

Arkansas Department of Health

Cosmetology Section

CANDIDATE INFORMATION BULLETIN

4815 West Markham, Slot 8
Little Rock, Arkansas 72205
(501) 682-2168

Instructor

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 Department of Health Cosmetology Section (the "Cosmetology Section") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Cosmetology Section will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

How to Apply with the Cosmetology Section: A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Cosmetology Section.

Eligibility Requirements: A candidate who wishes to obtain an Instructor'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 Cosmetology Section-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos
2. Be at least 21 years old;
3. Must have a current license in the field you wish to teach (Cosmetology, Manicuring, Aesthetics, Electrology)

*If you are applying to take the Electrologist Instructor exam, you are also required to have three (3) years of practical experience as an electrologist in the State of Arkansas within the past five (5) years.

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

Special Accommodations: If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Cosmetology Section, 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 Cosmetology Section (see contact information listed above). **If approved, you will receive additional information from the Cosmetology Section regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the Cosmetology Section 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 mail. All information on file with the Cosmetology Section must reflect the above eligibility requirements and 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 Cosmetology Section to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Cosmetology Section's office to schedule as this is done automatically). The Cosmetology Section 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 Friday prior to the approved examination date, please call the Cosmetology Section for further instructions. Any questions regarding scheduling the practical exam should be directed to the Cosmetology Section.
2. **WRITTEN EXAMINATION:** Once you have been approved by the Cosmetology Section to take the written examination, it is your responsibility to schedule with PSI at 1-800-211-2754. Written examinations are offered on a daily basis using a computer-based testing platform. Since PSI 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 PSI Testing Centers throughout Arkansas, however, you can examine at any PSI 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 written examination. PSI 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 testing will be paid directly to the Cosmetology Section.

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

Fees are as follows:

Cosmetology Practical: \$65.00

Cosmetology Written: \$60

*Written examination includes Arkansas State Law questions

**Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

Practical Examination Admission Requirements:

You must present your **Admission Notice**, provided by the Cosmetology Section, 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. 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. The Cosmetology Section reserves the right to investigate each incident of misconduct. The Cosmetology Section 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 Cosmetology Section. Smoking or the use of tobacco is strictly prohibited in the examination room. The Cosmetology Section 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. PSI 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 the Cosmetology Section and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate application and fee to the Cosmetology Section. If you have reason to question whether or not a center will be closed due to an emergency, please call the Cosmetology Section to make inquiries regarding the practical examination and PSI for inquiries regarding the written examination.

Refunds and Rescheduling Policies: You may reschedule for the written examination without losing your fee **if** you contact PSI 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 will file a new application for practitioner examination form and the required fee to the Cosmetology Section 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 written examination must reschedule with PSI by calling 1-800-211-2754.

Confidentiality: Test results are confidential and are not provided over the telephone. Do NOT call the Cosmetology Section's office for test results.

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

Mannequins:

The Cosmetology Section 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** shirt, a **solid white** lab coat or smock that is hip length or longer, **solid white or black** pants, **and shoes must be solid white or black and closed toe.** Candidates who fail to adhere to this dress code will not be admitted into the exam room.



NATIONAL INSTRUCTOR PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

This bulletin contains important information regarding the NIC National Instructor 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.
- 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 must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.) *Please refer to State guidelines.
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and 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.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

- Theory Lesson Plan
- Theory Lecture
- Demonstration Lesson Plan
- Demonstration Lecture

THEORY LESSON PLAN (10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the theory lesson plan. You may retain one copy."

"You will have 10 minutes to set up your classroom for the theory lecture."

"Do not begin the theory lecture until verbal instructions have been read."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "Student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

THEORY LECTURE

(20 minutes)

Verbal Instructions:

"You will perform the theory lecture section of this examination."

"You will be expected to convey proper safety and infection control procedures."

"You will have 20 minutes to complete this section."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 minutes)

Verbal Instructions after Instructor has concluded the Theory Lecture:

"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."

DEMONSTRATION LESSON PLAN

(10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the demonstration lesson plan. You may retain one copy."

"You will have 10 minutes to set up your classroom for the demonstration lecture."

"Do not begin the demonstration lecture until verbal instructions have been read."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

DEMONSTRATION LECTURE

(30 minutes)

Verbal Instructions:

“You will perform the demonstration lecture section of this examination.”

“You will be expected to convey proper safety and infection control procedures.”

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Presents students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

**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.”

INSTRUCTOR REFERENCES

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

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

OPTIONAL REFERENCES

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.*

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



NATIONAL INSTRUCTOR
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

**THE PROFESSIONAL
INSTRUCTOR
53%**

**Effective Teaching
Methods**

- ◇ Classroom preparation
 - Preliminary analysis of measurable student learning objectives
 - Preparing time frame for lesson plan
 - Preparing course outline
- ◇ Teaching methods
 - Lecture (incl. presentations by outside sources)
 - Demonstration (incl. presentations by outside sources)
 - Discussion (e.g., question and answer, reflective, summarization)
 - Project (e.g., portfolios, reports, resumes)
 - Visual aids
 - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
 - Homework/ Independent study
 - Internship programs (e.g., pre-planning, follow-up, supervision/ assessment)
- ◇ Communication Skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice (modulation, projection, tone)
 - Non-verbal (e.g., body mechanics, facial expression)

**Methods of Assessment for
Student Learning**

- ◇ Type of Assessment
 - Written
 - Performance/Practical
 - Oral
 - Project/Portfolio
- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

**CLASSROOM
MANAGEMENT
47%**

Learning Environment

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)
- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

Instructor Qualities

- ◇ Professional conduct
 - Professional image
 - Professional ethics
- ◇ Classroom supervision
 - Manage situations
 - Discipline
 - Professional leadership

SAMPLE QUESTIONS

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

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

Answers

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

**INSTRUCTOR
REFERENCES**

Milady's Master Educator Student Course Book, 2001

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

Pivot Point's Mindful Teaching Program, 2002-2005

Salon Fundamentals
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2008
www.nictesting.org