DL ROOPE

A Prometric Company

Candidate Handbook

WISCONSIN

INSTRUCTOR

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WISCONSIN INSTRUCTOR CANDIDATE HANDBOOK

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

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

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DL ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may write, phone or visit us at our website:
Prometric/DL Roope Administrations Inc. – A Prometric Company
6211 Greenleigh Ave Ste 400
Middle River, MD 21220
DLRoopeSupport@prometric.com
Toll Free 1-888-375-2020
www.DLRoope.com

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the Wisconsin Cosmetology Examining Board (Board). Prometric/D.L. Roope 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 your Board's office. You may visit the Department's website at:
http://www.dsps.wi.gov
or contact the Department's office at Phone: 1-608-266-2112.

WISCONSIN SCHOOL CANDIDATE INFORMATION

If you graduated from a licensed school in the State of Wisconsin, 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.

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 a physician, 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 to the Department of Licensing. You will receive a letter indicating the approved accommodations after the forms have been reviewed by the Department of Licensing. Please DO NOT schedule your examinations in the online scheduling portal as it is necessary to schedule exams with accommodations with the ADA Coordinator**.

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TEMPORARY LICENSE INFORMATION

Aesthetician, Barber, Cosmetologist, Electrologist, and Manicurist applicants may apply for a temporary license by completing the temporary license form included with the paper exam application or by completing the questionnaire online. **(Temporary licenses are NOT issued to Instructor testing candidates.)** Candidates may pay the temporary license fee of $10 when applying online on our website at www.DLRoope.com. The fees may be paid along with the examination fees through our secure credit card processing service using a credit card or debit card (Visa, MasterCard).

EXAM APPLICATION INFORMATION

If you graduated from a school licensed by the Wisconsin Cosmetology Examining 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 "Out of State & Reinstate" exam application or to apply online.

Online exam applications are available on our website at www.DLRoope.com. Exam fees and licensing 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 Wisconsin. 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.

IMPORTANT!

Your **first** and **last** name (including multiple first or last names) must be entered on your application **EXACTLY** as it appears on the **Government Issued ID you will be bringing with you on the day of your exam(s).**

The name you enter on your online application at www.DLRoope.com will be the name listed on your admission letter. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If you have multiple first names, last names, or hyphenated names on your government issued ID, **all names must also be included on your application, EXACTLY as listed on your government issued ID.**

Example:

- If your first name is Susan Ann on your government issued ID, you must include both names on your application.
- If your last name is Jones-Smith, you must include both names on your application.

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IMPORTANT NOTE: You will not be permitted to test if there is a discrepancy with your name and a refund will not be given. 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 **DLRoopeSupport@prometric.com** at least 10 calendar days PRIOR to your scheduled examination. Our office will verify the changes and send an updated admission letter.

Once you complete the application and payment, 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, along with instructions to log into the scheduling portal and schedule your examinations on a date and at a location that is convenient for you.

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

WISCONSIN EXAM FEES

Online exam applications are available on our website at www.DLRoope.com. Exam fees and licensing fees may be paid through our secure credit card processing service using a credit card or debit card (Visa, MasterCard, and American Express). There is a credit card processing fee of $10.00 per examination that is utilized to pay the credit card processing fees and is not a fee that is charged by the DSPS. Candidates may also choose to mail a bank check or money order along with a completed paper exam application to the Prometric/D.L. Roope's Corporate Office.

Exam fees and licensing fee amounts are provided on our paper exam application and on our online exam application on our website at www.DLRoope.com.

EXAM LANGUAGES

The practical examination is only offered in English.

EXAMINATION SCHEDULING PROCEDURES

Our online system is available 24 hours a day, 7 days a week to schedule your examinations at a test location on a date and time that is convenient for you. Our online scheduling system is very user friendly, but if telephone assistance is needed you may call and speak with a telephone support specialist to be scheduled. Please see the following steps to schedule your exams:

1. Once your application to take your exams has been approved, you will receive an approval to test email from the DL Roope office. Your approval will be transmitted to the online scheduling portal at the end of each business day, and you will receive another email from ***"SMT Notice"*** at registrations@isoqualitytesting.com. The letter will provide you with instructions to go online to schedule your exam using your assigned candidate number

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and secure password. **If you do not receive an email within 1 business day, please check your SPAM or JUNK folder before contacting our office.**

2. Prior to scheduling your exam, confirm your first and last name (including multiple first or last names) on your approval letter matches exactly to the government issued ID you will be presenting on your exam date. If your name does not match, please email our office at DLRoopeSupport@prometric.com with a copy of your ID to make changes to your registration PRIOR to scheduling your exam. You will not be permitted to test if there is a discrepancy with your name, and a refund will not be given. Please see the "Exam Application Information" section of this manual for specific ID and name requirements.

