

DL ROOPE

A Prometric Company



Candidate Handbook

WEST VIRGINIA ESTHETICIAN



1.888.375.2020
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West Virginia Esthetician Candidate Handbook

Table of Contents

D.L. Roope Administrations Contact Information.....	3
Eligibility Requirements.....	3
West Virginia School Candidate Information.....	3
Reinstatement & Out of State Candidate Information	3
Americans With Disabilities Act (ADA) Information.....	3
Exam Application Information.....	4
Exam Languages	4
Computerized Written Examination Information.....	4
Examination Scheduling Procedures	5
Examination Fee Policy.....	5
Admission to the Examination Information	5-6
Test Site Visitor Policy.....	6
Professional Attire Information.....	6
Kit & Supply Information.....	6-7
Prohibited Items - Not Allowed	7
Mannequin Information.....	7
Examination Sections.....	8
Esthetician Practical Examination Sections.....	8
References	8
Examination Survey Information	8
West Virginia Scoring Information	9
West Virginia Examination Result Information.....	9

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

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

NIC Esthetician Practical CIB..... NIC pages #1 - 15

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

West Virginia Esthetician Candidate Handbook

D.L. ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may write, phone, or visit our web site:

D.L. Roope Administrations

P.O. Box 631

Hampden, ME 04444-0631

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

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

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the West Virginia Board of Barbers and Cosmetologists (Board). D.L. Roope Administrations is contracted by the Board to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Board office, you may visit the Board's website at www.wvbbc.org or contact the Board office at 1-304-558-2924.

WEST VIRGINIA SCHOOL CANDIDATE INFORMATION

If you graduated from a licensed school in the State of West Virginia, you may obtain a paper exam application from your school or you may complete an online exam application on our website at www.DLRoope.com. If you apply online, your school will be notified electronically that you have applied.

Student's final record of instruction must be submitted to the Board. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before a license will be issued.

REINSTATEMENT & OUT OF STATE CANDIDATE INFORMATION

If you did not graduate from a school licensed in the State of West Virginia, you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com to apply online or to print the Out of State exam application.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact D.L. Roope Administrations or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by 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 D.L. Roope Administrations by the application deadline date.**

West Virginia Esthetician Candidate Handbook

EXAM APPLICATION INFORMATION

If you graduated from a school licensed by the Board, a paper exam application may be obtained from your school or you may complete an online exam application. If you graduated in another state or are reinstating a lapsed license, you may visit our website at www.DLRoope.com to print a paper "Reinstate & Out of State" exam application or to apply online.

Online exam applications are available on our website at www.DLRoope.com. Exam fees may be paid with any debit or credit card through a secure payment processing service. Your online application will transfer to your school if you graduated from a licensed school in West Virginia. Once you are approved by your school for testing, your online application is transferred to our system, our staff reviews your application for completeness, and if it is complete you will be sent an e-mail letting you know that you are approved and that you will be scheduled for your examination.

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

Complete applications must be received by D.L. Roope Administrations by the deadline date indicated next to the requested exam week. 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 exam week.

Examination weeks and deadline dates are listed on the exam applications on our website at www.DLRoope.com.

EXAM LANGUAGES

The practical examination is only offered in English. The written examination is offered in additional languages, you will select the language preference for your written examination when you apply for the examination. **The West Virginia State Law questions are in English only.**

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 until you have received your practical exam admission letter in the mail to avoid inadvertently scheduling the written exam on the same day and time as your practical exam.

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

West Virginia Esthetician Candidate Handbook

EXAMINATION SCHEDULING PROCEDURES

Candidates submit an exam application online or they may submit a paper application if they prefer along with the examination fee for the written and practical examination to D.L. Roope Administrations to be received by the deadline date indicated on the back of the application. Applications received after the deadline date are scheduled based on space availability. Admission letters are mailed to the candidates following the examination deadline date of the candidate's requested exam week. This letter confirms the scheduled examinations. It also includes the date, time, location and directions to the testing location.

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 an 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.

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 EXAMINATION INFORMATION

Admission letters will be mailed after the deadline date. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination. Please note that D.L. Roope Administrations schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

Report to the examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid government issued photo identification that must include a photo and signature.**

The following are examples of appropriate forms of identification:

- Current driver's license or State Issued Identification Card
- Passport, Military Identification Card or Voter's Card

West Virginia Esthetician Candidate Handbook

ADMISSION TO THE EXAMINATION INFORMATION CONTINUED

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth is correct on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office or send an e-mail with the needed corrections to Support@DLRoope.com. Please include a fax number or e-mail address and our office will verify the corrections and send a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to D.L. Roope Administrations **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

TESTING SITE VISITOR POLICY

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE. Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in this handbook in the section titled "EXAMINATION SECTIONS" Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE INFORMATION

Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).

In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.

