



P .O. Box 631  
Hampden, ME 04444  
1-888-375-2020  
Fax (207) 848-5511  
[www.DLRoope.com](http://www.DLRoope.com)

**ATTENTION !!!**

**INSTRUCTOR WRITTEN AND  
PRACTICAL EXAMINATIONS  
UPDATED ~ EFFECTIVE 4/1/2012**

**The National Interstate Council of State Boards of Cosmetology has updated the content areas of the Instructor examination.**

**If you are taking your examination prior to March 31, 2012, please use the Candidate Information Bulletins with a revised date of 01/2012 in the lower right hand corner.**

**If you are taking your examination on or after April 1, 2012 please use the Candidate Information Bulletins with a revised date of 04/2012.**

**THANK YOU!**



NATIONAL INSTRUCTOR  
PRACTICAL EXAMINATION



NEW HAMPSHIRE  
CANDIDATE INFORMATION BULLETIN

Please visit [www.dlroope.com](http://www.dlroope.com) for the most current bulletin prior to testing.

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

**ELIGIBILITY AND APPLICATION  
REQUIREMENTS**

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

**NEW HAMPSHIRE SCHOOL CANDIDATES**

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

**REINSTATEMENT, APPRENTICE & OUT OF  
STATE/COUNTRY CANDIDATES**

Reinstatement candidates, apprentice candidates and out of state candidates must attach a Verification of Eligibility Form from the New Hampshire State Board of Barbering, Cosmetology & Esthetics. You may visit the Board's website at [www.nh.gov/cosmet](http://www.nh.gov/cosmet) or call 1-603-271-3608 to request an 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](http://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.

In order to have a valid temporary permit you must attend your scheduled examination. If you do not attend your examination your temporary permit will be void and **MUST** be returned to the Board.

## ADMISSION TO THE PRACTICAL 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 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 to be worn. 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.
- 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 must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard etc.)
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and the examiners will proceed to the next section of the examination.
- 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.

**IMPORTANT INSTRUCTIONS CONTINUED**

- 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.

**MANNEQUIN(S) INFORMATION**

**Cosmetology, Barber and Esthetics Instructors:**

Candidates may bring a mannequin head(s) for the practical examination and a table clamp.

**Nail Technology Instructors:**

Candidates may bring a mannequin hand(s) for the practical examination.

**INSTRUCTOR EXAMINATION SECTIONS**

The Instructor examination consists of 2 sections.

**1. National Instructor Written Examination**

The time allotment for this examination is 90 minutes.

**2. National Instructor Practical Examination**

The duration of this examination is approximately 1½ hours and consists of the following sections:

**THEORY LESSON PLAN (10 minutes)**

**Verbal Instructions:**

*“Please hand the examiner 1 copy of the theory lesson plan. You may retain one copy.”*

*“You will have 10 minutes to set up your classroom for the theory lecture.”*

*“Do not begin the theory lecture until verbal instructions have been read.”*

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

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

**(2)** *“You may begin set up.”*

**Lesson plan will be evaluated on the following tasks:**

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)

- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., “Student will be able to...”)
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students’ prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

**THEORY LECTURE (20 minutes)**

**Verbal Instructions:**

*“You will perform the theory lecture section of this examination.”*

*“You will be expected to convey proper safety and infection control procedures.”*

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

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

**(2)** *“You may begin.”*

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

**Procedures and Content**

- States lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students’ attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Presents students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 minutes)

**Verbal Instructions after Instructor has concluded the Theory Lecture:**

*“Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up.”*

**DEMONSTRATION LESSON PLAN**

(10 minutes)

**Verbal Instructions:**

*“Please hand the examiner 1 copy of the demonstration lesson plan. You may retain one copy.”*

*“You will have 10 minutes to set up your classroom for the demonstration lecture.”*

*“Do not begin the demonstration lecture until verbal instructions have been read.”*

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

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

(2) *“You may begin set up.”*

**Lesson plan will be evaluated on the following tasks:**

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students’ prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
  - Lists students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
  - Lists method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

**DEMONSTRATION LECTURE**

(30 minutes)

**Verbal Instructions:**

*“You will perform the demonstration lecture section of this examination.”*

*“You will be expected to convey proper safety and infection control procedures.”*

*“You will have 30 minutes to complete this section.”*

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

(2) *“You may begin.”*

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

**Procedures and Content**

- States demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Presents students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

**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.”*

**REFERENCES**

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

**NEW HAMPSHIRE  
SCORING**

A scaled score of 75 is required on the written and practical examinations. 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.

