DL ROOPE

A Prometric Company

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Candidate Handbook
WISCONSIN
MANICURIST
(NIC NAIL TECHNICIAN)

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WISCONSIN MANICURIST 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.

NIC Nail Technician Practical CIB .....NIC pages #1 – 12
The NIC Written CIB is available on our website at www.DLRoope.com.

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 in our online exam application 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 Wisconsin State Law questions are English only.**

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

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"*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 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.

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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.
- 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

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admitted.

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

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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" or on the written CIB. Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE & CONDUCT 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).

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

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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.

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, car keys, fobs 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 transparent plastic zip lock 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 our 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.

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.

MANNEQUIN INFORMATION

It is the candidate's responsibility to come prepared for the examination. **Models are not permitted. Mannequin hands must be approved by the examination provider prior to admittance into examination.**

Mannequin Hands:
Candidates must also bring a mannequin hand for the manicure section of this examination. The mannequin hand must be an entire hand and cannot have removable digits. Prior to reporting to the examination candidates MUST apply a set of nails to each finger. The artificial nails must cover

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the entire nail bed of each finger. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examination.

EXAMINATION REFERENCES

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

EXAMINATION SECTIONS

The Manicurist (NIC Nail Technician) examination consists of 2 sections.

1. **National NIC Nail Technician Written Examination**
   The time allotment for this examination is 90 minutes.

2. **National NIC Nail Technician Practical Examination**
   The duration of this examination is approximately 3 hours.

MANICURIST EXAMINATION SECTIONS

The examination sections of the Manicurist (NIC Nail Technician) 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 Wisconsin practical exam consists of the following sections as indicated in BOLD and CAPS:

1. **WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES**
2. **MANICURE AND POLISH APPLICATION**
3. **WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES**
4. **NAIL TIP APPLICATION AND BLENDING**
5. **SCULPTURED NAIL**
6. **REMOVAL OF SCULPTURED NAIL**
7. **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.

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

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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 written and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or sections within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the 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 NAIL TECHNOLOGY
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 National Nail Technology Practical Examination is the licensure examination for Nail Technology, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Nail Technology Practical Examination content and Administration for Nail Technology core services.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- ***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.
- ***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, 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.
  - 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.

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- 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, 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 candidates have completed all tasks in the section, please 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, 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.
  - 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 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 **MUST** wear gloves when using disinfectant.

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- 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 MANNEQUIN HAND REQUIREMENTS

Please refer to your state specific guidelines for mannequin hand requirements.

If your state requires the use of a mannequin head(s) or hand(s):

- If candidates 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
NIC National Nail Technology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates 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 Nail Technology Practical Examination Content Domains Sections).
- The following sections are **new** to the Nail Technology Practical Examination:
  - Removal of Sculptured Nail (Content Domain Section 6)
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are not allowed to label products as single-use items.
- ***Monomer must be low-odor/less-odor and factory sealed in its original container with manufacturer's label.***
- ***Polymer must be in its original container with manufacturer's label.***
  (Please check State specific examination provider's guidelines)
- ***Primer (if used) must be in original container with manufacturer's label.***
- Candidates **MUST** wear gloves when using disinfectant.

NAIL TECHNOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Nail Technology Practical Examination includes 7 (seven) core domain sections. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation, Client Preparation, and Set Up of Supplies** (15 minutes)
2. **Manicure and Polish Application** (20 minutes)
3. **Work Area and *New* Client Preparation, and Set Up of Supplies** (10 minutes)
4. **Nail Tip Application and Blending** (20 minutes)
5. **Sculptured Nail** (20 minutes)
6. **Removal of Sculptured Nail** (20 minutes)
7. **Blood Exposure Procedure** (Individually Timed, 5 minutes per candidate)

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CONTENT DOMAINS

1. WORK AREA PREPARATION, CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 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 manicure and polish application."
"You will prepare your client for the services."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 15 minutes to complete this section."
"You will be informed when you have 8 minutes remaining."
"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."
"Turn the hand toward the examiner 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 bactericidal, virucidal, and fungicidal disinfectant
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 turned the hand 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 turned the hand:
"Please stop working."

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2. MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform a manicure and polish application."
"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."
"Turn the hand toward the examiner 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 Manicure supplies are labeled in English
2.2 Implements and supplies are visibly clean
2.3 Performs a basic manicure
2.4 Prepares nails and applies RED nail polish

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
"Please stop working. Please do nothing until the next verbal instructions are given."

2.5 Final appearance of the manicure
2.6 Final appearance of polish application

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please 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."
"You will remove the polish from the nails and properly dispose of supplies used in the previous section of the examination."
"You will be expected to follow all client protection, safety and infection control procedures."
"You will have 5 minutes to complete this section."
"You will be informed when you have 2 minutes remaining."
"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."
(2) "You may begin."

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Candidates will be evaluated on the following tasks:

2.7 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 turned the hand 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 turned the hand:
"Please stop working."

