# Arizona

# Barbering and Cosmetology Board

# Hairstylist

## Candidate Handbook

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

Rev. 9/2024

# Contents

# Quick Reference

**STEP ONE: READ CANDIDATE HANDBOOK**
- Register for Examinations with PCS

**STEP TWO: TAKE EXAMINATIONS**
- Upon approval, schedule and take Written Practical and Theory Examinations with IQT

**STEP THREE: Apply for Licensure with the Arizona State Board**
- Once you pass your examinations, apply for your license.

## Contact Information

**Professional Credential Services (PCS)**
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com
Customer Service: (888) 822-3272

**Arizona Barbering and Cosmetology Board**
Regular Mailing Address
1740 W Adams Suite #4400
Phoenix, Arizona 85007
Telephone: (480) 784-4539 ext. 240
Website: www.bcb.az.gov
Email: azboard@azboc.gov

**Theory Examination Scheduling**
Iso-Quality (IQT), owned and operated by Prometric
www.IQTTesting.com
**Toll-Free Telephone Support:** (866) 773-1114 or
**Email:** SMT-OperationsTeam@prometric.com

## Application Process

Candidate reviews license and examination requirements in Candidate Handbook available at http://www.pcshq.com

Candidate completes an online registration with PCS at http://www.pcshq.com

PCS reviews completed registration and approves candidate for the practical and theory examinations.

PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)

Candidate schedules a test date and location with IQT, owned and operated by Prometric

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at http://www.bcb.az.gov

Arizona State Board issues license to candidate

## Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for Licensure and for scheduling your examination(s). The Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Hairstyling in the State of Arizona. 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. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

**Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)**
1. Submits to the board an application for a hairstylist license on a form supplied by the board.
2. Either:
      (a) Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits satisfactory evidence that the person is at least sixteen years of age.
      (b) Submits to the board satisfactory evidence that the person is at least eighteen years of age.
3. Submits to the board satisfactory evidence that the person either:
      (a) Graduated from a hairstyling school in another state or country that had at the time of the person's graduation substantially the same requirements as this state for schools licensed by the board.
      (b) Completed a hairstylist course consisting of at least one thousand hours of training in a school licensed by the board.
4. Pays the prescribed fees for a hairstylist license.
5. Passes the examination for a hairstylist license.

**Reinstatement**
If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit www.bcb.az.gov.

## Examination Fees

| Examination  Type | First Time Fees | Re-Exam Fees |
|---|---|---|
| Hairstylist Theory & Practical | $ 177.00 | $ 177.00 |
| Hairstylist  Theory | $ 100.00 | $ 100.00 |
| Hairstylist  Practical | $ 77.00 | $ 77.00 |

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration **will** not be considered complete until payment has been received.

**!** You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

## 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 PRIOR to completing an online registration with PCS. If testing is not required fees are non-refundable.**
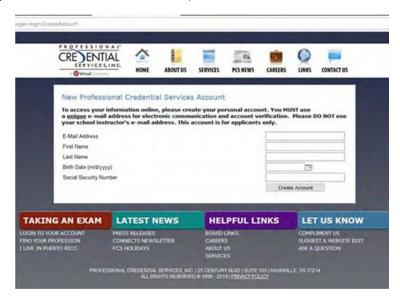
## Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

## PCS Account Set-Up

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

1. Go to www.pcshq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account** (First Time)
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

**!** **A unique email address must be provided to create a PCS Account** (i.e., more than one user cannot provide the same email address).
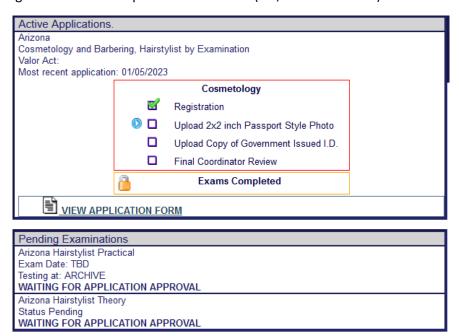
## PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Go to http://www.pcshq.com
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**
5. Click the PCS Logo to return to the Homepage



6. Click **Applicants & Candidates**
7. Click **Cosmetology & Barbering**
8. Select **Arizona**
9. Click the **Pre-register and pay for your Exams (after you logged in)** link at Step 3
10. You are now in the online application; select appropriate license type (i.e., Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. Select Payment Option.

! **You must complete the online application using your legal name** – the name which appears on your current government issued photo identification (i.e., Driver's License).

# PCS Candidate Homepage

## Logging into your Homepage

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



## Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.

## Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your written practical and theory examinations.
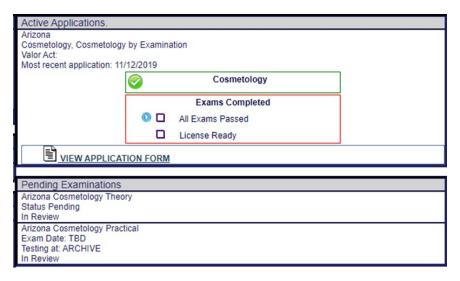
### Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

**!** 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.

### How do I know if my registration is approved?

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



## Examination Scheduling

### Theory and Written Practical Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at www.IQTTesting.com. Select **SCHEDULE/RESCHEDULE AN EXAM** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at SMT-OperationsTeam@prometric.com.

## Reprinting Documents

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

Example:

- Click the **Print Score Notice** option next to the item you wish to reprint.
- Click the **ATT Letter** option next to the item you wish to reprint

| Exam Results |
| --- |
| Arizona Nail Technician Theory<br>Test Date: 06/28/2021<br>PASS |
| PRINT SCORE NOTICE |
| Arizona Nail Technician Practical<br>Test Date: 10/26/2021<br>PASS |
| PRINT SCORE NOTICE |

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

| Receipts |
| --- |
| Arizona Board of Cosmetology<br>05/20/2021 Credit Card $177.00<br>Paid 05/20/2021 |
| REPRINT |

## Examination Rescheduling

### Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

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

If you have missed, canceled, or failed an examination, please email cosandbar@pcshq.com to have the account reset for re-exam payment.  You may reschedule online if you have failed an examination and received your official scores from PCS.

- To reschedule your written practical examination, click **Written Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.

**! DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART**

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 IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

## Examination Day Requirements

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

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature (see below)

**!** If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

### Acceptable Forms of Identification

Both forms of identification must be listed under the name in which you applied. **Photocopies will not be accepted**

### Primary ID (current, non-expired Government-issued ID)

- 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)

- 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.

### 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 scheduling fee will be required.

## General Examination Policies

### Security Policy

Suspected security breaches during the theory or written practical 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 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. **No visitors, guests or children are allowed in the test center.**

### 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

No 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, portable fax machines, cellular telephones, calculators, watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately and your actions reported to the proper authorities. PCS is not responsible for **any** 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 unofficial pass or fail notice will be provided to you by IQT after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email within this time frame, you may print a score notice by logging into your PCS account.

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

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

## Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver's License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

## Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The 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 confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.

# National Hair Design Theory Examination CIB

Effective May 01, 2016

## Table of Contents

## 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 Hair Design Theory Examination is a licensure examination for Hair Design, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Hair Design Theory Examination content and references.

The time allowed for this examination is 90 minutes.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC National Theory 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 Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

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

## IMPORTANT INSTRUCTIONS

### General

- 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.*
- All examinations are administered in a testing environment.

## Standardized Administration

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

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

### 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.

## HAIR DESIGN THEORY EXAMINATION  CONTENT OUTLINE

### Domain Details

The following outlines the scope of content covered by the NIC National Hair Design Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 110 items, of which 100 items are weighted and contribute to the candidate's final score.

I.  SCIENTFIC CONCEPTS (45%)
    A.  Infection Control and Safety Practices
        1.  Identify how disease and infection are caused and transmitted

        2.  Recognize purpose and/or effects of infection control principles
            a.  Levels of infection control:
                i.  Sanitation/Cleaning

                ii.  Disinfection

                iii.  Sterilization

            b.  Process of infection control:
                i.  Recognize when cross-contamination occurs

                ii.  Prevention of cross-contamination

                iii.  Differentiate between the purpose of single- and multi-use tools

        3.  Apply blood contact procedures

        4.  Identify requirements of government agencies:
            a.  OSHA standards

            b.  EPA

    B.  Human Anatomy and Physiology
        1.  Identify function and structure of the hair and scalp

2. Identify signs and symptoms of conditions, disorders, and diseases of the hair and scalp

3. Identify muscles and joints and their functions related to head and face

4. Identify functions of:
   a. Nervous system

   b. Circulatory system

C. Basic Chemistry of Products Used in Hair Design
   1. Recognize purpose and effects of products and ingredients

   2. Recognize interaction between chemicals

   3. Recognize physical interactions with chemicals

   4. Recognize chemical reactions (e.g., overexposure, chemical burn)

   5. Recognize the chemical pH scale

II. HAIR CARE AND SERVICES (55%)
A. Client Consultation, Analysis and Documentation for Hair Care Services
   1. Evaluate condition of client's hair and scalp (i.e., assessment)

