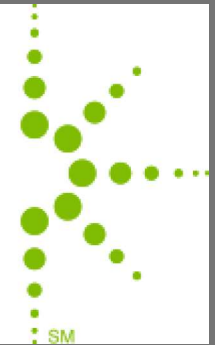


**DL ROOPE**

A Prometric Company



D.L. Roope Administrations Inc.  
Candidate Handbook

MONTANA  
COSMETOLOGIST



D.L. Roope Administrations Inc.  
1.888.375.2020  
Revised August 2022  
Effective October 1, 2022



# D.L. Roope Administrations Inc. Candidate Handbook

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The NIC Blood Exposure Procedures are published on NIC’s website at [NICTesting.org](http://NICTesting.org).

Included with this handbook is the NIC Candidate Information Bulletin (CIB) that includes the examination sections administered in Montana.

NIC Cosmetologist Practical CIB..... NIC pages #1 – 22

## D.L. Roope Administrations Inc. Candidate Handbook

### D.L. ROOPE ADMINISTRATIONS INC. CONTACT INFORMATION

To request examination information you may write, phone, or visit our web site:

D.L. Roope Administrations Inc. - A Prometric Company

4400 140th Avenue North Suite 230

Clearwater, FL 33762

Toll Free: 1-888-375-2020

[www.DLRoope.com](http://www.DLRoope.com) - [dlroopesupport@prometric.com](mailto:dlroopesupport@prometric.com)

### ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the Montana Board of Barbers and Cosmetologists (Board). D.L. Roope Administrations Inc. is contracted by the Board to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Board office, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the Board office at 1-406-444-5711.

### MONTANA SCHOOL CANDIDATES

If you graduated from a licensed school in the State of Montana, you may obtain a paper exam application from your school or you may complete an online exam application on our website at [www.DLRoope.com](http://www.DLRoope.com). If you apply online, your school will be notified electronically that you have applied. You may apply for your practical examination once you have completed 90% of the required training hours.

Student's final record of instruction must be submitted to the Board. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before a license will be issued.

### REINSTATEMENT & OUT OF STATE CANDIDATES

If your license has lapsed or you did not graduate from a school licensed in the State of Montana, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the Board office at 1-406-444-5711 for information regarding requirements for licensure. Please visit our website at [www.DLRoope.com](http://www.DLRoope.com) to apply online or to print the Reinstatement & Out of State exam application. If approved, the Board will issue a Verification of Eligibility form (VOE) that must be submitted with your examination application to D.L. Roope Administrations Inc.

### AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact D.L. Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to D.L. Roope Administrations Inc. by the application deadline date.**

## D.L. Roope Administrations Inc. Candidate Handbook

### EXAM APPLICATIONS

If you graduated from a school licensed by the Montana Board, a paper exam application may be obtained from your school or you may complete an online exam application. If you graduated in another state, you may visit our website at [www.DLRoope.com](http://www.DLRoope.com) to print a paper "Out of State" exam application or to apply online.

Online exam applications are available on our website at [www.DLRoope.com](http://www.DLRoope.com). Exam fees may be paid with any debit or credit card through a secure payment processing service. Your online application will transfer to your school if you graduated from a licensed school in Montana. Once you are approved by your school for testing, your online application is transferred to our system, our staff reviews your application for completeness, and if it is complete you will be sent an e-mail letting you know that you are approved and that you will be scheduled for your examination.

If your application is not approved, our staff will contact you by phone or e-mail regarding the deficiencies in your application.

**Complete** applications must be received by D.L. Roope Administrations by the deadline date indicated next to the requested exam week. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested examination week is full, you will be scheduled for the next available exam week.

**Practical** exam weeks and deadline dates are listed on the exam applications on our website at [www.DLRoope.com](http://www.DLRoope.com).

### EXAMINATION SCHEDULING PROCEDURES

Candidates submit an exam application online or they may submit a paper application if they prefer along with the examination fee for the written and practical examination to D.L. Roope Administrations Inc. to be received by the deadline date indicated on the back of the application. Applications received after the deadline date are scheduled based on space availability. Practical examination admission letters are mailed to the candidates following the examination deadline date of the candidate's requested exam week. This letter confirms the scheduled practical examination. It also includes the date, time, location and directions to the practical examination testing location.

### EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for 6 months from date of receipt. You must request a practical examination week on your application prior to the 6 month expiration of your examination fee. If no examination week is indicated on the application, you will be scheduled for the next available examination week.

