KENTUCKY STATE BOARD OF HAIRDRESSERS AND COSMETOLOGY

CANDIDATE INFORMATION BULLETIN- COSMETOLOGIST INSTRUCTOR PRACTICAL EXAMINATION

The Candidate information Bulletin is intended for your use in preparing for and understanding the process and procedures for applying for licensure and scheduling to test.

Eligibility Requirements

A candidate who wishes to obtain a Cosmetologist Instructors license must pass a theory and practical examination. To qualify to take either of these examinations, a candidate must:

1. 1 year experience as a Licensed Cosmetologist
2. Properly complete a Licensure Application;
3. Pay required fees;
4. Submit proof of 12th grade education or equivalent and;
5. Have successfully completed a 1,000- hour course of instruction in a board-approved cosmetology school.

You must present your **Admission Notice To Test**, provided by State Board Office with **a recent 2X2 individual head shot type photo attached along with one form of identification with a photograph and your signature (i.e. driver's license or passport) at the test site for the theory and practical examination** in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. If your photo ID does not have a signature, you must bring a second form of signature identification. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. **Only Candidates reporting for examination will be permitted in the waiting area, no guests allowed in the testing facility.** This is a quiet area and anyone causing a disturbance will be asked to leave. No one is permitted to bring anyone into the examination area.

General Policies and Procedures for Theory and Practical Examination:

Security Policies: Suspected security breaches during either the theory or 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 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. Examiners reserve 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.

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the Board. Smoking or the use of tobacco is strictly prohibited in the examination room. The Board is not responsible for any personal items brought into the examination site. We suggest you lock personal items in your car.

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.

Emergency 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 the discretion of the Board.

Refunds and Rescheduling Policies: Examination fees are NON-REFUNDABLE

Section 12. (1) Except as provided by subsections (2) or (3) of this section, any applicant who fails to report for examination on the date for which the applicant was notified shall submit an examination application and pay the examination fee as required by 201 KAR 12:260 prior to being rescheduled for examination.

(2) The board shall waive the examination fee with sufficient proof of the following circumstances:

(a) Illness or medical condition of the applicant that prohibits the applicant from reporting to the examination; or

(b) Death, illness, or medical condition in the applicant's immediate family that prohibits the applicant from reporting to the examination.

Reexamination Candidates; If a candidate fails the examination, he or she will be required to retake the entire portion of the exam failed provided a retake application is completed and submitted with the appropriate examination fee by the posted deadline. ***** If candidate must retake the Teaching section of the examination the candidate must be prepared to redraw a new teaching subject.**

Confidentiality: Test results are confidential and are not provided over the telephone or to any other individual except the candidate.

CONTENT FOR THE PRACTICAL EXAMINATION:

SPECIAL 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water as needed for any section of the examination. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination
- The verbal instructions will be read for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the proper Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Chemicals for Permanent Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers.
- **Lab coat or smock** that does not disclose the school where training occurred **(NO APRONS, or BIBS ARE PERMITTED)**.
- **Applicants are required to report to examinations wearing clean, professional attire. Absolutely NO DENIM JEANS OR SHORTS are permitted and any person reporting for examinations wearing these articles of clothing will be required to leave the examination per regulation 201 KAR 12:020 Section 4, (3).**

MANNEQUIN(S)

Models are not permitted for the cosmetology examination. It is the candidate's responsibility to appear at the practical examination with their mannequin head and hand. Artificial eyelashes may be applied to the top eye lids. (optional)

Mannequin head (s): are required for all services. Stands are provided at the examination facility. Mannequins that have been purchased presectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. The hair shall not be chemically treated or product applied. Mannequin hair shall be precut. The hair shall be no shorter than 4" and no longer than 7" on any part of the head. You **must** remove at least one inch **(1")** of hair throughout each haircut procedure. **THE ENTIRE MANNEQUIN HEAD SHALL BE SHAMPOOED, BLOW DRYED, AND CURLED WITH A THERMAL CURLING IRON. THE CURLS MAY BE CLIPPED IN PLACE FOR TRANSPORT TO THE EXAMINATION FACILITY. NO PRODUCT SHALL BE USED. THE TOP SECTION OF THE HEAD SHALL INCLUDE AN ON BASE, HALF-BASE AND OFF BASE CURL.** Once the applicant begins the examination, they will also demonstrate the curls with a cold iron. Artificial lashes may be applied to the top lid, but are not required.

