



1-888-375-2020
www.dlroope.com

FREQUENTLY ASKED APPLICATION AND ADMINISTRATION QUESTIONS

Question: How do I apply to take my examinations?

Answer: If you graduated from a school, you must obtain the application from your school. Applications for Apprentice, Out of State, Reinstatement, and Retake may be obtained on our website at www.dlroope.com under the state you are requiring to obtain your license in. Information on applying for an examination may also be obtained in the eligibility section of the Candidate Information Bulletin (CIB) on our website. Please refer to page 1 of the CIB for information for your state's requirements.

Question: When should I send in my application and examination fee and how do I send it for overnight delivery?

Answer: Completed applications must be received by the examination deadline date to be scheduled for an examination week. Overnight delivery must be sent to our street address as indicated on the back of the application. Keep in mind that the postal service does not always deliver letters overnight and may cause you to miss the deadline date.

Question: When will I receive my admission letter for my examination?

Answer: Examinations are scheduled and admission letters are mailed after the examination deadline date. The admission letter confirms the scheduled examination(s). It also includes the date, time, location and directions for your examination(s). Maine and West Virginia written and state law examinations are administered via paper and pencil on the same day as your practical examination. Idaho, New Hampshire and North Carolina admission letters will only include the scheduled practical examination. If you have not received your admission letter in the mail prior to the requested exam week, it is your responsibility to contact our office.

Question: When will I receive my pre-registration letter for my computerized written examination?

Answer: Computerized written examinations for Idaho, New Hampshire, and North Carolina are administered at Iso-Quality Testing (IQT). Pre-registration information is e-mailed or mailed to all candidates once approved. This pre-registration includes instructions for scheduling your computerized written examination at a location that is convenient to you.

Question: What if my paperwork is not received until after the examination deadline date?

Answer: Applications received after the deadline date will be scheduled based on space availability. If a candidate missed the deadline date and the requested examination week is full, they will be scheduled for the next available examination week.

Question: What if I do not pass my examination? How do I apply to retake the examination and do I have to pay another examination fee?

Answer: Candidates will receive a rescheduling application with their result letter or they may print one from our website. Examination fees are indicated on the rescheduling application.

Question: If I fail my examination, will my result letter tell me the tasks that I missed?

Answer: Please refer to the scoring section of the candidate Information Bulletin (CIB) for the specific information for your state. All tasks that are evaluated are listed in the CIB. NIC does not permit us to release the specific tasks that a candidate missed. The purpose of a licensure examination is to ensure that individuals are minimally competent and safe to perform services independently on the public. Informing candidates of the specific tasks missed would teach them for the test and would not ensure that the individual is minimally competent and safe to perform services on the public.

Question: How do I apply for accommodations for a disability?

Answer: Candidates that have a disability and require accommodations may request the required forms from their school or contact DL Roope Administrations Inc. All requests must be submitted with the application by the deadline date for review.

FREQUENTLY ASKED QUESTIONS FOR ALL NIC EXAMINATIONS

Question: What does the abbreviation NIC stand for and who is NIC?

Answer: NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology Inc. (NIC) NIC is the owner and developer of the national written & practical examinations.

Question: What if I do not know what a task means on the NIC practical examination?

Answer: All questions and tasks are referenced to the textbooks listed in the written Candidate Information Bulletins. (CIB) The information must be in the referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.

Question: Are the NIC examinations offered in other languages?

Answer: NIC offers the written examinations in other languages as mandated by State legislation. Please refer to your state's requirements. Many states do not offer alternate languages because the students are learning in English. The pass rate on foreign language examinations is very low. All NIC practical examinations are administered in English.

Question: How should I prepare to take the examination(s)?

Answer: CIBs contain all tasks that are evaluated on the practical examinations and the verbal instructions. The CIBs also contain specific information for your state that outlines your state's requirements. The written CIBs contain an outline of content areas and sample questions. All CIBs list the referenced textbooks for each examination. You may download the CIBs from our web site at www.dlroope.com.

