INSTRUCTIONAL PLANNING 45%

Understand the Curriculum Delivery Process
- Understand course outline
- Understand syllabus
- Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- Develop lesson plans
- Define instructional outcomes (e.g., course goals, instructional objectives)
- Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- Evaluate levels of performance (e.g., comprehension, application)
- Orientate new students

Understand Student Learning Styles
- Understand types of learners (e.g., kinesthetic, visual, audio)
- Apply types of learning styles (e.g., theoretical, lab/clinical application)

Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)
- Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- Understand types of materials available
  - Printed (e.g., textbooks, handouts)
  - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
  - Tools of the trade
  - Web-based technology (e.g., podcasts, Internet)
- Establish guidelines for effective use of materials in lessons

Understand Assessment Methods of Student Learning
- Written
- Practical
- Oral

INSTRUCTIONAL METHODS 35%

Utilize Methods of Instruction
- Lecture (e.g., formal, interactive, group process)
- Demonstration (e.g., role play, hands-on assignment)
- Discussion (e.g., question & answer, reflective, summarization, case/scenario study)
- Assignments (e.g., projects, homework, reports, resumes)
- Distance learning (e.g., Internet, web-based)

Recognize Obstacles to Learning
- Identify obstacles (e.g., ability level, behavior)
- Adapt instructional practices to accommodate obstacles to learning

Apply Communication Skills (e.g., lesson delivery)
- Verbal skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice control (e.g., modulation, projection, tone)
- Non-verbal skills (e.g., body mechanics, facial expression)
- Listening skills (e.g., active listening)

Utilize Time Management Techniques

CLAS SROOM AND CLINIC MANAGEMENT 20%

Manage Learning Environment
- Physical environment
  - Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
  - Understand effect of physical environment (e.g., temperature, lighting, sound)
- Understand Instructor responsibilities as related to
  - Professional conduct (e.g., image, ethics, leadership)
  - Academic advising and counseling (e.g., attendance, progress reports)
  - Administrative responsibilities (e.g., recordkeeping, inventory)

Maintain a Safe Learning Environment
- Promote safety procedures
- Observe universal precautions
- Maintain classroom control (e.g., enforce rules and routines)
The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
   a. student practice.
   b. a change of subject.
   c. a student rest period.
   d. a complete lecture period.

2. The most important part of the instructor’s responsibility is to create and develop student
   a. organizations.
   b. course of study.
   c. extracurricular programs.
   d. willingness and desire to learn.

3. If instruction methods are to be properly employed, they must be
   a. flexible.
   b. impersonal.
   c. strictly enforced.
   d. followed without deviation.

4. To be most effective, videos should be selected on the basis of
   a. availability.
   b. running time.
   c. subject matter.
   d. abilities of the students.

5. A properly organized workbook should be coordinated with the
   a. curriculum.
   b. lesson plan.
   c. text material.
   d. course of study.

6. The discussion method is useful because it develops
   a. spirited review lessons.
   b. student interpersonal relations.
   c. ideas and expressions from students.
   d. manipulative techniques and skills of students.

7. An instruction sheet is important because it gives pertinent facts about
   a. clinic patrons.
   b. tools and materials.
   c. rules and regulations.
   d. student attendance rules.

8. In planning a lesson, careful consideration must be given to the
   a. objectives of the lesson.
   b. student to instructor relations.
   c. extracurricular activities.
   d. various student organizations.

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a</td>
</tr>
<tr>
<td>2. d</td>
</tr>
<tr>
<td>3. a</td>
</tr>
<tr>
<td>4. c</td>
</tr>
<tr>
<td>5. a</td>
</tr>
<tr>
<td>6. c</td>
</tr>
<tr>
<td>7. b</td>
</tr>
<tr>
<td>8. a</td>
</tr>
</tbody>
</table>

INSTRUCTOR REFERENCES

Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady’s Master Educator Student Course Book, 2001
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

OPTIONAL REFERENCES

Pivot Point’s Mindful Teaching Program, 2002-2005
Salon Fundamentals
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org
ARKANSAS DEPARTMENT OF HEALTH COSMETOLOGY SECTION
COSMETOLOGY WRITTEN EXAMINATION INFORMATION

SCHEDULING PROCEDURES

The Arkansas Department of Health Cosmetology Section has contracted with PSI to provide examination services. The Department, through PSI, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations.

