

# **HAIRDRESSER EXAMINATION PACKET**

**PLEASE READ THE EXAMINATION INSTRUCTIONS AND  
COMPLETE THE MODEL RELEASE FORM BEFORE YOU COME  
TO THE EXAM SITE.**

The Board of Barbers and Hairdressers allows individuals taking the practical exam and their models to bring bottled water in a sealable container into the exam site.



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT  
Division of Corporations, Business and Professional Licensing

*Sean Parnell, Governor*  
*Susan Bell, Commissioner*  
*Don Habeger, Director*

PO Box 110806, Juneau, AK 99811-0806  
Telephone: (907) 465-2534 Fax: (907) 465-2974 Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

**RELEASE FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

AGE (if under 18): \_\_\_\_\_

Model must be at least 15 years of age.

Children under 15 years of age are not allowed into the exam site.

I hereby release members of the State Board Barbers and Hairdressers and the State of Alaska from any liabilities incurred as a result of my volunteering to act as a model during the practical portion of the State Board of Barbers and Hairdressers examination. I also authorize the examinee, for whom I am volunteering my services as model, to perform the required skills to complete the practical portion of the State examination.

Further, I am not trained or licensed in the field of Barbering, Hairdressing, or Esthetics; I am not a student or apprentice in the field.

If the model is under 18, the parent or legal guardian must also sign this release form.

\_\_\_\_\_  
Parent/Guardian  
(if model is under 18)

\_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

STATION NO.: \_\_\_\_\_

**STATE OF ALASKA BOARD OF BARBERS AND  
HAIRDRESSERS**

**EXAMINATION INSTRUCTIONS FOR  
BARBER  
HAIRDRESSER  
ESTHETICIAN**

The following are instructions for the examination for which you have been scheduled.

Please bring picture identification to show the examiner when registering.

Enclosed are:

1. What to expect at the Practical Exam
2. Instructions for each exam
3. A List of Supplies which are necessary for the practical exam
4. A sample Score Sheet which will be used at the practical exam
5. A sample of the Written Examination
6. Blood Spill Procedure/Infection Control

Models are to be provided by the student. A model for the practical examination may not be a licensed barber, hairdresser, esthetician, student, or shop apprentice (Regulation 12 AAC 09.035(e)). The model must be at least 15 years of age. If your model is under the age of 18, the parent or legal guardian must sign a Release Form. Please inform your model that the haircut portion of the exam takes up to three hours. The model may be required to show proof of age, i.e., picture ID.

**If you arrive at the examination without the required release form for your model (if model is under 18), you will not be allowed to take the portion of the examination that requires a model. Models cannot be younger than 15 years of age.**

The department will assign each exam applicant a number by which he/she is identified during the examination. No applicant may reveal his/her identity to an examiner until grading has been completed by the examiners. No applicant may make any reference orally or in writing to an examiner about any school of barbering, hairdressing, or esthetics, or present licenses held until grading has been completed by the examiners. No equipment, supplies, apparel, or items which are to be turned in or used for the examination may identify the applicant, except by the number assigned by the department. (Regulation 12 AAC 09.020)

No applicant may leave the practical examination site or the written examination site while the examination is being conducted without permission of an examiner. Absolutely, no talking during the exam. Any attempt by a school owner, instructor, or any person to communicate with or help an applicant in any way while taking the examination, or any attempt by an applicant to secure information from another applicant will disqualify the applicant from completing the examination. (Regulation 12 AAC 09.025)

**NOTE:** NO FOREIGN LANGUAGE INTERPRETERS are allowed in the written or practical examination room.

Children under 15 years of age are not allowed into the exam site.

