NATIONAL INSTRUCTOR
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Instructor Theory Examination is the licensure examination for Instructors, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Instructor Theory Examination is 90 minutes.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- *Examination Content* and *Important Instructions* – This document provides information about the scope of content covered in the Theory examination, as well as information and guidelines related to administration of the Theory examination.
- *References* – This document provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

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. Picture ID is required for re-entry into the examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - o Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - o Communicating to other candidates.
  - o Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

INSTRUCTOR THEORY EXAMINATION
CONTENT OUTLINE

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

DOMAIN 1: INSTRUCTIONAL PLANNING (33%)

1A. Instructional Planning - Manage the curriculum delivery process
1. Syllabus
2. Course Outline
3. Development of lesson plans
4. Delivery of course content
5. Instructional outcomes
6. Performance assessment

1B. Instructional Planning - Identify student learning styles and needs
1. Learning types
2. Instruction adaptations

1C. Instructional Planning - Utilize instructional materials
1. Printed
2. Audiovisual
3. Demonstration
4. Technology

1D. Instructional Planning - Determine application of assessment
1. Written
2. Practical
3. Oral

Domain 2: INSTRUCTIONAL METHODS (33%)

2A. Instructional Methods - Employ methods of instruction
1. Lecture
2. Demonstration
3. Group learning

2B. Instructional Methods - Recognize obstacles to learning
1. Obstacle identification
2. Instructional practice adaptations

2C. Instructional Methods - Employ communication skills
1. Verbal
2. Non-verbal
3. Listening

2D. Instructional Methods - Demonstrate time management techniques

2E. Instructional Methods - Assess student learning
1. Assessment implementation
2. Evaluation of results
3. Reliability and validity

Domain 3: THEORY AND PRACTICAL CLASSROOM (34%)

3A. Theory and Practical Classroom - Manage physical and virtual learning environments
    1. Organization and layout
    2. Conditions of the environment
    3. Instructional practice adaptations
    4. Inventory and supplies
3B. Theory and Practical Classroom - Demonstrate instructor professional responsibilities
    1. Professional conduct
    2. Student academic advising and remediation
    3. Administrative responsibilities
    4. Self-evaluation and continuing education
3C. Theory and Practical Classroom - Maintain a safe learning environment
    1. Characteristics of a safe learning environment
    2. Safety hazards in the learning environment
    3. Infection control and prevention procedures

INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Instructor Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

1. Which of the following should be recorded in an educator's time utilization log?
    a. Planned work
    b. Clocked hours
    c. Students' grades
    d. Disciplinary actions

2. To ensure educational content is kept current, the educator would utilize which of the following materials?
    a. Workbook
    b. Dictionary
    c. Reference book
    d. Social network

3. Which of the following should be considered with visual integrity?
    a. Vocabulary
    b. Introduction
    c. Gestures
    d. Emphasis

4. When a large group of students is divided for group discussions, an effective arrangement is the
    a. cluster.
    b. chevron.
    c. theatre.
    d. boardroom.

5. An educator informs a student that the electrical cord is sitting in water and needs to be moved. Whose responsibility is it to correct the situation?
   a. Maintenance
   b. Instructor
   c. Administrator
   d. Student

6. Students who benefit the MOST from processing tactile information and movement are
   a. kinesthetic learners.
   b. auditory learners.
   c. visual learners.
   d. disruptive learners.

7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
   a. Theory concepts are always more interesting.
   b. Practical skills cannot be learned without theory concepts.
   c. Theory provides the basic concepts.
   d. Practical skills always take longer to present than theory.

8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
   a. Cut score
   b. Rubric
   c. Rating scale
   d. Point grading

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B