Question: Can all implements be disinfected and reused?

Answer: Implements that are porous cannot be disinfected and must be discarded. It must be a solid implement to be disinfected. (e.g. cushion files and orangewood sticks cannot be disinfected)

Question: Does my kit need to have a cover and does it have to be kept closed during the examination?

Answer: Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Question: What if I have an emergency during the practical examination?

Answer: Candidates may ask to speak with the supervisor if they are experiencing an emergency situation. A problem with the kit is not an emergency situation, candidates should do the best they can with what they have available.

Question: What if I need to use the restroom during the practical examination?

Answer: Candidates may raise their hand and ask the supervisor to be excused to use the restroom. They will sign out to the restroom and sign back in, the examinations will continue and they will not be permitted extra time.

Question: What if I forgot to pack something that I need for the practical examination?

Answer: In the event that a candidate forgets an item or implement or something breaks they should do the best they can do with what they have available. Candidates should continue as they are able and perform as many tasks as they are able.

Question: Can I use aerosol products during the practical examination?

Answer: Candidates are not permitted to use aerosol products at any time during the examinations.

Question: Does NIC grade technique?

Answer: NIC does not evaluate technique. The only tasks that are evaluated are the tasks that are listed in the CIB.

FREQUENTLY ASKED QUESTIONS FOR ALL NIC EXAMINATIONS

- Question:** What if I drop an implement on the floor during the examination?
Answer: If a candidate drops an implement they must pick it up, place it in an appropriate receptacle and sanitize their hands before proceeding with the service.
- Question:** Do I need to sanitize my hands after touching the trash bag?
Answer: If a candidate contaminates their hands, they must sanitize before proceeding to touch supplies or before they continue performing services.
- Question:** What should I do if I drop mock product on the floor or my work area?
Answer: If a candidate drops mock product on the floor or work area they must immediately clean it up, sanitize their hands and then proceed with the service.
- Question:** Do I need to recap all bottles and jars during the examination?
Answer: All bottles and jars must be capped when not in use.
- Question:** Can I return unused product back into the container?
Answer: Candidates cannot dip fingers, double dip or return unused product back into any containers.
- Question:** Can I wait until the end of the service to discard soiled materials and implements?
Answer: Soiled materials or implements should be discarded immediately and not left on the station.
- Question:** Do all of my bottles and jars need to be labeled in English?
Answer: All bottles and jars must be labeled in English.
- Question:** Why does NIC require the disinfectant to have the manufacturer's label and what does EPA registered stand for?
Answer: Manufacturer's labels are required to ensure that candidates are properly disinfecting the work area with a hospital grade disinfectant to protect themselves, other candidates and the examiners during the examinations. Schools that use bulk products may photocopy the manufacturer's label and apply it to the spray bottle. Hospital grade disinfecting wipes may also be purchased in bulk and broken down into individual ziplock baggies, please photocopy and attach a copy of the manufacturers label. EPA registered indicates that the disinfectant is hospital grade and can be used to disinfect surfaces with a disinfectant that has bactericidal, fungicidal and virucidal properties.
- Question:** What should I do if I cut myself during the examination?
Answer: Candidates are expected to follow the NIC Health and Safety Standards, failure to do so may result in their dismissal from the examination. Please refer to the NIC Health and Safety Standards as outlined in the practical CIB.
- Question:** I took my examination and I noticed that other candidates were performing services differently than I was taught?
Answer: Candidates should perform all tasks as they were taught and not be concerned with how other candidates are performing services as candidates have no way to know how other candidates are being scored.
- Question:** Do I need to make sure that the examiner sees each task that I perform?
Answer: The examiners are trained to observe all tasks that are listed in the CIB. The examiners are evaluating the candidates at all times even when the candidate may not be aware that they are being evaluated.

INSTRUCTOR FREQUENTLY ASKED QUESTIONS

Question: When will I receive my lesson plan assignment?

