



**STATE OF ARKANSAS
AESTHETICS EXAMINATIONS**



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas State Board of Cosmetology (the "State Board") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The State Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The State Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

Arkansas State Board of Cosmetology
101 East Capitol Avenue, Suite 108
Little Rock, Arkansas 72201

Phone: (501) 682-2168
Fax: (501) 682-5640
cosmo@arkansas.gov

How to Apply with Arkansas State Board of Cosmetology: A candidate's school must legibly and accurately submit a completed Certificate of Training Form and an Application for Practitioner Examination form to the Arkansas State Board of Cosmetology.

Eligibility Requirements: A candidate who wishes to obtain an Aesthetician's license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600-hour** course of instruction in a board-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos or www.pcshq.com
2. Be at least 16 years old;
3. Must have completed the 10th grade or its equivalent

RECIPROCITY – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at www.arkansas.gov/cos or www.pcshq.com

Special Accommodations: If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Certificate of Training Form or Reciprocity Form to the Arkansas State Board, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Arkansas State Board (see contact information listed above)

If approved, the State Board will notify PCS and you will receive additional information from the State Board regarding the examinations you have been approved to take.

If you are **not** approved because of an incomplete Certificate of Training Form, discrepancies, missing documentation, including signatures, you will be notified by the State Board and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by first-class mail. All information on file with the State Board must reflect the above eligibility requirements have been met by the deadline date in order to be scheduled for the next examination date.

1. **PRACTICAL EXAMINATION:** Once you have been approved by the State Board to take the practical examination, it is your responsibility to schedule with Professional Credential Services at 1-888-822-3272. Practical examination fees may be paid over the phone with a Visa or MasterCard.

Once you are scheduled, PCS will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Monday prior to the approved examination date, please call PCS for further instructions. Any questions regarding scheduling the practical exam should be directed to PCS. Do **not** call the State Board office.

Professional Credential Services
Attn: Arkansas Cosmetology Coordinator
150 Fourth Avenue North, Suite 800
Nashville, Tennessee 37219-2496

Toll-Free: 888-822-3272
Fax: 615-846-0153
E-mail: arkcos@pcshq.com
Web site: www.pcshq.com

2. **WRITTEN EXAMINATION:** Once you have been approved by the State Board to take the written examination, it is your responsibility to schedule with LaserGrade at 1-800-211-2754.

Written examinations are offered on a daily basis using a computer-based testing platform. Since LaserGrade tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for

the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several LaserGrade Testing Centers throughout Arkansas, however, you can examine at any LaserGrade test center located throughout the United States. You may access test center information at www.lasergrade.com. Enter your zip code under "Quick Find" or choose "Find a Testing Center" to find the nearest test center to you. Maps and test center hours are available from this web site as well.

You will take your written examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit www.lasergrade.com for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 to achieve a passing score on the aesthetics written examination. LaserGrade personnel have no knowledge of, are not responsible for and cannot answer questions about the content of the examinations, references, passing scores, etc.

Fees:

Practical Examination - Fees for scheduling and testing will be paid directly to PCS.

Written Examination - Fees for scheduling and testing will be paid directly to LaserGrade.

Do not send examination fees to the AR Board. Fees are as follows:

Submit fee to PCS 1-888-822-3272

Aesthetics Practical: \$65.00

Submit fee to LaserGrade 1-800-211-2754

Aesthetics Written: \$50

*Written examination includes Arkansas State Law questions

**Reciprocity Candidates - \$25 (Arkansas State Law questions ONLY)

Written and Practical Examination Admission Requirements:

You must present your **Authorization To Test**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or U.S. passport) at the LaserGrade site for the **theory examination** in order to be admitted to the examination room.

You must present your **Admission Notice**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room.

The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification.

It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Written and Practical Examinations:

Security Policies: Suspected security breaches during either the written 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 State Board. The State Board will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

Copyrighted Exam 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, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the State Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for any personal items brought into the examination site.

Environmental Distractions: Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distraction. 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. LaserGrade will provide earplugs at the testing center if requested.

Emergency 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 LaserGrade. 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 LaserGrade for inquiries regarding the written examination.

Refunds and Rescheduling Policies: You may reschedule for the written examination without losing your fee **if** you contact LaserGrade within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for either the written or the practical examinations. Documentation of the above-noted exceptions is required.

Score Information: When you complete the written examination, the computer will print out a "Pass" or "Fail" Score Report. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test. For failing candidates, this will include a strength and weakness report by major content areas. For the written examination, a score of 70 is required in order to pass. For the practical examination, an overall score of 75 must be achieved.