**NEW HAMPSHIRE  
EXAMINATION RESULTS**

If you indicated on your application that you will download a copy of your result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 3 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 New Hampshire State Board of Barbering, Cosmetology & Esthetics.

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

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.

If you have passed all 3 examinations, you will need to complete and submit an Application for Initial Licensure with the appropriate fees to the New Hampshire State Board of Barbering, Cosmetology & Esthetics. Please read the instructions on this application carefully. Once the Board has reviewed and approved your application, your license will be processed and mailed to you.

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.

**You must return your expired permit to the New Hampshire State Board of Barbering, Cosmetology & Esthetics. To obtain another temporary permit you must submit a completed application. Upon approval a temporary permit may be issued.**

## 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.**

## 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](http://www.nictesting.org)



NATIONAL INSTRUCTOR  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

**THE PROFESSIONAL  
INSTRUCTOR  
53%**

**Effective Teaching  
Methods**

- ◇ Classroom preparation
  - Preliminary analysis of measurable student learning objectives
  - Preparing time frame for lesson plan
  - Preparing course outline
- ◇ Teaching methods
  - Lecture (incl. presentations by outside sources)
  - Demonstration (incl. presentations by outside sources)
  - Discussion (e.g., question and answer, reflective, summarization)
  - Project (e.g., portfolios, reports, resumes)
  - Visual aids
  - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
  - Homework/ Independent study
  - Internship programs (e.g., pre-planning, follow-up, supervision/ assessment)
- ◇ Communication Skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice (modulation, projection, tone)
  - Non-verbal (e.g., body mechanics, facial expression)

**Methods of Assessment for  
Student Learning**

- ◇ Type of Assessment
  - Written
  - Performance/Practical
  - Oral
  - Project/Portfolio
- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

**CLASSROOM  
MANAGEMENT  
47%**

**Learning Environment**

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)
- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

**Instructor Qualities**

- ◇ Professional conduct
  - Professional image
  - Professional ethics
- ◇ Classroom supervision
  - Manage situations
  - Discipline
  - Professional leadership

**SAMPLE QUESTIONS**

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
  - a. student practice.
  - b. a change of subject.
  - c. a student rest period.
  - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
  - a. organizations.
  - b. course of study.
  - c. extracurricular programs.
  - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
  - a. flexible.
  - b. impersonal.
  - c. strictly enforced.
  - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
  - a. availability.
  - b. running time.
  - c. subject matter.
  - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
  - a. curriculum.
  - b. lesson plan.
  - c. text material.
  - d. course of study.

6. The discussion method is useful because it develops
  - a. spirited review lessons.
  - b. student interpersonal relations.
  - c. ideas and expressions from students.
  - d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
  - a. clinic patrons.
  - b. tools and materials.
  - c. rules and regulations.
  - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
  - a. objectives of the lesson.
  - b. student to instructor relations.
  - c. extracurricular activities.
  - d. various student organizations.

**Answers**

- |      |      |      |      |
|------|------|------|------|
| 1. a | 3. a | 5. a | 7. b |
| 2. d | 4. c | 6. c | 8. a |

**INSTRUCTOR  
REFERENCES**

*Milady's Master Educator Student Course Book, 2001*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Pivot Point's Mindful Teaching Program, 2002-2005*  
Salon Fundamentals

Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*NIC Health and Safety Standards*  
NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)



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**INSTRUCTOR WRITTEN AND  
PRACTICAL EXAMINATIONS  
UPDATED ~ EFFECTIVE 4/1/2012**

**The National Interstate Council of State Boards of Cosmetology has updated the content areas of the Instructor examination.**

**If you are taking your examination prior to March 31, 2012, please use the Candidate Information Bulletins with a revised date of 01/2012 in the lower right hand corner.**

**If you are taking your examination on or after April 1, 2012 please use the Candidate Information Bulletins with a revised date of 04/2012.**

**THANK YOU!**



NATIONAL INSTRUCTOR  
PRACTICAL EXAMINATION



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**REINSTATEMENT, APPRENTICE & OUT OF  
STATE/COUNTRY CANDIDATES**

Reinstatement candidates, apprentice candidates and out of state candidates must attach a Verification of Eligibility Form from the New Hampshire State Board of Barbering, Cosmetology & Esthetics. You may visit the Board's website at [www.nh.gov/cosmet](http://www.nh.gov/cosmet) or call 1-603-271-3608 to request an 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](http://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.

In order to have a valid temporary permit you must attend your scheduled examination. If you do not attend your examination your temporary permit will be void and **MUST** be returned to the Board.

