psi national barber and cosmetology program

# ALABAMA NATURAL HAIR STYLIST TEST TAKER GUIDE

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


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## 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

| | |
|---|---|
| Natural hair Stylist Theory Test | $75 |
| Natural hair Stylist 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 the 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 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.

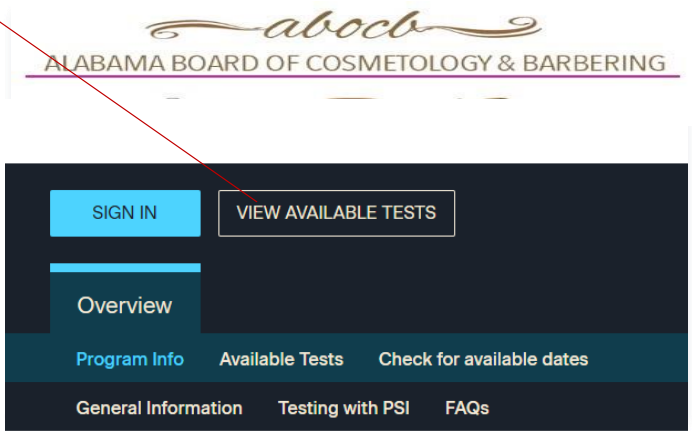
## SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

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.

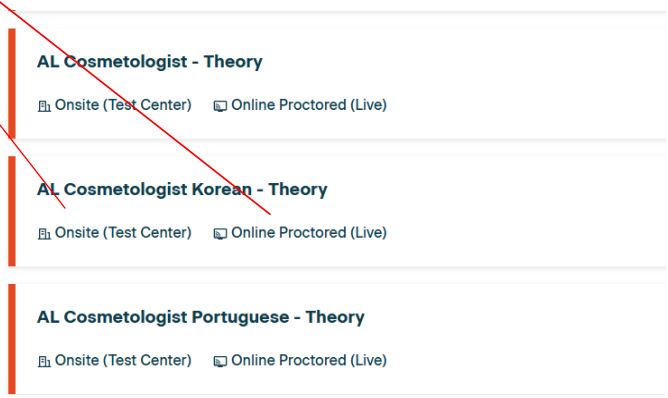
## ONLINE REGISTRATION

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient to way 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

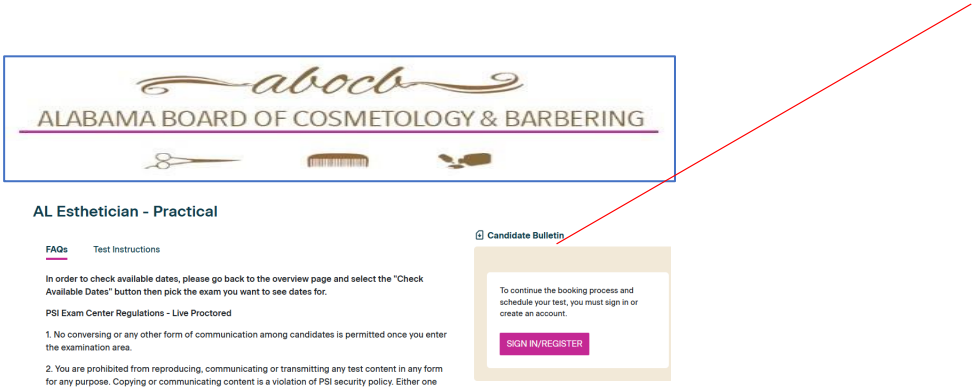
Select *"VIEW AVAILABLE TESTS"*




**Test takers scroll to find their "test and administration" (onsite OR online)**

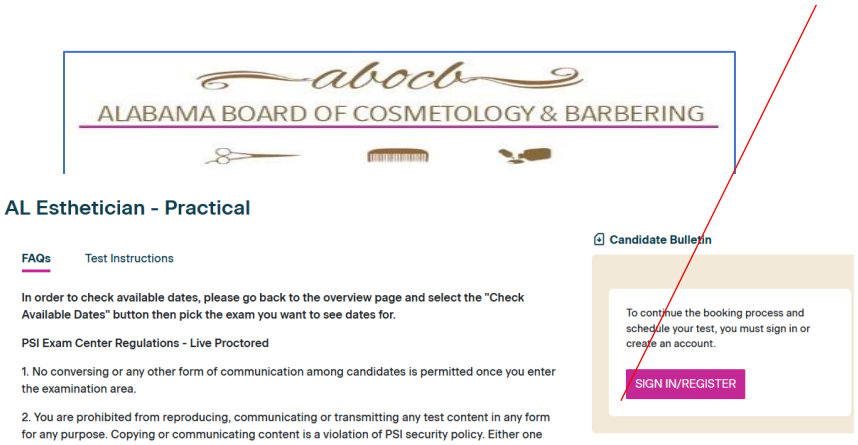


Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (CIB) or "Test Taker Guide (TTG)" is also found and downloaded from this page. Follow the easy on-screen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