If you do not attend your scheduled examination, cannot be admitted, or if you arrive late, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

## D.L. Roope Administrations Inc. Candidate Handbook

### EXAMINATION FEE POLICY CONTINUED

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:

- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- You have a medical emergency - documentation from a medical professional is required.
- A death in your immediate family – a copy of the obituary indicating your relation or a letter from the funeral home stating your relation to the deceased.

Documentation must be emailed to [dloopesupport@prometric.com](mailto:dloopesupport@prometric.com) within 24 hours after your scheduled examination for review. If approved, you will be rescheduled to the next available examination week. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

### ADMISSION TO THE EXAMINATION

Practical exam admission letters will be mailed after the deadline date. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination. Please note that D.L. Roope Administrations Inc. schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid government issued photo identification that must include a photo and signature.**

The following are examples of appropriate forms of identification:

- Current driver's license or State Issued Identification Card
- Passport, Military Identification Card or Voter's Card

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth is correct on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and send an e-mail with the needed corrections to [dloopesupport@prometric.com](mailto:dloopesupport@prometric.com). Please include an e-mail address and our office will verify the corrections and send a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to D.L. Roope Administrations Inc. **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

## D.L. Roope Administrations Inc. Candidate Handbook

### TESTING SITE VISITOR POLICY

**NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in this handbook in the section titled “EXAMINATION SECTIONS” Your driver should wait in their vehicle until you are done and have exited the building.

### PROFESSIONAL ATTIRE

Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).

In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.

### KIT & SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A suggested supply list is included in the NIC Candidate Information Bulletin (CIB) that is included with this handbook.

Recommended kit size is no larger than 30” x 30”. For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.

A flat bottom bag (grocery bag, gift bag, etc.) may be used for “items to be disinfected, soiled linens and trash” and placed on the floor, under the station and clearly labeled. The bags or containers on the floor may be open during the examination so that the candidates can drop items as appropriate into each bag. Bags or containers **MUST** be kept under the work area and cannot be placed in the walking areas. If placing a container with “Items to be Disinfected” on the work area, it **MUST** have a cover.

Candidates are not permitted to use aerosol products at any time during the examinations. All disinfectants, sanitizers and products **MUST** be non-aerosol.

Candidates may bring a container of water if needed for any section of the examination and 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 **NOT** permitted to use wax heaters at any time during the practical examination. Wax product are simulated and do not need to remove hair (e.g. honey, cholesterol, etc.) Candidates should select products that will enable them to demonstrate all tasks in each service.

## D.L. Roope Administrations Inc. Candidate Handbook

### PROHIBITED ITEMS - NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, textbooks, study materials, watches, purses, etc. These items should be left at home or locked in your vehicle during the examinations. Cell phones or any electronic device cannot be in the exam room even if it is turned off. **If it is discovered that you have a cell phone in the exam room once the exam has started, you will be immediately dismissed from the exam and your actions will be reported to the proper authorities.**

You may bring one clear plastic ziplock bag with the following items into the examination rooms: Photo identification, admission letter, medication & personal hygiene items. You will be instructed to place your zip lock bag under your work area and it may not be touched during the examination. If you have medication that you may need during the examination, please raise your hand and a proctor will assist you. You may bring a second clear ziplock bag with car keys or fob that will be placed in a secure area by the Supervisor.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the work station. Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

### MANNEQUIN INFORMATION

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. It is suggested that one mannequin be curled prior to the examination for the purpose of simulating thermal curling with a cold iron. The mannequin's hair must be brushed straight back prior to the thermal curling section of the examination. **Models will NOT be permitted.**

**Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be informed that they are not permitted and cannot be used.**

Candidates must also bring a mannequin hand for the manicure section of this examination. Prior to reporting to the examination candidates **MUST** apply a nail to each finger. The artificial nail must cover the entire nail bed of each finger. Mannequin hands must be an entire hand and cannot have removable digits.

**Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.**

### REFERENCES

Examination textbook references are available on the NIC website at [www.NICTesting.org](http://www.NICTesting.org).

## D.L. Roope Administrations Inc. Candidate Handbook

### COSMETOLOGIST PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Cosmetologist practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 4-5 hours.