## ADMISSION TO THE PRACTICAL 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 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 to be worn. 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.
- 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.
- 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 must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must prepare and submit an originally developed lesson plan. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.)
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination.
- 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, 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 the candidate being dismissed immediately, and the actions reported to the proper authorities. The examiners have been instructed not to answer any questions concerning the 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.

## IMPORTANT INSTRUCTIONS CONTINUED

- 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.

## INSTRUCTOR EXAMINATION SECTIONS

The Instructor examination consists of 2 sections.

### 1. National Instructor Written Examination

The time allotment for this examination is 90 minutes.

### 2. National Instructor Practical Examination

The duration of this examination is approximately 1½ hours and consists of the following sections:

## THEORY LESSON PLAN

### Verbal Instructions:

*"Please hand the examiner one copy of the theory lesson plan. You may retain one copy."*

*"You will have 10 minutes to set up your classroom for the theory lecture."*

*"Do not begin the theory lecture until verbal instructions have been read."*

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

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

### Lesson plan will be evaluated on the following tasks:

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Outlines sequence of lecture
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

## THEORY LECTURE

(20 minutes)

### Verbal Instructions:

*"You will perform the theory lecture section of this examination."*

*"You will be expected to convey proper safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

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

(2) *"You may begin."*

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

#### Procedures and Content

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to..." or "We will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Presents topic in the sequence outlined in lesson plan
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout lecture
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout lecture
- Maintains work area in a safe manner throughout lecture
- Lectures for at least 15 minutes

### Verbal Instructions after Instructor has concluded the Theory Lecture:

*"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."*

**DEMONSTRATION  
LESSON PLAN**

**Verbal Instructions:**

*“Please hand the examiner one copy of the demonstration lesson plan. You may retain one copy.”*

*“You will have 10 minutes to set up your classroom for the demonstration lecture.”*

*“Do not begin the demonstration lecture until verbal instructions have been read.”*

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

**(2)** *“You may begin set up.”*

**Lesson plan will be evaluated on the following tasks:**

- Provides lesson plan originally developed by candidate
- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...” or “We will be able to...”)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Provides safety procedure(s) relevant to topic in lesson plan
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists steps of procedure for topic in correct order
- Provides summary of lesson
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)

**DEMONSTRATION  
(30 minutes)**

**Verbal Instructions:**

*“You will perform the demonstration lecture section of this examination.”*

*“You will be expected to convey proper safety and infection control procedures.”*

*“You will have 30 minutes to complete this section.”*

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

**(2)** *“You may begin.”*

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

**Procedures and Content**

- States assigned topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...” or “We will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstration can be observed by all students
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Simultaneously demonstrates and explains assigned topic
- Demonstrates steps of procedure for topic in correct order
- Asks question(s) relevant to topic to elicit student response
- Makes eye contact throughout room
- Speaks audibly throughout demonstration
- Confines demonstration and explanation to assigned topic
- Covers complete content of lesson plan
- Summarizes demonstration (e.g., re-states key points, paraphrases lesson plan, etc.)
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written or verbal questions, etc.)
- Practices infection control procedures safely throughout demonstration
- Maintains work area in a safe manner throughout demonstration
- Demonstrate for at least 25 minutes

**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.”*

## REFERENCES

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

## NEW HAMPSHIRE SCORING

A scaled score of 75 is required on the written and practical examinations. 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.

## NEW HAMPSHIRE EXAMINATION RESULTS

If you indicated on your application that you will download a copy of your result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 3 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 New Hampshire State Board of Barbering, Cosmetology & Esthetics.

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

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.

If you have passed all 3 examinations, you will need to complete and submit an Application for Initial Licensure with the appropriate fees to the New Hampshire State Board of Barbering, Cosmetology & Esthetics. Please read the instructions on this application carefully. Once the Board has reviewed and approved your application, your license will be processed and mailed to you.

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.

**You must return your expired permit to the New Hampshire State Board of Barbering, Cosmetology & Esthetics. To obtain another temporary permit you must submit a completed application. Upon approval a temporary permit may be issued.**

## 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.**

## 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](http://www.nictesting.org)**



# NATIONAL INSTRUCTOR WRITTEN EXAMINATION

## CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

### INSTRUCTIONAL PLANNING 45%

#### Understand the Curriculum Delivery Process

- ◇ Understand course outline
- ◇ Understand syllabus
- ◇ Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- ◇ Develop lesson plans
- ◇ Define instructional outcomes (e.g., course goals, instructional objectives)
- ◇ Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- ◇ Evaluate levels of performance (e.g., comprehension, application)
- ◇ Orientate new students

