



**National Barber and
Cosmetology Programs**

ALABAMA MANICURIST TEST TAKER GUIDE

*Please refer to our website to check for the most updated information
<https://test-takers.psiexams.com/alcos>*

Powered by  psi

Contents

PSI NATIONAL TESTING - GENERAL INFORMATION	2
PSI NATIONAL TESTING - GENERAL INFORMATION	2
TEST ELIGIBILITY	2
Requirements	3
ALABAMA TEST FEES	3
REGISTERING FOR A TEST	3
NAME CHANGE INSTRUCTIONS	3
TEST PAYMENT AND SCHEDULING	3
ONLINE REGISTRATION	3
SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)	4
LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT	5
RETURNING TO AN EXISTING ACCOUNT	6
DELETING A DUPLICATE ACCOUNT	6
REGISTRATION BY TELEPHONE	6
CANCELING OR RE-SCHEDULING	6
LATE CANCELTION OR MISSED TEST	6
TEST TAKER ACCOMMODATIONS	7
PSI TEST CENTER EXPERIENCE	7
PSI ALABAMA THEORY TESTING LOCATIONS	7
TEST SITE EMERGENCY CLOSURE	8
REPORTING TO A TESTING SITE	8
REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST	8
GENERAL SECURITY RULES AND PROCEDURES	9
PSI THEORY TESTING EQUIPMENT	9
TEST TAKER ONLINE TESTING EQUIPMENT	10
IDENTIFICATION SCREEN	10
TUTORIAL	10
TEST QUESTION SCREEN	10
EXPERIMENTAL QUESTIONS	10
MANICURIST THEORY TEST	10
MANICURIST THEORY CONTENT OUTLINE	11
MANICURIST TEST REFERENCE MATERIALS	12
PSI SCORE REPORTING INFORMATION	12
EXAMINATION REVIEW	12

	<u>PAGE 2</u>
OBTAINING A DUPLICATE SCORE REPORT	12
PSI ALABAMA PRACTICAL TESTING LOCATIONS	13
PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES	13
WORKPLACE INFECTION CONTROL PRECAUTIONS	14
WORKPLACE SAFETY PRECAUTIONS	14
KITS/SUPPLIES AND EQUIPMENT	15
PSI NATIONAL MANICURIST PRACTICAL TEST TOPIC ORDER	15
PSI NATIONAL MANICURIST PRACTICAL TEST RATING CRITERIA	15
PSI NATIONAL MANICURIST PRACTICAL TEST	16
TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 minutes	16
TOPIC AREA: 2 BASIC MANICURE ♦ 25 minutes	16
TOPIC AREA: 3 NAIL TIP APPLICATION ♦ 25 minutes	17
TOPIC AREA: 4 NAIL ENHANCEMENT USING A FORM ♦ 35 minutes	18
TOPIC AREA: 5 END-OF-DAY CLEAN-UP ♦ 10 minutes	19
NAIL TECHNICIAN PRACTICAL SCORE REPORTING	20
NAIL TECHNICIAN TEST ACCOMODATION REQUEST FORM	20

PSI NATIONAL TESTING - GENERAL INFORMATION

This Test Taker Guide (GTT) provides test takers with information about the PSI National Tests and application process for taking a cosmetology test with the Alabama Board of Cosmetology and Barbering.

The Alabama Board of Cosmetology and Barbering (referred to as the Board) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Board to make certain that these examinations meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Alabama.

PSI NATIONAL TESTING - GENERAL INFORMATION

This Test Taker Guide (GTT) provides test takers with information about the PSI National Tests and application process for taking a cosmetology test with the Alabama Board of Cosmetology and Barbering.

The Alabama Board of Cosmetology and Barbering (referred to as the Board) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Board to make certain that these examinations meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Alabama.

TEST ELIGIBILITY

REQUIREMENTS

Test taker must be at least 16 years of age and have completed at least the 10th grade or equivalent.

Test takers must complete one of the following education programs.

- Barber 1000 school clock hours or 2000 apprenticeship clock hours
- Cosmetologist 1500 school clock hours or 3000 apprenticeship clock hours
- Esthetician 1000 school clock hours or 2000 apprenticeship clock hours
- Natural Hair Stylist 210 school clock hours or 420 apprenticeship clock hours
- Manicurist 750 school clock hours or 1200 apprenticeship clock hours

School hours and apprentice hours MAY NOT BE COMBINED.

