

KENTUCKY STATE BOARD OF HAIRDRESSERS AND COSMETOLOGY

CANDIDATE INFORMATION BULLETIN- ESTHETICIAN

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 an Esthetician license must pass both a theory and a practical examination. To qualify to take either of these examinations, a candidate must:

1. Be at least 18 years old;
2. Properly complete a Licensure Application;
3. Pay required fees;
4. Have a high school education or equivalent;
5. Have successfully completed a 1,000- hour course of instruction in a board-approved school; or
6. Be a licensed esthetician from another state with 2-years experience to qualify for practical only.

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: Refunds of examination fees are not made.

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.

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.
- The verbal instructions will be read twice 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.
- **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 esthetician examination. It is the candidate's responsibility to appear at the practical examination with their massage training mannequin head. Artificial eyelashes shall be applied to the top eye lids.

ESTHETICIAN EXAMINATION

ESTHETICIAN PRACTICAL EXAMINATION CONTECT SECTIONS

The scope of the Esthetics Practical Examination includes 7 core domain services. The core domain services are as follows:

- Set Up and Client Protection
- Cleansing the Face
- Steaming the Face
- Massaging the Face
- Application of Mask
- Hair Removal of the Eyebrows
- Facial Make Up (daytime application)

SET UP AND CLIENT PROTECTION (15 MINUTES)

Verbal Instructions:

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

“You will also set up the supplies for cleansing the face section of this 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 15 minutes to set up the general supplies that you will use throughout your practical examination and to drape your mannequin.”

“You will be informed when you have 8 minutes remaining.”

(1) Are there any question? (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
- Disposes of soiled materials using infection control procedures
- Applies hair drape for protection

- Re-sanitizes hands

CLEANSING THE FACE (10 MINUTES)

Verbal Instructions:

“You will now perform the cleansing section of this examination.”

“You will be expected to perform the necessary steps to cleanse the face.”

“You will be observed for client protection.”

“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.”

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

Candidates will be evaluated on the following tasks:

Removes cleanser from container using infection control procedures

Distributes cleanser over entire face safely

Cleanses entire face safely

Cleanses without dragging or pulling skin

Cleanses eye area safely

Cleanses lips safely

Removes all residual makeup and cleanser safely

Applies toner or astringent safely

Safety and Sanitation Procedures

STEAMING THE FACE (5 MINUTES)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the steaming 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 steaming section of this examination.”

“You will be observed for client protection.”

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

“You will be given 5 minutes to complete this section.”

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

Candidates will be evaluated on the following tasks:

Preparation

- Wrings towel and test temperature safely
- Drapes towel to cover face so nose and/or mouth are uncovered
- Disposes of soiled materials using infection control procedures
- Safety and sanitation

MASSAGING THE FACE (15 MINUTES)

Verbal Instructions for Set Up:

“You will have 2 minutes to remove the supplies from your kit for the massage 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 massage section of this examination.”

“You will apply massage cream, demonstrate facial manipulations, and remove the massage cream.”

“You will demonstrate effleurage, petrissage, tapotement, and friction.”

“You will be observed for client protection and all safety and infection control procedures.”

“You will be given 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

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

Candidates will be evaluated on the following tasks:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage, petrissage, tapotement, friction movements
- Maintain continuous contact during massage
- Removes massage product with dragging or pulling skin safely

- Disposes of soiled materials using infection control procedures
- Safety and Sanitation

FACIAL MASK (10MINUTES)

Verbal Instructions for Set Up:

You have 2 minutes to remove the supplies from your kit for the application of the mask 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 mask section of this examination

“ You will be required to apply the mask and then remove it.”

“You will be observed for client protection.”

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

“You will be given 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

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

Candidates will be evaluated on the following tasks:

Preparation

- Removes product from container safely

Demonstration of Facial Mask

- Applies product evenly over entire face, excluding eyes, lips, and nasal passages
- Removes all residual mask product safely
- Applies toner
- Disposes of soiled material safely
- Safety and Sanitation

HAIR REMOVAL OF THE EYEBROWS (15 MINUTES)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrow 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 removal of the eyebrows section of this examination.”

“You will be instructed to demonstrate the tweezing procedure on one eyebrow by your examiner.”

“You will also be instructed to demonstrate the soft wax procedure on the other brow by your examiner.”

“You will be observed for client protection.”

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

“You will have 15 minutes to perform this task.”

“You will be informed when you have 8 minutes remaining.”

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

Tweezing Section:

Candidates will be evaluated on the following tasks for tweezing:

- Eye Safety- eyepads/ goggles
- Sanitizes area to be treated safely
- Hold skin taut while tweezing
- Tweezes in the direction of hair growth
- Applies astringent to treated hair
- Safety and Sanitation Procedures

Soft Waxing Section:

Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Safety and Sanitation Procedures
- Sanitizes area to be treated safely
- Removes simulated wax product from container using infection control procedures

- Applies simulated wax product in direction of hair growth safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Hold skin taut
- Pulls fabric in opposite direction of hair growth safely
- Applies antiseptic to treated area safely
- Disposes of soiled materials using infection control procedures
- Safety and Sanitation

FACIAL MAKEUP (20 MINUTES)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the facial make up 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 make up section of this examination.”

“You will apply make up for a daytime look.”

“You will be observed for client protection.”

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

“You will have 20 minutes to perform this task.”

“You will be informed when you have 10 minutes remaining.”

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

Candidates will be evaluated on the following task:

Preparation

- Sanitizes hands

Demonstration of Facial Make Up

- Applies Foundation to cover entire face without line of demarcation safely
- Applies Eyebrow Pencil safely
- Applies Eye Shadow safely
- Applies Eye Liner safely

- Applies Mascara safely
- Applies Blush safely
- Applies Lip Pencil safely
- Applies Lip Color safely
- Safety and Sanitation Procedures

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
- Dry storage kit/container
- Hand sanitizer
- Body drape
- Spray disinfectant
- Disposal bag for waste materials
- Cloth and paper towels
- Tissues
- Cotton
- Disposable applicators
- Spatulas
- Bowls

CLEANING SUPPLIES

- Cleansing cream
- Cloth towel(s)
- Astringent or toner

STEAMING SUPPLIES

- Cloth towel(s)
- Astringent or toner
- Container or thermos of water

MASSAGE SUPPLIES

- Massage cream
- Astringent or toner

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

- Antiseptic
- Tweezers
- Gloves
- Fabric strips
- Soft wax product/simulated product

FACIAL MASK SUPPLIES

- Mask product
- Astringent or toner
- Moisturizer

FACIAL MAKE UP SUPPLIES

- Hair drape/cover
- Foundation, powder, and blush
- Eye shadow, eyeliner, and mascara
- Eyebrow brush
- Lip liner, and lip color
- Pencil sharpener

**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 (CONTAMINATED), 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.