

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .



Commonwealth of Virginia
BOARD FOR BARBERS AND COSMETOLOGY

January 2017

Wax Technician

Candidate Information Bulletin

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

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Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

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

STEP TWO: TAKE EXAMINATIONS

- Upon approval from PCS, schedule and take Theory Examination with Prometric
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

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

Courier Mailing Address

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

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

Prometric

Scheduling: (800) 895-3926

Website: www.prometric.com

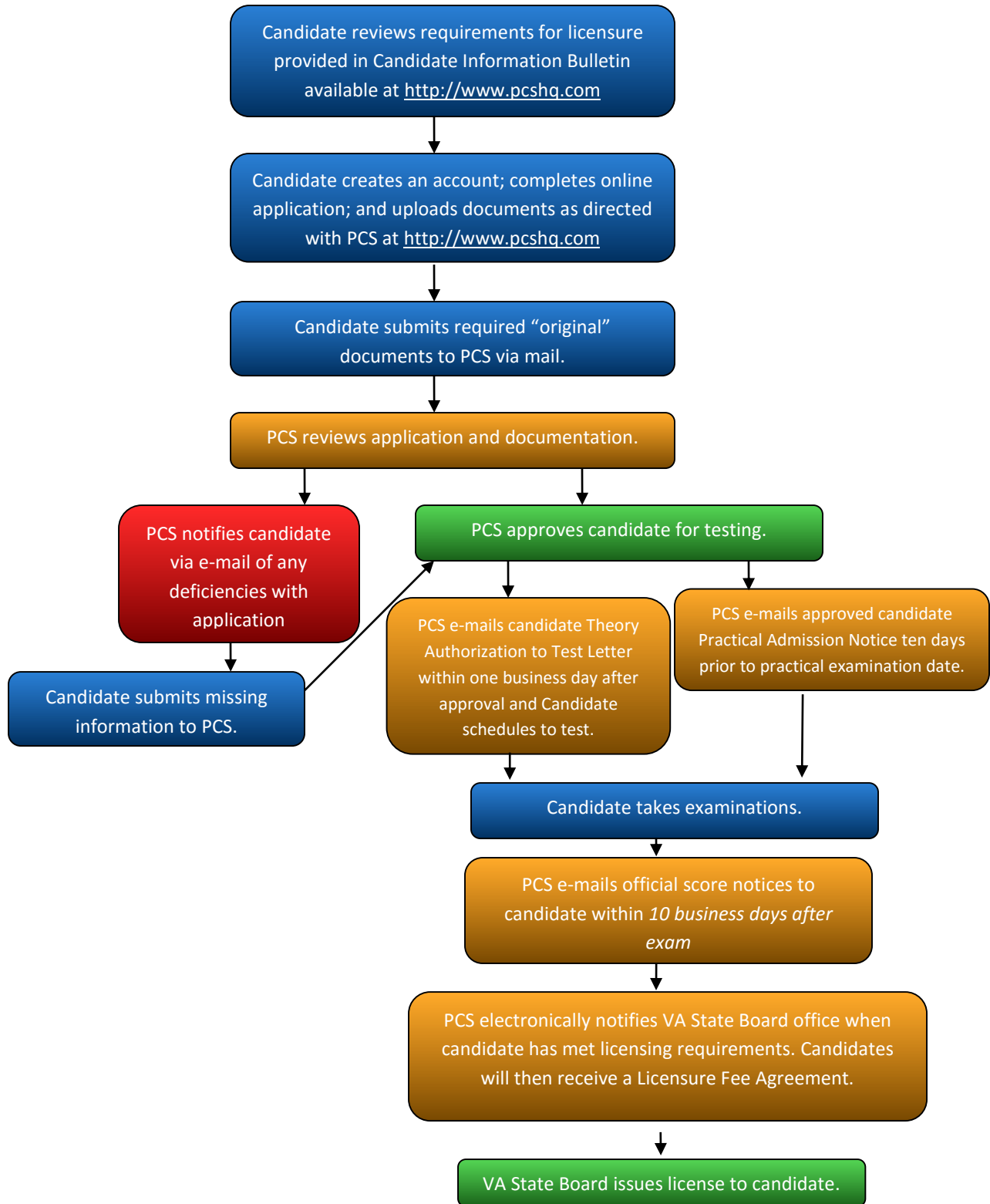
Virginia Department of Professional and Occupational Regulation