ALABAMA TEST FEES

Manicurist Theory Test	\$75
Manicurist Practical Test	\$130

NOTE: TEST FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

REGISTERING FOR A TEST

Once a course has been completed either an Apprentice, Barber, Cosmetology, Esthetic, Natural Hair Stylist or Manicure program, the Sponsor or Instructor will complete a Written Exam Application for the test taker.

- Applications for testing and fees will be evaluated and collected by the Alabama State Board Office.
- Test takers are required to fill out part of this application and sign it.
- Test takers are required to send a copy of your original transcript (and English translation if needed) as proof of completing at least the 10th grade or the equivalent.
- A valid email address is required on all Exam Applications

NAME CHANGE INSTRUCTIONS

If a test taker name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

TEST PAYMENT AND SCHEDULING

Upon the application approval by the Alabama State Board offices, test takers may register with PSI, and schedule their test. Test takers must pay all testing fees to the Board prior to the time of scheduling. The testing fee will be forfeited if the test taker does not test within 1 year from the date the fee is received by PSI.

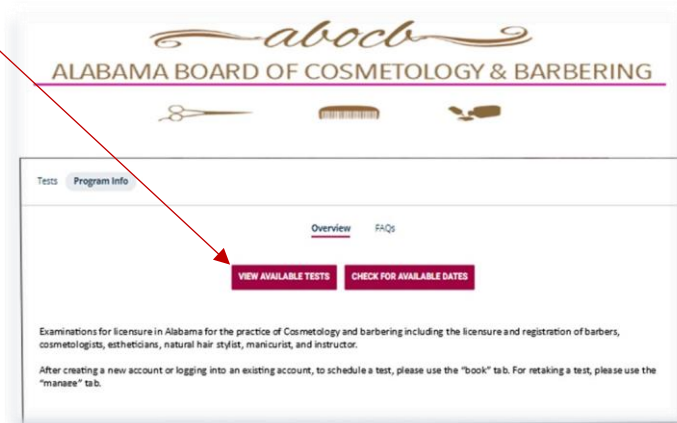
ONLINE REGISTRATION

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient way to schedule and pay for a test. Test takers may use this service by going to the PSI web page <https://test-takers.psiexams.com/alcos>

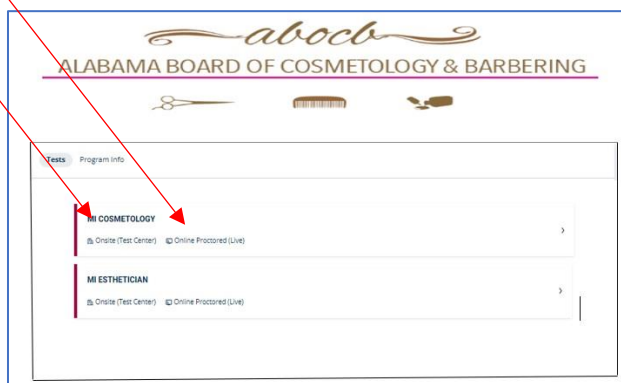
SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

Once a test taker has received a test eligibility notice, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

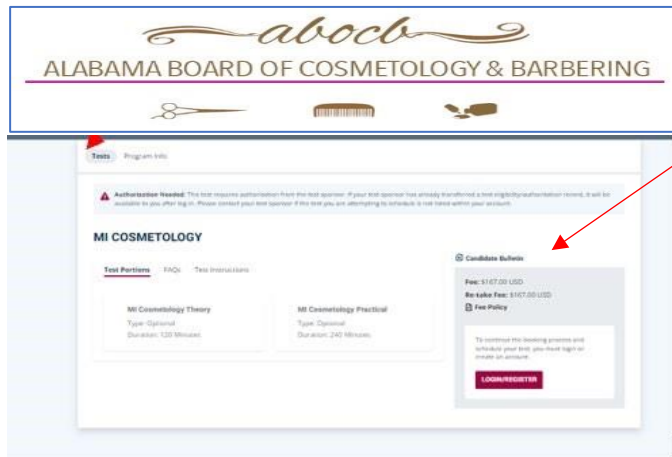
Select **“VIEW AVAILABLE TESTS”**



Test takers scroll to find their “test, and administration” (onsite OR online)

