

# Arkansas Department of Health

## Cosmetology Section

### CANDIDATE INFORMATION BULLETIN

4815 West Markham, Slot 8  
Little Rock, Arkansas 72205  
(501) 682-2168

## Aesthetician

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas Department of Health Cosmetology Section (the "Cosmetology Section") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Cosmetology Section will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

**How to Apply with the Cosmetology Section:** A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Cosmetology Section.

**Eligibility Requirements:** A candidate who wishes to obtain an Aesthetician's license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600**-hour course of instruction in a Cosmetology Section-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)
2. Be at least 16 years old;
3. Must have completed the 10<sup>th</sup> grade or its equivalent

**RECIPROCITY** – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)

**Special Accommodations:** If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Cosmetology Section, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Cosmetology Section (see contact information listed above). **If approved, you will receive additional information from the Cosmetology Section regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the Cosmetology Section and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by mail. All information on file with the Cosmetology Section must reflect the above eligibility requirements and met by the deadline date in order to be scheduled for the next examination date.

**PRACTICAL EXAMINATION:** Once you have been approved by the Cosmetology Section to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Cosmetology Section's office to schedule as this is done automatically). The Cosmetology Section will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Friday prior to the approved examination date, please call the Cosmetology Section for further instructions. Any questions regarding scheduling the practical exam should be directed to the Cosmetology Section. (Once approved, you will receive a letter from the Cosmetology Section with instructions on how to schedule for your written examination.)

### **Fees:**

Practical Examination - Fees for testing will be paid directly to the Cosmetology Section.

Written Examination - Fees for scheduling and testing will be paid directly to PSI.

Fees are as follows:

**Cosmetology Practical: \$65.00**

**Cosmetology Written: \$60**

\*Written examination includes Arkansas State Law questions

\*\*Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

### **Practical Examination Admission Requirements:**

You must present your **Admission Notice**, provided by the Cosmetology Section, along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your

Aesthetician Practical Instructions

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. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

**Exam location for the practical examination:**

101 East Capitol, Suite 106  
Little Rock, AR 72201

**General Policies and Procedures for the Practical Examination:**

**Security Policies:** Suspected security breaches during the 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. The Cosmetology Section reserves the right to investigate each incident of misconduct. The Cosmetology Section will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

**Copyrighted Exam 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, 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 the 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 Cosmetology Section. Smoking or the use of tobacco is strictly prohibited in the examination room. The Cosmetology Section is not responsible for any personal items brought into the examination site.

**Emergency Policy for the Practical Examination:** In the event of inclement weather or similar emergency, a scheduled practical examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of the Cosmetology Section. 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 application and fee to the Cosmetology Section. If you have reason to question whether or not a center will be closed due to an emergency, please call the Cosmetology Section to make inquiries regarding the practical examination.

**Refunds and Rescheduling Policies:** Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for the practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** For the written examination, a score of 70 is required in order to pass. For the practical examination, a score of 75 is required in order to pass.

**Failing Candidates:** Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you will file a new application for practitioner examination form and the required fee to the Cosmetology Section to take the practical examination again.

**Confidentiality:** Test results are confidential and are not provided over the telephone. Do NOT call the Cosmetology Section's office for test results.

**Passing Candidates:** When you have passed both the written and the practical examinations, the Cosmetology Section will automatically send you your license. Please be sure to notify the Cosmetology Section of any mailing address changes. Please allow the Cosmetology Section two weeks to process and mail your license. It is not necessary to notify the Cosmetology Section that you have passed an examination; the Cosmetology Section is provided candidate scores on a daily basis.

**Mannequins:** The Cosmetology Section requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

**Dress Code:** The dress code for the practical examination requires that all candidates wear a **solid white** shirt, a **solid white** lab coat or smock that is hip length or longer, **solid white or black** pants, and **shoes must be solid white or black and closed toe**. Candidates who fail to adhere to this dress code will not be admitted into the exam room.



NATIONAL ESTHETICS  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit [www.nicesting.org](http://www.nicesting.org) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Esthetics Practical Examination content and administration. Please review all information carefully.

