



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.

NAIL TECHNOLOGY FREQUENTLY ASKED QUESTIONS

Question: Do I need a wet sanitizer for the practical examination?

Answer: Wet sanitizers are not necessary because candidates cannot perform proper wet disinfection at their stations as they do not have access to hot running water.

Question: Can I use a mannequin for the Nail Technology practical examination?

Answer: Each state determines if a mannequin hand may be used for the practical examination. Please refer to the CIB for your state regarding their requirements. If your state permits a mannequin, you may perform all services in the Nail Technology examination on the mannequin. If your state permits a mannequin hand, you should apply a set of nails to the mannequin's hand prior to the examination.

Question: How do I hold the skin away from the sides of the nail while filing?

Answer: Candidate should demonstrate positioning their fingers at the sides of the nail while filing. Candidates should not hold the finger on the top or at the knuckle as this does not protect the skin at the sides of the nail.

Question: What is the proper way to file the nails safely?

Answer: The nail file must move from outside edge to center. Candidates should not file back and forth or cut into the corners of the nail.

Question: Do I need to use a finger bowl to soak the fingers?

Answer: Candidates must soak the fingers, but do not have to use a finger bowl. Candidate's may prefer to soak the fingers in a regular bowl or container.

Question: How do I hold the cuticle pusher to avoid damaging the nail plate and/or cuticle?

Answer: Candidates need to hold the cuticle pusher with a little elevation when pushing the cuticle to avoid damaging the nail plate and/or cuticle.

Question: How do I determine the proper size nail tip to apply?

Answer: The nail tip selected must match the width of the nail. If it is too wide candidates may file it to size. The nail tip cannot cover more than ½ of the nail plate. Less than ½ of the nail plate is fine.

Question: When will the examiner check the finished nail?

Answer: The examiner will check the finished nail when the candidate has turned the hand toward the examiner to indicate that they are finished.

Question: Do I need to recap all bottles and jars during the examination?

Answer: Candidates must keep all bottles and jars capped when not in use. The glue must be re-capped when not in use.

Question: Am I required to cut the nail wrap? Can I file off excess wrap from the tip of the nail?

Answer: Candidates must demonstrate cutting and trimming the wrap during the examination. Candidates cannot file off excess wrap as it breaks the weave of the fabric.

Question: Am I required to use an "odorless" sculptured nail product?

Answer: Candidates must use an odorless sculptured nail product. The product must be in the original container and it must be labeled "odorless" in English. If the product is not odorless, they are instructed to tape the bottle shut and they are not permitted to use it. Candidates are instructed to do the best they can with what they have available.

Question: Is it all right if the primer gets on the skin?

Answer: The primer should only be applied to the nail plate and not on the skin.

Question: How is the nail form applied?

Answer: The nail form must fit snug under the nail without any gaps.

NAIL TECHNOLOGY FREQUENTLY ASKED QUESTIONS

Question: Does NIC specify how long the sculptured nail must be when completed?

Answer: Candidates must extend the free edge to be longer than the nail that is attached.

Question: Is it all right to file on top of the sculptured nail product?

Answer: Candidates file the sculptured nail product on the top of the nail and then buff the product.

Question: Does the sculptured nail product have to be applied using a particular method?

Answer: Candidates may apply product as they were taught. NIC does not evaluate technique and they do not specify one ball, two ball, etc.

Question: What will the examiners be looking for in the finished sculptured nail?

Answer: The finished nail must taper to a thin edge. The curve of the nail needs to be balanced and not flat.

Question: Do I need to recap the sculptured nail powder and liquid?

Answer: Candidates must recap the powder and the liquid when they are not in use. The nail filings will contaminate the products.

Question: Can I use one bottle for the base coat and top coat?

Answer: The base coat and top coat can be the same product but it must be labeled base/top coat.

Question: Do the examiners evaluate the polish application and the number of strokes used to apply the polish?

Answer: Candidates must cover the entire nail plate with polish. Polish on the skin must be cleaned off. The number of strokes used to apply the polish is not evaluated.