You must apply with the Department to become eligible to take the examination.

To access the application, please contact the Department.

Arkansas Department of Health Cosmetology Section
4815 West Markham, Slot 8
Little Rock, AR 72205
Telephone #: (501) 682-2168
www.arkansas.gov/cos/

Once you have been approved by the Department, it is your responsibility to contact PSI to schedule for the examination.

<table>
<thead>
<tr>
<th>Examination Fee</th>
<th>$60</th>
</tr>
</thead>
</table>

- The fee is for each examination, whether you are taking the examination for the first time or repeating.
- Exam fees are paid directly to PSI; do not send exam fees to the Department.
- Exam fees are non-refundable, non-transferrable.
- Your eligibility will be valid for one year. If you fail, you may retest unlimited during the one year period.

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. 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

PSI registrars are available at (800) 733-9267, during business hours as follows:

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Time</td>
<td>7:30am - 10:00pm</td>
<td>9:00am - 5:30pm</td>
</tr>
<tr>
<td>Central Time</td>
<td>6:30am - 9:00pm</td>
<td>8:00am - 4:30pm</td>
</tr>
<tr>
<td>Mountain Time</td>
<td>5:30am - 8:00pm</td>
<td>7:00am - 3:30pm</td>
</tr>
<tr>
<td>Pacific Time</td>
<td>4:30am - 7:00pm</td>
<td>6:00am - 2:30pm</td>
</tr>
</tbody>
</table>

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.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly 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.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must contact Arkansas Department of Health Cosmetology Section for approval.
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
Take 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-49 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. Sky Venture 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
Sky Venture 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 Lindbergh.

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 the state.

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

- You must present one form of valid non-expired government issued identification with a photograph and your signature (i.e., driver’s license, state identification card or passport) in order to be admitted to the examination room at PSI.

SECURITY PROCEDURES

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type (except those that are a medical necessity), including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves.

WWW.PSIEXAMS.COM  Last Revised 7/3/2017
and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**TAKING THE EXAMINATION BY COMPUTER**

**TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**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 is provided on the computer 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 following the tutorial so that you may practice answering questions, and reviewing your answers.

**TEST QUESTION SCREEN**

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

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.

**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. 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.

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). For more information on the examination content outlines and references go to www.nictesting.org.
Before you begin. . .
Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: __________________________________________________________
   Last Name: ___________________________ First Name: ________________________ M.I.: __________

2. Social Security: _______ - _______ - _______ (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: _______________________________________________________
   Number, Street: _________________________________________________________
   Apt/Ste: _____________________________________________________________
   City: ___________________________ State: __________ Zip Code: __________

4. Telephone: Home _______ - _______ - _______ Office _______ - _______ - _______

5. Date of Birth: _______ / _______ / _______

6. Email Address: _______________________________________________________

7. Examination: (Please check appropriate box):
   Written Examination ($60.00)  ☐ First time  ☐ Retake
   ☐ Cosmetologist  ☐ Cosmetology Instructor
   ☐ Electrologist  ☐ Electrology Instructor
   ☐ Esthetician  ☐ Esthetic Instructor
   ☐ Nail Technician  ☐ Nail Technology Instructor
   ☐ State Law

8. Payment: You may pay by credit card, company check, cashier’s check, money order only. Make check or money order payable to PSI. Cash and personal checks are not accepted.

   If paying by credit card, check one: ☑ VISA ☑ MasterCard ☑ American Express ☑ Discover
   Card No: ____________________________________________________________ Exp. Date: ______________________________

   The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).
   Card Verification No: __________________

   Billing Street Address: __________________________________________________ Billing Zip Code: __________________

   Cardholder Name (Print): ____________________________________________ Signature: _____________________________

Complete and forward this registration form with the applicable examination fee to:

   PSI
   3210 E Tropicana, Attn: Arkansas COS
   Las Vegas, NV 89121
   (800) 733-9267 • Fax (702) 932-2666
   www.psiexams.com

   A Customer Service Representative will contact you when your payment has been received and processed. Please allow a minimum of 10 days for processing.