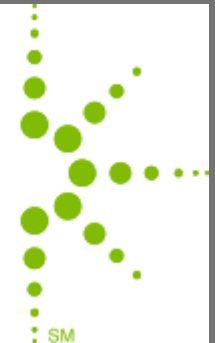


DL ROOPE

A Prometric Company



Candidate Handbook

WASHINGTON INSTRUCTOR



Washington Instructor Candidate Handbook

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The NIC Blood Exposure Procedures are published on NIC’s website at NICTesting.org.

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

NIC Instructor Practical CIB.....NIC pages #1 – 8

The NIC Written CIB is available on our website at www.DLRoope.com.

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D.L. ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may e-mail, phone, or visit our web site:

D.L. Roope Administrations

P.O. Box 631

Hampden, ME 04444-0631

Toll Free: 1-888-375-2020 ~ Direct: 1-207-848-7720

Fax (207) 848-5511 ~ www.DLRoope.com

Call Center Hours Mon-Fri: 9:00 am – 5:00 pm Eastern Time (6:00 am – 2:00 pm Pacific Time)

E-mail Support Mon - Fri: 9:00 am – 8:00 pm Eastern Time (6:00 am – 5:00 pm Pacific Time)

E-mail Support@DLRoope.com is monitored after regular business hours

and urgent matters are responded to as quickly as possible.

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the Washington State Department of Licensing (Department). D.L. Roope Administrations is contracted by the Department to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Department's office, you may visit the Department's website at <http://www.dol.wa.gov/business/cosmetology/> or contact the Department's office at 1-360-664-6626.

You must be at least 17 years of age and within 80 hours of completing the program to apply for the written and practical examinations.

WASHINGTON SCHOOL CANDIDATE INFORMATION

If you graduated from a licensed school in the State of Washington, you may complete an online exam application on our website at www.DLRoope.com. In order to complete the online application, you must be approved your school or the DOL.

Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Department before a license will be issued.

APPRENTICE CANDIDATE INFORMATION

If you obtained your training through an approved apprentice salon in the State of Washington, you must be authorized to test by your apprentice supervisor. You may complete an online exam application on our website at www.DLRoope.com. In order to complete the online application, you must be approved your apprentice supervisor or the DOL.

Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Department before a license will be issued.

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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 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 a physician 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 to the Department of Licensing. You will receive a letter indicating the approved accommodations after the forms have been reviewed by the Department of Licensing. Please DO NOT schedule your examinations in the online scheduling portal as it is necessary to schedule exams with accommodations with the ADA Coordinator.**

EXAM APPLICATION INFORMATION

Online exam applications are available on our website at www.DLRoope.com. In order to gain access to the online application you must be approved by your school or the DOL. If you are not approved to take the exams, you will not be able to log in to the online application.

Exam fees may be paid with any debit or credit card through a secure payment processing service. There is a credit card processing fee of \$8.00 per examination. Once you complete the application and payment, 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 with instructions to log into the scheduling portal and schedule your examinations on a date and at a location that is convenient for you.

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

WASHINGTON EXAM FEES

Examination fees are as follows:

Barber, Cosmetologist, Esthetician, Hair Design, Advanced Esthetician, Nail Technician (Manicurist) & Instructor:

- Practical Exam Fee ~ \$114.00
- Written Exam Fee ~ \$180.00

Combined Esthetician (MUST TAKE BOTH COMPLETE PRACTICAL EXAMINATIONS):

- Practical Exam Fee ~ \$228.00 **(Includes both Esthetician and Advanced Esthetician Exams)**
- Written Exam Fee Combined ~ \$270.00 **(Includes Esthetician and Advanced Esthetician)**

Licensing fees: (Paid after passing both exams by clicking a link when you log into the Webscore Portal to access your result letter.)

- License Fee ~ \$30.00 (Includes a \$5.00 processing fee.)

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EXAM LANGUAGES

The practical examination is only offered in English. The written examination is offered in additional languages, you will select the language preference for your written examination when you apply for the examination. If you prefer your written examination in a language other than those that are currently offered, submit your request for use of a dictionary during your examination to plssunit@dol.wa.gov. Requests must be made and approved prior to scheduling your written examination. You will be notified of the result of your request.

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.

D.L. Roope sets up examination spaces in the online system to enable candidates to log in and schedule their examinations or they may call and speak with a telephone support specialist to be scheduled. Our online system is available 24 hours a day, 7 days a week for candidates to schedule their examinations at a test location on a date and time that is convenient for them.

