psi national barber and cosmetology program

GEORGIA

NAIL TECHNICIAN

TEST TAKER GUIDE

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

Effective 1/16/26: PSI will no longer be processing applications via mail, fax or email. Test takers will apply through the online application located here https://test-takers.psiexams.com/gacos. Please go to "View Available Tests", sign in and select an exam. There is an application tied to the exam that you will need to complete.
Effective 2/3/26: Students should submit their PSI online application *only after* their school or educator completes the new verification/bulk import process and uploads the student's eligibility information.

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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 or Barber test with the Georgia Board of Cosmetology and Barbering.
The Georgia 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 Georgia.

TEST ELIGIBILITY

This Guide to Testing provides test takers with information about the PSI National Tests and application process to test for a Cosmetologist with the Georgia Board of Cosmetology & Barbers.
The Georgia Board of Cosmetology & Barbers has contracted with PSI to conduct the National Cosmetology Program (NCP) testing in their state.
Hour & Training Requirements, per GA rules and regulations, can be found here: ***https://rules.sos.ga.gov/gac/240***

Effective 2/3/26: Students should submit their PSI online application only after their school or educator completes the new verification/bulk import process and uploads the student's eligibility information. This step—done within the School Reports Portal—verifies student eligibility and must be completed before a student can apply online.

GA Application Flowchart: CLICK HERE to view

GA Bulk Import Tutorial (for Schools/Educators): CLICK HERE to view

GEORGIA TESTING ELIGILABILITY REQUIREMENTS

INSTRUCTIONS FOR TEST TAKERS THAT ATTENDED A SCHOOL

Upon approval of eligibility sent to PSI from an approved educator, test takers will be emailed an eligibility notice containing instructions for scheduling a test.

For courses completed after July 1, 2018, eligibility is valid for 4 years from the date of course completion. If a test taker fails the test, they may retake on an unlimited basis, during the 4-year period. If there is not a passing score within the 4-year period, the test taker must re-apply with the Georgia State Board of Cosmetology and Barbers.

The PSI approval process will take up to 10 days to complete, from the date of receipt. All questions and requests for information should be directed to PSI. Email questions will be replied to within 48 hours of receipt. Test takers will need to apply through the online application processing system.
https://test-takers.psiexams.com/gacos

INSTRUCTIONS FOR TEST TAKERS THAT ATTENDED CLOSED SCHOOL

Please do not send any documentation to PSI until after the Exam Approval Letter is received from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter from the Board office.

Test takers must complete and submit the Request for Verification of School Hours Form.

The Request for Verification can be found at https://sos.ga.gov/search?division=Licensing&board=Cosmetology%20and%20Barbers&type=form&query=&page=0.

The Exam Approval Letter must be submitted when the test taker applies for testing. They will need to apply through the online application processing system.

INSTRUCTIONS FOR APPRENTICE TEST TAKERS

Please do not send any documentation to PSI until after the Exam Approval Letter is received from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter Form from the Board office.

Apprentices would submit a verification of Training Hours Form to the Georgia State Board of Cosmetology and Barbers at the following address: **237 Coliseum Drive • Macon GA 31217**

If the Request for Verification form is needed, the form can be found at https://sos.ga.gov/search?division=Licensing&board=Cosmetology%20and%20Barbers&type=form&query=&page=0.

The Board will review the apprentice hours and if the requirements are met for testing, the Board will mail out an Exam Approval Letter. The Exam Approval Letter must be submitted when the test taker applies for testing. Test takers will need to apply through the online application processing system.

INSTRUCTIONS FOR ENDORSEMENT TEST TAKERS

Out-of-State or Out-of-Country candidates may be granted endorsement with the State of Georgia and may not be required to take the test. The Board will send a letter after reviewing the application. The application can be found at https://sos.ga.gov/search?division=Licensing&board=Cosmetology%20and%20Barbers&type=form&query=&page=0. Do not apply with PSI. If the requirements are met, the Board will mail an Exam Approval Letter. The Exam Approval Letter must be submitted when the test taker applies for testing. Test takers will need to apply through the online application processing system.

INSTRUCTIONS FOR UNITED STATES VETERANS

Georgia law (General Provisions Volume 30, Title 43-19.(1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten points to their test scores. To qualify, a veteran must have served for a minimum of one year in active-duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that the veteran may also qualify for veterans' preference points if "discharged for injury or illness incurred in [the] line of duty…if the disability is rated at 10 percent or above at the time of taking the test."

To apply for veterans' preference points, please submit a copy of the DD-214 form and documentation of disability, if applicable, to the Board office along with a completed application for licensure.