Failing Candidates: Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you must schedule a new date to take the practical examination again. If you fail the written examination, you must schedule a new date to take the written examination again.

Candidates who fail the practical examination must reschedule with PCS by calling 1-888-822-3272.
Candidates who fail the written examination must reschedule with LaserGrade by calling 1-800-211-2754.

Confidentiality: Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed both the written and the practical examinations, the State Board will automatically send you your license. Please be sure to notify the State Board and PCS of any mailing address changes. Please allow the State Board 7-10 business days to process and mail your license. It is not necessary to notify the State Board that you have passed an examination; the State Board is provided candidate scores on a daily basis.

Mannequins:

The Arkansas State Board of Cosmetology requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

Dress Code:

The dress code for the practical examination requires that all candidates wear a **solid white** lab coat or smock that is hip length or longer. Candidates who fail to adhere to this dress code will not be admitted into the exam room.

CONTENT OUTLINE FOR THE WRITTEN EXAMINATION:

The National Aesthetics Examination is the national licensure examination for Aesthetics, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology. This Information Bulletin includes the Content Outline covered by the National Aesthetics Examination, sample questions similar to those on actual examinations and the correct answers. The time allowed for the Aesthetics written examination is 90 minutes.

SCIENTIFIC CONCEPTS 65 Questions

Sanitation and Infection Control

- ◇ Microbiology
 - Pathogenic & non-pathogenic bacteria
 - Viruses
- ◇ Methods of infection control
 - Heat
 - Chemical agents
 - Ultraviolet
- ◇ Levels of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Safety procedures

Human Physiology and Anatomy

- ◇ Cells
 - Structure
 - Growth & reproduction
- ◇ Tissues
 - Epithelial
 - Connective
 - Nerve
 - Muscular
 - Liquid
- ◇ Organs
 - Brain
 - Eyes
 - Skin
 - Lungs
 - Liver
 - Kidney
 - Stomach & intestines
 - Heart
- ◇ Systems and their functions
 - Skeletal
 - Muscular
 - Nervous
 - Vascular
 - Respiratory
 - Endocrine
 - Digestive
 - Excretory

Skin Histology

- ◇ Structure and function of the layers of the skin
 - Epidermis

- Dermis
- Subcutaneous
- ◇ Glands
 - Sebaceous
 - Sudoriferous
- ◇ Hair follicle
- ◇ Functions of the skin
 - Protection
 - Sensation
 - Heat
 - Excretion
 - Secretion
 - Absorption

Skin Diseases and Disorders

- ◇ Acne
- ◇ Sebaceous gland
- ◇ Sudoriferous gland
- ◇ Inflammation
- ◇ Infections
- ◇ Pigmentations
- ◇ Contagious
- ◇ Skin growths
- ◇ Aging

Hair and its Growth Cycle

- ◇ Structure of hair
- ◇ Growth cycle of hair
- ◇ Excessive hair growth

Basic Chemistry

- ◇ Acidity/Alkalinity (pH)
- ◇ Common elements
 - Hydrogen
 - Oxygen
 - Nitrogen
 - Sulfur
 - Carbon

Compounds

- ◇ Mixtures
- ◇ Organic and inorganic

Cosmetic Ingredients

- ◇ Product ingredients
 - Surfactants
 - Emollients
 - Preservatives
 - Thickeners
 - Fatty acids
 - Fatty alcohols
 - Humectants
 - Botanicals
 - Fragrances
 - Colorants
 - Water

- Chelating agents
- Sunscreens
- Antioxidants
- Antibacterials
- pH adjustors
- Hydroxy acids
- Vitamins
- Lighteners
- Other ingredients
- ◇ Product labeling
- ◇ Product safety

Factors that Affect the Skin

- ◇ Intrinsic factors
 - Nutrition
 - Age
 - Heredity
 - Gender
- ◇ Extrinsic factors
 - Medications
 - Environmental
 - Habits

SERVICES 35 Questions

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

- ◇ Client consultation
- ◇ Draping
- ◇ Skin analysis
 - Oily
 - Normal
 - Combination
 - Dry
- ◇ Treatment protocol
- ◇ Documentation

Cleansing Procedures

- ◇ Product selection
- ◇ Product application
- ◇ Product removal

Towel Steaming Procedures

- ◇ Safe application of towel
- ◇ Safe removal of towel

Exfoliation Methods

- ◇ Methods
 - Chemical
 - Physical
- ◇ Product selection
- ◇ Product application
- ◇ Product removal