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

Web site: www.dpor.virginia.gov

E-mail: bchoplicensing@dpor.virginia.gov

Application Process



Introduction

The *Candidate Information Bulletin (CIB)* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Virginia Board for Barbers and Cosmetology (the “Board”) is responsible for licensing and regulating the profession of Waxing in the Commonwealth of Virginia. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates create an account and then submit an online Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Wax Technician license in the Commonwealth of Virginia, you must pass both a **Theory** and **Practical** examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

1. Completion of an approved wax technician training program in a Virginia licensed waxing school or a Virginia public school wax technician program approved by the Virginia Department of Education or training that is substantially equivalent to the Virginia Program. **Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.**
2. Successful completion of 115 hours of wax technician training which is substantially equivalent to the Virginia program that is obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 115 hours were received, any of which should indicate that you successfully completed 115 hours of instruction.**
3. Completion of substantially equivalent wax technician course (consisting of **less** than 115 hours of training) **and** six months of wax technician work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the wax technician course AND a completed Training and Experience Verification Form documenting at least six months of wax technician work experience, which you can download from PCS’ website and complete as directed.**
4. Virginia licensed cosmetologist. **Required Info: Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
5. Wax Technician training obtained in any Virginia State Institution. **Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS’ website.**

6. Two years of waxing experience in the United States Armed Forces. **Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**
7. Applying to take the Wax Technician Instructor examination. **Required Info: Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
8. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.**

Examination Fees

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

Examination Type	Examination Fees
Theory & Practical	\$185
Practical	\$93
Theory	\$92

During the on-line application process, you will be prompted to pay your fees at the appropriate place within the application. Fees may be paid online with a credit card (MasterCard, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice.

Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

2017 Practical Examination Dates, Cities and Deadlines:

Chesapeake Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Lynchburg Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

Richmond Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Roanoke Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Springfield Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the *Forms* Section of the Virginia Cosmetology page at <http://www.pcshq.com>.

Temporary Permits

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete and submit the *Temporary Permit Form* to PCS with the required sponsorship information and signatures in place. You may download a copy of this form by going to the *Forms* Section of Virginia Cosmetology page at <http://www.pcshq.com>. Once the form is completed and uploaded to your account, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. Temporary Permits are issued only once and are valid for 45 days following the date of your practical examination.

First Time Candidates

Application Requirements

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

1. A current 2" x 2" passport color photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
2. **Examination Site Conduct Agreement Form:** Please select practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's *Forms* section online at www.pcshq.com.

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

! If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this CIB, please also make note of this on your home page within your PCS account .

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change), please mail that to PCS, Attn: VA Coordinator at PCS' address provided on page 3 of this CIB.

must be either mailed to the Virginia Coordinator, or up-loaded to your account.

Expired License

How to Reinstate an Expired License

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

Endorsement License Requirements

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

PCS Account Set-Up

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

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Virginia**
5. Click **Wax Technican**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account

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

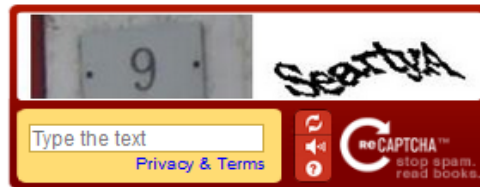
To access your information online, please create your personal account. You **MUST** use a **unique** e-mail address for electronic communication and account verification. Please **DO NOT** use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address
First Name
Last Name
Birth Date (m/d/yyyy)

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

Social Security Number

Please enter the REcaptcha information below



Create Account





PCS Application

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

1. 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 Virginia online registration page; select appropriate license type (i.e. Cosmetology).
5. Continue with online registration until all required fields have been completed.
6. Choose the examinations you wish to take.
7. Select Payment Option.

! 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).