**YOU MUST BE ON TIME FOR YOUR EXAMINATION.**

**+ BRING THIS PACKET TO THE EXAMINATION -- VERY IMPORTANT!**

## WHAT TO EXPECT AT THE PRACTICAL EXAM

1. Applicants sign in and provide picture identification.
2. Applicants must wear clean and neat uniform type smocks.
3. Applicants will be assigned a station and identified by a number.
4. Applicants and your model and NOT allowed to leave the station area unless instructed by the examiner.
5. There will be NO smoking or gum chewing by applicants or your model.
6. Applicants will be given Instruction Cards at your assigned station to follow during the exam.
7. The examiner will tell the applicant which instruction card to use at the appropriate time and each operation will be timed accordingly.
8. If the applicant does not complete the operation in the specified time, the applicant will be graded on what the applicant has completed.
9. Examiner will not talk to applicants other than to give procedural instructions and ask questions during your explanation time.
10. Examiners will not teach or do demonstrations.
11. Examiners will be walking around the exam area observing all applicants. Do not be alarmed if the examiners do not watch applicants perform every step of an operation. The examiners will grade applicants based on there final product.
12. Examiners will instruct applicants when your model may be dismissed. The model must leave the premises at that time.
13. When applicants have completed the exam and are dismissed by the examiners clean up your station area and leave the premises.

## HAIRDRESSER PRACTICAL EXAMINATION

The following is a list of the procedures for the practical examination, time allowed for each subject, and guidelines as to what the examiners are looking for:

### I. HAIR STYLE (to be done on mannequin) - 45 minutes

<b>Protection</b>	Draping.
<b>Finger Wave</b>	Open and closed ends, one third of head
<b>Roller Placement</b>	Evenness of partings, length of roller with partings, one-third of head.
<b>Pin Curls</b>	Three types: full stem, half stem, and no stem. Placement of clips, direction of stem, one third of head.

The mannequin will be used for the finger wave, rollers, and clip portion of the exam. Under finger waves, the examiner will be looking for the evenness, depth, and contour of the finger wave.

### II. PERM (to be done on mannequin) - 30 minutes

- X Rod placement
- X Proper placement of band
- X Width of parting with length of rod
- X Evenness of partings
- X Tension: Too much; too little

<b>Protection</b>	Protection cream, cotton.
<b>Labeling</b>	Perm solution, neutralizer.
<b>Use of Implements</b>	Proper application technique. Simulated product must have consistency of perm solution.

The examiners will be looking for the protection of only the section wrapped. Use water to simulate the perm solution. The applicant is to explain the entire procedure of giving a perm. This explanation will include client card or release form, hair/scalp analysis, mix to or follow manufactures directions, test curl, rinse, towel blot, neutralizing.

**III. VIRGIN TINT (to be done on mannequin) - 30 minutes**

<b>Protection</b>	Protective cream, cotton, knowledge of predisposition test.
<b>Application</b>	Knowledge of difference between going lighter and darker.
<b>Handling of Application</b>	Proper partings (thinning, etc.) tint applied to scalp, or ends (virgin versus touch-up).

The examiners will be looking for the applicant to describe the procedure. The explanation will include patch test or predisposition test, client card or release form, hair/scalp analysis, mix to or follow manufacturers directions, test for shade, rinsing. Use cream conditioner for the tint solution.

**NOTE: SIMULATED PRODUCT MUST HAVE CONSISTENCY OF TINT.**

**IV. BLEACH TOUCH-UP & HIGHLIGHTING (to be done on mannequin) - 30 minutes**

<b>Protection</b>	Use of protective cream, draping.
<b>Application</b>	Touch-up versus virgin tint. Knowledge of regrowth, and line of demarcation. Placement of product on hair, beginning and end.

The examiners will be looking for the applicant to describe the procedures. The explanation will include patch test or predisposition test, client card or release form, hair/scalp analysis, mix to or follow manufacturers directions, test for stage, proper rinsing. Use shaving cream for the bleach solution. For highlighting, the weaving method must be demonstrated.

