



National Instructor Theory Examination CIB
National-Interstate Council of State Boards of Cosmetology (NIC)

Effective December 01, 2024

Contents

CANDIDATE INFORMATION BULLETIN (CIB)	3
IMPORTANT INSTRUCTIONS	4
General	4
Standardized Administration	4
Prohibited Items	4
INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE .	6
Domain Details	6
NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE	
QUESTIONS	9
NIC NATIONAL INSTRUCTOR EXAMS REFERENCES	12
Standard	12



CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

The National Instructor Theory Examination is a licensure examination for Instructor, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Instructor Theory Examination content and references.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support

IMPORTANT INSTRUCTIONS

the content covered in NIC examinations. References will be the same for Theory, Practical, Written Practical, and Additional Sections for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets,

IMPORTANT INSTRUCTIONS

computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.

- Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 85 items, of which 75 items are weighted and contribute to the candidate's final score.

- I. INSTRUCTIONAL PLANNING (33%)
 - A. Instructional Planning - Manage the curriculum delivery process
 - 1. Syllabus
 - 2. Course Outline
 - 3. Development of lesson plans
 - 4. Delivery of course content
 - 5. Instructional outcomes
 - 6. Performance assessment
 - B. Instructional Planning - Identify student learning styles and needs
 - 1. Learning types
 - 2. Instruction adaptations
 - C. Instructional Planning - Utilize instructional materials
 - 1. Printed
 - 2. Audiovisual
 - 3. Demonstration
 - 4. Technology
 - D. Instructional Planning - Determine application of assessment
 - 1. Written
 - 2. Practical

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

- 3. Oral
- II. INSTRUCTIONAL METHODS (33%)
 - A. Instructional Methods - Employ methods of instruction
 - 1. Lecture
 - 2. Demonstration
 - 3. Group learning
 - B. Instructional Methods - Recognize obstacles to learning
 - 1. Obstacle identification
 - 2. Instructional practice adaptations
 - C. Instructional Methods - Employ communication skills
 - 1. Verbal
 - 2. Non-verbal
 - 3. Listening
 - D. Instructional Methods - Demonstrate time management techniques
 - E. Instructional Methods - Assess student learning
 - 1. Assessment implementation
 - 2. Evaluation of results
 - 3. Reliability and validity
- III. THEORY AND PRACTICAL CLASSROOM (34%)
 - A. Theory and Practical Classroom - Manage physical and virtual learning environments
 - 1. Organization and layout
 - 2. Conditions of the environment
 - 3. Instructional practice adaptations
 - 4. Inventory and supplies
 - B. Theory and Practical Classroom - Demonstrate instructor professional responsibilities
 - 1. Professional conduct
 - 2. Student academic advising and remediation

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

3. Administrative responsibilities
4. Self-evaluation and continuing education
- C. Theory and Practical Classroom - Maintain a safe learning environment
 1. Characteristics of a safe learning environment
 2. Safety hazards in the learning environment
 3. Infection control and prevention procedures

*NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE
QUESTIONS*

**NATIONAL INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

The following sample questions are similar to those on the NIC National Instructor Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. Which of the following should be recorded in an educator's time utilization log?
 - A. Planned work
 - B. Clocked hours
 - C. Students' grades
 - D. Disciplinary actions
2. To ensure educational content is kept current, the educator would utilize which of the following materials
 - A. Workbook
 - B. Dictionary
 - C. Reference book
 - D. Social network
3. Which of the following conveys visual integrity when presenting to the class?
 - A. Vocabulary
 - B. Introduction
 - C. Gestures
 - D. Tone
4. When a large group of students is divided for group discussions, an effective arrangement is the
 - A. cluster.
 - B. chevron.
 - C. theatre.
 - D. boardroom.

*NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE
QUESTIONS*

5. An educator informs a student that the electrical cord is sitting in water and needs to be moved . Whose responsibility is it to correct the situation?
 - A. Maintenance
 - B. Instructor
 - C. Administrator
 - D. Student
6. Students who benefit the MOST from processing tactile information and movement are
 - A. kinesthetic learners.
 - B. auditory learners.
 - C. visual learners.
 - D. disruptive learners.
7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
 - A. Theory concepts are always more interesting.
 - B. Practical skills cannot be learned without theory concepts.
 - C. Theory provides the basic concepts.
 - D. Practical skills always take longer to present than theory.
8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
 - A. Cut score
 - B. Rubric
 - C. Rating scale
 - D. Point grading

*NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE
QUESTIONS*

Table 1: Answer Key

Item	Key
1	A
2	D
3	C
4	A
5	B
6	A
7	C
8	B

NIC NATIONAL INSTRUCTOR EXAMS REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Instructor examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference test material.

Standard

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National Instructor Written Practical Examination CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

Effective: June 01, 2024

Contents

CANDIDATE INFORMATION BULLETIN (CIB)	3
IMPORTANT INSTRUCTIONS	4
General	4
Standardized Administration	4
Prohibited Items	4
INSTRUCTOR WRITTEN PRACTICAL EXAMINATION CONTENT	
OUTLINE	6
Domain Details	6
NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION	
SAMPLE QUESTIONS	8
NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COS-	
METOLOGY (NIC) REFERENCES	11
Standard	11



CANDIDATE INFORMATION BULLETIN (CIB)

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The National Instructor Written Practical Examination is a licensure examination for Instructor, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Instructor Written Practical Examination content and administration for core services and additional sections and references.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Written Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Written Practical examination and information about the scope of content covered in the Written Practical examination.

IMPORTANT INSTRUCTIONS

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INSTRUCTOR WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Instructor Written Practical Examination. The percentages represent the percentage of items from each domain. The examination contains 55 items, of which 45 items are weighted and contribute to the candidate's final score. The Core Domain Sections are based on the national job analysis.

1. Lesson Plan(19%)
2. Theory Lecture(43%)
3. Demonstration(38%)

The following outlines the scope of content covered by the NIC National Instructor Written Practical Examination. The steps covering procedures you are expected to know are listed for each section. The lesson plan topic is Infection Control and includes the Blood Exposure Procedure. You are tested on your knowledge of instruction of the topic, infection control procedures, and the blood exposure procedure throughout the exam.

- I. Lesson Plan (19%)
 - A. Lesson plan elements:
 1. Lesson plan introduction
 2. Lesson plan content
 3. Teaching aids
 4. Closing
- II. Theory Lecture (43%)
 - A. Lecture elements:
 1. Sets up area for classroom theory lecture
 2. Introduction to lecture

INSTRUCTOR WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

3. Content of lecture
 4. Lectures on Blood Exposure Procedure
 5. Use of teaching aids
 6. Use of communication skills
 7. Classroom interaction
 8. Evaluation of lecture
 9. Closing of lecture
 10. Safety and infection control
- III. Demonstration (38%)
- A. Demonstration elements:
 1. Sets up area for demonstration
 2. Introduction to demonstration
 3. Content of demonstration
 4. Performance of demonstration
 5. Demonstrates Blood Exposure Procedure
 6. Classroom interaction
 7. Closing of demonstration
 8. Places items to be disinfected, soiled linens, and trash in correct containers

NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS

NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Instructor Written Practical Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. What should be included in a lesson plan?
 - A. Syllabus
 - B. Grading methods
 - C. Course outline
 - D. Teaching aids
2. Put the following steps of a draping for a haircut in order.
 - A. Lean client back, place towel over neck, secure cape, place towel over cape
 - B. Place towel over neck, secure cape, place towel over cape lean client back
 - C. Secure cape, place towel over cape, place towel over neck, lean client back
 - D. Place towel over neck, secure cape, lean client back, place towel over cape

Table 1: Answer Key

Item	Key
1	D
2	A
3	C
4	B

3. Where should used combs be placed?

NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS



4. Which first aid supplies are ready to use?

NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS

A



C



B



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