Candidates may schedule the practical and written examination on the same day at our Fife, Spokane or Yakima test locations. The practical examination should be scheduled first by selecting “NIC WA Practical” from the drop down box and then select the location, date and time. Before scheduling the written exam refer to the section titled “EXAMINATION SECTIONS” in this handbook for the amount of time needed to complete the practical exam to make sure you allow enough time to complete the practical exam before the scheduled written exam time. The written may then be scheduled by selecting “NIC WA Theory” from the drop down box and then select the same location, date and exam time.

The following are the Washington test locations:

Practical and Written test locations:	Written Only test locations:
<ul style="list-style-type: none">➤ Fife, Washington➤ Spokane, Washington➤ Yakima, Washington	<ul style="list-style-type: none">➤ Olympia, Washington➤ Camas, Washington➤ Pasco, Washington➤ Everett, Washington

Candidates may schedule their own examinations by clicking on the scheduling link in their approval e-mail. This link takes candidates into the scheduling portal or they may schedule by calling and speaking with a telephone support specialist. Candidates log in using their assigned candidate number and secure password. The scheduling portal shows the approved examination(s) for the candidate and informs the candidate of the location that is closest to their zip code or they may select another Washington test site if desired. The scheduling portal shows all available seats on the schedule. The candidate selects the date and time of their preference from a drop down menu. Once selected, all details of their selected exam date, time and location appear on the screen and the candidate confirms all details and clicks to submit. The candidate prints their admission letter and they also receive an e-mail confirming their scheduled examination. If the candidate does not have access to a printer, they may request a copy of their admission letter be mailed to them.

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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. Your examination date must be prior to the 6 month expiration of your examination fee.

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.

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 faxed to 207-848-5511 within 24 hours after your scheduled examination for review. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

ADMISSION TO THE EXAMINATION INFORMATION

Practical exam admission letters will be generated when you schedule your examination in our scheduling portal. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination.

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.

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 **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

You must present your admission letter and 1 form of identification which must be government issued and must include a photo and signature.

Identification information is outlined on the following page.

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IDENTIFICATION INFORMATION

You must present 1 form of identification which must be government issued and must include a current photo and signature.

THE FOLLOWING ARE ACCEPTED AS IDENTIFICATION:

Original Identification with Photo – MUST BE CURRENT (Not Expired):

- U.S. or Foreign Driver’s License – valid with photo and signature
- U.S. Armed Services ID Card – valid with photo and signature
- U.S. or Foreign Passport – valid with photo and signature
- Federal or State Employee ID Card – valid with photo and signature
- State issued ID Card with photo – valid with photo and signature
- Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service
- U.S. Certificate of Citizenship or Naturalization – valid with photo and signature
- U.S. Permanent Resident Card – valid with photo and signature
- Tribal ID card - valid with photo and signature

THE FOLLOWING ARE NOT ACCEPTED AS IDENTIFICATION:

- School ID
- Laminated Identification
- Gun Permit
- Car Insurance Card
- Picture of ID
- Photocopies of ID
- Bus Passes
- Vehicle Registration
- Medicare Card
- Medical Marijuana Card
- Birth Certificate
- Birth Registration Card
- Jury Summons
- DSHS ID letter or card
- Voter’s Card
- Credit Cards (e.g. Mastercard, Visa etc.)
- Club Cards (e.g. Costco, Sam’s Club etc.)
- Social Security Card or receipt of replacement 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 fax to our office or send an e-mail with the needed corrections to Support@DLRoope.com. Please include a fax number or e-mail address and our office will verify the corrections and send a corrected admission letter.

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.

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PROFESSIONAL ATTIRE & CONDUCT INFORMATION

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.

WAC 308-20-121

(1) Applicants will be required to refrain from:

- (a) Talking to other examinees during the examination unless specifically directed or permitted to do so by a test monitor.
- (b) Attempting to communicate or record any information by any means.
- (c) Holding in their possession any unauthorized materials during any portion of the examination.
- (d) Removing test materials and/or notes from the testing room.
- (e) Disruptive behavior as determined by the department.

(2) Applicants who participate in any activity listed in subsection (1) of this section will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided. A voided answer sheet will not be scored and the examination fee will not be refunded.

(3) Any applicant who was removed from the testing site for any of the reasons listed in subsection (1) of this section will be denied for testing for one year.

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 **MUST** use only disinfecting wipes during the practical examinations. Spray Disinfectants are **NOT** permitted.