**IMPORTANT INSTRUCTIONS**

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- 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 or replacing 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 if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 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 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 NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

**MANNEQUIN(S)**

Models are not permitted. Candidates must supply the necessary clamp required to properly secure a mannequin head to a table during the examination. You are required to bring a mannequin head; it is the candidate's responsibility to appear at the practical examination with their mannequin heads.

**ESTHETICS PRACTICAL  
EXAMINATION CONTENT SECTIONS**

The scope of the National Esthetics Practical Examination includes 7 (seven) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

**Core Domain Services**

- Setup and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

**Optional Services**

- \* Hair Removal with Hard Wax on Upper Lip Area

**ARKANSAS EXAMINES ON THE FOLLOWING  
SERVICES:**

- Setup and Client Protection
- Cleansing and Steaming the Face
- Massaging the Face
- Manual Extraction on the Forehead
- Hair Removal of the Eyebrows
- Facial Mask
- Facial Makeup

**SETUP AND CLIENT PROTECTION  
(15 minutes)**

\* Please refer to State guidelines

**Verbal Instructions:**

- "You will now set up the general supplies that you will use throughout your examination."*
- "You will also set up the cleansing and steaming supplies and perform proper draping."*
- "You will be observed for client protection, safety and infection control procedures."*
- "You will have 15 minutes to complete this section."*
- "You will be informed when you have 8 minutes remaining."*

\* Please refer to State guidelines.

\*Verbal Instructions used only if state elects to use Hard Wax

**Procedure.**

“At this time you may plug in your wax heater and set to the appropriate setting.”

- (1) “The instructions will be repeated.”
- (2) “You may begin set up.”

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

**CLEANSING AND STEAMING THE FACE**  
(15 minutes)

**Verbal Instructions:**

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

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

“You will have 15 minutes to complete this section.”

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

- (1) “The instructions will be repeated.”
- (2) “You may begin.”

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Removes cleanser from container using infection control procedures

**Demonstration of Cleansing the Face**

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

**Demonstration of Steaming the Face**

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

**Safety and Infection Control**

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

**MASSAGING THE FACE**

**(10 minutes)**

**Verbal Instructions for Set Up:**

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

“You will be observed for client protection, 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) “The instructions will be repeated.”
- (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 movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

**Safety and Infection Control**

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

**MANUAL EXTRACTION ON THE FOREHEAD**  
This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

**Verbal Instructions for Set Up:**

“You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead 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 a manual extraction on the forehead.”

“Do not demonstrate the manual extraction until instructed.”

“You will be instructed individually once you have completed preparation.”

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

- (1) “The instructions will be repeated.”
- (2) “You may begin preparation.”

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Applies eye protection to client safely
- Wears gloves

**Demonstration of Manual Extraction on the Forehead**

**Examiners will read the following to each candidate:**

*“Please demonstrate a manual extraction procedure on the forehead.”*

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

**Safety and Infection Control**

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

**HAIR REMOVAL OF THE EYEBROWS**  
 This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows 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 individually to demonstrate the tweezing and soft wax procedure.”*

*“Do not demonstrate hair removal until instructed.”*

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin preparation.”*

**Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:**

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Tweezing**

**Examiners will read the following to each candidate:**

*“Please demonstrate the tweezing procedure.”*

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

**Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:**

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Soft Waxing**

**Examiners will read the following to each candidate:**

*“Please demonstrate the soft wax procedure.”*

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

**Safety and Infection Control**

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

**FACIAL MASK**  
(10 minutes)

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the application of the facial 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 observed for client protection, 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)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Removes mask product from container using infection control procedures

**Demonstration of Facial Mask**

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely

- Applies moisturizer safely

**Safety and Infection Control**

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

**FACIAL MAKEUP**  
(20 minutes)

**Verbal Instructions for Set Up:**

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

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

*“You will have 20 minutes to perform this section.”*

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Protects shoulders with protective covering
- Secures hair off face

**Demonstration of Facial Makeup**

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

**Final Appearance of Facial Makeup**

- Applies makeup without lines of demarcation

**Safety and Infection Control**

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

**\*HAIR REMOVAL WITH HARD WAX ON UPPER LIP (OPTIONAL SERVICE)**

**This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.**

**\*Please refer to State guidelines.**

**\* Hair Removal with Hard Wax on Upper Lip is an optional service for states that elect to test this service.**

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the hair removal with hard wax on upper lip 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 with hard wax on the upper lip section of this examination.”*