Proctor – Verbal Instructions: Read when all examiners have indicated they have completed their assessment.
"Examiners please rotate at this time."

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

Proctor – Verbal Instructions: Read to all candidates:
"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:
Nail Tip Application and Blending
Sculptured Nail Service
Removal of Sculptured Nail"
"You will prepare your client for the services."
"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."
"Turn the hand toward the examiner to indicate you have finished."

(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 bactericidal, virucidal, and fungicidal disinfectant
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 turned the hand 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 turned the hand:
"Please stop working."

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4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
(Note to Proctor - Choose any finger)
"You will perform nail tip application and blending."
"You will apply the nail tip to the _____ finger."
"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."
"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."
(2) "You may begin."

Candidates will be evaluated on the following tasks:

4.1 Nail tip application and blending supplies are labeled in English
4.2 Implements and supplies are visibly clean
4.3 Prepares for nail tip application
4.4 Selects full-well tip and attaches to nail plate of assigned finger
4.5 Trims, shapes, and blends nail tip

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
"Please stop working. Please do nothing until the next verbal instructions are given."

4.6 Final appearance of finished nail tip

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:
"All examiners have indicated they are ready to proceed."

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5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
(Note to Proctor - Choose any finger)
"You will sculpt a nail on the _____ finger."
"You must use a manufacturer sealed, low-odor/less-odor product." (Check your state-specific testing guidelines for product requirements.)
"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."
"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."
(2) "You may begin."

Candidates will be evaluated on the following tasks:

5.1 Sets up sculptured nail supplies. Products *MUST* be in original container and have manufacturer's label in English
5.2 Implements and supplies are visibly clean
5.3 Prepares nail plate for sculptured nail
5.4 Sculpts a nail to extend the free edge of assigned finger
5.5 Shapes, contours, and finishes sculptured nail

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
"Please stop working. Please do nothing until the next verbal instructions are given."

5.6 Final appearance of sculptured nail

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:
"All examiners have indicated they are ready to proceed."

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6. REMOVAL OF SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform a removal of the sculptured nail."
"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."
"Turn the hand toward the examiner 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 Sculptured nail removal supplies are labeled in English
6.2 Implements and supplies are visibly clean
6.3 Removes sculptured nail
6.4 Smooths and finishes the natural nail

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:
"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
"Please stop working. Please do nothing until the next verbal instructions are given."

6.5 Final assessment of sculptured nail removal

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

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

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:
"All examiners have indicated they are ready to proceed."

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7. BLOOD EXPOSURE PROCEDURE
(Individually Timed, 5 minutes per candidate)

Proctor – Verbal Instructions: Read to all candidates:
"You will demonstrate the blood exposure procedure."

"You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. The injury has not yet contaminated your work area or the client. You are expected to demonstrate the proper procedure for a blood exposure."

"You are expected to follow all client protection, safety and infection control procedures."
"You will be instructed individually by the examiner to demonstrate the Blood Exposure Procedure."
"You will have 5 minutes to complete this section."
"You will be informed when you have 2 minutes remaining."
"Do not begin to demonstrate the Blood Exposure Procedure until instructed individually by the examiner to do so."
"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate the Blood Exposure Procedure."

Candidates will be evaluated on the following tasks:

7.1 First aid supplies and materials are labeled in English
7.2 Removes materials from first aid kit
7.3 Supplies and materials are visibly clean
7.4 Cleans injured area with antiseptic
7.5 Covers injury with dressing that is absorbent and secured
7.6 Disposes of all contaminated supplies
7.7 Candidate protects injury with glove or finger cot

Examiner – Verbal Instructions: Read to each candidate individually:
"Please do nothing until the next verbal instructions are given."

CANDIDATE SUMMARY AND FINAL CLEANUP

Proctor - Verbal Instructions: Read 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 Nail Technology Practical Examination."
"Thank you for your participation."

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SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

SUGGESTED SUPPLIES

- acetone/polish remover
- adhesive
- base coat
- buffer(s)
- 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"
- cotton
- cuticle pusher
- cuticle softener
- dappen dish(es)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant wipes)
- finger bowl with water
- first aid kit
- foil removal wraps
- gloves
- hand sanitizer with manufacturer's label (must be real product)
- mannequin hand(s) with artificial nails attached (must be entire hand; cannot have removable digits.)
- massage product
- nail brush
- nail cleanser
- nail clipper and/or tip trimmer
- nail file(s)
- nail form(s)
- nail tips
- oil
- paper towels
- red polish
- sculptured nail brush
- sculptured nail products – monomer, polymer
  Monomer must be low-odor/less-odor and factory sealed in its original container with manufacturer's label.
  Polymer must be in its original container with manufacturer's label. (Please check State specific examination guidelines)
  Primer (if used) must be in original container with manufacturer's label.
- top coat
- towel(s)

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