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

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**



The screenshot shows the login page for Professional Credential Services, Inc. The header includes the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A link "Click Here" is provided for users who have forgotten their password. A footer note directs users to create an account if they haven't previously done so.

Application Status

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



The screenshot displays the "Active Applications" section for a Virginia Cosmetology & Barbering, Cosmetology application. It lists various actions like "ADD STATE APP#", "EDIT" for Valor Act and App Expires, and "Print New App Label". A red box highlights the "Application Approval Requirements" section, which includes a list of requirements, each with a green checkmark indicating completion: Coordinator Review, Personal Photo, Training & Experience Form, Examination Site Agreement, PCS Waiver, ADA, and 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 and you will also receive an email notifying you that your application has been approved.

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
ADD STATE APP#
Valor Act: [EDIT](#)
ADD LICENSE NUMBER
ADD LIC EXP DATE
App Expires: 03/12/2017 [EDIT](#)
[Print New App Label](#)
Applied: 03/12/2013

Application Approval Requirements [ADD](#)

<input checked="" type="checkbox"/>	Coordinator Review
<input checked="" type="checkbox"/>	Personal Photo
<input checked="" type="checkbox"/>	Training & Experience Form
<input checked="" type="checkbox"/>	Examination Site Agreement
<input checked="" type="checkbox"/>	PCS Waiver
<input checked="" type="checkbox"/>	ADA
<input type="checkbox"/>	Final Review

Reprinting Documents

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

- Click **Print Score Notice** option next to item you wish to reprint

Exam Results

Virginia Cosmetology Practical
Score Loaded 02/07/2014
Test Date: 02/03/2014
Score: 87.00% PASS
Exam Date: 02/03/2014
Tested at: Richmond Area

[RECREATE SCORE](#)
[EMAIL SCORE TO CANDIDATE](#)
[PRINT SCORE NOTICE](#)
[CHANGE SCHOOL](#)

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

Receipts

Invoice for Virginia Board of Barbers and Cosmetologists
03/12/2013 \$155.00

[REPRINT](#)

Virginia Board of Barbers and Cosmetologists
03/26/2013 Check \$155.00
Paid 03/26/2013

[REPRINT](#)

Examination Rescheduling

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

- In order to reschedule your practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 09/10/2017 [EDIT](#)
[Print New App Label](#)
Applied: 07/08/2003 RE

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [Check School Expiration Date](#)
- [Final Review](#)

[CLOSE APPLICATION](#)
[RESCHEDULE PRACTICAL](#)

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

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 02/28/2017 [EDIT](#)
[Print New App Label](#)
Applied: 12/26/2013

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [Personal Photo](#)
- [Training & Experience Form](#)
- [Examination Site Agreement](#)
- [PCS Waiver](#)
- [ALL FORMS ARE CURRENT](#)
- [Check School Expiration Date](#)
- [Final Review](#)

[CLOSE APPLICATION](#)
[RESCHEDULE THEORY](#)

Application Approval Process

Once your online application has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your application. This does not mean your application has been approved, but rather that you have completed the on-line application successfully. PCS will then review your application and enter any requirements which may be pending, no later than three business days after completion of your application. *If documents are submitted/uploaded after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

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

Examination Notification

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

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

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

Examination Scheduling

Theory Examination Scheduling

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

Theory Examination Rescheduling Policy

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

Practical Examination Scheduling

You will request a practical date and location when completing your on-line application. As long as you have all required information and are approved by the deadline date for the examination date selected as outlined in this CIB previously, you will be scheduled to take your examination on the date requested. Otherwise, you will be assigned to the next practical examination date in the location you selected once your application has been approved.

Practical Rescheduling Policy

You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory) (printed and/or via electronically on your phone is acceptable).
- Two (2) forms of identification – one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

! If you fail to present 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 Government Issued ID) Photo copies will not be accepted

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

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

- 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 thirty (30) minutes prior to the time that is on your Admission Notice or ATT. If you arrive later, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and your actions will be reported directly to the Board and to NIC. The Board will make all final decisions on examination score invalidations or cancellations.