Answer: Candidates receive their lesson plan assignment with their admission letter to prepare prior to the examination date. The lesson plans should contain everything that the instructor intends to teach on the assigned topic.

Question: Am I evaluated for identifying the course title, topic and time required?

Answer: The course title, topic and time required must be appropriate for the assignment that was given. The theory lecture time must be 20 minutes and the title and topic must match the assignment.

Question: Is the lesson/learning objective my teaching objective or the students learning objective?

Answer: The lesson/learning objective must be the student's learning objective. What will the student be able to do as a result of this lesson? It is not the teaching objective.

Question: Do I need to provide the student's prior preparation for the class in my lesson plan?

Answer: The student preparation for class must be provided. What did you already teach them to prepare them for this class and what was their previous assignment to prepare for this class?

Question: What does it mean to list the reasons why the topic is important for the students?

Answer: Candidates should list what will motivate the students to want to learn the topic.

Question: Does my outline need to contain everything that I plan to teach the class?

Answer: The outline must contain everything that the instructor intends to teach the class on the assigned topic.

Question: Do the lesson plans need to list safety procedures?

Answer: The lesson plans must contain applicable safety procedures that are relevant to the topic. (e.g. proper draping, disinfecting work area, sanitizing hands, applying protective cream, etc.)

Question: Can I put "summarize" on the lesson plan?

Answer: The summary must summarize or recap the material that they taught. It cannot just state "summarize".

Question: Does the lesson plan need to contain the evaluation method?

Answer: The method of evaluation to check the student's retention of material is how the teacher will assess the knowledge of the student as a result of the lesson. (e.g. test, quiz, etc.)

Question: Do I need to state the lesson topic and present the lesson/learning objectives?

Answer: The Instructor candidate must state the lesson topic and present the lesson/learning objectives.

Question: Is the Instructor candidate required to teach all information contained in the outline?

Answer: The Instructor candidate must teach all information contained in their outline.

Question: Is the assigned topic being taught to the students for the first time?

Answer: The Instructor candidate must teach the material at entry level for the topic. The examiner will look at the lesson plan to see what was taught to the students for prior knowledge. Should be listed under students' prior assignment.

Question: Are teaching aids required for the practical examination?

Answer: The Instructor candidate must use and explain the teaching aids and they must be clearly visible to the "students".

Question: Do I need to explain terminology as I am teaching?

Answer: The Instructor candidate must explain all professional terminology (e.g. Line of demarcation, must explain or demonstrate the term demarcation.).

INSTRUCTOR FREQUENTLY ASKED QUESTIONS

Question: What if I give incorrect information about the assigned topic?

Answer: The Instructor candidate must give correct information for the topic.

Question: Can I ask the “class” if they have any questions about the lesson?

Answer: The Instructor candidate must ask leading questions to elicit “student” response. You must ask questions and pretend that you have received a response. The examiners will not ask or answer questions.

Question: Do I have to lecture for exactly the allotted amount of time?

Answer: The Instructor candidate must teach the topic within 5 minutes of the designated time. (e.g. Theory Lecture – 20 minutes – must lecture for a minimum of 15 minutes. The examiner will inform you that you must stop at 20 minutes.)

Question: Does the demonstration lesson plan need to contain the supplies and equipment?

Answer: The Instructor candidate must list the supplies and equipment that is needed for the demonstration.

Question: How much time do I have for the demonstration?

Answer: The Instructor candidate has 30 minutes for the demonstration. The Instructor candidate must teach the topic for a minimum of 25 minutes. (e.g. Demonstration Lecture – 30 minutes – must be between 25 and 30 minutes. The examiner will inform you that you must stop at 30 minutes.)

Question: Do I need to identify and explain all supplies that are listed in the demonstration lesson plan?

Answer: The Instructor candidate must identify and explain all implements, supplies, equipment and set-up required to perform the service.

Question: Do I need to demonstrate and explain at the same time?

Answer: The Instructor candidate must explain and demonstrate at the same time.