**The Montana practical exam consists of the following sections as indicated in BOLD and CAPS:**

- 1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES**
- 2. THERMAL CURLING**
- 3. HAIRCUTTING**
- 4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES**
- 5. CHEMICAL WAVING**
- 6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT**
- 7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT**
- 8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT**
- 9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT**
- 10. BLOOD EXPOSURE PROCEDURE**  
**NOTE: Your State does not administer sections 11 – 13.**
- 14. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX**  
**NOTE: Your State does not administer sections 15 – 16.**
- 17. MANICURE AND POLISH APPLICATION**

This practical examination is demonstrated on mannequins, models are **NOT** permitted. Please refer to the mannequin information section of this Candidate Handbook for the requirements in your state.

### EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

Please note that the examiners are not permitted to have conversations with or interact with the testing candidates. This should not be interpreted as them being rude as they are required to strictly follow standardized verbal instructions and procedures at all times.

If you have questions or need assistance, you may also send an e-mail to  
[dlroopesupport@prometric.com](mailto:dlroopesupport@prometric.com)



## D.L. Roope Administrations Inc. Candidate Handbook

### MONTANA SCORING INFORMATION

A scaled score of 75.00 is required on the practical examination. Candidates must achieve an overall passing score on the examination in order to be assigned a pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails the examinations, the candidate is required to retake the failed examination in its entirety.

### MONTANA EXAMINATION RESULT INFORMATION

If you indicated on your application that you will download a copy of your result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Please do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter. You will not be able to log in until the result letters are posted.

If you are unable to log onto our website, please check the message center to see if a message has been posted that the results are available. You will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at [www.DLRoope.com](http://www.DLRoope.com).**

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your test results will be sent directly to the Board.

If you do not have access to the internet and you need your result letter mailed to you, please check the appropriate box on the application. If your result letter is mailed to you, it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board. Please refer to the result letter for instructions regarding your license.

If you have failed your examination, you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to D.L. Roope Administrations Inc. at the address listed on the application.



## NATIONAL COSMETOLOGY PRACTICAL EXAMINATION

### CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org), for the most current bulletin prior to testing.

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National Cosmetology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology core services and additional sections.

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

- **Important Instructions and Examination Core Domain Content**– This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

### **IMPORTANT INSTRUCTIONS**

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- 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.**
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed, except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
  - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.**
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere

## NIC National Cosmetology Practical Examination

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to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions, the proctors are **NOT** allowed to communicate with candidates.
- Examiners are **NOT** allowed to speak with candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - “Do the best you can with what you have available.”
  - “Do as you were taught.”
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the front of the room (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the front of the room (in the case of nail services) **IMMEDIATELY**.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

### **Failure to do so may result in your dismissal from the examination.**

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to [www.nictesting.org](http://www.nictesting.org) for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - 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.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are **NOT** allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *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 the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be **NO** handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
  - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
  - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE**

## NIC National Cosmetology Practical Examination

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**TESTING ENVIRONMENT.** Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.

- Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
- Aerosols are **NOT** allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

### NIC MODEL OR MANNEQUIN REQUIREMENTS

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**Please refer to your state specific guidelines for model and mannequin requirements.**

**If your state requires that you use a mannequin head(s) or hand(s):**

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are **NOT** allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

### SPECIAL ATTENTION

The following information is vital and specific to the  
NIC National Cosmetology Practical Examination:

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- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are **required** to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled “**To be disinfected**”
  - Container labeled “**Soiled linens**”
  - Container labeled “**Trash**”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are **NOT** allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- **In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.**

**COSMETOLOGY PRACTICAL EXAMINATION  
CONTENT DOMAIN SECTIONS**

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The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes))
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (35 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer (No Base) Application with Colored Simulated Product** (15 minutes)
10. **Blood Exposure Procedure** (10 minutes)

## **CONTENT DOMAINS**

### **1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your work area for your client.”*

*“You will set up the universal supplies you will use throughout the examination at this time.”*

*“You will also set up the supplies for the following sections of the examination at this time:*

*Thermal Curling,*

*Haircutting.”*

*\*Additional verbal instruction specific to state guidelines\**

*“Plug your curling iron in at this time.” (Read only if hot iron is used)*

*“You will prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

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

- 1.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 1.2 Sanitizes hands with product with manufacturer’s label in English**
- 1.3 Sets up supplies for Client 1**
- 1.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 2. THERMAL CURLING (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Thermal Curling.”*

*“You will form four curls on the top of the head.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 2.1 Thermal curling supplies and implements are visibly clean
- 2.2 Tests temperature of iron
- 2.3 Subsections hair for thermal curling
- 2.4 Demonstrates safe use of iron
- 2.5 Final appearance of four curls
- 2.6 Maintains thermal draping throughout section
- 2.7 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### 3. HAIRCUTTING (35 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Haircut.”*