No visitors, guests or children are allowed in the test center.

Copyrighted Examination Questions

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

Prohibited Items

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

Environmental Distracters

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

Examination Results

Score Notices

An **official** score notice will be emailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by Prometric after you take the theory examination.* If you do not receive your score within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory 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, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of a permanent license.

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

Change of Information

Directions

Complete the *Change of Information Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, www.pcshq.com. 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.

Formal Complaints

Directions

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

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

Send Complaint to:

Professional Credential Services, Inc.
Attn: Virginia Coordinator / COMPLAINT
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

Examination Guidelines

VA Specific Guidelines

The Wax Technician examination will be performed using **BOTH** a simulated wax product and a hot wax product. You will be required to plug in the wax heaters during the initial Set Up and Client Protection.

Dress Code

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

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

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



NATIONAL WAX TECHNOLOGY
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

The NIC National Wax Technology examination is the national licensure examination for Wax Technicians, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Wax Technology examination, sample questions and answers. The time allowed for the Wax Technology written examination is 60 minutes.

**SCIENTIFIC
CONCEPTS
60%**

**Knowledge of the anatomy
and physiology of hair and
skin as it relates to**

- ◇ Structure of the skin
 - Epidermis
 - Dermis
 - Subcutaneous layer
- ◇ Structure of the hair
 - Shaft
 - Hair bulb
- ◇ Types of hair
 - Lanugo
 - Vellus
 - Terminal

**Knowledge of hair growth
as it relates to**

- ◇ Stages of hair growth
 - Anagen
 - Catagen
 - Telogen
- ◇ Growth patterns
- ◇ Intrinsic and extrinsic factors
 - Normal hair growth
 - Abnormal hair growth

**Knowledge of disease as it
relates to**

- ◇ Bacteria
 - Pathogenic
 - Non-pathogenic
- ◇ Parasites
 - Animal
 - Vegetable
- ◇ Viruses
 - HIV/AIDS
 - Hepatitis
 - Other

**Knowledge of infection
control as it relates to**

- ◇ Sterilization (equipment and supplies)
- ◇ Disinfection (equipment, supplies and surfaces)
- ◇ Sanitation (skin)
- ◇ Universal precautions

**Knowledge of equipment
and product safety as it
relates to**

- ◇ OSHA
- ◇ MSDS
- ◇ Manufacturer's instructions
- ◇ Supply and equipment storage
- ◇ Work area setup
 - Equipment
 - Supplies

**WAXING TECHNIQUE
AND PROCEDURE
40%**

**Knowledge of conducting
a client consultation as it
relates to**

- ◇ Record keeping
- ◇ Release forms
- ◇ Addressing client about procedure and expectations
- ◇ Professional ethics
- ◇ Addressing client contraindications

**Knowledge of materials,
tools, and supplies**

- ◇ Wax
 - Hard wax
 - Soft wax
- ◇ Applicators
- ◇ Wax, muslin, and other material strips
- ◇ Products
 - Pre-treatment
 - Post-treatment
- ◇ Work area preparation
- ◇ Implements
- ◇ Equipment

**Knowledge of preparation
as it relates to**

- ◇ Face
 - Skin preparation
 - Length of hair
 - Draping
 - Shaping & design
- ◇ Body
 - Skin preparation
 - Length of hair
 - Draping

**Knowledge of wax
application as it relates to**

- ◇ Soft wax
 - Temperature
 - Direction of application
 - Client positioning
 - Proper thickness
- ◇ Hard wax
 - Temperature
 - Direction of application
 - Client positioning
 - Proper thickness

**Knowledge of hair
removal technique as it
relates to**

- ◇ Soft wax
 - Material application
- ◇ Hard wax
- ◇ Post care

SAMPLE QUESTIONS

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

1. The hair on a fetus that is extremely soft is known as
 - a. telogen.
 - b. catagen.
 - c. lanugo.
 - d. terminal.

2. Glandular disturbances resulting in excessive hair growth are also known as
 - a. bromidrosis.
 - b. hirsutism.
 - c. epilation.
 - d. hyperkeratosis.

