PROFESSIONAL CREENTIAL SERVICES, INC.



New Mexico BOARD OF BODY ART PRACTITIONERS

Permanent Cosmetic Tattooer

Candidate Handbook

Examination Content/CIBs Developed and Owned© by: National-Interstate Council of State Boards of Cosmetology ("NIC")

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Professional Credential Services, Inc.

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Quick Reference

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- Apply with New Mexico Board for Examination Approval
- Register online with PCS

STEP TWO: TAKE EXAMINATIONS

• Upon approval, schedule Theory Examination with PSI

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: New Mexico Coordinator P.O. Box 198768 Nashville, Tennessee 37219-8768

Customer Service: (888)822-3272 Email: <u>cosandbar@pcshq.com</u> Website: http://www.pcshq.com

PSI Exams

Scheduling: (855) 746-8173 Fax: (702) 932-2666 Website: <u>candidate.psiexams.com</u>

New Mexico Regulation and Licensing Board of Body Art Practitioners

Regular Mailing address-

NM Board of Body Art Practitioners P.O. Box 25101 Santa Fe, NM 87504

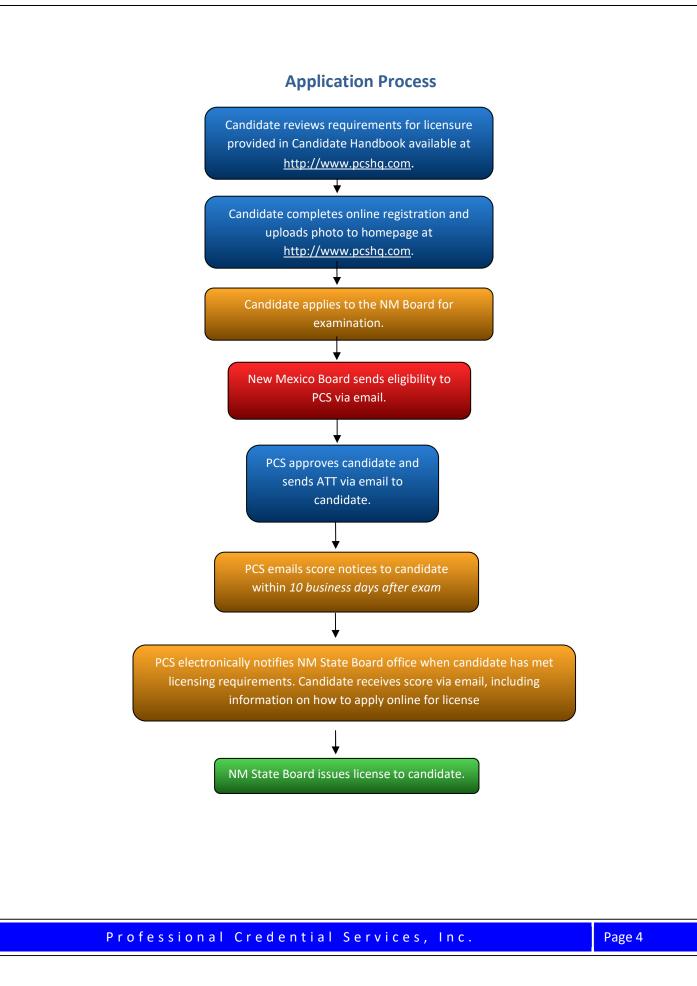
Courier Physical address-

NM Board of Body Art Practitioners 2550 Cerrillos Road, 2nd Floor Santa Fe, NM 87505 (Do NOT send mail to the physical address.)

Telephone: (505) 476-4622 Fax: (505) 476-4645 Email: <u>nmbody.art@state.nm.us</u> Website: <u>http://www.rld.state.nm.us/boards/body-art-</u> practitioners.aspx

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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for scheduling your examination(s). The Board is responsible for licensing and regulating the professions of Body Art (Tattoo, Permanent Cosmetic Tattoo and Body Piercing) in the State of New Mexico. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Candidates are required to apply directly to the Board. Any questions regarding your application or eligibility should be directed to the Board office. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Body Art license in the State of New Mexico, you must meet the following requirements:

- > Receive Board Approval
- > Pass the NIC Theory (Written) and State Law examinations.

Training Expiration Limit

Pursuant to New Mexico Regulation 16.34.2.8A(2)[©], all required examinations must be taken and passed within 12 months of the date training was completed.

After 12 months have passed from the date training was completed you will be required to reapply with the Board.