#### Understand Student Learning Styles

- ◇ Understand types of learners (e.g., kinesthetic, visual, audio)
- ◇ Apply types of learning styles (e.g., theoretical, lab/clinical application)

#### Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)

- ◇ Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- ◇ Understand types of materials available
  - Printed (e.g., textbooks, handouts)
  - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
  - Tools of the trade
  - Web-based technology (e.g., podcasts, Internet)
- ◇ Establish guidelines for effective use of materials in lessons

#### Understand Assessment Methods of Student Learning

- ◇ Written
- ◇ Practical
- ◇ Oral

### INSTRUCTIONAL METHODS 35%

#### Utilize Methods of Instruction

- ◇ Lecture (e.g., formal, interactive, group process)
- ◇ Demonstration (e.g., role play, hands-on assignment)
- ◇ Discussion (e.g., question & answer, reflective, summarization, case/scenario study)
- ◇ Assignments (e.g., projects, homework, reports, resumes)
- ◇ Distance learning (e.g., Internet, web-based)

#### Recognize Obstacles to Learning

- ◇ Identify obstacles (e.g., ability level, behavior)
- ◇ Adapt instructional practices to accommodate obstacles to learning

#### Apply Communication Skills (e.g., lesson delivery)

- ◇ Verbal skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice control (e.g., modulation, projection, tone)
- ◇ Non-verbal skills (e.g., body mechanics, facial expression)
- ◇ Listening skills (e.g., active listening)

#### Utilize Time Management Techniques

#### Assess Student Learning

- ◇ Implement steps in assessment
- ◇ Evaluate assessment results
- ◇ Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

### CLASSROOM AND CLINIC MANAGEMENT 20%

#### Manage Learning Environment

- ◇ Physical environment
  - Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
  - Understand effect of physical environment (e.g., temperature, lighting, sound)
- ◇ Understand Instructor responsibilities as related to
  - Professional conduct (e.g., image, ethics, leadership)
  - Academic advising and counseling (e.g., attendance, progress reports)
  - Administrative responsibilities (e.g., recordkeeping, inventory)

#### Maintain a Safe Learning Environment

- ◇ Promote safety procedures
- ◇ Observe universal precautions
- ◇ Maintain classroom control (e.g., enforce rules and routines)

**SAMPLE QUESTIONS**

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
  - a. student practice.
  - b. a change of subject.
  - c. a student rest period.
  - d. a complete lecture period.
  
2. The most important part of the instructor's responsibility is to create and develop student
  - a. organizations.
  - b. course of study.
  - c. extracurricular programs.
  - d. willingness and desire to learn.
  
3. If instruction methods are to be properly employed, they must be
  - a. flexible.
  - b. impersonal.
  - c. strictly enforced.
  - d. followed without deviation.
  
4. To be most effective, videos should be selected on the basis of
  - a. availability.
  - b. running time.
  - c. subject matter.
  - d. abilities of the students.
  
5. A properly organized workbook should be coordinated with the
  - a. curriculum.
  - b. lesson plan.
  - c. text material.
  - d. course of study.
  
6. The discussion method is useful because it develops
  - a. spirited review lessons.
  - b. student interpersonal relations.
  - c. ideas and expressions from students.
  - d. manipulative techniques and skills of students.

7. An instruction sheet is important because it gives pertinent facts about
  - a. clinic patrons.
  - b. tools and materials.
  - c. rules and regulations.
  - d. student attendance rules.
  
8. In planning a lesson, careful consideration must be given to the
  - a. objectives of the lesson.
  - b. student to instructor relations.
  - c. extracurricular activities.
  - d. various student organizations.

Answers			
1. a	3. a	5. a	7. b
2. d	4. c	6. c	8. a

**INSTRUCTOR REFERENCES**

*Milady's Master Educator Student Course Book Second Edition, 2009*  
 Author: Letha Barnes  
 Milady  
 5 Maxwell Drive  
 Clifton Park, NY 12065  
 (800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Milady's Master Educator Student Course Book, 2001*  
 Author: Letha Barnes  
 Milady  
 5 Maxwell Drive  
 Clifton Park, NY 12065  
 (800) 347-7707  
[www.Milady.com](http://www.Milady.com)

**OPTIONAL REFERENCES**

*Pivot Point's Mindful Teaching Program, 2002-2005*  
 Salon Fundamentals  
 Evanston, IL 60201  
 (800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

NIC Health and Safety Standards  
 NIC, Inc., October 2002  
[www.nicesting.org](http://www.nicesting.org)