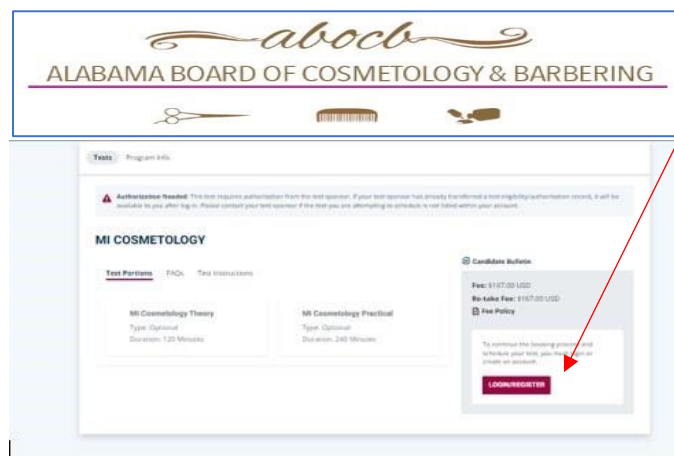


Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (CIB) or “Test Taker Guide (TTG)” is also found and downloaded from this page. Follow the easy on-screen directions to pay and schedule for a test.



LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to LOGON/REGISTER



If the test taker has ever created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.

If the password is lost, test takers may click on the “Forgot Password” to reset their account password. If test takers have difficulty entering their PSI account, please contact PSI customer services at (855) 340-3713 and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.

IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT! SEE THE INFORMATION BELOW

RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please do not create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system does not know which file to choose and will not allow their information to become available. Test takers use the login information they currently have with PSI, if that does not work, please contact PSI customer services at (855) 340-3713 .

DELETING A DUPLICATE ACCOUNT

If a test taker is certain another account exists, follow the instructions below to delete the duplicate account. Please go to <https://test-takers.psiexams.com>

1. Click on "FIND YOUR TEST"
2. Click on "Barber & Cosmetology"
3. Locate your State and Industry - use the dropdown menus
4. At the top right, click "Sign In / Create Account"
 - a. If there is an existing account at www.candidate.psiexams.com, please use the existing username and password.
 - b. If #1 does not work, test takers will need to send an email to ODelete@psionline.com with their Name and email address and request that they delete the old online account.
 - c. After confirmation has been received, it is completed, test takers can create a new account.
5. After logging in, click on "MANAGE" at the top and continue.

Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please do not call the Alabama Board Office as they do not have any information to aid test takers in their registration process. Please contact PSI customer services at (855) 340-3713 .

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone. Call (855) 340-3713 , Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

CANCELING OR RE-SCHEDULING

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least 48 hours prior the scheduled test.**

- To cancel a test, use the PSI web page <http://test-takers.psiexams.com/micos> or call PSI at (855) 340-3713 , Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

Leaving a voice mail message will NOT cancel a test, test takers need to speak to a live Customer Service Representative.

LATE CANCELATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test

TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and testing accommodations will be made in meeting a test taker's needs. Test takers with disabilities requesting test accommodations must fill out the test accommodation request form [CLICK HERE](#) . Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must register with the Alabama Board office. Be approved and eligible to test and create an account in the PSI system prior to requesting an accommodation.

PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

<https://psi.wistia.com/medias/3321yp1ic8>

PSI ALABAMA THEORY TESTING LOCATIONS

The PSI National Cosmetology Theory test is administered at the testing centers listed below:

Athens Theory Testing Location

Athens - Athens State University

161 North Clinton Street
Athens, AL. 35611

Birmingham Theory Testing Location

Birmingham - Lawson State Community College

3060 Wilson Rd SW
Birmingham, AL. 35221

Daleville Theory Testing Location

Daleville - Southeast Community Training Center

195 US 84 W
Daleville, AL 35601

Decatur Theory Testing Location

Decatur - Tennessee Valley Training Center

115 Woodall Rd
Decatur, AL 35601

Dothan Theory Testing Location

Dothan - A+ Academic Services

3245 Montgomery Hwy0
Dothan, AL 36303

Hanceville Theory Testing Location

Cullman - Wallace State Community College

801 Main Street NW
Hanceville, AL 35077

Huntsville Theory Testing Location

4900 University Square
Huntsville, AL 35816

Mobile Theory Testing Location

Dorsey Center
Mobile, AL. 36608

Mobile Theory Testing Location

3100 Cottage Hill Rd. Suite 112
Mobile, AL. 36606

Montgomery Theory Testing Location

500 Interstate Park Dr
Montgomery, AL 36109

Vestavia Hills Theory Testing Location

100 Centerview Dr.
Suite 100
Vestavia Hills, AL 35216

TEST SITE EMERGENCY CLOSURE

On occasion severe weather or an emergency may force the closure of a testing center. PSI will attempt to contact all test takers on that day to inform them of the situation. Every effort will be made to reschedule test takers for the next available date, time, and testing center possible. Test takers will not be penalized for emergency closures and will be rescheduled at no charge. Testing center status may also be confirmed by calling (855) 340-3713 .

REPORTING TO A TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide the testing staff with identification verification and to be seated. Test takers need to provide 1 form of I.D. upon check in as outlined below.

Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers are required to provide 1 form of identification.

- I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.

Again, all identification must display the test takers name *exactly* as it appears in the test registration form and as registered with the Alabama Board of Cosmetology. Middle name does not need to be present for a test taker to take their exam.

Test takers who are not able to provide the required identification must call (855) 340-3713 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.

***Military ID cannot be used for admission in an online test. If a test taker only has a military ID to utilize for admission, the test taker must test at an official PSI Testing Center location where the ID will be accepted.**

***Government issued temporary paper IDs are acceptable form of ID when presented with the expired ID.**

GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats:** For security purposes outerwear such as, but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. **In the event test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
 - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the test site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing 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, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.
- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

PSI THEORY TESTING EQUIPMENT

The PSI National theory tests will be administered using a computer, a mouse and computer keyboard.

TEST TAKER ONLINE TESTING EQUIPMENT

Test takers will be contacted to check the technical specifications of their personal device they will be using for an online test prior to the scheduled test date.

IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

TEST QUESTION SCREEN

The “function bar” at the top of the test question, provides mouse-click access to any features available while taking the test. During the test, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a test taker has remaining to complete the test.

Note:

Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime



The screenshot shows a web-based test interface. At the top, a black bar contains navigation links: 'm Mark', 'Comments', 'Goto', '? Help', and 'End'. Below this, a status bar displays: 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area shows question 3: 'What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are two buttons: '<< Back' and 'Next >>'.

the test is active. Once a test taker signs out of a test or timing expires; this feature will no longer be available.

EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

MANICURIST THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Nail Technology, Nail Technology instruction, or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.

The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

MANICURIST THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Manicurist test consists of 60 scored questions and 10 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

I. Safety and Infection Control (38%)

- A. Workstation and environment
 - 1. Chemical labeling, storage, and disposal
 - 2. OSHA Safety Data Sheet (SDS)
- B. Safe working practices
 - 1. Hand Hygiene
 - 2. Client protection
- C. Regulatory agencies
- D. Infection control
 - 1. Infectious diseases and pathogens
 - 2. Cleaning and disinfection
 - 3. Single vs. multiuse items
 - 4. Disinfectants
 - 5. Procedures for cleaning tools, equipment, and work surfaces
 - 6. Storage of tools and equipment
- E. Standard Precautions for exposure incidents
- F. Effective safety responses for client injury

II. Client Consultation (3%)

- A. Client intake form
- B. Client release form
- C. Contraindications

IV. Nail Analysis (10%)

- A. Nail structure, conditions, and disorders

V. Nails (49%)

- A. Products and product chemistry
- B. Precautions
- C. Manicure and Pedicure
 - 1. Procedures
 - a. Cuticle care
 - b. buffing, shaping, and finishing
 - 2. Disinfection of pedicure bowl
 - a. Non-jetted tubs/tub liners
 - b. Jetted tubs
- D. Nail enhancements
 - 1. Procedures
 - a. Application
 - b. Nail tips
 - c. Gels (oligomer), monomer and polymer
 - d. Maintenance
 - e. Removal
- E. Massage Manipulation

MANICURIST TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

The reference materials listed below were used to develop the questions for this test.

Salon Fundamentals Nails: ©2022, 1st Edition, 1st printing, Dec 2022,

ISBN 978-1-957642-06-2

Pivot Point International, Inc. <https://www.pivot-point.com/shop/> Contact:

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

Milady's Standard Nail Technology, 2021, 8th Edition

Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext.