   2. Recognize conditions that would prohibit service (i.e., contraindications)

   3. Determine services or products

   4. Recognize purpose and interpret results of preliminary tests (e.g., predisposition and strand tests)

   5. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in Hair Care Services
   1. Identify function, purpose and infection control procedures of tools used in hair services:
      a. Equipment (e.g., chair, workstation)

      b. Implements (e.g., razors, shears, combs/brushes)

  c. Supplies and materials (e.g., towels, drape, neck strips)

  d. Electrical tools (e.g. irons, blow dryers, clippers)

  e. Proper disinfection procedures

 2. Recognize safe practices for use of tools (i.e., equipment, implements, supplies, ergonomics)

C. Hair Care
 1. Apply knowledge of principles and procedures for shampooing and conditioning

 2. Apply knowledge of principles and procedures for scalp treatments and scalp massage

 3. Apply knowledge of draping (e.g. chemical, shampoo, cutting)

D. Hair Design
 1. Apply knowledge of principles, procedures and safety of hair cutting and shaping

 2. Apply knowledge of principles, procedures and safety of hair styling:
  a. Wet styling

  b. Thermal styling

  c. Natural hair styling (e.g., braiding)

 3. Apply knowledge of principles, procedures and safety related to hair enhancements:
  a. Extension application and removal:
   i. Braid and sew attachment

   ii. Bonding

   iii. Fusion bonding

   iv. Tube shrinking

   v. Linking

4. Apply principles of balance and design (e.g. facial shape, physical structure)

E. Chemical Services
1. Apply knowledge of principles, procedures and safety for:
   a. Hair coloring (including corrective color)

   b. Hair lightening

   c. Foiling

   d. Chemical hair relaxing/restructuring and curl reduction
      i. Hydroxide

      ii. Thio

      iii. Keratin

   e. Chemical waving/texturizing:
      i. Alkaline

      ii. Acid

      iii. Non-thio

      iv. Keratin

## NATIONAL HAIR DESIGN THEORY EXAMINATION  SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Hair Design Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. Which of the following will reinforce and reconstruct the hair shaft?

   A. Scalp treatment

   B. Balancing shampoo

   C. Hair brushing

   D. Protein conditioner

2. When damaged, which of the following will cause the hair growth to be inhibited?

   A. Papilla

   B. Shaft

   C. Cuticle

   D. Arrector pili

3. A condition caused by an infestation of head lice is

   A. tinea barbae.

   B. scabies.

   C. pediculous capitalis.

   D. tinea capitis.

4. Debris is removed from tools and implements using which of the following procedures?

   A. Cleaning

   B. Disinfection

   C. Sterilization

   D. Decontamination

5. What product can be used to equalize the porosity of the hair?

   A. Shampoo

   B. Fillers

   C. Lightener

   D. Developer

| Answer Key | |
| --- | --- |
| Item | Key |
| 1 | D |
| 2 | A |
| 3 | C |
| 4 | A |

## 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 National Hair Design 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 test material.

### Standard

*Milady Standard Cosmetology Foundations*

Copyrighted 2023

2023, 14th Edition

ISBN: 9780357871492

Contact: Info@Milady.com www.Milady.com

*Pivot Point Fundamentals: Cosmetology, (101-113)*

Copyrighted ©2016 Pivot Point International, Inc.

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Pivot Point International, Inc. www.pivot-point.com

Contact: info@pivot-point.com; 847-886-0500, Ext. 7399

*Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician 2016*

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877-224-0435

### Supplemental

*Milady Standard Cosmetology*

# National Hair Design Written Practical Examination CIB

Effective: June 01, 2024

# Contents

# 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 Hair Design Written Practical Examination is a licensure examination for Hair Design, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

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

This bulletin contains information applicable to the 2024 update of this exam.

The time allowed for this examination is 90 minutes.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC National Written 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 Written Practical examination and information about the scope of content covered in the Written 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 across exam types for each exam.

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

# IMPORTANT INSTRUCTIONS

**General**

- 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.*

- All examinations are administered in a testing environment.

**Standardized Administration**

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

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.

- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

**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.

# HAIR DESIGN WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

**Domain Details**

The following outlines the scope of content covered by the NIC National Hair Design Written Practical Examination. The percentages represent the percentage of items from each domain. The examination contains 70 items, of which 60 items are weighted and contribute to the candidate's final score. The Core Domain Sections are based on the national job analysis.