Mannequin hand(s): Candidates are required to bring a complete mannequin hand for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Single digit fingers are not allowed. Prior to reporting to the examination candidates **MUST** apply an artificial nail to all five fingers (any glue is permissible that will hold the nails in place). The artificial nails must cover the entire nail bed of all fingers.

COSMETOLOGY INSTRUCTOR PRACTICAL

EXAMINATION CONTENT SECTIONS

The scope of the Practical Examination includes (9) core services.

Core Domain Services	Teaching of Subject
Set Up and Client Protection	Thermal Curling (Cold Iron)
Permanent Waving	Haircutting
Hair Coloring and Lightening	Chemical Relaxing
Facial	Manicure

SET UP AND CLIENT PROTECTION (10 MINUTES)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will perform the client protection section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area and places clean towel(s) on work area
- Sets up work area with supplies labeled in English
- Disposes of soiled materials using infection control procedures
- Uses a neck strip or towel
- Applies drape
- Re-sanitizes hands

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Maintains work area in a safe manner throughout all services

STYLING AND THERMAL CURLING (10 MINUTES) COLD IRON

Verbal Instructions:

"The examiner will instruct each candidate when to do the following."

"You will now perform the styling and thermal curling section of this examination. **Please hold each curl in place until the examiner instructs you to move onto the next placement procedure."**

"You will form at least three thermal curls in the top of the head (on base, half off base, off base)."

"You will demonstrate the use of a pressing comb, method of press and flat iron."

"You will complete a full professional comb out and blended smooth style using a styling brush and comb." The finished style should be something that would please the client for payment.

"You will be expected to follow all safety and infection control procedure."

"You will have 10 minutes to complete this section."

(1) Are there any questions? (2) You may begin."

Candidates will be evaluated on the following tasks

Preparation

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron(s) prior to applying to hair

Demonstration of Thermal Curling (Cold Iron)

- Subsections hair same width as barrel of iron but no wider than 3 inches
- Establishes a base
- Distributes hair evenly around iron to form a complete curl
- Protects scalp from iron with comb
- Forms curl so that hair is smooth and unmarked
- Demonstrates the use of a flat iron
- Protects scalp from iron with comb
- Demonstrates a soft press (hard rubber comb may be used) applying once on each side of the hair
- Completes a full comb out and style. Brushes hair into a smooth finished style

Safety and Infection Control

- Uses irons safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout services

- Maintains work area in a safe manner throughout service

PERMANENT WAVING (10 MINUTES) and WET SETTING (15 MINUTES)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the permanent waving, roller placement, pin curls, and finger waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the permanent waving section of this examination."

"You will section the hair into nine (9) sections."

"You will wrap FOUR (4) rods on the left side section of the head."

"You will have 10 minutes to complete this section."

"Please do not move to the next section until verbal instructions have been read and you are instructed to begin."

Verbal "Instructions:

"You will now perform the roller placement, pin curl, and finger waving section of this examination."

"You will place 3 rollers in the top center section of the head. One should be ON BASE, HALF-OFF BASE and OFF BASE."

"You will place 3 pin curls in a C-shaping on the right side section of the head. One should be placed ON BASE, HALF-OFF BASE, and OFF BASE."

"You will form a complete finger wave with 2 ridges from ear to ear.

"You will have 15 minutes to complete this section."

"You will be expected to follow all safety and infection control procedures."

(1) "Are there any questions? (2) You may now begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English

Demonstration of Permanent Waving

- Subsection hair straight and evenly
- Subsections hair same width as rod
- Wraps hair evenly and smoothly around rod

- Distributes hair evenly and smoothly around rod
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 ½ times
- Maintains towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Please read the following to the entire group of candidates when the timer goes off:"Please stop the permanent waving procedure. Do not remove the perm rods. The examiner will remove them."

Demonstration of Roller Placement Application

- Forms a On Base roller placement
- Forms a Half-Off Base roller placement
- Forms a Off Base roller placement
- Wraps hair around roller smoothly and evenly
- Wraps hair around roller at least 1 ½ times
- Secures roller to base on both sides
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Demonstration of Pin Curls in a C-shaping Application

- Forms a C-shaping on the side of the right side of the head
- Forms 3 pin curls within the c-shaping one (on base, half-off base, off base)
- Pins curls to base properly

Demonstration of Finger Waves

- Applies product properly
- Forms a c-shaping
- Forms a ridge in proper direction
- Maintains dexterity, uniformity, shape

HAIRCUTTING (25 MINUTES)

Verbal Instructions for Set Up:

"You will have 2 minutes to remove the supplies from your kit, wet the hair, and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the haircutting section of this examination."