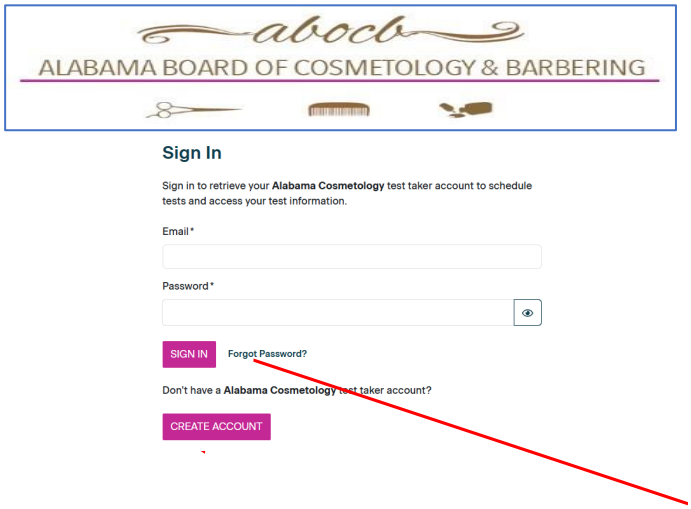



## LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

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 the 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, 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 actual test scheduling 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. If the CSR is unable to schedule a test or has difficulty scheduling.

## 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/alcos 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 Natural Hair Styling 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.

## INDENTIFICATION 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 test is active. One 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.

## NATURAL HAIR STYLIST THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Natural Hair, Natural Hair 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.

## NATURAL HAIR STYLIST 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 Natural hair Stylist test consists of 50 scored questions and 5 unscored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

I. **Safety and Infection Control** (40%)
- 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
     a. Single vs. multi-use items
     b. Disinfectants
     c. Procedures for cleaning tools, equipment, and work surfaces
     d. Storage of tools and equipment
- e. Standard Precautions for exposure incidents
- f. Effective safety responses for client injury

II. **Client Consultation** (10%)
- a. Client intake form
- b. Client release form
- c. Contraindications

III. **Hair and Scalp** Analysis (10%)
- a. Hair and scalp structure, type, conditions, and disorders

IV. **Hairstyling** (8%)
- a. Blow dry and Thermal Irons

1. Heat precautions
2. Tool safety
3. Styling

**V. Braids and Extensions** (10%)

a. Suitability factors of scalp and hair conditions (hair texture, density, elasticity, chemically treated)
b. Preparation and application of hair extensions (sew-in, braid-in, sectioning, products)
c. Hair extension removal
d. Types of braids (visible, invisible, free hanging, corn rows, box)
e. Braid removal

**VI. Twists and Twist Extensions (5%)**

a. Suitability factors of scalp and hair conditions (hair texture, density, elasticity, chemically treated)
b. Preparation and application of hair twist extensions
c. Hair extension removal
d. Types of twists (flat, locks, coil, large)
e. Twist removal

## NATURAL HAIR TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

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

**Pivot Point Fundamentals: Cosmetology**, ©2016 Pivot Point International, Inc. 1st Edition, 1st Printing, December 2016 Pivot Point International, Inc. https://www.pivot-point.com/shop/ Contact: info@pivot-point.com 847-886-0500, Ext. 7399

**Milady's Standard Cosmetology:** Fundamentals 2016
**Milady's Standard Foundations:** Fundamentals 2020
Milady www.miladypro.com **Customer Service:** info@milady.com 800.998.7498 ext. 2700

## SCORE REPORTING INFORMATION

Test takers must score at least 70% to pass the Natural Hair 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 Natural Hair Stylist 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 Natural Hair Stylist test. Though questions are based on Natural Hair Stylist, 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 Alabama 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' 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 may contact PSI customer services at (855) 340-3713 .

## PSI ALABAMA PRACTICAL TESTING LOCATIONS

The **PSI National Natural Hair Stylist 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.
- PSI does not provide a "supply list" as part of the test preparation. Test takers are to bring supplies they use in the everyday tasks. Products may be simulated and generically labeled as products, except where otherwise noted.
- 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. A plastic liner inside paper bags being used for a container is suggested, however, not required.
- Individual bags may be packed and labeled for each topic area. Bags are to be emptied and placed in the "single use" bag after setting up the workstation.