  I. Work Area and Client Preparation, and Set up of Supplies (7%)
    A. Set-up elements:
      1. Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant

      2. Sanitizes hands with product labeled in English

      3. Universal supplies are labeled in English

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

  II. Thermal Curling (12%)
    A. Thermal curling elements:
      1. Thermal curling supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Tests temperature of iron

      4. Subsections hair for thermal curling

      5. Demonstrates safe use of iron

      6. Final appearance of four curls

      7. Maintains drape throughout section

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

 III. Haircutting (38%)
    A. Haircutting elements:
      1. Haircutting supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Subsections hair for Haircutting

4. Demonstrates safe use of razor

5. Demonstrates safe use of shears

6. Cuts entire nape line to a uniform length

7. Cuts sides uniform in length

8. Blends haircut

9. Removes hair from work area

10. Maintains drape throughout section

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

IV. Work Area and New Client Preparation, and Set up of Supplies (7%)
   A. New client set-up elements:
      1. Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant

      2. Sanitizes hands with product labeled in English

      3. Universal supplies are labeled in English

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

V. Chemical Waving (13%)
   A. Chemical waving elements:
      1. Chemical waving supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Subsections hair for chemical waving

      4. Wraps hair

      5. Correct rod placement used throughout entire section

      6. Demonstrates saturation

      7. Demonstrates a test curl

      8. Maintains drape throughout section

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

VI. Predisposition Test and Strand Test with Simulated Product (8%)
   A. Predisposition test elements:
      1. Predisposition test and strand test supplies are labeled in English 6.2 Implements and supplies are visibly clean

      2. Demonstrates predisposition test behind the ear

   3. Demonstrates strand test process

   4. Maintains drape throughout section

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

VII. Highlighting with Foil, Virgin Application with Colored Simulated Product (10%)
   A. Highlighting elements:
      1. Highlighting with foil supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Subsections hair for highlighting with foils

      4. Uses correct foil placement

      5. Final result of simulated product application

      6. Maintains drape throughout section

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

VIII. Hair Color Retouch with Colored Simulated Product (10%)
   A. Hair color elements:
      1. Hair color retouch supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Subsections hair for hair color retouch

      4. Applies simulated hair color product

      5. Final result of hair color retouch application

      6. Maintains drape throughout section

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

IX. Virgin Hair Relaxer Application with Colored Simulated Product (8%)
   A. Virgin hair relaxer elements:
      1. Virgin hair relaxer supplies are labeled in English

      2. Implements and supplies are visibly clean

      3. Subsections hair for relaxer application

      4. Applies simulated relaxer product

      5. Maintains drape throughout section

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

X. Blood Exposure Procedure (12%)
   A. Blood exposure elements:

1. Blood exposure supplies are labeled in English

2. Removes materials from first aid kit

3. Supplies and materials are visibly clean

4. Cleans injured area with antiseptic

5. Covers with dressing that is absorbent and secured

6. Candidate wears glove or finger guard

7. Disposes of all contaminated supplies

# NATIONAL HAIR DESIGN WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS
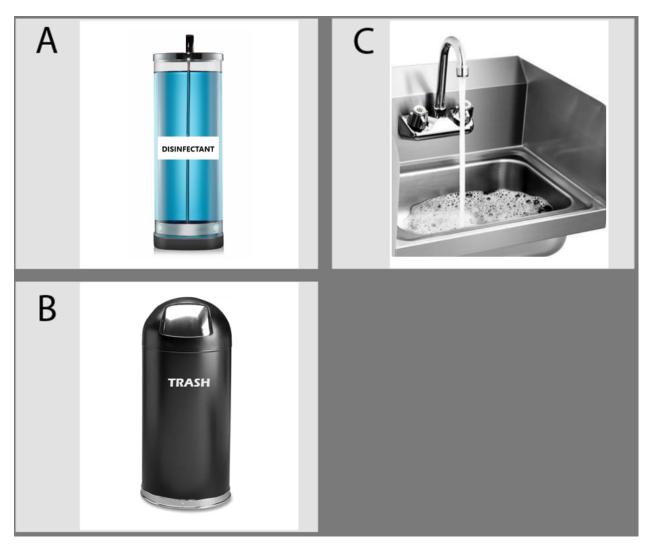
The following sample questions are similar to those on the NIC National Hair Design Written Practical Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. The FIRST step prior to disinfecting implements is to

    A. rinse thoroughly with hot water

    B. remove all hair and visible debris.

    C. completely immerse in a sanitizing solution.

    D. expose to UV light for 15 minutes.

2. Put the following steps of a draping for a haircut in order

    A. lean client back, place towel over neck, secure cape, place towel over cape

    B. place towel over neck, secure cape, place towel over cape lean client back

    C. secure cape, place towel over cape, place towel over neck, lean client back

    D. place towel over neck, secure cape, lean client back, place towel over cape

Table 1: Answer Key

| Item | Key |
|-----:|-----|
| 1 | B |
| 2 | A |
| 3 | C |
| 4 | B |

3. Where should used combs be placed?

4. Select the finger hole on the image below.

# NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOL-OGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Hair Design 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 test material.

**Standard**

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