3. Bacteria that are harmful are called
 - a. saprophytes.
 - b. asepsis.
 - c. pathogenic.
 - d. non-pathogenic.

4. Soft wax is also known as
 - a. paraffin wax.
 - b. carnauba wax.
 - c. strip wax.
 - d. candle wax.

5. Soft wax should be applied in which direction?
 - a. In the direction of the hair growth
 - b. Against the direction of the hair growth
 - c. In a figure eight pattern
 - d. Any direction is acceptable

6. The scientific study of hair and its diseases is called
 - a. trichology.
 - b. cosmetology.
 - c. neurology.
 - d. physiology

7. Epilation is the process of
 - a. shaving against the natural hair growth.
 - b. breaking contact between the bulb and the papilla.
 - c. applying a cream depilatory to the hair.
 - d. shaving with the natural hair growth.

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

WAX TECHNOLOGY REFERENCES

Milady's Standard Fundamentals for Estheticians, 9th ed., 2004
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Salon Fundamentals Esthetics A Resource for Your Skin Care Career, 2004
 Pivot Point International, Inc
 Evanston, IL 60201
 (800) 866-4247
www.pivot-point.com

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

OPTIONAL REFERENCES

Milady's Hair Removal Techniques A comprehensive Manual, 2004
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Milady's Standard Textbook of Cosmetology, 2004
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 730-2214
www.Milady.com

Salon Fundamentals A Resource for Your Cosmetology Career, 2002, 2004-2006
 Pivot Point International, Inc
 Evanston, IL 60201
 (800) 866-4247
www.pivot-point.com



NATIONAL WAX TECHNICIAN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

This bulletin contains important information regarding the NIC National Wax Technician Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- 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.
- The Wax Technician examination is performed with either a simulated wax product with a 15 minute set up time or a hot wax product with a 30 minute set up time. ***Please refer to State guidelines.** Candidates will set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the soft wax eyebrow section of this 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

Candidates will use a live model for the examination.

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.

WAX TECHNICIAN PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Wax Technician Practical Examination includes 5 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection
Soft Wax Eyebrow
Hard Wax Upper Lip
Hard Wax Underarm
Soft Wax Front of Lower Leg

*The Wax Technician examination is performed with either a simulated wax product with a 15 minute set up time or a hot wax product with a 30 minute set up time.

*Please refer to State guidelines.

SET UP AND CLIENT PROTECTION

(*15 minutes – SIMULATED wax product)

Verbal Instructions:

“You will now set up the general supplies that you will use throughout your examination.”

“You will also set up the soft wax 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.”

SET UP AND CLIENT PROTECTION

(*30 minutes – HOT WAX product)

Verbal Instructions:

“You will now set up the general supplies that you will use throughout your examination.”

“You will also set up the soft wax supplies and perform proper draping.”

“At this time you may plug in your wax heaters.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

“You will be informed when you have 15 minutes remaining.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects or covers model’s chair
- Disinfects setup table
- Disposes of soiled materials in a sanitary manner
- Places labeled supplies on setup table
- Protects model with a body drape or cover
- Protects model’s hair with drape or cover
- Re-sanitizes hands
- Tests temperature of wax safely

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

SOFT WAX EYEBROW

(10 minutes)

Verbal Instructions:

“You will now perform the soft wax eyebrow section of this examination.”

“You will be instructed to demonstrate the procedure.”

“You will be observed for client protection, safety and infection control procedures.”

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

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

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Safely sanitizes the area to be treated
- Dries area to be treated
- Removes the wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product in direction of hair growth
- Applies wax product along entire area under eyebrow
- Wax product is applied properly
- Smooths fabric over the wax product
- Holds skin taut
- Pulls fabric in opposite direction of hair growth
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

HARD WAX UPPER LIP

(10 minutes)

Verbal Instructions for Set-up:

“You have 2 minutes to remove the supplies from your kit for the hard wax upper lip 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 hard wax upper lip section of this examination.”

“You will be instructed to demonstrate the hard wax upper lip procedure.”

