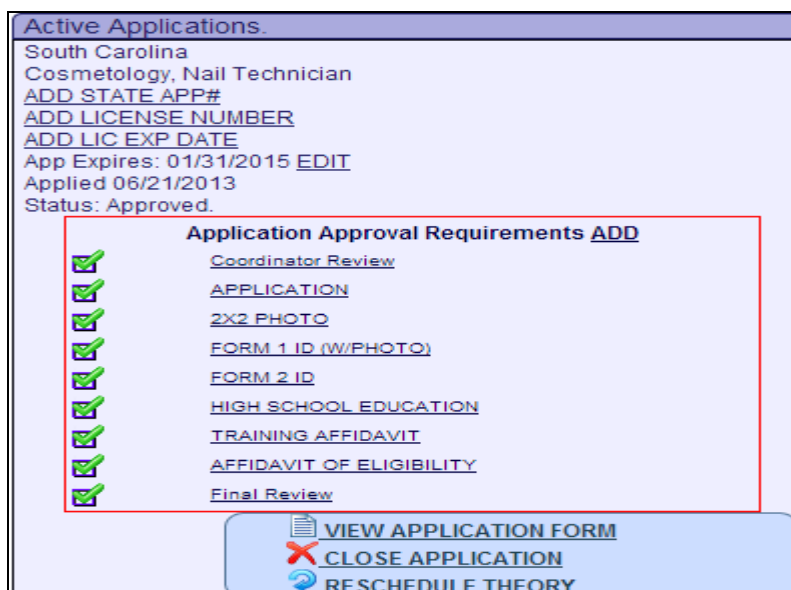
☒ [Coordinator Review](#)

☒ [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, and payment must be received in our office on or 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 Examination Notification informing you of your approved date will be sent via e-mail within one business day.
3. 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.

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.

Rescheduling Policy

Rescheduling is not permitted for the practical examination 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 either be faxed to (615) 846-0153 to the attention of the SC Coordinator; e-mailed 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 2x2 passport type photo
- Two (2) forms of identification with 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 allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under then 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)

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.

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*.

State Score Requirements

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license. You may use your *Notice of Completion* to work until you receive your license from the South Carolina Board Office. *If you attended a Vocational School, you may not use your Notice of Completion to work. You must wait until you receive your license.*

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 updated 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.

Fax: 615-312-3788

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 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

Mail Complaint to:

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 written reply will be emailed to you within three (3) business days.

National Esthetics Written Examination

Scientific Concepts – 60%

Sanitation and Infection Control

- ◇ Microbiology
 - Pathogenic & non-pathogenic bacteria
 - Viruses
 - Animal and plant parasites (e.g., lice, fungi)
- ◇ Levels of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Methods of infection control
- ◇ Safety procedures
 - OSHA bloodborne pathogen standards
 - Material Safety Data Sheets (MSDS)
 - Blood spill procedures

Human Physiology and Anatomy

- ◇ Cells
 - Structure
 - Growth & reproduction
- ◇ Tissues
- ◇ Organs
- ◇ Systems and their functions
 - Skeletal
 - Muscular
 - Nervous
 - Vascular/circulatory

Integumentary System and Skin Histology

- ◇ Structure and function of the layers of the skin
 - Epidermis
 - Dermis
 - Subcutaneous
- ◇ Glands
 - Sebaceous
 - Sudoriferous
- ◇ Functions of the skin
 - Protection
 - Sensation
 - Temperature regulation
 - Excretion
 - Secretion

- Absorption

Disorders of the Sebaceous and Sudoriferous Glands

Skin Conditions, Disorders, and Diseases

- ◇ Inflammation and rashes
- ◇ Pigmentation
- ◇ Skin growths and lesions

Hair, Follicle, and its Growth Cycle

Basic Chemistry

- ◇ Acidity/Alkalinity (pH)
- ◇ Organic and inorganic

Skin Care Products

- ◇ Ingredients
- ◇ Composition

Factors that Affect the Skin

- ◇ Intrinsic factors
- ◇ Extrinsic factors

Esthetics Practices – 40%

Skin Analysis and Implementation Procedures related to Consultation, Documentation, and Treatment

- ◇ Client consultation
- ◇ Draping
- ◇ Skin analysis
 - Skin types
 - Fitzpatrick Scale
- ◇ Treatment protocol and contraindications
- ◇ Documentation

Product Application and Removal Procedures

Cleansing Procedures

National Esthetics Written Examination

Esthetics Practices – 40%

Steaming Procedures

Exfoliation Procedures

- Chemical
- Physical

Extraction Procedures

Massage Manipulations and Their Effects

- ◇ Effleurage
- ◇ Petrissage
- ◇ Friction
- ◇ Tapotement
- ◇ Vibration
- ◇ Dr. Jacquet

Appropriate Use for Masks

Electricity and Use of Electrical Devices

Hair Removal Procedures

Color Theory and Makeup Application

General Knowledge of Specialized Services

- ◇ Face and body treatments (e.g., body wraps, aromatherapy, body scrubs, lymphatic drainage, reflexology, camouflage makeup, hydrotherapy)
- ◇ Terminology related to cosmetic procedures

Sample Questions

The following sample questions are similar to those on the NIC Esthetics Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers 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 4. b 7. b
2. d 5. d 8. a
3. c 6. c

National Esthetics Written Examination

Esthetics References

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

Milady's Standard Fundamentals for Estheticians 10th Ed., 2009

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

Salon Fundamentals Esthetics 2007, 2005, 2004, 2002

Pivot Point International, Inc.
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Milady's Standard Cosmetology, 2004

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(800) 347-7707
www.Milady.com

NIC Health and Safety Standards

NIC, Inc., October 2008
www.nictesting.org

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

- Set Up and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

Models

A model is required for all esthetics practical examination services. 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.