*“You will complete a basic layered haircut using razor and shears.”*

*“You will cut at least 1 inch of hair throughout the haircut.”*

*“Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.”*

*“You will have 35 minutes to complete this section.”*

*“You will be informed when you have 18 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**3.1 Haircutting supplies and implements are visibly clean**

**3.2 Subsections hair for Haircutting**

**3.3 Demonstrates safe use of razor**

**3.4 Demonstrates safe use of shears**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“May I please use your comb to check the haircut?”*

**3.5 Final appearance of haircut**

**Examiner – Verbal Instructions:** Read to each candidate individually after the final appearance of the haircut has been examined:

*“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”*

**3.6 Removes hair from work area**

**3.7 Maintains drape throughout section**

**3.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**



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**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:  
*“All examiners have indicated they are ready to proceed.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they have completed their assessment  
*“Examiners please rotate at this time.”*

#### 4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies for the remainder of the examination at this time.”*

*“You will also set up the supplies for the following sections of the examination at this time:*

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application.”*

*\*Additional verbal instruction specific to state guidelines\**

*“Plug your wax pot in at this time.” (Review your state examination guidelines)*

*“You will prepare your client for chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 4.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 4.2 Sanitizes hands with product with manufacturer’s label in English**
- 4.3 Sets up supplies for Client 2 labeled in English**
- 4.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 5. CHEMICAL WAVING (20 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Chemical Waving.”*

*“You will wrap the entire center back section of the head, from crown to nape.”*

*“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**5.1 Chemical waving supplies are labeled in English and implements are visibly clean**

**5.2 Subsections hair for chemical waving**

**5.3 Wraps hair**

**5.4 Correct rod and band placement used throughout entire section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate saturation on the first three rods.”*

**5.5 Demonstrates saturation on the first three rods**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a test curl.”*

**5.6 Demonstrates a test curl**

**Examiner – Verbal Instructions:** Read to candidate individually once the test curl has been examined:

*“Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:

*“All examiners have indicated they are ready to proceed.”*

*“You will remove all rods from the head and create 5 sections for the remaining chemical services.”*

*“You will have 5 minutes to complete this section.”*

*“You will be informed when you have 2 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**5.7 Maintains chemical drape throughout section**

**5.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform the Predisposition Test and Strand Test for permanent hair color.”*

*“You will demonstrate the predisposition test behind the ear.”*

*“You will demonstrate the strand test process on any single subsection of hair.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 6.1 Predisposition test and strand test products are labeled in English and implements are visibly clean**
- 6.2 Demonstrates predisposition test behind the ear**
- 6.3 Demonstrates strand test process**
- 6.4 Maintains chemical drape throughout section**
- 6.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Highlighting with Foil, Virgin Application.”*

*“You will place four foils on the top of the head from the front hairline to the apex.”*

*“You will apply simulated highlighting product from upper edge of foils to hair ends.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**7.1 Highlighting supplies are labeled in English and implements are visibly clean**

**7.2 Subsections hair for highlighting with foils**

**7.3 Demonstrates foil placement**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**7.4 Final result of simulated product application**

**7.5 Maintains chemical drape throughout section**

**7.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Examiner – Verbal Instructions:** Read to candidate individually once the final appearance of the foil has been examined:

*“Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*

## 8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Hair Color Retouch Application.”*

*“The client has 1 inch of regrowth.”*

*“You will apply simulated hair color product to one section of the back of the head.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 8.1 Hair color retouch supplies are labeled in English and implements are visibly clean**
- 8.2 Subsections hair for hair color retouch**
- 8.3 Applies simulated hair color product**
- 8.4 Final result of hair color retouch application**
- 8.5 Maintains chemical drape throughout section**
- 8.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Virgin Hair Relaxer (No Base) Application.”*

*“You will apply simulated relaxer product on one back quadrant/section of hair.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 9.1 Virgin hair relaxer supplies are labeled in English and implements are visibly clean
- 9.2 Prepares for relaxer application
- 9.3 Applies and smooths simulated relaxer product
- 9.4 Maintains chemical drape throughout section
- 9.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*



## 10. BLOOD EXPOSURE PROCEDURE (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the Blood Exposure Procedure.”*

*“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. The injury has not yet contaminated your work area or the client. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You are expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