**NOTE: SIMULATED PRODUCT MUST HAVE CONSISTENCY OF BLEACH.**

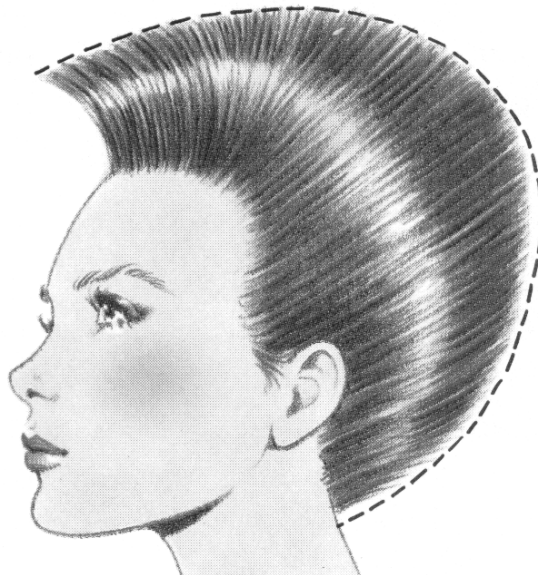
**PERM, TINT, AND BLEACH WILL BE DEMONSTRATED ON A MANNEQUIN.**

**V. HAIR CUT, BLOW DRY, AND IRON CURLING (to be done on model) - 90 minutes**

<b>Protection</b>	Draping, sanix strips, use of guard on a razor, and heat of curling iron.
<b>Appropriate Section</b>	Neat straight partings, section for hair cut being done.

<b>Hair Cut</b>	Must do a basic layer cut as in diagram below. One (1) inch must be removed throughout. <b><u>Finished cut is four to eight inches long.</u></b>  A reversed layered cut “bob” is not a basic layered haircut and will not be acceptable.
<b>Handling of Instruments</b>	Knowledge of razor and shears.
<b>Iron Curling</b>	Three types to be done on the model.
<b>Blow Drying</b>	Protection of model, heat, direction of movement of hair, brush or comb technique.
<b>Finished Results</b>	Should be a finished style.

The examiners will be checking the evenness of the cutting and the blending in of the sections. Any sectioning pattern that the applicant has been taught may be used. The curling iron and blow dryer will be used on your model. Protection of model, heat, direction of movement of hair, brush or comb technique will be checked. The applicant should know three different techniques for the curling iron showing on-base, off-base, and spiral curls.



Correct Uniform Shaping

## BARBER PRACTICAL EXAMINATION

The following is a list of the procedures for the practical examination, time allowed for each, and guidelines as to what the examiners are looking for.

### I. SHAVING (to be done on model) - 30 minutes

Application of shaving cream, set up of the model, set up of the steam/ towels, proper shaving steps, and proper strokes.

<b>Finished Product</b>	Finish with application of astringent.
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The growth of the beard will be checked by the examiner prior to shaving. At least two days of unshaven beard must be present on the model prior to the examination. The examiners will be looking for the application of the shaving cream, set up of the patron, set up of the steam/towels, proper shaving steps, and proper strokes. Under finished results, the examiner will be looking for whiskers removed and the condition of the skin. No facial hair may be left on the face, including goatees or mustaches.

### II. HAIR CUT (to be done on model) - 30 minutes

#### HAIRSTYLE (to be done on model) - 30 minutes

<b>Protection</b>	Draping, sanex strips, and cleanliness of tools.
<b>Handling of Instruments</b>	Proficient use of clippers, shears, and razor on the neck shave.

All applicants of the barber examination will be required to perform a haircut that is well-balanced and with emphasis upon shading, tapering, and topping. Hair will be checked by the examiners prior to cutting to determine that the hair has not been cut for at least two weeks prior to the examination. The examiners will be looking at the finished results and how well it is tapered, shaded and blended, and the clean outline.

### IV. PERM (to be done on mannequin) - 30 minutes

- X Rod Placement
- X Proper placement of bend
- X Width of parting with length of rod
- X Evenness of partings
- X Tension: Too much; too little

<b>Protection</b>	Protective cream, cotton.
<b>Labeling</b>	Perm solution, neutralizer.
<b>Use of Implements</b>	Proper application technique. Simulated product must have consistency of perm solution.