3 x Exam Fail Limit

Pursuant to New Mexico Regulation 16.36.2.14(G) Any candidate who does not meet the minimum passing score after three attempts shall be required to enroll or re-enroll in an apprentice program.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Theory only	\$ 130.00	\$ 130.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment.

All fees are non-refundable. Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms section of the New Mexico Body Art (Tattoo, PCT or Body Piercing) page at http://www.pcshq.com.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).

Reinstatement

How to Reinstate an Expired License

- If you hold a license that has been expired for less than one year, please contact the Board at (505) 476 4622 or visit <u>http://www.rld.state.nm.us/boards/body-art-practitioners.aspx</u> for further information.
- 2. If you hold a license that has been expired for more than one year, you must reapply with the Board.

Reciprocity

How to Reciprocate an Out of State License

 If you hold a license in another state and would like to obtain a NM license, contact the Board at (505) 476 4622 or visit <u>http://www.rld.state.nm.us/boards/body-art-practitioners.aspx</u> for further information.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Permanent Cosmetic Tattoo
- 6. Click Create an Account (if this is your first time)
- 7. *Creating a PCS Account (first time users only);* enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click **Create Account**
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click the link in the e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account	
By signing up for a free account, you can access your application and licensir	ng information.
To access your information online, please create your personal account. a <u>unique</u> e-mail address for electronic communication and account verific use your school instructor's e-mail address. This account is for applicants	ation. Please DO NOT
E-Mail Address	
First Name	
Last Name SERVICES	
Birth Date (m/d/yyyy)	
If you have applied with Professional Credential Services before, please order to retrieve your records.	provide the following in
Social Security Number	
Please enter the RECaptcha information below	
Type the text Privacy & Terms	
	Create Account

PCS Application

Once you have created your PCS account, you are then ready to complete the online registration page.

- 1. Complete steps 1-6 listed above.
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are now in the online registration; select appropriate license type (i.e. Tattoo).
- 4. Continue with online registration until all required fields have been completed.
- 5. Choose the examinations you wish to take.
- 6. Select Payment Option.
- 7. You may up-load your 2x2 photo and required documents that can be a "copy." Original required documents must be mailed.
- * You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. <u>Incomplete</u> applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.
- **You must complete the online registration using your legal name** the name which appears on your current government issued photo identification (i.e. Driver's License).
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

Your Profile.	Active Applications.
Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 888223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com	New Mexico Cosmetology & Barbering, Barber ADD STATE APP# ADD LICENSE NUMBER ADD STATE APP# ADD LICENSE NUMBER ADD LI
(<u>EDIT PROFILE</u>)	Application Approval Requirements ADD
	Coordinator Review APPLCATION APPLCATION APPLCATION FORM 1 GOVT ISSUED D RAINING AFFDAVIT Final Review
From 05/01/2011 Graduated: 09/01/2012 CHANGE SCHOOL	DOCUMENTS

PCS Candidate Homepage

Logging into your Homepage

- 1. Go to http://www.pcshq.com
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In



Application Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.

Active Application	IS.)	
New Mexico			
Cosmetology & Ba	Cosmetology & Barbering, Barber		
ADD STATE APP#			
ADD LICENSE NU	MBER		
ADD LIC EXP DAT			
App Expires: 09/01	/2014 EDIT		
Print New App Lab			
Applied 01/15/2014			
Most recent application: 01/15/2014			
Status: Paid. Wait	ng for review.		
	Application Approval Requirements ADD		
	Coordinator Review		
	APPLICATION		
	2X2 PHOTO		
	FORM 1 GOVT ISSUED ID		
	TRAINING AFFIDAVIT		
	Final Review		

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications.

Active Application	ons.		
New Mexico			
Cosmetology & E	Cosmetology & Barbering, Barber		
ADD STATE APP	<u>P#</u>		
ADD LICENSE N			
ADD LIC EXP DATE			
App Expires: 09/0			
Print New App La			
Applied 01/15/20			
	lication: 01/15/2014		
Status: Approved			
	Application Approval Requirements ADD		
2	Coordinator Review		
2	APPLICATION		
2	2X2 PHOTO		
5	FORM 1 GOVT ISSUED ID		
10 10 10	TRAINING AFFIDAVIT		
2	Final Review		

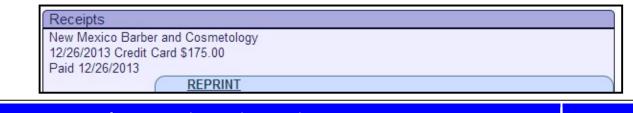
Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

• Click **Print Score Notice** option next to item you wish to reprint.