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

- 10.1 Blood exposure supplies are labeled in English**
- 10.2 Removes materials from first aid kit**
- 10.3 Supplies and materials are visibly clean**
- 10.4 Cleans injured area with antiseptic**
- 10.5 Covers with dressing that is absorbent and secured**
- 10.6 Candidate wears glove or finger guard**
- 10.7 Disposes of all contaminated supplies**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### CANDIDATE CLEANUP AND FINAL SUMMARY

**Proctor – Verbal Instructions:** Read to all candidates at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.”*

*“Thank you for your participation”*

***SUGGESTED EXAMINATION SUPPLIES***

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**Suggested supply list:**

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

**Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

**SUGGESTED SUPPLIES**

- brushes and bowls or bottle applicators
- candidate supply kit to serve as dry storage area (must be closeable)
- chemical wave rods
- cloth towels
- combs
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cotton
- end papers
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- first aid kit
- foils
- gloves
- hair brushes
- hair clips and/or clamps
- hair color-colored simulated products
- hair relaxer-colored simulated product
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- mannequin heads and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- material for testing temperature of iron
- neck strips
- paper towels
- protective capes (child size capes may be used)
- protective cream
- razor
- shears
- simulated waving lotion (water)
- skin cleanser
- spatulas
- spray bottle with water
- thermal curling iron with cord unbound and/or unaltered

## 14. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

+ *ADDITIONAL SECTION* +

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination.”*

*“Please do not begin to demonstrate the procedure at this time.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your client for services.”*

*“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”*

*“You will select one eyebrow to demonstrate the procedures.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the procedures until instructed individually by the examiner to begin.”*

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

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

**14.1 Hair removal of the eyebrow supplies are labeled in English**

**14.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal using simulated soft wax on one eyebrow.”*

**14.3 Prepares for simulated soft wax procedure**

**14.4 Demonstrates simulated soft wax application**

**14.5 Demonstrates simulated soft wax removal**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please tweeze three hairs from the same eyebrow and conclude the service.”*

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- 14.6 Demonstrates tweezing procedure
- 14.7 Maintains drape throughout section
- 14.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Examiner – Verbal Instructions:** Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

*“Please step back and do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*

### **SUGGESTED EXAMINATION SUPPLIES**

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#### **Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present
- Original manufacturers’ labels MUST have English and may be multi-language
- All other created labels must be only English

#### **HAIR REMOVAL OF THE EYEBROWS BY TWEEZING USING SIMULATED SOFT WAX SUPPLIES**

- antiseptic
- hair band or drape
- post-epilation product
- simulated soft wax product
- tweezers
- wax applicators
- wax strips

## 17. MANICURE AND POLISH APPLICATION (20 minutes)

+ ADDITIONAL SECTION +

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Manicure and Polish Application section of this examination.”*

*“Please do not begin to demonstrate the procedure at this time.”*

*“Turn the hand toward the front of the room to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Manicure and Polish Application.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Turn the hand toward the front of the room to indicate you have finished.”*

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

(2) *“You may begin.”*

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

**17.1 Manicure and polish supplies are labeled in English**

**17.2 Implements and supplies are visibly clean**

**17.3 Shapes nails to uniform length and shape**

**17.4 Cleanse model’s nails in bowl of water**

**17.5 Prepares cuticle**

**17.6 Cleans and buffs nails**

**17.7 Performs at LEAST 2 different types of massage on the entire hand**

**17.8 Prepares nails and applies RED polish**

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:  
*“Please stop working. Please do nothing until the next verbal instructions are given.”*

**Examiner will check each manicure individually.**

### 17.9 Final appearance of manicure and polish

**Examiner – Verbal Instructions:** Read to candidate individually after the manicure and polish has been examined:

*“Please do nothing until further instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“All examiners have indicated they are ready to proceed with the examination.”*

*“You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 5 minutes to complete this section.”*

*“You will be informed when you have 2 minutes remaining.”*

*“Turn the hand toward the examiner to indicate you have finished.”*

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

(2) *“You may begin.”*

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

### 17.10 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have turned the hand:  
*“Please stop working.”*

***SUGGESTED EXAMINATION SUPPLIES***

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**Information related to labeling of supplies:**

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

**MANICURE AND POLISH APPLICATION SUPPLIES**

- base coat
- bowl (finger bowl)
- cotton
- cuticle cream/remover
- cuticle pusher
- mannequin hands with artificial nails attached (Must be entire hand; cannot have removable digits.)
- massage product
- nail brush
- nail files and/or buffers
- polish remover
- red polish
- top coat
- water