APPLYING FOR A THEORY TEST

SCHEDULING A TEST

Once the eligibility notice has been received, the test taker is responsible for contacting PSI to schedule the test. PSI will make every effort to schedule the testing site and time that is most convenient.
Test takers may schedule for a test via the Internet 24 hours a day at https://testtakers.psiexams.com/gacos.
To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the testing site test takers may schedule a test 1 day prior to the test date of choice, up to 7:00 p.m. ET. Please be prepared to offer alternate test schedule choices.

PSI WILL NOTIFY THE APPLICANT VIA THE EMAIL ADDRESS PROVIDED WHEN STATUS IS APPROVED.

When applying for testing with the Georgia Board of Cosmetology & Barbers, test takers shall register and create an account in the PSI system by visiting http://test-takers.psiexams.com/gacos.

Test takers may access their PSI account and pay all applicable fees and schedule a test.

The Georgia Board of Cosmetology & Barbers office cannot provide theory testing center's schedules. PSI provides scheduling for their Georgia network of theory testing facilities. Test takers may choose locations, times, and pay testing fees from the online menu provided. If at any time the test taker encounters issues or problems with the scheduling process, it is *preferred* test takers call PSI Customer Service at (855)-340-3713.

GEORGIA TEST FEES

Nail Technician Practical Test	$64
Nail Technician Theory Test	$45

NOTE: Test fees are **NOT REFUNDABLE OR TRANSFERABLE.**

***PLEASE NOTE:** Effective 1/16/26, PSI will no longer be processing applications via mail, fax or email. **CLICK HERE** to view the step-by-step Online Application Tutorial.*

AUTOMATED APPLICATION PROCESSING

A test taker account is necessary to register for testing with PSI. If you have tested with PSI in the past, you have an existing account that needs to be used. Enter the email address of that account and recover the password if needed. Only one account per test taker can be created in our system.
Email addresses used upon registration must belong to the test taker and must be spelled correctly.

1- Test takers will go to the PSI webpage here - https://test-takers.psiexams.com/
2- Test takers will choose their test and whether it be the Theory or Practical portion
3- Test takers will then create a new account if never having tested with PSI before. For test takers who have tested with PSI before and have a previous account, please login with that information and DO NOT create an additional account.
4- When the PSI account Sign In or Creation is completed, the application information will then be displayed.
5- The application will begin and move through the pages as the test taker fills in or reviews the information provided. Please submit when finished.
6- If there are deficiencies in the application, the test taker will receive an email outlining the missing information and how to submit the needed document. The process is put on HOLD status and awaits the test taker to submit the needed information.
7- Once the application is submitted, test takers should check their email account listed on the application for information pertaining to the application or the approval email.

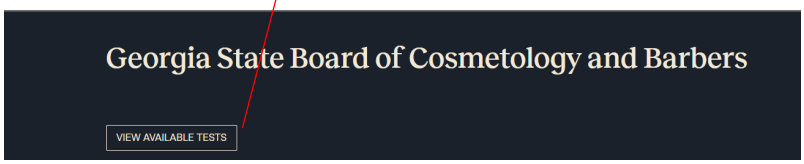
SCHEDULING A TEST

Once a test taker has received an eligibility notice from PSI, 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 a time that is most convenient.