The examiners will be looking for the protection of only the section wrapped. Use water to simulate the perm solution. The applicant is to explain the entire procedure of giving a perm. The explanation will include, client card or release form, hair/scalp analysis, mix to or follow manufacturers directions, test curl, rinse, towel blot, neutralizing.

**V. VIRGIN TINT (to be done on mannequin) - 30 minutes**

<b>Protection</b>	Protection cream, knowledge of predisposition test.
<b>Application</b>	Knowledge of difference between going lighter and darker.
<b>Handling of Application</b>	Proper partings (thinning, etc.) tint applied at the scalp, or ends (virgin versus touch-up.)

The examiners will be looking for the applicant to describe the procedure. The explanation will include patch test or predisposition test, client card or release form, hair/scalp analysis, mix to or follow manufacturers directions, test for shade, rinsing. Use cream conditioner for the tint solution.

**NOTE:** SIMULATED PRODUCT MUST HAVE CONSISTENCY OF TINT.

**VI. BLEACH TOUCH-UP & HIGHLIGHTING (to be done on mannequin) - 30 minutes**

<b>Protection</b>	Use of protective cream, draping
<b>Application</b>	Touch-up versus virgin tint, knowledge of regrowth, line of demarcation, placement of product on hair, beginning and end.

The examiners will be looking for the applicant to describe the procedure. The explanation will include patch test or predisposition test, client card or release form, hair/scalp analysis, mix to or follow manufacturers directions, test for stage, proper rinsing. Use shaving cream for the bleach solution. Demonstrate the use of a weaving method of highlighting.

**NOTE:** SIMULATED PRODUCT MUST HAVE CONSISTENCY OF BLEACH.

Perm tint and bleach will be demonstrated on a mannequin.

## ESTHETICIAN PRACTICAL EXAMINATION

The following is a list of the procedures for the practical examination, time allowed for each subject, and guidelines as to what the examiners are looking for.

### I. **FACIAL - including massage, skin and eye care, waxing and hair removal - 60 minutes (to be done on model)**

<b>Protection</b>	Draping, eye patches on eyes, and hair protection.
<b>Cleansing Procedure</b>	Cleansing of skin.
<b>Tweezing</b>	Demonstrate in the presence of examiners.  Direction of hair removal, stretching of skin, applying pressure, and application of astringent. <b>Candidate must tweeze 2 or 3 hairs.</b>
<b>Soft Wax Removal</b>	Cleansing, application of powder, creams, etc., application of wax, area covered, demonstrate removal of wax, cleansing off wax, application of astringent in the presence of examiners. The following will be demonstrated with <b>simulated products</b> , i.e., conditioner.
<b>Manipulations</b>	Use of creams, hand and skin contact, not breaking contact with skin. Soothing, relaxing, easy fluid motion. Stimulation and sedation.
<b>Handling of Implements</b>	Proper technique.

The examiners will be looking for the protection of the eye, use of astringents, the labeling of the bottles, and draping of the model. The applicant will be demonstrating wax/arch and tweeze in the presence of examiners.

### II. **MAKE-UP - 30 minutes**

Be prepared to apply day and night. Proctor will choose which application will be demonstrated during examination. Must show definite change in model's make-up. If models make-up is used, it must be clean; **NO USED BRUSHES.**

Candidate retaking this portion of the exam will be required to describe cleansing procedure.

**BARBER, HAIRDRESSER OR ESTHETICIAN  
PRACTICAL EXAMINATION**

**SUPPLIES REQUIRED**

**BOARD OF BARBERS AND HAIRDRESSERS**

**NOTE:** YOU MUST PROVIDE YOUR OWN MODEL. ALL APPLICANTS MUST WEAR CLEAN AND NEAT UNIFORM TYPE SMOCKS. ALL SUPPLIES MUST BE LABELED APPROPRIATELY. YOUR NAME, A SCHOOL NAME OR SHOP NAME MUST NOT APPEAR ANYWHERE ON THE EQUIPMENT, SO THAT IT CAN IDENTIFY WHO YOU ARE TO THE EXAMINERS. PLEASE MAKE SURE THAT ALL NAMES, EXCEPT FOR LABELING OF SUPPLIES, ARE NOT SHOWING.