Safe and Proper Methods of Extractions

Massage Movements and their Effects

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

Contraindications for Massage

Masks

- ◇ Types of masks
- ◇ Application procedures
- ◇ Removal procedures

Electricity and Use of Electrical Equipment

- ◇ Types of electrical current
 - Alternating
 - Direct
- ◇ Principals of electricity
 - Measurement
 - Conductivity & devices
 - Safety
- ◇ Various electrical equipment
 - Magnifying lamp
 - Wood's lamp
 - Facial steamer/vaporizer
 - Brushing machine
 - Galvanic machine
 - High frequency machine
 - Spray machine
 - Suction machine
 - Electric/heat mask
 - Treatment mitts & boots
 - Lucas spray
 - Light therapy
- ◇ Contraindications and electrical equipment safety

Methods of Hair Removal

- ◇ Hair removal methods
 - Permanent
 - Temporary
- ◇ Hair removal products
 - Pre-epilation products
 - Post-epilation products
 - Soft and hard wax
 - Depilatory

- Sugar
- ◇ Supplies and implements
 - Hair removal fabric
 - Wax heater
 - Applicators
 - Razor
 - Thread
 - Tweezers
- ◇ Contraindications and hair removal safety

Color Theory and Makeup Application

- ◇ Color theory
- ◇ Analysis of face shapes and features
- ◇ Product and implements
- ◇ Safe application of makeup

Advanced Services

- ◇ Reflexology
- ◇ Water hydrotherapy
- ◇ Algae treatments
- ◇ Body wraps
- ◇ Acupressure
- ◇ Lymphatic drainage
- ◇ Microdermabrasion
- ◇ Aromatherapy
- ◇ Chemical peels
- ◇ Camouflage makeup
- ◇ Other advanced services

ARKANSAS LAWS

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Aesthetics 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 an alternative to the use of wet cotton pads when cleansing the face?
 - a. Gauze
 - b. Tissues
 - c. Dry pads
 - d. Facial sponges
2. What is the most important reason for the regular use of good hygiene in the salon?
 - a. It builds customer confidence
 - b. It helps the shop look better

- c. It maximizes financial profits
 - d. It avoids the spread of infection
3. Psoriasis appears as
 - a. elevated nodules.
 - b. loss of body hair.
 - c. a viral infection.
 - d. scaly, red lesions.
4. What is a beneficial action of a clay mask?
 - a. To deepen color
 - b. To soften the skin
 - c. To absorb impurities
 - d. To increase temperature
5. When giving a massage, it is always important that the client is
 - a. kept cool.
 - b. stimulated.
 - c. sitting up.
 - d. fully relaxed.
6. Muscular tissue may be stimulated by
 - a. a massage.
 - b. an ice pack.
 - c. a makeup base.
 - d. an astringent.
7. Which one of the following are open sores on tissue surfaces?
 - a. Cysts
 - b. Ulcers
 - c. Polyps
 - d. Nodules
8. After removal of a facial mask, what should be used to tone the skin?
 - a. Paraffin wax
 - b. A mild astringent
 - c. A mild disinfectant
 - d. A solution of uric acid

Answers

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

AESTHETICS REFERENCES

Milady's Standard Fundamentals for Estheticians
9th Ed, 2004

Milady, an imprint of Thomson
Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Aesthetics 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

Salon Fundamentals Aesthetics, 2005
Pivot Point International, Inc.
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION

SPECIAL INSTRUCTION

- 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.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MANNEQUIN(S)

Models are not permitted. Candidates must supply the necessary clamp required to properly secure a mannequin head to a table during the examination. You are required to bring a mannequin head(s); it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

AESTHETICS PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Aesthetics Practical Examination includes 9 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
Cleansing the Face
Steaming the Face
Manual Extraction on the Forehead
Massaging the Face
Hair Removal of the Eyebrows
Hair Removal Upper Lip
Application of Facial Mask
Facial Makeup

The Hard Wax Upper Lip section of the Aesthetics examination is performed with a simulated wax product.

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 supplies for cleansing the face section of this examination."

"You will perform the client protection section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 15 minutes to set up the general supplies that you will use throughout your practical examination and to drape your mannequin."

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

CLEANSING THE FACE (10 minutes)

Verbal Instructions:

"You will now perform the cleansing section of this examination."

"You will be expected to perform the necessary steps to cleanse the face."

"You will be observed for client protection."

"You will be expected to follow all 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

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

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

STEAMING THE FACE (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the steaming 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 steaming section of this examination."

"You will be observed for client protection."

"You will be expected to follow all 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."

Candidates will be evaluated on the following tasks:**Preparation**

- Wrings wet towel thoroughly
- Tests towel temperature on wrist safely

Demonstration of Steaming the Face

- Drapes towel to cover face so nose and/or mouth are uncovered
- Lifts towel from face 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 massage 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 massage section of this examination."