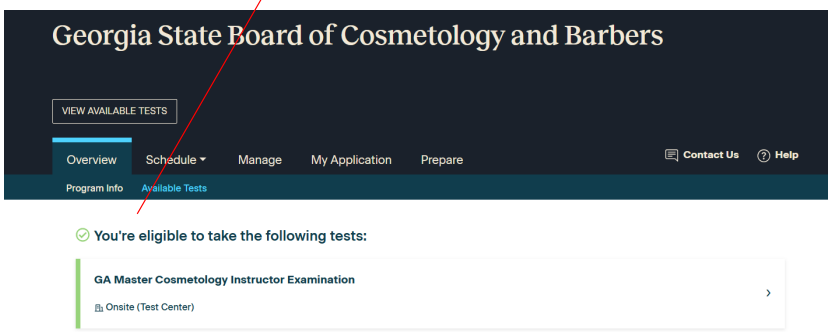
ONLINE REGISTRATION

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

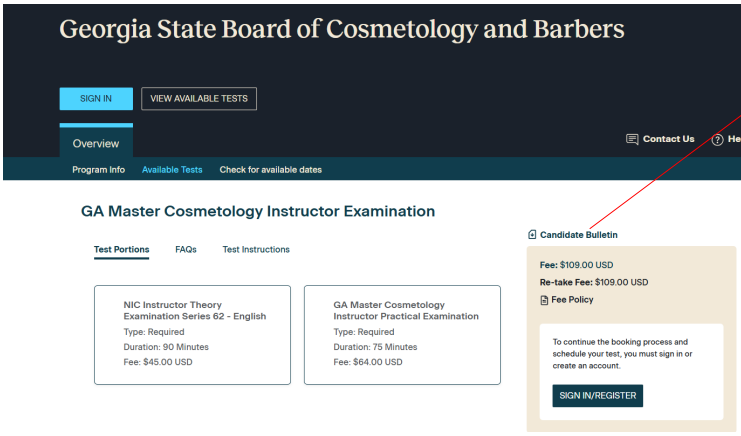
Select "VIEW AVAILABLE TESTS"



Test takers scroll to find their "test and administration" (onsite - test center)



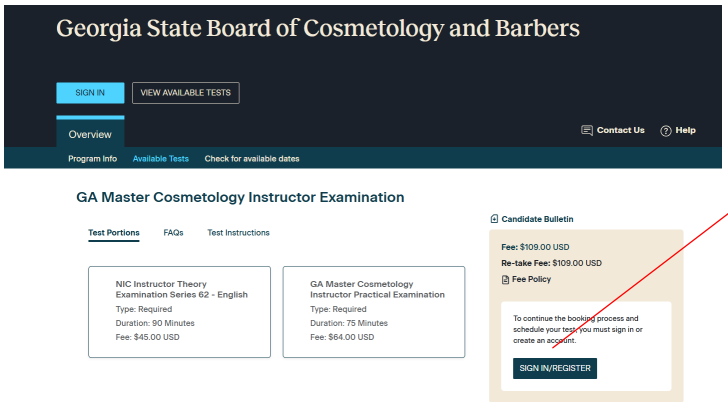
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate Bulletin ("Test Taker Guide TTG)" is found and downloaded from this page.



Follow the easy on-screen directions to pay and schedule for a test.

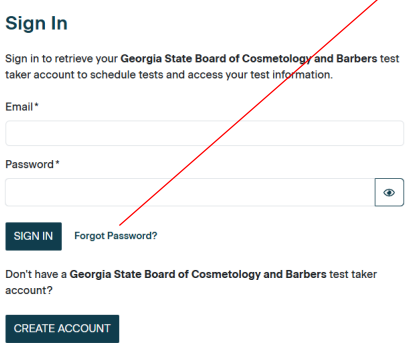
SIGN IN TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to SIGN IN/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 Service at (855) 744-0314 and request the assistance of a PSI testing professional. Once signed in, test takers follow the on-screen instructions to pay for and schedule their test.



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

RETURNING TO AN EXISTING ACCOUNT

If a test taker with an existing PSI account is having issues logging into the system, **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 Service at (855) 744-0314.

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 https://test-takers.psiexams.com, please use the existing username and password.
    b. If these instructions do not work, test takers will need to send an email to OADelete@psionline.com with their Name and email address and request that they delete the old online account.
    c. After confirmation has been received that the duplicate account was deleted, 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 Georgia Board of Cosmetology & Barbers, as they do not have any information to aid test takers in their registration process. Please contact PSI Customer Service at (855) 744-0314.

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

- Registration by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover).

Call (855) 744-0314, 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* to the scheduled test**.

- To cancel a test, use the PSI web page http://test-takers.psiexams.com/gacos or call PSI Customer Support at (855) 744-0314, 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 Customer Service Representative.

Leaving a voice mail message will *NOT* cancel a test, test takers need to speak directly 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 to 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.

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

TTest takers will need to apply through the online application processing system. Upon approval of eligibility, you may proceed with the test registration and scheduling process. Test takers must pay for the test at the time they schedule.

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 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 GEORGIA TESTING LOCATIONS

The **PSI National Nail Technician Theory** test is administered at the testing centers listed below:

PSI Atlanta (Duluth) (Written)
3505 Koger Blvd,
Suite 175
Duluth, GA 30096

PSI Atlanta (Marietta) (Written)
The Pavilions at East Lake Shopping Center
2100 Roswell Road NE,
Suite 2128
Marietta, GA 30062

PSI Macon (Practical and Written)
3902 Northside Dr,
Suite C5
Macon, GA 31210

PSI Savannah (Written)
6001 Chatham Center Drive
Chatham Center, Orlean Building #155
Savannah, GA 31405

PSI Tifton (Written)
251 Southwell Blvd.
Suite A
Tifton, GA 31794

GEORGIA PRACTICAL TESTING LOCATIONS

The **PSI National Nail Technician Practical** test is administered at the testing centers and days listed below:

PSI Atlanta/Smyrna (Practical)
2400 Lake Park Drive,
Suite 245
Smyrna, GA 30080
Please allow extra time upon arrival due to location of the parking area.