KIT & SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A suggested supply list is included in the NIC Candidate Information Bulletin (CIB) that is included with this handbook.

Recommended kit size is no larger than 30" x 30". For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.

A flat bottom bag (grocery bag, gift bag, etc.) may be used for "items to be disinfected, soiled linens and trash" and placed on the floor, under the station and clearly labeled. The bags or containers on the floor may be open during the examination so that the candidates can drop items as appropriate into each bag. Bags or containers **MUST** be kept under the work area and cannot be placed in the walking areas. If placing a container with "Items to be Disinfected" on the work area, it **MUST** have a cover.

West Virginia Esthetician Candidate Handbook

KIT & SUPPLY INFORMATION CONTINUED

Candidates are not permitted to use aerosol products at any time during the examinations. All disinfectants, sanitizers and products **MUST** be non-aerosol.

Candidates may bring a container of water if needed for any section of the examination and may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.

Candidates are **NOT** permitted to use wax heaters at any time during the practical examination. Wax product are simulated and do not need to remove hair (e.g. honey, cholesterol, etc.) Candidates should select products that will enable them to demonstrate all tasks in each service.

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

PROHIBITED ITEMS - NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, textbooks, study materials, watches, purses, etc. These items should be left at home or locked in your vehicle during the examinations. Cell phones or any electronic device cannot be in the exam room even if it is turned off. **If it is discovered that you have a cell phone in the exam room once the exam has started, you will be immediately dismissed from the exam and your actions will be reported to the proper authorities.**

You may bring one clear plastic ziplock bag with the following items into the examination rooms: Photo identification, admission letter, medication & personal hygiene items. You will be instructed to place your zip lock bag under your work area and it may not be touched during the examination. If you have medication that you may need during the examination, please raise your hand and a proctor will assist you. You may bring a second clear ziplock bag with car keys or fob that will be placed in a secure area by the Supervisor.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the work station. Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

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

MANNEQUIN INFORMATION

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. The mannequin's hair must be brushed straight back prior to the thermal curling section of the examination. **Models will NOT be permitted.**

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be informed that they are not permitted and cannot be used.

Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.

West Virginia Esthetician Candidate Handbook

EXAMINATION SECTIONS

The Esthetician examination consists of 3 sections.

1. National NIC Esthetician Written Examination

The time allotment for this examination is 90 minutes.

2. National NIC Esthetician Practical Examination

The duration of this examination is approximately 3 hours.

3. West Virginia State Law Examination.

The time allotment for this examination is 30 minutes.

ESTHETICIAN PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Esthetician practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 3 hours.

The West Virginia practical exam consists of the following sections as indicated in **BOLD and CAPS**:

- 1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF UNIVERSAL SUPPLIES**
- 2. CLEANSING OF THE FACE WITH PRODUCT**
- 3. EXFOLIATING THE FACE WITH PRODUCT, USING IMPLEMENT OR MATERIALS, INCLUDING TOWEL STEAMING**
- 4. MASSAGING THE FACE WITH PRODUCT**
- 5. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES**
- 6. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX**
- 7. FACIAL MASK AND CONCLUSION OF FACIAL SERVICE**
- 8. FACIAL MAKEUP**
- 9. BLOOD EXPOSURE PROCEDURE**

This practical examination is demonstrated on mannequins, models are **NOT** permitted. Please refer to the mannequin information section of this Candidate Handbook for the requirements in your state.

REFERENCES

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

EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

Please note that the examiners are not permitted to have conversations with or interact with the testing candidates. This should not be interpreted as them being rude as they are required to strictly follow standardized verbal instructions and procedures at all times.

If you have questions or need assistance, you may also send an e-mail to support@DLRoope.com.

West Virginia Esthetician Candidate Handbook

WEST VIRGINIA SCORING INFORMATION

A scaled score of 70.00 is required on the written, state law 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.

WEST VIRGINIA 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. **Please do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter. You will not be able to log in until the result letters are posted.

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

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your test results will be sent directly to the Board.

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. Please refer to the result letter for instructions regarding your license.

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 D.L. Roope Administrations at the address listed on the application.



NATIONAL *ESTHETICS*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

The NIC National Esthetics Practical Examination is the licensure examination for Esthetics, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration for Esthetics core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents. Go to www.nictesting.org for a current downloadable copy of each of the following:

- **Important Instructions and Examination Core Domain Content** – This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.
The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!
IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.

NIC National Esthetics Practical Examination

- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
 - Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
 - Examiners are not allowed to speak with candidates.Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, they should step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums to, the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions*

NIC National Esthetics Practical Examination

reported to the proper authorities.

- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers' created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the "*Suggested Examination Supplies*" section to see any further state specific requirements for supplies and products.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - **NO AEROSOLS OR DISINFECTANT SPRAYS** are allowed in the testing environment.
 - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "*Suggested Examination Supplies*" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into the examination.