- Products that are ***not*** grouped as "dangerous chemicals" by OSHA and are **not** required to be listed on an actual business SDS sheet, may be fictious 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.
- 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.
- 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 must be in the original ***manufacturer labeled, and sealed container****, labeled* ***odorless***. Polymer, dehydrator must be in the manufacturers labeled container.
- 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 Natural Hair Stylist 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.
- Knowledge of single-use and multi-use items and how to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated.
- 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 an natural hair Stylist's workstation and should be treated as such.
- 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 multi-use products from the container without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
  Note: All product containers used in the National practical test are considered "Multi-use" containers, no "single-use" containers are recognized.
- Keeping clients from becoming contaminated by the Natural Hair Stylist.
- Keeping in use containers from becoming contaminated.
- Making sure all tools are clean and disinfected.
- If body fluid become present during a service (i.e., blood, vomit, feces, etc.), 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.

- Natural hair Stylist 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.

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 not necessarily 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 they are licensed, demonstrating *utmost attention* to public health and safety. (See the and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

## NATURAL HAIR TEST TOPIC ADMINISTRATION ORDER AND TIME

| | | |
|---|---|---|
| TOPIC AREA: 1 | WORKSTATION PREPARATION | 10 MINUTES |
| TOPIC AREA: 2 | BRAID IN HAIR EXTENSION | 25 MINUTES |
| TOPIC AREA: 3 | SEW-IN WEFT AND WEFT REMOVAL | 35 MINUTES |
| TOPIC AREA: 4 | END-OF-DAY CLEAN-UP | 10 MINUTES |

## PSI NATIONAL NATURAL HAIR PRACTICAL TEST RATING CRITERIA

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

- The practical test is 75 minutes (1.25 hours).
- Each task 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 NATURAL HAIR PRACTICAL TEST

**INSTRUCTIONS:**

We would like to welcome you to the PSI National Natural Hair Practical test. The prompter will read instructions for each topic, 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 Prepares 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 BRAID IN HAIR EXTENSION ♦ 25 MINUTES

**INSTRUCTIONS:**

This evaluation is **Braid in Hair Extension.** 10 minutes will be provided to set up your workstation and prepare your client for the braid in hair evaluation. 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 Prepares braid-in hair extension workstation
2.2 Adheres to workplace infection control precautions
2.3 Adheres to workplace safety precautions
2.4 Prepares client for a braid-in hair extension
2.5 Adheres to workplace infection control precautions
2.6 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 5 minutes left to finish.

- Please stop working, the timing has ended.

**INSTRUCTIONS:**
10 minutes will be provided to complete a braid-in extension along the scalp. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your braid in hair extension, timing begins now.

**EVALUATION:**
2.7 Demonstrates braiding in extension material along scalp
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 the braid-in hair extension. 5 minutes will be provided to clean-up your brain in hair extension 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:**
2.10 Cleans-up braid-in hair extension 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, the timing has ended.
- All scoring has been complete. We will now continue the test.

## TOPIC AREA: 3 SEW-IN WEFT AND WEFT REMOVAL SECTION ♦ 35 MINUTES

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**INSTRUCTIONS:**
This evaluation is **Sew-In Weft and Weft Removal.** 10 minutes will be provided to set up your workstation and prepare your client for a sew-in weft and weft removal. 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 Prepares workstation for a sew-in weft and weft removal
3.2 Adheres to workplace infection control precautions
3.3 Adheres to workplace safety precautions
3.4 Prepares client for a sew-in weft and weft removal
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, the timing has ended.

**INSTRUCTIONS:**
10 minutes will be provided to create a track and sew in a weft. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start creating your track and sewing in a weft, timing begins now.

**EVALUATION:**

3.7 Demonstrates creating a track and completing a sew in weft
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, the timing has ended.

**INSTRUCTIONS:**

10 minutes will be provided to demonstrate removal of the weft and track. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start removal of the weft and track, timing begins now.

**EVALUATION:**

3.10 Demonstrates weft and track removal
3.11 Adheres to workplace infection control precautions
3.12 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 the sew-in weft and weft removal. 5 minutes will be provided to clean-up your sew-in weft and weft removal workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start you clean-up, timing begins now.

**EVALUATION:**

3.13 Cleans-up sew-in weft and weft removal workstation
3.14 Adheres to workplace infection control precautions
3.15 Adheres to workplace safety precautions

**INSTRUCTION:**

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

## TOPIC AREA: 4 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:**

4.1 Day end clean-up of workstation
4.2 Adheres to workplace infection control precautions
4.3 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 Natural Hair Stylist 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 receive your score report within 5 days via email. 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. Natural Hair Stylist test takers begin your test clean-up.

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

## NATURAL HAIR STYLIST PRACTICAL SCORE REPORTING

A result report will be mailed to you by PSI 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 Department.
- 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.

## NATURAL HAIR STYLIST TEST ACCOMMODATION 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**