Exam Results			
New Mexico Esthetician Practical			
Score Loaded 10/21/2013			
Test Date: 10/14/2013			
Score: 52.00% FAIL			
Exam Date: 10/14/2013			
Tested at: Albuquerque Area			
PRINT SCORE NOTICE			
New Mexico Esthetician Theory			
Score Loaded 10/09/2013			
Test Date: 10/05/2013			
Score: 81.00% PASS			
PRINT SCORE NOTICE			

Click **Reprint** option next to item you wish to print.



Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

 To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.



Approval Process

Once the online registration page has been completed (payment has been made), the coordinator will receive notification. PCS will review the Eligibility List to see if you name has been received from the NM Board as eligible to sit for the examination you have applied for. If you name appears on the Eligibility List and all eligibility requirements have been met, you will be approved to take the examination.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day of your final review.

If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online <u>http://www.psiexams.com</u>
- Schedule with PSI representative at (855) 746-8173 (Monday Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System at (855) 746-8173.

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Examination Day Requirements

What do I need to take with me to the examination?

- ATT Letter (theory)
- Two (2) forms of identification one form must be a government issued photo ID (see below)

If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS**.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID) Photocopies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired) Photocopies will not be accepted

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Student ID and employment ID are NOT acceptable forms of Identification.

If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS.**

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. <u>No visitors, guests or children are allowed in the test center</u>.

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

Tobacco, food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, cell phones, calculator watches, reproduction equipment <u>are strictly prohibited in the examination room</u>. Failure to comply with any of these conditions may result in your immediate dismissal, and your actions reported to the proper authorities. PCS is not responsible for <u>any</u> personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online.

Once you pass the theory examination, you will receive a *Notice of Completion which will include information regarding how to apply online for your license.* It is not necessary to notify the Board Office once you pass an examination; they are provided score information daily.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 to 3 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

If you fail your theory exam and wish to reschedule, please wait until you have received your Official Score Notice by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

Print your name as it appears on your Application below.			
Name:			
Street:			·····
City:	State:	Zip:	. <u></u>
Print your updated name or address below.			
Name:	<u></u>		
Street:			·····
City:	State:	Zip:	
Reason for Name Change: Divorced Married	_ Other		
Print Social Security Number:		_	
Sign and Date your Request:			
Signature:		_Date:	
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Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

Professional Credential Services, Inc. cosandbar@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.



NATIONAL MICROPIGMENTATION WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

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

SCIENTIFIC
CONCEPTS
47%

Infection Control

- Pathology \Diamond
 - Microbiology •
- \Diamond Prevention of cross contamination and disease transmission procedures
 - Levels of infection control
 - Personal immunization
 - OSHA bloodborne pathogen standards and universal precautions

Structure of the Skin

- \Diamond Epidermis
- \Diamond Dermis

Basic Knowledge of Human Physiology/Anatomy

- \Diamond Nervous system
 - Sensory •
 - Motor
- Vascular system \Diamond
 - Blood •
 - Lymph
- \Diamond Muscles of the head and face
- Glands of the eye \Diamond

Knowledge and Recognition of Disorders, Anomalies, & **Diseases of the Skin**

Safe Use and Storage of **Equipment and Supplies** Documentation \Diamond

- - Material safety data sheets (MSDS)
 - Manufacturer's • instructions
 - Exposure control . plans
- Properties of pigment \Diamond
- \Diamond Single-use supplies
- \Diamond Work area setup

MICROPIGMENTATION PROCEDURES 43%

Conducting a Client Consultation

 \Diamond

 \Diamond

- Record keeping and \Diamond documentation
 - Client record
 - Informed consent
 - Photo documentation
 - Client consultation
 - Procedure and
 - expectations
 - Skin
 - typing/classification Contraindications
 - Allergies
 - Post care instructions

Skin Preparation

- Selection of appropriate \Diamond antiseptic
- \Diamond Hair removal procedures
- Specific preparation for eye \Diamond
- and lip procedures \Diamond Topical anesthetic

Pre-application Procedure for Client Approval

- Placement of design, pattern, \Diamond or shape on client \Diamond
- Drawing of design, pattern, or shape on client
 - Appropriate materials
 - Color selection
 - Shading/tinting