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

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

Practical Examination Supplies

Recommended General Supplies

All supplies must be labeled in English

- ☐ dry storage kit/container
- ☐ hand sanitizer
- ☐ mannequin head(s) and a table clamp* (pre-marked mannequins are NOT permitted)
- ☐ body drape
- ☐ EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- ☐ disposal bag for waste materials
- ☐ cloth and paper towel(s)
- ☐ tissues
- ☐ cotton
- ☐ disposable applicators
- ☐ spatula(s)
- ☐ first aid supplies (blood spill kit)
- ☐ tape

Cleansing and Steaming the Face Supplies

- ☐ cleansing cream
- ☐ cloth towel(s)
- ☐ astringent or toner
- ☐ container or thermos of water

Massaging the Face Supplies

- ☐ massage cream
- ☐ astringent or toner

Manual Extraction on the Forehead Supplies

- ☐ eye protection
- ☐ gloves
- ☐ appropriate material
- ☐ astringent or toner

Hair Removal of the Eyebrows Supplies

- ☐ antiseptic
- ☐ tweezers
- ☐ gloves
- ☐ fabric strips
- ☐ soft wax product/simulated product

Facial Mask Supplies

- ☐ mask product
- ☐ astringent or toner
- ☐ moisturizer

Facial Makeup Supplies

- ☐ hair drape/cover
- ☐ foundation, powder, and blush
- ☐ eye shadow, eyeliner, and mascara
- ☐ eyebrow brush
- ☐ lip liner and lip color

National Esthetics Practical Examination

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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back 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.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

Model

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. 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 may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

National Esthetics Practical Examination

Setup and Client Protection (15 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the cleansing and steaming supplies and perform proper draping." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin set up."

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

Cleansing and Steaming the Face (15 minutes)

Verbal Instructions:

"You will now perform the cleansing and steaming the face section of this examination." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Massaging the Face (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the massaging the face section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the massaging the face section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will be given 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

National Esthetics Practical Examination

Massaging the Face continued

Candidates will be evaluated on the following tasks:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Manual Extraction on the Forehead

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform a manual extraction on the forehead." "Do not demonstrate the manual extraction until instructed."

"You will be instructed individually once you have completed preparation." "You will be observed for client protection, safety and infection control procedures." (1) "The instructions will be repeated." (2) "You may begin preparation."

Candidates will be evaluated on the following tasks:

Preparation

- Applies eye protection to client safely
- Wears gloves

Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

"Please demonstrate a manual extraction procedure on the forehead."

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Hair Removal of the Eyebrows

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

National Esthetics Practical Examination

Hair Removal of the Eyebrows continued

Verbal Instructions:

You will now perform the hair removal of the eyebrows section of this examination. “You will be instructed individually to demonstrate the tweezing and soft wax procedure.” “Do not demonstrate hair removal until instructed.” “You will be observed for client protection, safety and infection control procedures.” (1) “The instructions will be repeated.” (2) “You may begin preparation.”

Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

Examiners will read the following to each candidate:

“Please demonstrate the tweezing procedure.”

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Facial Mask (10 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the application of the facial mask section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the facial mask section of this examination.” “You will be observed for client protection, safety and infection control procedures.” “You will be given 10 minutes to complete this section.” “You will be informed when you have 5 minutes remaining.” (1) “The instructions will be repeated.” (2) “You may begin.”

National Esthetics Practical Examination

Facial Mask (10 minutes)

Candidates will be evaluated on the following tasks:

Preparation

- Removes mask product from container using infection control procedures

Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Facial Makeup (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the facial makeup section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the facial makeup section of this examination." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to perform this section." "You will be informed when you have 10 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Protects shoulders with protective covering
- Secures hair off face

Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please 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."

National Cosmetology Practical Examination

Esthetician References

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NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

National Cosmetology Practical Examination

NIC Health and Safety Standards Blood Spill Procedure

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

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN**

CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.

- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC 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, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

Dry Storage Standard

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

Hand Washing

(Anti-Bacterial Soap is recommended)

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.

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology, and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English.** NIC offers the written examinations in other languages as mandated by State legislation. Please refer to your state's requirements. Many states do not offer alternate languages because the students are learning in English. The pass rate on foreign language examinations is very low.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Esthetics Practical Questions

1. **Can I use a mannequin for the Esthetics practical examination?**
 - All services in the Esthetics must be performed on a model.
2. **Do I need to cover the eyes when applying products or spray toner?**
 - Candidates should use a spray toner or astringent they should cover the eyes for protection. Product should not enter the eyes, nose or mouth.
3. **Am I required to wear eye protection during the manual extraction on the forehead?**
 - Eye protection is to be applied to the model only.
4. **How should I bring the towels for the steaming section of the examination?**
 - Candidates can bring towels in a container and pour water from a thermos or you can bring towels that are pre-saturated but they must demonstrate wringing the towels.
5. **Do I need to test the temperature of the steam towel? Will the examiner evaluate the temperature of the steam towel?**
 - Candidates must test the temperature of the steam towel on the wrist prior to applying. The examiners will not evaluate the temperature of the towels.
6. **Does my mannequin/model need to have a blemish for the manual extraction?**
 - A candidate's model does not have to have a blemish; the examiners will evaluate the procedure according to NIC.