*“You will be instructed individually to demonstrate the hard wax procedure.”*

*“Do not begin to demonstrate hair removal until instructed.”*

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin preparation.”*

**Hard Waxing Section: Candidates will be evaluated on the following tasks:**

**Preparation**

- Wears gloves
- Uses disinfected or disposable implements

**Demonstration of Hair Removal with Hard Wax on Upper Lip**

**Examiners will read the following to each candidate:**

*“Please demonstrate the hair removal with hard wax procedure.”*

- Applies antiseptic to upper lip area safely
- Uses absorbent material or product to dry upper lip area safely
- Applies pre-epilation product to upper lip area safely
- Removes hard wax product from container using infection control procedures
- Tests temperature of hard wax product on wrist safely
- Applies hard wax product along upper lip area safely
- Applies hard wax product in direction of hair growth safely
- Holds skin taut (without slack)
- Removes hard wax product by pulling thicker edge in opposite direction of hair growth safely
- Applies post-epilation product to upper lip area safely
- Applies antiseptic to upper lip area safely

**Safety and Infection Control**

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

**CANDIDATE SUMMARY  
AND FINAL CLEANUP**

**Verbal Instructions:**

“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

**RECOMMENDED GENERAL SUPPLIES**

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

**\* Please refer to State guidelines**

- dry storage kit/container\*
- hand sanitizer
- mannequin head(s) and a table clamp\* (pre-marked mannequins are **NOT** permitted)
- body drape
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

**CLEANSING AND STEAMING THE FACE  
SUPPLIES**

- cleansing cream
- cloth towel(s)
- astringent or toner
- container or thermos of water

**MASSAGING THE FACE SUPPLIES**

- massage cream
- astringent or toner

**MANUAL EXTRACTION ON THE FOREHEAD  
SUPPLIES**

- eye protection
- gloves
- appropriate material
- astringent or toner

**HAIR REMOVAL OF THE EYEBROWS  
SUPPLIES**

**\* Please refer to State guidelines**

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product\*

**FACIAL MASK SUPPLIES**

- mask product
- astringent or toner
- moisturizer

**FACIAL MAKEUP SUPPLIES**

- hair drape/cover
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color

**\*HAIR REMOVAL WITH HARD WAX ON  
UPPER LIP SUPPLIES (OPTIONAL SERVICE)**

**\* Please refer to State guidelines**

- gloves
- antiseptic
- hard wax product\*
- wax heater\*

**ESTHETICIAN REFERENCES**

*Milady's Standard Fundamentals for Estheticians 10th Ed., 2009*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Esthetics 2007, 2005, 2004, 2002*

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Fundamentals for Estheticians 9th Ed., 2004, 2003*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Modern Esthetics, Gambino*

1992  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Milady's Standard Cosmetology, 2004*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*NIC Health and Safety Standards*

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

## NIC HEALTH AND SAFETY STANDARDS 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

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### EXAMINERS:

- **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

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete 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.
- 2** 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 manufacturer'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, drinking, eating, and using the restroom.

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

**Adopted as amended October 2008**

**Visit our website at [www.nictesting.org](http://www.nictesting.org)**



## ARKANSAS DEPARTMENT OF HEALTH COSMETOLOGY SECTION

### COSMETOLOGY WRITTEN EXAMINATION INFORMATION

#### EXAMINATIONS BY PSI SERVICES LLC

The Arkansas Department of Health Cosmetology Section is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Board has contracted with PSI Services LLC (PSI) to deliver its examinations.

#### SCHEDULING PROCEDURES

Once approved by the Arkansas Department of Health Cosmetology Section, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

#### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Arkansas examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

#### TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

#### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

#### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

#### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency



forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination center.