"You will complete a (45 degree) medium elevation haircut using shears."

"You must use a horizontal guideline at the nape."

"You must remove at least one (1) inch of hair **throughout each** haircut."

"You will be expected to follow all safety and infection control procedures."

"You will be have 25 minutes to complete this section."

"When you have completed the entire haircut please step back to indicate that you are finished."

(1). Are there any question? (2) You may begin

Please read the following to the entire group of candidates when the timer goes off:"Please stop the haircutting procedure."

Examiner will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

"May I please use your comb to check your haircut?"

HAIRCUTTING PART II (25 MINUTES)

Verbal Instructions:

"You will now perform the second haircutting section of this examination."

"You will complete a (90 degree) high elevation haircut using shears."

"You must use a horizontal guideline at the nape."

"You must remove at least one (1) inch of hair **throughout** the haircut."

"You will be expected to follow all safety and infection control procedures."

"You will be have 25 minutes to complete this section."

"When you have completed the entire haircut please step back to indicate that you are finished."

(1). Are there any question? (2) You may begin

Please read the following to the entire group of candidates when the timer goes off:"Please stop the haircutting procedure."

Examiner will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

"May I please use your comb to check your haircut?"

" Each examiner will read the following to each candidate."

"Please demonstrate the use of a razor in the back section."

"Please demonstrate the use of thinning shears in the back section."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary

Demonstration of Haircutting

- Uses consistent subsections/partings while cutting hair
- Handles shear safely at all times
- Uses razor in a short, short, long stroke
- Uses thinning shears mid-strand
- Completes a basic blended haircut
- Use a horizontal guideline at the nape
- Removes at least **one inch (1)** of hair **throughout each** haircut

Safety and Infection Control

- Removes hair clippings from skin, cape, and work area

Examiner will read the following after all candidates have completed the haircut section of this examination:

"You may clean up only your hair at this time."

- Cleans hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL SERVICES (15MINUTES)

Verbal Instructions for Set Up:

You have 2 minutes to remove the supplies from your kit for the hair lightening, hair coloring, no base sodium hydroxide chemical relaxer and foil highlighting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the hair lightening, hair coloring, no base sodium hydroxide chemical relaxer, foil highlighting section of this examination

"You will properly drape for client protection."

"You will divide the head into four (4) equal sections."

"You will apply virgin lightener to section #1 the left front section of the head"

"You will apply a color retouch to section #2 the left back section of the head."

"You will apply a no base virgin sodium hydroxide relaxer application to section #3 the right front section of the head."

"You will apply no less than 6 foils for highlighting in section #4 the right back section of the head."

"You will apply no less then 3 foils using a weaving technique, and no less then 3 foils using a slicing technique."

"Please make sure the examiner observes you during at least one of each whole foil procedures."

"You will be expected to follow all safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when to move from one section to the next by your examiner."

"(1) Are there any questions? (2) You may begin.

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Divides head into four (4) equal sections
- Application of simulated lightener, and chemical products

Demonstration of Virgin Hair Lightener Application

- Subsections hair 1/8 inch to ¼ inch wide
- Applies simulated product ½ to 1 inch from scalp
- Applies simulated product up to, but not through, the porous ends."

- Completely covers subsections top and bottom with simulated product
- Follows all Safety and Infection control procedures

Demonstration of Retouch Hair Color Application

- Subsections hair ¼ inch wide or less
- Applies simulated product from scalp up to one (1) inch
- Completely covers subsection top and bottom with simulated product

Demonstration of Chemical Relaxer Application

- Subsections of hair ¼ to ½ inch wide
- Applies stimulated product slightly off scalp ¼ to ½ inch from scalp, and up to the porous ends
- Completely covers subsections top and bottom with simulated product

Demonstration of Foil Highlighting Application

- Place six foils and apply simulated product (3slice, and 3 weave)
- Subsections hair ¼ inch wide or less
- Completely covers subsections with simulated product and wraps foils

Safety and Infection Control

- Maintains towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service
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FACIAL WITH MAKEUP (25 MINUTES)

Verbal Instructions for Set Up

"You have 2 minutes to remove the supplies from your kit for the facial section of this examination."

"Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

You will now perform the facial section of this examination."

"You will be instructed by your examiner for each procedure of this examination."