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INSTRUCTOR INFORMATION

Candidates must prepare a lesson plan for the Lecture and the Demonstration. Candidates will receive the topic assignments via e-mail once approved. Candidates must prepare and submit originally developed lesson plans. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidate retains one copy of each lesson plan.

Candidates are provided with a work area or table. Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration. (i.e. marker board, easel, chalkboard, etc.)

Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

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, car keys, fobs etc. These items should be left at home, locked in the lockers provided at the test site 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 our 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.

Candidates **MUST** use only disinfecting wipes during the practical examinations. Spray Disinfectants are **NOT** permitted.

REFERENCES

Examination textbook references are available on the NIC website at www.NICTesting.org.

EXAMINATION SECTIONS

The Instructor examination consists of 2 sections.

1. National NIC Instructor Written Examination

The time allotment for this examination is 90 minutes.

2. National NIC Instructor Practical Examination

The duration of this examination is approximately 1 ½ hours.

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INSTRUCTOR PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Instructor practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 1 ½ hours.

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

- 1. LESSON PLAN**
- 2. THEORY LECTURE**
- 3. DEMONSTRATION**

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 support@DLRoope.com.

WASHINGTON SCORING INFORMATION

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

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WASHINGTON 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. A message will be posted on the website when the result letters are available. **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 indicated on your admission letter.

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.**

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 Department.

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 Handbook and the NIC Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates may apply online on our website at DLRoope.com or complete and submit a rescheduling application and fee to D.L. Roope Administrations at the address listed on the application.

WASHINGTON APPEAL PROCESS

Washington State examination appeals are addressed in WAC 308-20-123. The department will consider only appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact the department within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to plssunit@dol.wa.gov, or to P.O. Box 9026, Olympia, WA 98507.

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

The NIC National Instructor Practical 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 NIC National Instructor Practical Examination content and administration for Instructor 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. Go to www.nictesting.org for a current downloadable copy of each of the following:

- **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

- 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 (e.g., completely zipped or lid tightly 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.
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere 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 examiner (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 examiner (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 Procedures.

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 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, 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.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. 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.
 - **NO AEROSOLS** are 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.

SPECIAL ATTENTION!

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
 - The lesson plans must be typed; not handwritten.
 - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
 - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.
- Candidates will be evaluated on proper designation of materials that are disposed. You 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”
- Candidates are not allowed to label products as single-use items.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Instructor Practical Examination includes three (3) core domain services. The Core Domain Sections are based on the national job analysis.

1. Lesson Plan
2. Theory Lecture
3. Demonstration

INSTRUCTOR PRACTICAL EXAMINATION TASK LINES AND VERBAL INSTRUCTIONS

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“Please retain one set of lesson plans for yourself and provide the rest to the proctor. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will be presenting your theory lecture on _____.”

“You will have 10 minutes to set up for your lecture.”

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

“When you are finished, please be seated until the next verbal instructions are given.”

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

(2) *“You may begin.”*

The lesson plan will be evaluated on the following elements:

- 1.1 Lesson plan introduction
- 1.2 Lesson plan content
- 1.3 Teaching aids
- 1.4 Closing

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“Please stop working. We will now proceed to the theory lecture section of the examination.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

“You will now begin the theory lecture.”

“You will be observed for client protection, safety, and infection control procedures.”

“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, “I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

“Please stop lecturing. We will now proceed to the demonstration section of the examination.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

“You will be presenting your demonstration on _____.”

“You will be observed for client protection, safety, and infection control procedures.”

“You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”

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

“Do not begin your demonstration until instructed to do so.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed to the demonstration.”

Proctor Verbal Instruction – Read to candidate:

“You will now begin the demonstration.”

“You will be observed for client protection, safety, and infection control procedures.”

“Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.2 Introduction to demonstration

3.3 Use of teaching aids

3.4 Use of communication skills

3.5 Classroom interaction

3.6 Closing of demonstration

3.7 Content of demonstration

3.8 Evaluation of demonstration

3.9 Safety and infection control procedures

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before timing has elapsed:

“The candidate has indicated they have completed this section of the examination, we will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:
“Please stop demonstration. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

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

“You will be observed for client protection, safety, and infection control procedures.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.10 Items to be disinfected, soiled linens and trash are disposed of in a correct manner

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean-up before timing has elapsed:
“Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean-up:
“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN-UP

“The examiner has indicated they have completed their assessment.”

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

“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

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
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

**Effective 5/1/19 Washington Candidates MUST use disinfecting wipes only.
Spray disinfectants are NOT permitted .**

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials

Be sure to bring any additional supplies needed to complete the examination