It is recommended that you schedule your examinations by clicking on the scheduling link in your approval e-mail. You will be able to log into our user-friendly scheduling portal using your assigned candidate number and secure password, located on the letter emailed from SMT Notice at registrations@isoqualitytesting.com. The link on the approval letter will take you into the scheduling portal, or you may schedule by calling and speaking with a telephone support specialist. **If you do not receive an email from "**SMT Notice" at registrations@isoqualitytesting.com**, please check your SPAM or JUNK folder before contacting our office.**

The scheduling portal shows your approved examination(s) and provides the location that is closest to your zip code, or you may select another Wisconsin test site if desired. The scheduling portal shows all available seats on the schedule. You will select the date and time of your preference from a drop-down menu. Once selected, all details of the selected exam date, time and location appear on the screen, and you will be required to confirm all details and click to submit.

You will receive an e-mail confirming your scheduled examination to include your admission letter. A **printed admission letter** must be presented on the day of the exam. Electronic copies are not permitted.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for one (1) year. Your examination date must be prior to the one (1) year expiration of your examination fee. Please allow time in the event it is necessary to reschedule your exam due to an emergency situation, weather, etc.

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:

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- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- Military deployment - documentation from the military 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.
- Jury Duty

Documentation must be emailed to smt-operationsteam@prometric.com within 10 days after your scheduled examination for review. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

IDENTIFICATION INFORMATION

You must present your admission letter and two (2) forms of identification, outlined below. Your first and last name on the Primary and Secondary ID must match your first and last name on your admission letter.

THE FOLLOWING ARE ACCEPTED AS IDENTIFICATION:

Primary ID:
Must be an original government issued ID, include a current photo and signature, and must not be expired.

- State-issued driver's license or ID card.
- U.S. Passport or Passport Card.
- Military ID card.
- Permanent Resident Card or Alien Registration Receipt Card.
- Foreign Passport.

Secondary ID:
Must be original-

- Social Security card.
- Birth certificate.
- Voter registration card.
- Utility bill, bank statement, or paycheck stub (showing name and address).
- Vehicle registration or insurance card.
- Student ID or school record.
- Employee ID card.

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

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The **first** and **last** name (including multiple first or last names) submitted as you entered it on the application at DLRoope.com will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth are correct on your admission letter and that your primary and secondary IDs match your name on the admission letter **PRIOR** to your scheduled examination. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If your name has changed or does not match exactly with your identification and 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 DLRoopeSupport@prometric.com at least 10 calendar days PRIOR to your scheduled examination. Our office will verify the changes and send an updated admission letter.

ADMISSION TO THE EXAMINATION INFORMATION

Exam admission letters will be generated when you schedule your examination in our scheduling portal. This letter will confirm the scheduled examination. It will also include the date, time, location, and directions for your examination.

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 DLRoopeSupport@prometric.com at least 10 calendar days **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

- Registration begins 30 minutes prior to the scheduled examination time.
- It is your responsibility to report to the examination facility 30 minutes prior to your exam start time to allow for the check-in and identification process. For practical exams, the exam coordinator will open the door when it is time to begin registration.
- **The examination will begin promptly at the time listed on your admission letter**. For Practical exams, please DO NOT knock on the door if it is closed.
- Late candidates will NOT be permitted and will be required to re-apply and re-pay the examination fee. Please allow for unexpected delays on your way to the testing facility. Walk-in candidates are not permitted.
-

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

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have exited the building.

PROFESSIONAL ATTIRE & CONDUCT INFORMATION

Exam Attire
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).

Unethical Conduct Policy
Any individual caught giving or receiving assistance during or after the exam or caught using unauthorized materials during the exam will be reported directly to the DSPS. Those caught in the act of cheating will be dismissed from the exam and their testing results will be frozen. Furthermore, the candidate will forfeit the exam fees paid. Finally, anyone caught with test questions in their possession, either during or following the exam will be prosecuted for theft of copyrighted testing materials.

Candidate Civility Expectations
We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the DSPS. If any physical harm occurs, civil action may also be taken against the candidate.

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.

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

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candidates and may not be disposed of at the testing facility.

EPA registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS OR DISINFECTANT SPRAYS are allowed in the testing environment.
- Candidates MUST wear gloves when using disinfectants.
- Candidates are not allowed to label products as single-use items.