"You will be instructed to apply and remove cleanser, arch one eyebrow, apply massage cream, (perform massage manipulations one time each) remove the massage cream, apply foundation, eyebrow pencil, eye shadow one color both eyes, eye liner, mascara, blush/cheek color, lip liner, lip color."

"You will be observed for client protection."

"You will be expected to follow all safety and infection control procedures."

"You will have 25 minutes to perform this task."

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Applies hair drape or cover
- Re-sanitizes hands

Demonstration of Basic Facial

- Cleanses entire face safely

Demonstration of Hair Removal by Tweezing

- Uses eye pads for client safety
- Holds skin taut while tweezing
- Demonstrates removal of hair with a quick motion in direction of hair growth
- Applies antiseptic to treated area safely

Demonstration of Massage manipulations

- Removes massage product from container using infection control procedures
- Distributes massage product over entire face safely
- Demonstrates massage manipulations with continuous contact
- Removes massage product from face without dragging or pulling skin
- Applies toner or astringent safely

Demonstration of Makeup Application

- Removes foundation product from container using infection control procedures
- Applies foundation using clean disposable applicator over entire face safely
- Eyebrow pencil is applied to each brow area- sanitizes pencil , sanitizes sharpener and sharpens pencil prior to application, and after
- Apply eye shadow to each eyelid using a new disposable applicator safely one color both eyes
- Eyeliner pencil is applied to each eyelid top and bottom- sanitizes pencil, sanitizes sharpener and sharpens prior to application during and after
- Applies mascara to each eye using a clean disposable applicator safely
- Applies blush to each cheek with a clean disposable applicator safely
- Lip pencil is applied to lips both top and bottom, sanitizes pencil, sanitizes sharpener and sharpens pencil prior to and after application
- Lip color is sanitized before using by removing top layer and discarded
- Lip color is applied with clean disposable applicator safely
- Discard all used applicators/equipment immediately. Do not lay soiled implements on the table.

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Maintains hair drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MANICURE (10 MINUTES)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manicure section of this examination.

In order for implements to be considered sanitary the tips of the implement must be submerged fully into the disinfectant to be considered sanitized. There are chairs available for this section of your examination.

Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the manicure section of this examination."

"You will demonstrate a complete manicure on entire hand."

"You will be observed for client preparation, filing, pushing, massaging (manipulations one time each), and polishing (no base coat, no top coat and two coats of color)."

"You will be expected to use a red or dark color polish."

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Upon completion of the manicure section of this examination, please turn the hand away from you to indicate that you are finished."

(1) "Are there any questions? "(2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Re-sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nails from outside edge to center
- Avoids filing to deeply into corners
- Avoids filing on top of nail plate
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Care

- Immerses fingers in bowl
- Dries hand and nails
- Applies cuticle cream or remover
- Pushes back cuticle area safely

- Demonstrates use of cuticle nippers safely

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact
- Massages hands and fingers
- Cleanses cream from each nail

Demonstration of Polish Application

- Applies two coats of red or dark polish smoothly and evenly
- Skin surrounding nail is free of polish

Safety and Infection Control

- Disposes of soiled material using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Demonstration of Teaching of Subject

- Introduces subject matter
- States objectives
- Demonstrates and Identifies safety and infection control procedures
- Presentation of subject matter
- Uses visual aids

Safety and Infection Control

- Disposes of soiled material using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Final Clean Up

At the conclusion of the practical examination, candidates must make sure that all kit supplies and disposable materials are taken with them. Candidates may not dispose of waste materials in the trash receptacle, as they are unable to accommodate all waste materials from every candidate that takes the examination.

GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- Lab coat that does not disclose the school where training occurred **(NO APRONS, or BIBS PERMITTED)**
- Dry storage kit/container
- Hand sanitizer
- Mannequin head and mannequin hand with full well artificial nails attached
- A towel to place on the table
- Spray disinfectant
- Disposal bag for waste materials
- Cloth and paper towel(s)
- Neck strip (s)
- Shampoo cape (child size is appropriate for mannequin)
- Hair clamp (s)
- Combs
- Brush (es)
- Spray bottle (water)
- Spatula (s)
- Container of clean water
- Container for disposal of used water

STYLING AND THERMAL CURLING SUPPLIES

- Thermal COLD curling iron
- Comb(s)
- Styling brush(s)
- Flat Iron
- Pressing comb or hard rubber comb
- Materials for testing temperature of iron