**General Supplies - All supplies must be labeled.**

- |                            |                      |
|----------------------------|----------------------|
| Kleenex                    | Conditioner          |
| Band-Aids                  | Alcohol              |
| Combs and Brushes          | Water Bottle         |
| Yo-ettes (duck bill clips) | Cotton               |
| Two Pencils - No. 2        | Smock                |
| Application Bottles        | Cape(s)              |
| Towels - at least four     | Bowl and Color Brush |
| Shampoo                    | Protective Cream     |

PROCEDURES	SUPPLIES NEEDED
<b>Permanent Waving</b>	Plastic cape, water bottle, rattail comb, eight permanent rods, end papers, yo-ettes, pretend products, and cotton strip
<b>Hair Coloring</b>	Rubber gloves, apron, pretend product in applicator bottle, yo-ettes, and plastic cape
<b>Highlighting and Bleach</b>	Plastic cape, foil on weaving hair, and comb with tail, rubber gloves, apron, pretend product in applicator bottle, yo-ettes, and plastic cape
<b>Shampooing</b>	Shampoo, towel, shampoo cape, and sanex strip
<b>Haircutting – Hairdressers and Barbers</b>	Scissors, razor, water bottle, styling comb, cape, clippers, razor blades, thermal hair spray, blow dryer, brush, curling iron and comb

PROCEDURES	SUPPLIES NEEDED
<b>Hairstyling</b>	Hair rollers, clips, pincurl clips, and gel for finger waves
<b>Make-Up and Skin Care</b>	Turban or towel, spatulas, cotton swabs, cotton balls, make-up for day or evening wear, astringents and cleansers, massage cream, waxing materials, and tweezers
<b>Shaving (for barbers only)</b>	Shaving razor, shaving cream, towels, blades, conditioning cream, and styptic powder

**PERSONAL APPEARANCE WILL BE EVALUATED. PLEASE BE NEAT AND CLEAN.**

† **APPLICANT:** PLEASE REMEMBER THAT YOU NEED TO PROVIDE YOUR OWN TOWELS. YOU NEED AT LEAST FOUR TOWELS AND YOU MAY BRING MORE IF YOU WISH. THE TOWELS WILL NOT BE PROVIDED.

ALSO, PLEASE REMEMBER THAT YOU NEED TO BRING YOUR MANNEQUIN AND ITS STAND. THIS IS FOR THE HAIRSTYLE AND THE CHEMICAL PORTIONS OF THE EXAMINATION FOR HAIRDRESSERS, AND THE CHEMICAL PORTIONS FOR BARBERS. IF YOU DO NOT BRING YOUR MANNEQUIN, YOU MAY NOT TAKE THESE PORTIONS OF THE EXAM.

# ***BLOOD SPILL PROCEDURE***

**IF A BLOOD SPILL SHOULD OCCUR, THE FOLLOWING STEPS MUST BE FOLLOWED:**

- **SUPPLY INJURED PARTY WITH LIQUID SPRAY 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/student/licensee and should be executed as follows:

## **CANDIDATE/STUDENT/LICENSEE INJURY**

**PROTECTION** – If a cut is sustained, stop the service and clean the injured area.

**APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).

**DRESSING** – Cover the injury with the appropriate adhesive dressing.

**COVER** injured area with finger guard or glove as appropriate.

**CLEAN** model/client and station.

**DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.

**RETURN** to the service.

## **MODEL/CLIENT INJURY**

**STOP** service

**GLOVE** hands of candidate/student/licensee.

**CLEAN** injured area as appropriate.

**APPLY** antiseptic and/or liquid or spray styptic as appropriate.

**COVER** the injury with the appropriate dressing to prevent further blood exposure.

**DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.

**RETURN** to service.

## **EXAMINATIONS:**

- **EXAMINER IS TO USE NEW 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 OR NOZZLES OR LIQUID STYPTIC CONTAINER TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR.**