PROHIBITED ITEMS – NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, cameras, 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 zip-lock bag into the exam room containing your photo ID, admission letter, medication, and personal hygiene items. You will be asked to place the bag under your workstation, and you may not access it during the exam. If you need medication during the exam, please raise your hand and a proctor will assist you. You may also bring car keys or key fobs, but they will be placed in a separate zip-lock bag provided by Prometric/DLRoope and stored in a designated area outside the testing room for exam security reasons. They will be returned to you at the end of the exam.

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 workstation. Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

INSTRUCTOR INFORMATION

Candidates must prepare a lesson plan for the Lecture and the Demonstration. Candidates will receive the topic assignments with the admission letter. Candidates must prepare and submit originally developed lesson plans. (No preprinted plans allowed) Candidates must bring three copies of each lesson plan to the examination. Candidate retains one copy of each lesson plan.

Candidates are provided with a work area or table. Candidates are responsible for providing any additional items that are needed for the Theory Lecture and Demonstration. (i.e. marker board, easel, chalkboard, etc.)

Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

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EXAMINATION REFERENCES

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

EXAMINATION SECTIONS

The Instructor examination consists of 1 section.

1. **National NIC Instructor Practical Examination**
   The duration of this examination is approximately 1 1/2 hours.

INSTRUCTOR PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Instructor practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 4-5 hours.

The Wisconsin practical exam consists of the following sections as indicated in BOLD and CAPS:

1. **LESSON PLAN**
2. **THEORY LECTURE**
3. **DEMONSTRATION**

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 DLRoopeSupport@prometric.com.

WISCONSIN SCORING INFORMATION

A scaled score of 75.00 is required on the 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 sections within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the

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failed examination in its entirety.

WISCONSIN 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 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 indicated on your admission letter.

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 Department.

If you fail 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 Handbook and the NIC Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates may apply online on our website at DLRoope.com or complete and submit a rescheduling application and fee to D.L. Roope Administrations at the address listed on the application.

PRACTICAL CANDIDATE INFORMATION BULLETIN

Please see next page.

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National Instructor Practical Examination
CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

Effective Date: January 1, 2027

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

This bulletin contains IMPORTANT INFORMATION regarding National Instructor Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides 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 provides a list of references used to develop and support the content covered in NIC examinations. References will be the same for Theory, Practical, Written Practical, and Additional Sections for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- 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.*

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- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

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 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.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All products 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-manufacturer-created labels must be only in English. No labels indicating order of use when performing the service are allowed.
- Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

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- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- All practical examinations are administered in English. The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing 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, they may notify the proctor by raising their 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 need to step back to indicate they have finished. In the event that all candi-

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dates 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 IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), 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.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. 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 immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.

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- In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- 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 and could result in removal from the testing area.
- If a candidate experiences any unsafe conditions, they need to address it immediately.

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) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked for services or presectioned are not allowed for any part of the practical examination.
- Mannequin heads MUST be a full-size head, “minikin” or “junior” mannequin heads are NOT permitted.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned ONE (1) topic. You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The Lecture Lesson Plan MUST include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
- The lesson plans must be typed, not handwritten.
- Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
  - Three (3) copies of the Lecture Lesson Plan
  - Three (3) copies of the Demonstration Lesson Plan
- You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.

- 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”
- Candidates are not allowed to label products as single-use items.
- In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Instructor Practical Examination includes 3 (three) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. Lesson Plan
2. Theory Lecture
3. Demonstration

Domain Details

The following outlines the scope of content covered by the NIC National Instructor Practical Examination.

Proctor–Verbal Instructions: Read to all candidates: *"Please go to your assigned station and do nothing until instructed by the Proctor."*

1. Lesson Plan

1. LESSON PLAN (10 Minutes)Proctor Verbal Instruction- Read to candidate:

"*You will turn in your Classroom Theory Lecture and Demonstration lesson plans at this time.*

Please retain one set of lesson plans for yourself and provide the rest to the proctor.

The examiner will have 10 minutes to review your lesson plans.

Do nothing until the next verbal instructions are given."

- **Note to proctor- Provide examiner with a set of lesson plans**

Note to examiner: You have 10 minutes to complete your evaluation of the theory lecture lesson plan.