Other references;

Tammy Taylor Guide to Manicuring and Advanced Nail Technology

2022, Edition III ISBN:987-0-578-25978-9 www.tammytaylornails.com

Contact: education@tammytaylornails.com 800-938-2669 Ext 323

PSI SCORE REPORTING INFORMATION

Test takers must score at least 70% to pass the Manicurist test.

- Test Scores will be emailed to the test taker upon completion of their test.
- Test scores results are confidential and will be given only to the test taker and the Board office.
- Numeric test results are not available. Test takers who are successful, will receive a "PASS" report.
- Test takers who score below the required passing score will receive an overall score, and an individual score for each of the test topic areas. Test takers use this information to assist them in studying for a re-examination.

To better prepare for the PSI National Manicurist Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on a Manicurist test. Though questions are based on Manicurist, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for *each time the test is utilized for review*.

Go to <https://www.psionlinestore.com> for more information and to register!

EXAMINATION REVIEW

PSI, in cooperation with the Department and Michigan Board of Cosmetology, will be continually evaluating the tests being administered to ensure that the tests accurately measure competency in the required knowledge areas. Comments may be entered during the test by clicking the Comments link on the function bar of the test question screen. Test taker comments regarding the questions and the tests are welcomed. Comments will be analyzed by PSI test development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate test taker's result and adjust them accordingly. This is the only review of the Theory test available to test takers. There is NO review process for the Practical portion of the test.

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report, test takers please contact PSI customer services at (855) 340-3713 .

PSI ALABAMA PRACTICAL TESTING LOCATIONS

The PSI National Cosmetology Practical test is administered at the testing centers listed below:

Hoover Practical Testing Location

Hampton Inn & Suites Hoover

4520 Galleria Blvd.

Hoover, AL. 35244

Huntsville Practical Testing Location

Hilton Garden Inn Space & Rocket Center

4801 Governors House Drive SW

Huntsville, AL. 35805

Montgomery Practical Testing Location

Homewood Suites by Hilton Montgomery East Chase

7800 East Chase Parkway

Montgomery, AL. 36117

Mobile Practical Testing Location

Hampton Inn & Suites

1028 @ I-65 Service Road South

Mobile, AL. 36609

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared to sit for a test. Practical test questions or concerns, test takers and instructors please contact PSI customer services at (855) 340-3713 .

General rules for testing:

- During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to "Please stop working", test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- Test takers are required to prepare and bring a closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 36" long and 30" high. This will allow the test taker to place the supply kit under the table when not in use. There are no *supply lists* or *suggested supplies* for the PSI National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment.
- Test takers are *required* to bring to the test, two containers to dispose of used items. One marked "Singleuse" and one marked "multi-use". All items used in the test are categorically disposed of in one of these containers.
- Products that are *not* grouped as "dangerous chemicals" by OSHA and are required to be listed on an actual business SDS sheet, may be fictitious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.
- Chemical products that are required be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.
- Absolutely NO aerosols are allowed into the testing area.

- Disinfectant containers must have the manufacturers label attached and legible. Disinfectants used must have virucidal, bactericidal and fungicidal properties listed on the manufacturers label.
- Monomer being used for the test must be factory sealed and manufacture labeled as a “low odor or odorless” product. Product not meeting the test requirement will not be allowed into the testing room.
- Test takers may not observe other test takers during the test. PSI views and responds to this behavior as form of cheating. The test taker will be warned up to and including dismissal from the test. Please focus on individual tasks and do not depend on viewing the performance of other test takers to be successful.
- Test takers’ name and/or school names are to be covered on their person and supplies while in the test.
- The number one safety rule in our industry is: “Following Instructions”. There is no necessary or required style or technique a school needs to teach, or a test taker needs to perform. All topic areas are observed in the manner a Manicurist would normally complete a task. Tasks should be taken seriously and performed as instructed in the test and to the highest skill level they are capable. Scores are based on the test taker displaying a solid knowledge of workplace Infection Control and Safety Precautions.

WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.
- Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents a clean and disinfected storage in a cosmetologist’s workstation and should be treated as such.
- Knowledge of single-use and multi-use items and where to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the cosmetologist.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- A manicurist must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- Cross-contamination of chemicals and products on the workstation.
- Chemical mixing procedures, storage of chemicals and SDS sheets.
- Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- Tools and equipment are used in a safe manner.