PSI Macon (Practical and Written)
3902 Northside Dr,
Suite C5
Macon, GA 31210

PSI Macon 2 (Practical)
3990 Sheraton Drive
Macon, GA 31210

EMERGENCY TEST SITE CLOSURE

In the event of severe weather or any other emergency, a test center may close. PSI will contact the test taker and re-schedule a test date. PSI Customer Support will attempt to contact the test taker as soon as a closure is imminent. If there is an emergency situation in the surrounding area, test takers may check the status of a test center by calling 855-744-0314 . We will make every effort to reschedule the test at a convenient time, and as soon as possible. Test takers may also check our website at https://test-takers.psiexams.com/gacos for any posted notices of a site closure.

Test takers may also check the status of testing sites by accessing the PSI Georgia webpage at https://test-takers.psiexams.com/gacos - go to the area at the top of the page.



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 2 forms 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

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

Again, all identification must display the test takers name exactly as it appears in their application and as registered with the Georgia 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 855-744-0314 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

If a test taker fails to provide all required identification when reporting to the testing site, it is considered a missed test, and they will be dismissed.

***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 takers 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 items are 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, disrupting the administration of a test, or violating any security rule of 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 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. For practical test questions or concerns, test takers and instructors please contact PSI Customer Service at 855-744-0314.

Georgia State Board of Cosmetology specific testing rules:

Please take note:
The state of Georgia requires the following supplies and equipment to test. If the test taker is not in compliance with any of the following requirements, the test taker will be dismissed from the test session and required to reschedule and pay for a future test.

- **Candidates must arrive in neat, clean, professional attire. Uniforms are not required. You must wear a sleeved smock/lab coat. Your must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.**

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 the Practical test. The suggested container dimensions should not exceed 24" wide, 24" long and 24" 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 "single use" 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 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 to be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturer's label attached or in a container with the manufacturer's label attached.
- Labeling on products must be in large print, legible, and clearly visible for the evaluator to observe.
- Absolutely NO aerosols are allowed into the testing area.
- Disinfectant containers must have the manufacturer's label attached and legible. Disinfectants used must have **virucidal, bactericidal, and fungicidal** properties listed on the manufacturer's 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 taker's name and/or school names are to be covered on their person and supplies while in the test.
- The number one safety rule in the 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 Nail Technician 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 barber'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 nail technician.
- Keeping containers being used free from contamination.
- Making sure tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how a professional deals with the situation without contaminating themselves 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 Nail Technician 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 the Practical test. The suggested container dimensions should not exceed 24" wide, 24" long and 24" 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 no right or wrong supplies or right or wrong techniques to demonstrate a topic area. Professionals learn and do tasks as they learn in school, apprenticeship programs, or manufacturer training. Please demonstrate topic areas with the equipment and supplies and as taught in school or during apprenticeship or training and as test takers will continue once licensed, demonstrating their *utmost attention* to public health and safety. (See and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

IMPORTANT NOTICE

A PSI Evaluator may not score a test taker who is a current employee, employer, or co-worker, or is related to the evaluator by family, personal or financial interest, or other relationship. If a test taker knows the evaluator that is assigned to them falls into one or more of these categories, they must notify the site proctor/supervisor immediately. In the case an evaluator has observed and scored a test taker in violation of this policy, the test results may be voided.

Evaluators are responsible for observing and scoring a test taker's performance and are not allowed to converse with test takers except to provide a general salutation. Test takers who ask questions will be told one of two statements "Do the best with what you have" or "Demonstrate as you learned". Evaluators do not instruct nor discuss test results in any way. Direct all score questions and/or concerns to PSI Customer Service at (855) 744-0314.

PSI NATIONAL NAIL TECHNICIAN PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC MANICURE	20 MINUTES
TOPIC AREA: 3	NAIL TIP APPLICATION	20 MINUTES
TOPIC AREA: 4	NAIL ENHANCMENT USING A FORM	30 MINUTES
TOPIC AREA: 5	WORKSTATION PREPARATION FOR NEXT CLIENT	10 MINUTES

PSI NATIONAL NAIL TECHNICIAN PRACTICAL TEST RATING CRITERIA

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

- The practical test is approximately 90 minutes in length.