"*Note to examiner: You have 10 minutes to complete your evaluation of the theory lecture lesson plan.*"

- **The lesson plan will be evaluated on the following elements:**
- **1.1Lesson plan introduction**
- **1.2 Lesson plan content**
- **1.3 Teaching aids**
- **1.4 Closing**

Proctor Verbal Instruction - Read once the examiner has indicated the lesson plans have been reviewed or the timing has elapsed:

"*We will now proceed.*"

2. Theory Lecture

2. CLASSROOM THEORY LECTURE Proctor Verbal Instruction - Read to candidate:

"*You will present your classroom theory lecture on .*

You will be observed for client protection, safety, and infection control procedures throughout the examination.

You will have 5 minutes to set up for your classroom theory lecture.

You will be informed when you have 2 minutes remaining.

When you are finished, please be seated until the next verbal instructions are given (1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.1 Sets up area for classroom theory lecture**

Proctor Verbal Instruction - Read if the candidate has indicated they have finished before the timing has elapsed:

"*The candidate has indicated they have finished.*

We will now proceed."

Proctor Verbal Instruction - Read if the timer goes off before the candidate has indicated they have finished:

"*Please stop working.*

We will now proceed."

Proctor Verbal Instruction - Read to candidate:

"*You will now begin the classroom theory lecture.*

Your lecture must be at least 15 minutes but must not exceed 20 minutes.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.2 Introduction to lecture**
- **2.3 Content of lecture**

- **2.4 Lectures on Blood Exposure Procedure**
- **2.5 Use of teaching aids**
- **2.6 Use of communication skills**
- **2.7 Classroom interaction**
- **2.8 Closing of lecture**
- **2.9 Safety and Infection Control**

Proctor Verbal Instruction - Read if candidate has indicated they have completed the section before the timing has elapsed:

"*The candidate has indicated they have completed this section of the examination.*

We will now proceed."

Note to Proctor:Stop lecture at 20 minutes

"*Note to Proctor:Stop lecture at 20 minutes*"

Proctor Verbal Instruction- Read if the timer goes off before the candidate has indicated they have completed the section:

"*Please stop lecturing.*

We will now proceed."

3. Demonstration

3. DEMONSTRATION Proctor Verbal Instruction- Read to candidate:

"*You will be presenting your demonstration on _____.*

You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.

You will be informed when you have 5 minutes remaining.

Do not begin your demonstration until instructed to do so.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.1 Sets up area for demonstration**

Proctor Verbal Instruction- Read if the candidate has indicated they have finished before the timing has elapsed:

"*The candidate has indicated they have finished.*

We will now proceed."

Proctor Verbal Instruction- Read if the timer goes off before the candidate has indicated they have finished:

"*Please stop working.*

We will now proceed."

Proctor Verbal Instruction - Read to candidate:

"*You will now begin the demonstration .*

Your demonstration must be at least 25 minutes but must not exceed 30 minutes.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

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

- **3.2 Introduction to demonstration**
- **3.3 Content of demonstration**
- **3.4 Performance of demonstration**
- **3.5 Demonstrates Blood Exposure Procedure**
- **3.6 Classroom interaction**
- **3.7 Closing of demonstration**

Proctor Verbal Instruction- Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

"*The candidate has indicated they have completed this section of the examination.*

We will now proceed."

- **Note to Proctor:Stop demonstration at 30 minutes**

Proctor Verbal Instruction - Read if the timer goes off before the candidate has indicated they have completed the demonstration:

"*Please stop demonstration.*

Do nothing until the next verbal instructions are given."

Proctor Verbal Instruction- Read to candidate:

"*You will have 5 minutes to clean up your work area.*

You will be informed when you have 2 minutes remaining.

You will be observed for client protection, safety, and infection control procedures.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.8 Places items to be disinfected, soiled linens, and trash in correct containers**

Proctor Verbal Instruction - Please read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

"*Please do nothing until the next verbal instructions are given.*"

Proctor Verbal Instruction - Please read if the timer goes off before the candidate has indicated they have completed the clean-up:

"*Please stop working.*"

CANDIDATE CLEANUP AND FINAL SUMMARY Proctor - Verbal Instructions: Read to all candidates at the conclusion of the examination:

"*All examiners have indicated they have completed their assessment.*

Make sure that all kit supplies and disposable materials are taken with you.

This concludes the National-Interstate Council of State Boards of Cosmetology, National Hair Design Practical Examination.

Thank you for your participation."

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Container Labeled "items to be Disinfected"
* Container Labeled "soiled Linens"
* Container Labeled "trash"
* EPA-Registered Disinfectant Wipes with Manufacturer's Label that Demonstrates Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
* First Aid Kit
* Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
* Paper Towels

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Reference Date: January 01, 2026

Standard

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