Characteristics of Different Types of Equipment

- \diamond Non-motorized
- \diamond Motorized
- \Diamond Other

Micropigmentation Application Procedures

- \Diamond Lining
- \Diamond Shading
- \Diamond Conclusion of treatment
 - procedures

CAUSES OF & RESPONSES TO TREATMENT **CONSEQUENCES, SIDE EFFECTS, COMPLICATIONS** 10%

Consequences

- Swelling \Diamond
- \Diamond Redness
- \Diamond Discomfort

Side Effects

- Bruising \Diamond
- \Diamond Rashes and allergic reactions
- Δ Nausea and vomiting

Complications

- Eye injuries \Diamond
- \Diamond Client dissatisfaction
- \Diamond Infections and scarring
- \diamond Migration
- \Diamond Cold sores

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Micropigmentation Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers listed are following the sample questions.

- 1 The purpose of material safety data sheets (MSDS) is to
 - inventory payments and a. who makes them.
 - record items sterilized in b. the autoclave.
 - compare machine c. manufacturer specs.
 - d. provide information about the properties of chemicals.
- The subcutaneous layer of 2. the skin consists of
 - hair follicles and pores. a.
 - b. scarred or grafted skin.
 - c. fat and connective tissue.
 - d. lesions or moles.

- What is the muscle 3.
- surrounding the eye?
 - Orbicularis femur a.
 - b. Orbicularis oris
 - c. Orbicularis occuli Orbicularis orbit d

4.

5.

6

should

a.

b.

c.

d.

a.

b.

c.

d.

a.

b.

c.

d.

a.

b.

c.

d.

a. pink.

b. flesh.

c. orange.

d. bright red.

7.

If a customer has a large,

dark mole, the technician

apply color over it.

attempt to shave it.

When should the technician

Only when using white

Only when using the

If a client has cold sores, the

sterilize the area with

cover the area with

refer the client to a

tell the client to return

when the skin heals.

lipstick color be removed for

Before taking pre-

procedure photo

topical anesthetic

Before scheduled

Revised 06/2008 Ref. Rev. 10.2014

appointment

8. When mixing red and yellow

together, it becomes

While applying

pigment

After applying

When should the client's

a lip procedure?

mix different colors of

same colors

technician should

alcohol.

antiseptic.

physician.

Always

Never

pigment brands together?

not apply color.

burn it off.

- 9. If a technician encounters a client with excessive hair before a procedure, what is the best hair removal process?
 - a. Laser
 - b Shaving
 - c Electrolysis
 - d Chemical
- 10. Going too far outside of the vermillion line can result in a
 - a. black line.
 - b. clown-like appearance.
 - c. blurring line.
 - d. small scar.

	Answers		
1. d.	5. b.	9. b.	
2. c.	6. c	10. b.	
3. c.	7. a		
4. b.	8. c		

MICROPIGMENTATION REFERENCES

Milady's Standard Comprehensive Training for Estheticians Ed, 2003 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

Fundamentals of Permanent Cosmetics, Ed, 2005 Permanent Cosmetic Instructors Associates P.O. Box 453 Tehachapi, California 93561 (661) 822-1508 permanentcosmeticsinstructorsassoc.com

Milady's Aesthetician Series Permanent Makeup: Tips and Techniques-Pamela Hill Ed, 2007 Milady 5 Maxwell Drive Clifton Park, NY 12065 (800) 347-7707 www.Milady.com

www.osha.gov

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology <u>http://nictesting.org/memberinfo/</u> <u>NIC Health & Safety Standards</u> - <u>Aug 2014.pdf</u>

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 Theory and Practical examinations. <u>The references are always the same for the Theory and Practical examinations.</u>

PERMANENT COSMETICS/MICROPIGMENTATION

REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Milady Standard Esthetics: Advanced 2013 2nd edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

The Epidermal Cell Therapy Skillsbook 2015 Author: L. Saphonia Gee, L.M.E., CIDESCO Diplomat L. Saphonia Gee

Fundamentals of Permanent Cosmetics 2011 Author: Conne Lord CreateSpace Independent Publishing Platform

Permanent Cosmetics: The Foundation of Fundamental Application 2018, 2nd Edition Author: Marjorie Grimm, CPCP Society of Permanent Cosmetics Professionals www.spcp.org

Permanent Makeup: Tips and Techniques 2007 Author: Pamela Hill, RN Delmar Learning www.milady.com

Copyright National-Interstate Council of State Boards of Cosmetology, Inc. References (Approved Textbooks)

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