“You will be observed for client protection, safety and infection control procedures.”

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Properly drapes model
- Re-sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

“Please demonstrate the hard wax upper lip procedure.”

- Safely sanitizes area to be treated
- Dries the area to be treated
- Removes the wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product along entire upper lip
- Applies wax product properly
- Holds skin taut
- Pulls the wax product properly
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

HARD WAX UNDERARM

(15 minutes)

Verbal Instructions for Set-up:

“You have 2 minutes to remove the supplies from your kit for the hard wax underarm 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 hard wax underarm section of this examination.”

“You will be instructed to demonstrate the hard wax underarm procedure.”

“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

- Sanitizes hands
- Properly drapes model
- Positions model to fully expose the underarm
- Re-sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

“Please demonstrate the hard wax underarm procedure.”

- Safely sanitizes area to be treated
- Dries area to be treated
- Removes wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product properly
- Holds skin taut
- Pulls wax product properly
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

SOFT WAX FRONT OF LOWER LEG
(15 Minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the soft wax front of lower leg 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 soft wax front of lower leg section of this examination."

"You will be instructed to demonstrate the procedure."

"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

- Sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

"Please demonstrate the soft wax front of lower leg procedure."

- Safely sanitizes area to be treated
- Dries area to be treated
- Removes wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product in direction of hair growth
- Applies wax product along front of lower leg
- Wax product is applied properly
- Smooths fabric over wax product
- Holds skin taut
- Pulls fabric in opposite direction of hair growth
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

**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."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- dry storage kit/container*
- hand sanitizer
- disposable gloves
- body drape
- hair drape or head band
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- disposal bag for waste materials
- masking or transparent tape
- cloth and paper towel(s)
- tissues
- powder
- cotton
- sponges
- gauze pads
- spatulas
- container of water
- antiseptic
- fabric strips
- scissors
- hard wax product
- soft or simulated wax product
- post-epilation product
- wax heater
- first aid supplies (blood spill kit)
- tape

WAX TECHNICIAN REFERENCES

Milady's Standard Fundamentals for Estheticians, 9th ed., 2004
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Esthetics
A Resource for Your Skin Care Career, 2004
Pivot Point International, Inc
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

OPTIONAL REFERENCES

Milady's Hair Removal Techniques
A comprehensive Manual, 2004
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Textbook of Cosmetology, 2004
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals
A Resource for Your Cosmetology Career,
2002, 2004-2006
Pivot Point International, Inc
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

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

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.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

2016

Melior, Inc.

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

877-224-0435

Salon Fundamentals Cosmetology

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2012

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2013, 2nd Edition, 8th printing, December 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

Milady's Standard Professional Barbering
2011, 5th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering
2006
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

BODY PIERCING

REFERENCES

APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org
Customer Service: info@safepiercing.org
1.888.888.1277

Milady's Standard Esthetics: Fundamentals
2013, 11th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

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

ELECTROLOGY

REFERENCES

Milady's Hair Removal Techniques: A Comprehensive Manual
2004

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Skin Care: Beyond the Basics

2012, 4th Edition

Mark Lees

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

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

2014, 14th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator

Student Course Book

2014, 3rd Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

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

2011, 13th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

MANAGER

REFERENCES

Successful Salon & Spa Management

2012, 6th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Cosmetology
2014, 3rd Edition, 1st Printing. September 2014
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

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

Milady's Standard Nail Technology
2015, 7th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com
800.998.7498 ext. 2700

Salon Fundamentals Nails
2013, 1st Edition, 10th printing, June 2013
Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivotpoint.com
800-886-4247

Nails – Exhibits of Art
2007, 2.1 Edition
CLIC International
2014
Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady's Standard Nail Technology
2011, 6th Edition
Milady
www.miladypro.com
Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Nails

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art

2007, 1st Edition

Author: Randy Rick

CLIC International

2014

Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding

2014

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

TATTOOING

REFERENCES

APP Procedure Manual

2013 Edition

Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

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

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual

2004

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.

~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

Client

1. Stop Service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic & adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

Licensee

1. Stop Service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic & adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.