



NATIONAL ELECTROLOGY PRACTICAL EXAMINATION



IDAHO CANDIDATE INFORMATION BULLETIN

Please visit www.dlroope.com for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Electrology Practical Examination content and administration. Please review all information carefully.

ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Electrology licensure examinations are set by the Idaho Board of Cosmetology. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

IDAHO SCHOOL CANDIDATES

If you graduated from a licensed school in the state of Idaho, you must obtain an application from your school.

Student final record of instruction must be submitted to the Idaho Board of Cosmetology. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board and/or the IBOL before the Board will issue a license.

OUT OF STATE & APPRENTICE CANDIDATES

If you did not graduate from a licensed Idaho School of Cosmetology or related fields you may visit the Board's website at www.ibol.idaho.gov/cos.htm or contact the board office at 1-208-334-3233 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com for the appropriate application.

DL ROOPE ADMINISTRATIONS INC. CONTACT INFORMATION

To request examination information you may write, phone, or visit our web site:
D.L. Roope Administrations Inc.
P.O. Box 631
Hampden, ME 04444-0631
1-888-375-2020
Fax (207) 848-5511
www.DLRoope.com

APPLICATION PROCEDURES

Applications must be received by DL Roope Administrations by the DL Roope deadline date indicated on the back of the application. 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 examination week. Admission letters will be mailed after the deadline date. This letter will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

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 DL 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 DL Roope Administrations Inc. by the application deadline date.**

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. You must also schedule your computerized written examination within 6 months or your approval and examination fee will expire.

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 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 PRACTICAL EXAMINATION

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 15 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays en 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 driver's license or State ID card for admittance to the examination.** 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. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax 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 DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

COMPUTERIZED WRITTEN EXAMINATION INFORMATION

Once our office receives a complete application, an approval is sent to Iso-Quality Testing (IQT) for the computerized written examination. Candidates receive an e-mail from IQT with instructions on how to schedule the written examination if an e-mail address was provided on the application. If an e-mail address was not provided, IQT will mail instructions on how to apply for the written examination. Please do not schedule your written examination during the same week that you requested your practical examination unless you have received confirmation of your practical examination date and time.

You must schedule your computerized written examination within 6 months or your approval and examination fee will expire.

GENERAL INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. A lab jacket, smock or apron over slacks or skirts is acceptable. Hats are NOT allowed during the practical or written examinations. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the table area.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates 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 evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.

IMPORTANT INSTRUCTIONS CONTINUED

- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

MODEL INFORMATION

Candidates must bring a model for the Electrology examination.

Model's must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. **The model must present a valid driver's license or State ID card for admittance to the examination.** The model must be appropriate for examination purposes and must agree to submit to all areas of the Electrology examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

ELECTROLOGY EXAMINATION SECTIONS

The Electrology examination consists of 2 sections.

1. National Electrology Written Examination

The time allotment for this examination is 90 minutes.

2. National Electrology Practical Examination

The duration of this examination is approximately 2 hours and consists of the following sections:

SET UP AND CLIENT PROTECTION (15 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will be observed for 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."

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects all work areas (e.g., tabletop surfaces, chairs, etc.) or uses protective coverings
- Disposes of soiled materials using infection control procedures
- Sanitizes hands or puts on gloves
- Sets up work area with equipment, supplies, containers, and receptacles labeled in English
- Sets up disinfected and/or disposable implements
- Re-sanitizes or puts on new protective gloves before touching model
- Selects work area on the model's arm that is free of lesions, rashes, and/or infection
- Sanitizes work area on the model's arm safely
- Places electrode on the model (e.g., in model's hand, on model's body, etc.)
- Selects a needle/probe that has the same diameter as the hair being removed
- Practices infection control procedures safely throughout set up and client preparation
- Maintains work area in a safe manner throughout set up and client preparation

GALVANIC METHOD (15 minutes)

Verbal Instructions:

"You will now perform the galvanic method section of this examination."

"You will be instructed to remove 3 hairs."

"You will be observed for 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."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

The following will be read to each candidate individually:

"Please demonstrate removing 3 hairs."

Candidates will be evaluated on the following tasks:

Application

- Adjust machine settings within galvanic method mode to safely accommodate model's skin
- Inserts needle/probe safely and properly (i.e., candidate uses proper angle and depth)
- Applies current safely without damaging skin
- Using tweezers, the hair(s) are removed from the arm safely. Hair(s) must be placed on gauze for inspection

Safety and Infection Control

- Practices infection control procedures safely throughout service
- Maintains work area in safe manner throughout service

THERMOLYSIS METHOD

(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the thermolysis method section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the thermolysis method section of this examination."

"You will be instructed to remove 3 hairs."

"You will be observed for 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."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

The following will be read to each candidate individually:

"Please demonstrate removing 3 hairs."

Candidates will be evaluated on the following tasks:

Application

- Adjust machine settings within thermolysis method mode to safely accommodate model's skin
- Inserts needle/probe safely and properly (i.e., candidate uses proper angle and depth)
- Applies current safely without damaging skin
- Using tweezers, the hair(s) are removed from the arm safely. Hair(s) must be placed on gauze for inspection

Safety and Infection Control

- Practices infection control procedures safely throughout service
- Maintains work area in safe manner throughout service

BLEND METHOD

(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the blend method section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the blend method section of this examination."

"You will be instructed to remove 3 hairs."

"You will be observed for 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."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

The following will be read to each candidate individually:

"Please demonstrate removing 3 hairs."

Candidates will be evaluated on the following tasks:

Application

- Adjust machine settings within blend method mode to safely accommodate model's skin
- Inserts needle/probe safely and properly (i.e., candidate uses proper angle and depth)
- Applies current safely without damaging skin
- Using tweezers, the hair(s) are removed from the arm safely. Hair(s) must be placed on gauze for inspection

Safety and Infection Control

- Practices infection control procedures safely throughout service
- Maintains work area in safe manner throughout service

CONCLUSION OF SERVICE

(10 MINUTES)

Verbal Instructions:

"You will now perform the conclusion of service section of this examination."

"You will be observed for 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."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- Cataphoresis applied over the work area using cotton or gauze as a barrier on the arm safely

Safety and Infection Control

- Work area on model's arm has been sanitized safely after service
- Used needles/probes are safely discarded in a labeled sharps container
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle

CANDIDATE SUMMARY

AND FINAL CLEANUP

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- dry storage kit/container*
- hand sanitizer
- electrology machine
- body drape
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- container/bag for soiled/trash items
- container or bag for items to be disinfected*
- cloth and paper towel(s)
- gauze
- cotton
- tweezers (multiple)
- needles/probes
- sanitizing lotion or gel
- labeled sharps container
- spatulas
- protective gloves
- first aid supplies (blood spill kit)
- tape

ELECTROLOGY REFERENCES

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

**IDAHO
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 services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

**IDAHO
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 allow 7 to 10 business days. **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.

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 original result letter will be sent directly to the Board.

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.**

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.

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 for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

Visit our website at www.nictesting.org