### Bentonville

Summit Aviation  
2500 SW Aviation Street  
Bentonville, AR 72712

*I-540 to exit 85. Take ramp right for US-71 BR/ AR-12 toward Rogers/Airport/Bentonville. Turn left onto US-71 / AR-12/W Walnut St. (Conoco on the corner). Keep right to stay on US-71. Turn left onto SW Airport Rd, bearing right onto SW Aviation Drive.*

### Fayetteville

Sky Venture Aviation Inc  
4500 S School Ave Suite C  
Fayetteville, AR 72701

*Take I 540 S to US 71S via exit ramp. Exit 61. Merge onto US 71S toward going toward School Ave. At stop light merge Right onto S. School Ave(also US71B). Approximately 1.8 miles to Drake Field Airport. Turn Left into entrance. SkyVenture Aviation entrance is first entrance with double sliding glass doors.*

### Harrison

North Arkansas College  
1515 Pioneer Dr  
Harrison, AR 72601

*Take I-65 to exit AR-123 then take the 1st right onto Pioneer Drive. The college will be on the right.*

### Jonesboro

SkyVenture Aviation of Arkansas Inc.  
3901 Lindbergh Drive Suite D  
Jonesboro, AR 72401

*From the South:North on US 67, AR 14 to Jonesboro, Left on North US 40 and exit on Stadium Blvd. Go North on US 49, then right on Nettleton. Go left on Airport, then right on Lindgergh.*

### North Little Rock

Barrett Aviation, Inc.  
8318 Remount Road  
North Little Rock, Arkansas 72118

*Take I40 East to North Little Rock. Take Levy Exit (#152). Go left under the overpass. Go Right at next lights. Go to 2nd light (Camp Robinson Road). Go Left on Camp Robinson Road. Go approx 3 mi and road will fork again onto Remount Road. Veer Right onto Remount. Go approx 1.5 mi to West entrance to NLR Airport. Turn Right into airport. Barrett Aviation is on the left at the end of drive.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Arkansas.

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

### REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

### PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

### SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

\*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

### SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers,



reference or reading material, music players, radios, electronic games, calculators, or briefcases.

- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION REVIEW

The Arkansas Department of Health Cosmetology Section is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

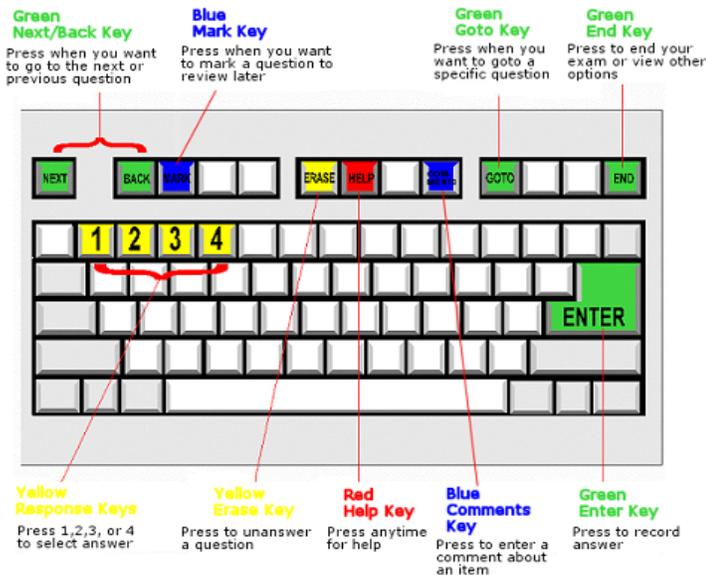
## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

## TAKING THE EXAMINATION BY COMPUTER

### TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to



## NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. For more information on the examination content outlines and references go to [www.arkansas.gov/cos](http://www.arkansas.gov/cos).



NATIONAL ESTHETICS  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit [www.nicesting.org](http://www.nicesting.org) for the most current bulletin prior to testing.