KITS/SUPPLIES AND EQUIPMENT

Test takers are required to prepare and bring a closable container (“supply kit”), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24” wide, 36” long and 30” high. This will allow the test taker to place the supply kit under the table when not in use.

Monomer being used for the test must be a “low odor or odorless” product. Product not meeting the test requirement will not be allowed into the testing room.

There are no *supply lists* or *suggested supplies* for the PSI Practical National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment. There are no right or wrong supplies or is there a right or wrong way to demonstrate a Topic Area. Professionals learn and do tasks as they learn in school, OJT, or manufacturer training. Please demonstrate Topic Areas with the equipment and supplies and as you do now and will continue once you are licensed, demonstrating their *utmost attention* to public health and safety. (See the and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

PSI NATIONAL MANICURIST PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC MANICURE	25 MINUTES
TOPIC AREA: 3	NAIL TIP APPLICATION	25 MINUTES
TOPIC AREA: 4	NAIL ENHANCEMENT USING A FORM	35 MINUTES
TOPIC AREA: 5	END-OF-DAY CLEAN-UP	10 MINUTES

PSI NATIONAL MANICURIST PRACTICAL TEST RATING CRITERIA

Test takers must score at least 70% to pass the PSI National Manicurist Practical test.

- The practical test is approximately 105 minutes (1.75 hours) in length.
- Each task line listed is worth 1 point each.

The following information will be used by evaluators to grade test taker performance during the practical test. Please read and follow the instructions as listed.

PSI NATIONAL MANICURIST PRACTICAL TEST

INSTRUCTIONS:

We would like to welcome you to the **PSI National Manicurist Practical** test. The prompter will read instructions for each section, and the proctor will facilitate the timing for each topic area and supervise the test. Proctors are only permitted to answer general questions that do not direct nor instruct in any manner related to this test. A Certified National Evaluator is responsible for observing and rating test taker performance and are not allowed to converse with test takers except for to provide instruction when required during specific sections of the test. Test takers are responsible to provide all necessary equipment and supplies needed for the performance of the practical test. Test takers are not permitted to speak to or assist other test takers throughout the test. Test takers will be always monitored for scoring. Electronics of any kind are strictly prohibited in the testing facility. Any test taker possessing prohibited items in the testing facility, PSI will stop your test and you will be required to leave the testing facility. A report to your actions will be submitted to governing authorities. If you need to use the restroom during the test, please raise your hand for proctor assistance in leaving the testing area. You will be required to sign out and sign back in when returning. Keep in mind the time will continue to elapse and any instructions you miss will not be repeated. Only one test takers at a time may leave the area at a time, please return as quickly as possible.

Does anyone have any questions about the instruction you have been given?

TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 MINUTES

INSTRUCTIONS:

We will begin with Daily Workstation Preparation. 10 minutes will be provided to prepare your daily workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 1.1 Preparation of daily workstation
- 1.2 Adheres to workplace infection control precautions
- 1.3 Adheres to workplace safety precautions

INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 2 BASIC MANICURE ♦ 25 MINUTES

INSTRUCTIONS:

This evaluation is **Basic Manicure**. 10 minutes will be provided to set up your workstation and prepare your client for a basic manicure. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 2.1 Preparation of workstation for a basic manicure
- 2.2 Adheres to workplace infection control precautions
- 2.3 Adheres to workplace safety precautions
- 2.4 Preparation of client for a basic manicure
- 2.5 Adheres to workplace infection control precautions
- 2.6 Adheres to workplace safety precautions

INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:

10 minutes will be provided to complete a basic manicure. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your Basic Manicure, timing begins now.

EVALUATION:

- 2.7 Performs a basic manicure
- 2.8 Adheres to workplace infection control precautions
- 2.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:

We will now continue with basic manicure. 5 minutes will be provided to clean-up your basic manicure workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your task, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 2.10 Cleans-up basic manicure workstation
- 2.11 Adheres to workplace infection control precautions
- 2.12 Adheres to workplace safety precautions

INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 3 NAIL TIP APPLICATION ♦ 25 MINUTES

INSTRUCTIONS:

This evaluation is **Nail Tip Application**. 10 minutes will be provided to set up your workstation and prepare your client for a nail tip application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 3.1 Preparation of workstation for a nail tip application
- 3.2 Adheres to workplace infection control precautions
- 3.3 Adheres to workplace safety precautions
- 3.4 Preparation of client for a nail tip application
- 3.5 Adheres to workplace infection control precautions
- 3.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTIONS:

10 minutes will be provided to complete a nail tip application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your Nail Tip Application, timing begins now.