"You will apply massage cream, demonstrate facial manipulations, and remove the massage cream."

"You will demonstrate effleurage, petrissage, tapotement, and friction."

"You will be observed for client protection."

"You will be expected to follow all 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."

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
(10 Minutes)****Verbal Instructions for Set Up:**

"You have 2 minutes to remove the supplies from your kit for the manual extraction 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 manual extraction section of this examination."

"You will be instructed to simulate a manual extraction procedure by your examiner."

"You will be observed for client protection;"

"You will be expected to follow all 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."

Candidates will be evaluated on the following tasks:**Preparation**

- Applies eye protection safely
- Wears gloves
- Wraps gloved fingertips with appropriate material dampened with toner or astringent

Examiners will read the following to each candidate:

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

- Gently applies downward pressure on both sides of pore safely
- Uses appropriate materials 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 (15 minutes)**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."

Verbal Instructions:

You will now perform the hair removal of the eyebrows section of this examination."

"You will be instructed to demonstrate the tweezing procedure on one eyebrow by your examiner."

"You will also be instructed to demonstrate the soft wax procedure on the other brow by your examiner."

"You will be observed for client protection."

"You will be expected to follow all safety and infection control procedures."

"You will have 15 minutes to perform this task."

"You will be informed when you have 8 minutes remaining."

(1) "The instructions will be repeated." (2) "You may begin."

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

- Wears gloves
- Uses disinfected or disposable implements
- Sanitizes area to be treated safely

Demonstration of Tweezing**Examiners will read the following to each candidate:**

"Please demonstrate the tweezing procedure."

- Holds skin taut while tweezing
- 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

Examiners will read the following to each candidate:

"Please demonstrate the soft wax procedure."

- Sanitizes area to be treated safely
- Uses absorbent material to dry area to be treated
- 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
- 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

HAIR REMOVAL ON UPPER LIP (10 Minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal on 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 hair removal on the upper lip section of this examination."

"You will be instructed to demonstrate the hard wax procedure by your examiner."

"You will be observed for client protection."

"You will be expected to follow all 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."*

Hard Waxing Section: Candidates will be evaluated on the following tasks:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

"Please demonstrate the hard wax procedure."

- Sanitizes area to be treated safely
- Dries area to be treated safely
- Applies pre-epilation product to area to be treated safely
- Removes hard wax product from container using infection control procedures
- Tests temperature of the hard wax product on wrist safely
- Applies hard wax product along upper lip safely
- Applies hard wax product in direction of hair growth safely
- Holds skin taut
- Removes hard wax product by pulling the thicker edge
- Applies post-epilation product to treated area safely
- Applies antiseptic to the 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 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 required to apply the mask and then remove it."

"You will be observed for client protection."

"You will be expected to follow all 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."*

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 apply makeup for a daytime look."

"You will be observed for client protection."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to perform this task."

"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 a protective covering
- Secures hair off face
- Sanitizes hands

Demonstration of Facial Makeup

- 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
- 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

FINAL CLEANUP

At the conclusion of the practical examination, candidates must make sure that all kit supplies and disposable materials are taken with them. Candidates may not dispose of waste materials in the trash receptacles, as they are unable to accommodate all waste materials from every candidate that takes the examination.

GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

Recommended kit size is no larger than 30" x 30". For safety reason all kits must be able to fit completely under the table area.

- ☐ mannequin(s)
- ☐ dry storage kit/container
- ☐ hand sanitizer
- ☐ body drape
- ☐ spray disinfectant
- ☐ disposal bag for waste materials
- ☐ cloth and paper towel(s)
- ☐ tissues
- ☐ cotton
- ☐ disposable applicators
- ☐ spatula(s)
- ☐ first-aid supplies (blood spill kit)
- ☐ tape

CLEANSING SUPPLIES

- ☐ cleansing cream
- ☐ cloth towel(s)
- ☐ astringent or toner

STEAMING SUPPLIES

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

MASSAGE 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

HAIR REMOVAL ON UPPER LIP SUPPLIES

- ☐ gloves
- ☐ antiseptic
- ☐ hard 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

AESTHETICIAN REFERENCES

Milady's Standard Fundamentals for Estheticians, 9th Ed, 2004,
Milady, an imprint of Thomson Delmar Learning,
5 Maxwell Dr.
Clifton Park, NY 12065
(800) 730-2214

Milady's Standard Textbook for Professional Estheticians, 8th ed.
Milady, an imprint of Thomson Delmar Learning,
5 Maxwell Dr.
Albany, NY 12212
(800) 730-2214

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

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

EXAMINATIONS:

- **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.