# ***WET DISINFECTION and STORAGE 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, **THAT 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)*

*Thorough wash hands and the exposed portions of arms with 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.*

Name of Examiner: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

**PRACTICAL EXAMINATION SCORE SHEET FOR HAIRDRESSER**

Subject	Points	Subject	Points	Subject	Points	Subject	Points	Subject	Points
<b>HAIRSTYLE</b>		<b>HAIRCUT</b>		<b>PERM</b>		<b>VIRGIN TINT</b>		<b>BLEACH TOUCH-UP &amp; HIGHLIGHTING</b>	
<b>On Mannequin: (45 min.)</b>		<b>On Model: (90 min.)</b>		<b>On Mannequin: (30 min.)</b>		<b>On Mannequin: (30 min.)</b>		<b>On Mannequin: (30 min.)</b>	
Fingerwave (28)	8	Patron Protection & Sanitation	10	Sections	8	Explanation	3	Explanation (20)	
Use of Comb and Fingers	8	Layered Cut	10	Tension	8	To Include:		To include:	
Uniform in Width and Depth	10	One Inch of Hair Throughout	20	Rod Selection and Wrap	10	a. Patch Test or Predisposition Test	3	a. patch test or disposition	2
Open and Closed Ends	10	Tools & Supplies	5	Application	8	b. Client Card or Release Form	3	b. Client Card or release form	2
Rollers (28)		Blending	10	Explanation (27)		c. Hair/Scalp Analysis	3	c. Hair/Scalp Analysis	2
Section Size to Roller	8	Evenness of Perimeter	10	To include:		d. Mix to or follow Manufacturers Directions	10	d. Mix to or follow Manufacturers Directions	10
Roller Placement	10	Use of Razor	10	a. Client Card or Release Form	2	e. Test for Shade	3	e. Test for Stage	2
Wrapped Even and Smooth	10	Blow Dry and Curling Iron	5	b. Hair/Scalp Analysis	4	f. Rinsing	3	f. Proper Rinsing	2
Pincurls (28)		Finished Results	10	c. Mix to or Follow Manufacturers Directions	5	Patron Protection	15	Patron Protection	15
Clip Placement	5	Follows Directions	10	d. Test Curl	4	Section	10	Section	5
Section Size	5			e. Rinse	4	Application – Lighter or Darker	20	Application	20
Full Stem	6			f. Towel Blot	4	Labeling and Sanitation	10	Labeling and Sanitation	10
1/2 Stem	6			g. Neutralizing	4	Follows Directions	10	Follows Directions	10
No Stem	6			Patron Protection	15	Properly Equipped	10	Demonstrates the use of a Weaving Method of Highlighting	10
Follows Directions	6			Labeling and Sanitation	10			Properly Equipped	10
Patron Protection	10			Following Directions	10				
				Properly Equipped	4				
<b>Examiner Scores</b>		<b>Examiner Scores</b>		<b>Examiner Scores</b>		<b>Examiner Scores</b>		<b>Examiner Scores</b>	
<b>TOTAL POINTS</b>	<b>100</b>	<b>TOTAL POINTS</b>	<b>100</b>	<b>TOTAL POINTS</b>	<b>100</b>	<b>TOTAL POINTS</b>	<b>100</b>	<b>TOTAL POINTS</b>	<b>100</b>
<b>TIME: 45 MIN.</b>		<b>TIME: 90 MIN.</b>		<b>TIME: 30 MIN.</b>		<b>TIME: 30 MIN.</b>		<b>TIME: 30 MIN.</b>	

**ARE ALL SCORES FILLED IN?**

COMMENTS: \_\_\_\_\_

I hereby state that I am associated with the examination candidate in the following way:

\_\_\_\_\_

Signature of Examiner



NATIONAL COSMETOLOGY  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

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

**SCIENTIFIC  
CONCEPTS  
30%**

**Infection Control**

- ◇ Microbiology
  - Bacteria
  - Viruses
  - Parasites
  - Immunity
  - Prevention
- ◇ Methods of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Federal regulations
  - OSHA guidelines
  - Material Safety Data Sheets (MSDS)
  - Environmental Protection Agency (EPA)
  - Food and Drug Administration (FDA)
  - Universal precautions
- ◇ First Aid
  - Minor bleeding
  - Minor burns
  - Minor eye irritation

**Human Anatomy**

- ◇ Cells
- ◇ Tissue
- ◇ Organs
  - Heart
  - Lungs
  - Skin

**Basic Physiology (Body Systems)**

- ◇ Skeletal system
  - Skull
  - Bones of the face
  - Bones of the neck
  - Bones of the shoulders
  - Bones of the arms and hands
  - Bones of the legs and feet
- ◇ Muscular system
  - Scalp muscles
  - Mastication muscles

- Mouth muscles
- Muscles of the eye and nose
- Muscles of the arms and hands
- Muscles of the legs and feet
- Muscles of the neck
- Muscles of the shoulders and upper back
- ◇ Types of joints
- ◇ Circulatory system
  - Blood-vascular or cardiovascular system
  - Lymph-vascular system
- ◇ Endocrine system
- ◇ Respiratory system
- ◇ Integumentary system
- ◇ Nervous system
- ◇ Excretory system

**Ergonomics/Body Positioning**

**Basic Principles of Chemistry**

- ◇ Matter
- ◇ The pH scale
- ◇ Nutrition
- ◇ Medication
- ◇ Compounds
- ◇ Mixtures
- ◇ Product ingredients
- ◇ Product labeling
- ◇ Product safety

**Basic Principles of Electricity**

- ◇ Electric current
- ◇ Electricity in cosmetology
  - Electrotherapy
  - Light therapy

**HAIR CARE AND SERVICES  
40%**

**Trichology**

- ◇ Properties and structure of the hair and scalp
  - Shaft
  - Root
  - Keratinization

- ◇ Hair analysis and hair quality
  - Porosity
  - Elasticity
  - Texture
  - Density
- ◇ Stages of hair growth
- ◇ Hair loss
- ◇ Conditions of the scalp and hair
  - Disorders
  - Diseases

**Draping Procedures**

- ◇ Shampooing
- ◇ Haircutting
- ◇ Chemical services
- ◇ Thermal

**Shampooing, Conditioning, Massaging and Brushing Procedures**

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Shampooing
  - Product selection
  - Procedure
- ◇ Conditioning
  - Product selection
  - Procedure
- ◇ Scalp treatments
- ◇ Scalp massage

**Principles of Hair Design**

- ◇ Elements of hair design
  - Form
  - Line/Direction
  - Growth pattern
  - Texture
  - Color

- ◇ Principles of balance and design
- ◇ Facial shapes

**Haircutting Procedures**

- ◇ Client consultation
  - Desired look
  - Face shape
  - Lifestyle and/or climate
  - Hair analysis

- ◇ Principles of haircutting
  - Areas of the head
  - Elevation or projection
  - Lines and angles
  - Crosschecking
  - Texturizing
- ◇ Tools and safety
  - Electrical
  - Manual
- ◇ Basic haircuts
  - Solid form or blunt haircut
  - Graduated form
  - Layered form
  - Combination form

**Hairstyling Procedures**

- ◇ Client consultation
- ◇ Wet styling
- ◇ Thermal styling
- ◇ Braiding

**Wigs, Hair Enhancements and Extensions**

- ◇ Client consultation
- ◇ Wigs and hair enhancements
  - Wig composition (e.g., human or synthetic)
  - Wig construction (e.g., cap and capless)
  - Wig care
- ◇ Hair extensions and additions

**Chemical Services Consultation**

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

**Chemical Services**

- ◇ Chemical waving
  - pH balance of chemical waves
  - Chemical waving procedures
- ◇ Chemical hair relaxers
  - pH balance of chemical hair relaxers
  - Chemical hair relaxing procedures