EVALUATION:

- 3.7 Performs a nail tip application
- 3.8 Adheres to workplace infection control precautions
- 3.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTIONS:

We will now continue the nail tip application. 5 minutes will be provided to clean-up your nail tip application workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 3.10 Cleans-up nail tip application workstation
- 3.11 Adheres to workplace infection control precautions
- 3.12 Adheres to workplace safety precautions

INSTRUCTIONS:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.

TOPIC AREA: 4 NAIL ENHANCEMENT USING A FORM ♦ 35 MINUTES

INSTRUCTIONS:

This evaluation is **Nail Enhancement Using a Form**. 10 minutes will be provided to set up your workstation and prepare your client for a nail enhancement using a form. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 4.1 Preparation of workstation for nail enhancement using a form
- 4.2 Adheres to workplace infection control precautions
- 4.3 Adheres to workplace safety precautions
- 4.4 Preparation of client for nail enhancement using a form
- 4.5 Adheres to workplace infection control precautions
- 4.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTION:

20 minutes will be provided to complete a nail enhancement using a form. The proctor will announce when there are 10 minutes left to finish. When you complete your tasks, please stand quietly. Start your Nail Enhancement using a form, timing begins now.

EVALUATION:

- 4.7 Applies a nail enhancement using a form
- 4.8 Adheres to workplace infection control precautions
- 4.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 10 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTIONS:

We will now continue the nail enhancement using a form. 5 minutes will be provided to clean up your nail enhancement using a form workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean up, timing begins now.

EVALUATION:

- 4.10 Cleans-up nail enhancement using a form workstation
- 4.11 Adheres to workplace infection control precautions
- 4.12 Adheres to workplace safety precautions

INSTRUCTIONS:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 5 END-OF-DAY CLEAN-UP ♦ 10 MINUTES**INSTRUCTIONS:**

This evaluation is End-of-Day Clean-Up. 10 minutes will be provided to clean up your workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your daily clean up, timing begins now.

EVALUATION:

- 5.1 Day-end clean-up of workstation
- 5.2 Adheres to workplace infection control precautions
- 5.3 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

FINAL INSTRUCTIONS:

This concludes the PSI National Manicurist test. Please clear your work area of all items you brought into the room, make certain your floor is clear of hair and debris, and wipe your workstation with disinfectant. When you are finished, raise your hand, and wait for the proctor to sign off your work area. You will be given your score report within 24 hours through your email address provided during registration. Please direct any questions about your results to the email address or phone number listed on your score report. We cannot answer any questions about the test or your test results. Start your final clean up, timing begins now.

PSI would like to thank you for coming today and best wishes in your exciting new career. Have a great day, you are excused.

NAIL TECHNICIAN PRACTICAL SCORE REPORTING

A result report will be mailed to you by PSI within 24 to 48 hours following the completion of the test. In addition, test results are available to test takers on-line one (1) business day after the test date. Go to <https://test-takers.psiexams.com> and log into the test takers account.

- Test Scores will be emailed to the test taker upon completion of their test.
 - Test scores results are confidential and will be given only to the test taker and the Board Office.
 - Numeric test results are not available. Test takers who are successful, will receive a “PASS” report.
 - Test takers who score below the required passing score will receive an overall score, and an individual score for each of the test topic areas. Test takers use this information to assist them in studying for a re-examination.
 - Test takers perform the tasks as they would in an actual work environment
 - Tools and supplies used in the test are as a professional licensee would use in their daily working environment ▪
- Candidates MUST raise their hand at the end of each section indicating completion.

NAIL TECHNICIAN TEST ACCOMODATION REQUEST FORM

All testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the test request for alternative arrangements by [CLICKING HERE](#).

Requirements for testing accommodation requests: You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- ✓ Description of the disability and limitations related to testing
- ✓ Recommended accommodation/modification
- ✓ Name, title and telephone number of the medical authority or specialist
- ✓ Original signature of the medical authority or specialist

MAKE SURE YOU ARE REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS

PSI Services LLC
450 North Stephanie Street
2nd Floor
Henderson, NV 89014