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

**SCIENTIFIC  
CONCEPTS  
60 %**

**Sanitation and Infection Control**

- ◇ Microbiology
  - Pathogenic & non-pathogenic bacteria
  - Viruses
  - Animal and plant parasites (e.g., lice, fungi)
- ◇ Levels of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Methods of infection control
- ◇ Safety procedures
  - OSHA bloodborne pathogen standards
  - Material Safety Data Sheets (MSDS)
  - Blood spill procedures

**Human Physiology and Anatomy**

- ◇ Cells
  - Structure
  - Growth & reproduction
- ◇ Tissues
- ◇ Organs
- ◇ Systems and their functions
  - Skeletal
  - Muscular
  - Nervous
  - Vascular/circulatory

**Integumentary System and Skin Histology**

- ◇ Structure and function of the layers of the skin
  - Epidermis
  - Dermis
  - Subcutaneous

- ◇ Glands
  - Sebaceous
  - Sudoriferous
- ◇ Functions of the skin
  - Protection
  - Sensation
  - Temperature regulation
  - Excretion
  - Secretion
  - Absorption

**Disorders of the Sebaceous and Sudoriferous Glands**

**Skin Conditions, Disorders, and Diseases**

- ◇ Inflammation and rashes
- ◇ Pigmentation
- ◇ Skin growths and lesions

**Hair, Follicle, and its Growth Cycle**

**Basic Chemistry**

- ◇ Acidity/Alkalinity (pH)
- ◇ Organic and inorganic

**Skin Care Products**

- ◇ Ingredients
- ◇ Composition

**Factors that Affect the Skin**

- ◇ Intrinsic factors
- ◇ Extrinsic factors

**ESTHETICS  
PRACTICES  
40 %**

**Skin Analysis and Implementation Procedures related to Consultation, Documentation, and Treatment**

- ◇ Client consultation
- ◇ Draping

- ◇ Skin analysis
  - Skin types
  - Fitzpatrick Scale
- ◇ Treatment protocol and contraindications
- ◇ Documentation

**Product Application and Removal Procedures**

**Cleansing Procedures**

**Steaming Procedures**

**Exfoliation Procedures**

- Chemical
- Physical

**Extraction Procedures**

**Massage Manipulations and Their Effects**

- ◇ Effleurage
- ◇ Petrissage
- ◇ Friction
- ◇ Tapotement
- ◇ Vibration
- ◇ Dr. Jacquet

**Appropriate Use for Masks**

**Electricity and Use of Electrical Devices**

**Hair Removal Procedures**

**Color Theory and Makeup Application**

**General Knowledge of Specialized Services**

- ◇ Face and body treatments (e.g., body wraps, aromatherapy, body scrubs, lymphatic drainage, reflexology, camouflage makeup, hydrotherapy)
- ◇ Terminology related to cosmetic procedures

**SAMPLE QUESTIONS**

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

1. What is the term for the scientific study of the skin?
  - a. Myology
  - b. Angiology
  - c. Physiology
  - d. Dermatology
2. A product containing antiseptic reaches what level of decontamination?
  - a. Disinfection
  - b. Sterilization
  - c. Ionization
  - d. Sanitation
3. Which of the following is also referred to as the basal layer?
  - a. Stratum granulosum
  - b. Stratum lucidum
  - c. Stratum germinativum
  - d. Stratum corneum
4. During the anagen phase of hair growth, the hair is
  - a. beginning to destroy itself.
  - b. actively growing.
  - c. shedding.
  - d. disconnecting from the papilla.

**ESTHETICS  
REFERENCES**

5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
- Monthly
  - Annually
  - At the first treatment
  - At each treatment
6. Dilated capillaries that can be seen beneath the surface of the skin are known as
- seborrhea.
  - keratoma.
  - telangectasia.
  - dehydrated.
7. Melanocytes that are more active will produce
- lighter skin.
  - darker skin.
  - sebaceous skin.
  - dry skin.
8. In addition to softening sebum, another function of a facial steamer is to
- oxygenate the skin.
  - moisturize the skin.
  - decrease circulation.
  - detoxify the skin.

*Milady's Standard  
Fundamentals for  
Estheticians 10th Ed., 2009*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Esthetics  
2007, 2005, 2004, 2002*  
Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard  
Fundamentals for Estheticians  
9th Ed., 2004, 2003*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Modern Esthetics, Gambino  
1992*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Milady's Standard  
Cosmetology, 2004*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*NIC Health and Safety  
Standards*  
NIC, Inc., October 2008  
[www.nicesting.org](http://www.nicesting.org)

**Answers**

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