CHEMICAL WAVING SUPPLIES

- Chemical wave rods
- End paper
- Comb(s)
- Clips

ROLLER PLACEMENT, PIN CURLS, AND FINGER WAVING SUPPLIES

- Rollers
- Roller clips
- Comb
- Gel
- Pin curl clips

HAIRCUTTING SUPPLIES

- Haircutting shears
- Hair Texturizing/thinning shears
- Razor with blade
- Comb(s)

HAIR LIGHTENING/COLORING SUPPLIES

- Tint brush and bowl or bottle applicator
- Foam shave crème or colored cholesterol (foam shave crème preferred)
- Comb(s)
- Hair clips
- Six (6) foils

CHEMICAL RELAXING SUPPLIES

- Tint brush and bowl or bottle applicator
- Foam shave crème or colored cholesterol
- Comb(s)

FACIAL SUPPLIES

- Hair drape
- Cleansing cream
- Massage cream
- Astringent or toner
- Tweezers and eye pads
- Complete makeup (including foundation, brows, eye shadow, eye liner, mascara, blush, lip liner, lip color)
- Disposable applicators only (NO BRUSHES)
- Pencil sharpener

MANICURE SUPPLIES

- Mannequin hand(s) with full well artificial nails attached (trainer hands are **NOT** permitted)
- Cuticle pusher
- Cuticle nippers
- Filing implements
- Cuticle cream/remover
- Red polish/ dark polish
- Massage product
- Nail brush
- Bowl or container of water
- Polish remover
- Wet sanitizer

THIS IS BEING PROVIDED TO EACH APPLICANT FOR INFORMATION ONLY:
BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps MUST be followed:

SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.

DOUBLE BAG ALL BLOOD-SOILED (CONTAIMINATED), ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING. This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY- FOR EXAMINATION PURPOSES
PROTECTION- If a cut is sustained, stop the service and clean the injured area.
APPLY- antiseptic and/or liquid or spray styptic as appropriate (see NOTE)
DRESSING- cover the injury with the appropriate dressing
COVER- injured area with finger guard or glove as appropriate.
CLEAN- model/client and station as appropriate.
DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleaner.
RETURN to service

EXAMINATIONS:

EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.
FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
DOCUMENT INCIDENT IN BLOOD SPILL LOG.
NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR, EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS,** must be disinfected, at minimum, by immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.All tools and implements WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected , at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacture's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, eating, and using the restroom.

INSTRUCTION SHEET FOR COSMETOLOGY INSTRUCTOR

PRACTICAL EXAMINATION

Applicant shall appear in a professional manner of dress with a lab coat or lab jacket. Lab coat or jacket shall be a solid color only. Name of school must be covered on your kit and lab coat. (No aprons or bibs).

Applicant shall report with mannequin head and hand.

Mannequin face shall be clean and without make up. Mannequin hand shall have full well nails attached for manicuring.

Mannequin hair shall have reasonable length hair for shaping. No longer than six 7 inches and no shorter than four 4 inches on any section of the head before cutting. One (1) inch of hair shall be removed or cut during both hair shaping or hair cut procedures.

Note: Applicant shall take a written/theory and practical portion of this examination.

Applicant must also lecture and demonstrate in one of the following subjects to be drawn by the applicant: (There is a 15-30 minute time limit on the subject drawn)

1. Scalp Treatment- Time allowed :15 minutes
2. Facial, & Arch - Time allowed: 30 minutes
3. Make Up – Time allowed: 30 minutes
4. Hair shaping- Time allowed: 30 minutes
5. Permanent Wave- Time allowed: 15 minutes
6. Finger Wave- Time allowed: 15 minutes
7. Hair Style- (including Pin curl formation, roller placement, thermal pressing, and irons and use of blow-dryer & curling irons)- Time allowed: 30 minutes
8. Manicuring- (Mannequin must have all five (5) artificial nails glued to each finger)- Time allowed 30 minutes

- NOTE: SUBJECTS OTHER THAN THOSE WHICH THE APPLICANT LECTURED AND DEMONSTRATED MUST ALSO BE COMPLETED BY DEMONSTRATION.

Applicant shall submit lesson plans on two (2) of the following subjects:

1. Facial, Arch
2. Make Up
3. Haircoloring
4. Hairstyling (Wet or Dry)
5. Manicuring
6. Chemical Texture Services

- NOTE: MEASUREMENT EXAMPLE MUST BE ATTACHED.