**Haircoloring Procedures**

- ◇ Law of color
- ◇ Types of haircolor
  - Temporary haircolor
  - Semi-and demi-permanent haircolor
  - Permanent
  - Lighteners
- ◇ Haircolor applications
  - Virgin
  - Retouch
  - Color correction

**Facial Makeup Application**

- ◇ Makeup color theory
- ◇ Cosmetic application procedures
  - Basic
  - Specialty
  - Corrective
- ◇ Artificial eyelashes
  - Predisposition test
  - Application
- ◇ Eyelash and eyebrow coloring

**SAMPLE QUESTIONS**

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

1. Which of the following substances is usually contained in a toner?
  - a. Metallic dye
  - b. Compound dye
  - c. Vegetable tint
  - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
  - a. A caustic
  - b. Deodorant
  - c. An antiseptic
  - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. rinsed in cold water.
  - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
  - a. Clipping
  - b. Slithering
  - c. Razor cutting
  - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
  - a. stop growing.
  - b. harden and set.
  - c. form new curls.
  - d. soften and swell.
6. When should a predisposition test be performed?
  - a. When the scalp has cuts
  - b. Before applying peroxide
  - c. Before every application of oxidizing tints
  - d. Before any application of vegetable coloring

7. At what part of the nail does growth start?
  - a. Wall
  - b. Matrix
  - c. Lunula
  - d. Cuticle
8. What is the function of sebum?
  - a. To dry the skin
  - b. To harden the skin
  - c. To cleanse the skin
  - d. To lubricate the skin
9. Sterilization is the process of
  - a. keeping bacteria alive.
  - b. destroying offensive odors.
  - c. destroying beneficial microorganisms only.
  - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
  - a. On a clean shelf
  - b. In any convenient place
  - c. In a closed cabinet or drawer
  - d. In neat stacks by the shampoo bowl

**SKIN CARE AND SERVICES  
15%**

**Skin Histology**

- ◇ Composition of the skin
  - Layers of the skin
  - Nerves of the skin
  - Glands of the skin
  - Types of skin
  - Skin pigmentation
- ◇ Conditions of the skin
  - Disorders
  - Diseases
- ◇ Functions of the skin

**Skin Care Services Consultation**

- ◇ Skin analysis
- ◇ Health history

**Draping Procedures for Facial Services**

**Temporary Hair Removal Procedures**

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

**Facial Procedures**

- ◇ Skin care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Facial treatments
  - Electrical therapy
  - Massage manipulations
  - Topical applications

**NAIL CARE AND SERVICES  
15%**

**Nail Care Service Consultation**

**Nail Structure**

- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
  - Disorders
  - Diseases

**Manicure and Pedicure Procedures**

- ◇ Nail care tools
  - Equipment
  - Implements
  - Products and supplies
- ◇ Types of manicures and pedicures
  - Basic manicure and pedicure
  - Specialty manicures and pedicures
- ◇ Massage procedures
  - Hand and arm massage
  - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

**Advanced Nail Care**

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
  - Acrylics
  - Gels
- ◇ Nail art

**Answers**  
1. d   4. b   7. b   10. c  
2. c   5. d   8. d  
3. d   6. c   9. d

**PLEASE CALL PSI at  
1-800-211-2754 to take  
the COSMETOLOGY  
ONLINE PRACTICE  
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(\$30.00 fee applies)**

**COSMETOLOGY REFERENCES**

*Milady's Standard Cosmetology, 2012*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals, Cosmetology, 2010*

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Cosmetology Career Concepts, Haircutting, Hairdesigning, Haircoloring, and Success Dynamics, 2010*

CLiC International  
396 Pottsville-St. Clair Highway  
Pottsville, PA 17901  
(800) 207-5400  
[www.clicusa.com](http://www.clicusa.com)

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**OPTIONAL REFERENCES**

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5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
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