SPECIAL ATTENTION!

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

-
- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "to be disinfected"
 - Container labeled "soiled linens"
 - Container labeled "trash"
 - It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domain Sections). All additional services (varies by state) will be performed on Client 2.
 - Candidates are not allowed to label products as single-use items.
 - Use of single-use products may result in a failing score for the examination.
 - **Candidates are expected to brace any time they are working around the eye and mouth areas.**
 - **In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.**

**ESTHETICS PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Esthetics Practical Examination includes 6 (six) core domain services. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation and Set Up of Supplies** (First client) (10 minutes)
2. **Client Preparation and Basic Facial** (25 minutes)
3. **Work Area Preparation for New Client and Set Up of Supplies** (Second client) (10 minutes)
4. **New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing** (5 minute set-up, Untimed procedure)
5. **Facial Makeup** (20 minutes)
6. **Blood Exposure Procedure** (10 minutes)
7. Particle Microdermabrasion on the Forehead (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*
8. Eyelash Enhancement (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*
9. Hair Removal of the Upper Lip Using Hard Wax (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*

CONTENT DOMAINS

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your WORK AREA for your client.”

“You will set up the universal supplies you will use throughout the examination.”

“You will also set up the supplies for the Basic Facial section of the examination.”

“You will be expected to follow all 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.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. CLIENT PREPARATION AND BASIC FACIAL
(25 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your CLIENT for services.”

“You will perform a Basic Facial.”

“The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 25 minutes to complete this section.”

“You will be informed when you have 12 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 2.1 Basic facial supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Cleanses entire face**
- 2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips**
- 2.5 Steams the face with towel and removes residual product completely**
- 2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements**
- 2.7 Demonstrates facial mask application and concludes the service**
- 2.8 Maintains drape throughout section**
- 2.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

**3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES
(10 minutes)**

Proctor – Verbal Instructions: Read to all candidates:

“You will break down your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare your WORK AREA for a NEW client.”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will also set up for the following sections of the examination:

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,
Facial Makeup.”*

“You will be expected to follow all 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.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

Additional verbal instruction specific to state guidelines for hard wax:

“Plug in your wax pot at this time.” (If additional hard wax section is administered)

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 3.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 3.2 Sanitizes hands with product labeled in English**
- 3.3 Universal supplies are labeled in English**
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

**4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING
SIMULATED SOFT WAX AND TWEEZING
(5 minute set up, Untimed procedure)**

Proctor – Verbal Instructions: Read to all candidates:

“You have 5 minutes to prepare your CLIENT for the following sections of the examination:

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,
Facial Makeup.”*

“Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”

“You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.”

“This is an untimed section.”

“Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

Candidates will be evaluated on the following tasks:

4.1 Hair removal of the eyebrow supplies are labeled in English

4.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.”

4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow

Examiner – Verbal Instructions: Read to each candidate individually:

“Please tweeze three hairs from the same eyebrow and conclude the service.”

4.4 Demonstrates tweezing procedure

4.5 Maintains drape throughout section

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

Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

5. FACIAL MAKEUP
(20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Facial Makeup.”

“You will be expected to apply facial makeup in the following order: foundation, powder, blush, eyeshadow, eyeliner, mascara, and lip color.”

“You are expected to brace when working around the eye and mouth areas.”

“You will be expected to follow all client protection, safety and infection control procedures.”

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

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate you have finished.”

Additional verbal instruction specific to state guidelines for Hard Wax:

“Please check the temperature of your wax pot at this time.” (if additional Hard Wax section is administered)

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Facial makeup supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Applies foundation to cover face**
- 5.4 Applies powder**
- 5.5 Applies blush**
- 5.6 Applies eyeshadow**
- 5.7 Applies eyeliner**
- 5.8 Applies mascara**
- 5.9 Applies lip color**
- 5.10 Maintains drape throughout section**
- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. BLOOD EXPOSURE PROCEDURE
(10 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the chin. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all 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.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English**
- 6.2 Removes materials from the first aid kit**
- 6.3 Supplies and materials are visibly clean**
- 6.4 Candidate wears gloves**
- 6.5 Cleans injured area with antiseptic**
- 6.6 Covers with dressing that is absorbent and secured**
- 6.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is ONLY a list of SUGGESTED supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL simulated products must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- bag or container labeled "to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- head and body drapes
- gloves
- bowl or container of water (if used)
- paper towels
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit
- disposable bag for blood contaminated materials

CLIENT 1

- cleanser
- toner
- manual exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- massage product
- mask product with color (not clear)
- mask applicator
- moisturizer/sun protection

CLIENT 2

- tweezers
- pre-epilation product
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product
- empty makeup palette

- disposable makeup applicator(s)
- foundation
- powder
- blush
- eye shadow
- eyeliner
- sharpener
- mascara
- lip color