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 NAIL TECHNICIAN PRACTICAL TEST

INSTRUCTIONS:
We would like to welcome you to the PSI National Practical Test. Electronics of any kind are strictly prohibited in the testing facility. Please raise your hand if you have any of these restricted devices in your possession so we may address your situation. If any test taker is found possessing any prohibited items in the testing facility, PSI will stop your test, and you will be required to leave the testing facility immediately and a report on your actions will be submitted to your governing authorities.

Test takers are responsible for providing all necessary equipment and supplies needed for the performance of their practical test. Test takers are not permitted to assist other test takers in any way. Test takers are evaluated at all times throughout the test for public health and safety.

If you have an emergency or need to use the restroom during the test, please raise your hand for 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 taker may leave the area at a time, please return as quickly as possible.

The prompter will read instructions for each topic area, and the evaluator will facilitate the timing for each topic area and supervise the test. You are not allowed to speak or ask questions pertaining to the test content. A Certified Practical Evaluator is responsible for observing and scoring test takers' performance and is not allowed to converse with test takers except to provide instruction when required in specific demonstrations within the topic areas. You are each provided with a Red Book to read along with the instructions in your language. Please do not touch or turn the pages in the Red Book, however, feel free to re-read the instructions for the topic as needed to understand the tasks. Evaluators are only permitted to answer general questions that are not directed to the test content.

Are there any questions about the instruction you have been given?

TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 MINUTES

INSTRUCTIONS:
We will begin with the evaluation of a 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. You may start; 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 to the next Topic Area.

TOPIC AREA: 2 BASIC MANICURE ♦ 20 MINUTES

INSTRUCTIONS:
This evaluation is **Basic Manicure.** 5 minutes will be provided to set up your workstation and prepare your client for a basic manicure. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:
2.1 Prepares workstation for a basic manicure
2.2 Adheres to workplace infection control precautions
2.3 Adheres to workplace safety precautions
2.4 Prepares client for a basic manicure
2.5 Adheres to workplace infection control precautions
2.6 Adheres to workplace safety precautions

INSTRUCTION:
- There are 2 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 complete the basic manicure topic area. 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. You may start; 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 to the next Topic Area.

TOPIC AREA: 3 NAIL TIP APPLICATION ♦ 20 MINUTES

INSTRUCTIONS:
This evaluation is **Nail Tip Application.** 5 minutes will be provided to set up your nail tip application workstation and prepare your client for a nail tip application. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:
3.1 Prepares workstation for a nail tip application
3.2 Adheres to workplace infection control precautions
3.3 Adheres to workplace safety precautions
3.4 Prepares client for a nail tip application
3.5 Adheres to workplace infection control precautions
3.6 Adheres to workplace safety precautions

INSTRUCTION:
- You have 2 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 off 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. **You may start; 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.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 4 NAIL ENHANCEMENT USING A FORM ♦ 30 MINUTES

INSTRUCTIONS:
This evaluation is **Nail Enhancement Using a Form**. 5 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 2 minutes left to finish. When you complete your tasks, please stand quietly. **You may start; timing begins now.**

EVALUATION:
4.1 Prepares workstation for nail enhancement using a form
4.2 Adheres to workplace infection control precautions
4.3 Adheres to workplace safety precautions
4.4 Prepares 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 2 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 off your nail enhancenment 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 to the next Topic Area.

TOPIC AREA: 5 WORKSTATION PREPARATION FOR NEXT CLIENT♦ 10 MINUTES

INSTRUCTIONS:
This evaluation is a daily workstation preparation for the next client. 10 minutes will be provided to prepare your daily workstation for the next client. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:
5.1 Completes clean-up of workstation for next client
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. The test timing is complete.

FINAL INSTRUCTIONS:
This concludes your PSI National Practical Test. Please make certain your floor is clear of debris, and your workstation has been cleaned with disinfectant. Clear your work area of all the items you have brought into the room. Return all trash and supplies to your kit to carry out with you, when you are finished, raise your hand, and wait for the proctor to sign off your work area. Test takers begin your test clean-up.

EXITING INSTRUCTIONS:
PSI would like to thank you for coming today. You will receive your score report via email within 48 hours. 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. Have a great day, you are excused.

PSI THEORY TESTING EQUIPMENT

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

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 the 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 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. 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" administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions are not included in the final test taker's score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

NAIL TECHNICIAN 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 Technician 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.

NAIL TECHNICIAN 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 Nail Technician test consists of 60 scored questions and 5 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

Topic Name	Weight
1. Safety and Infection Control	**50%**
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

Topic Name	Weight
2. Client Consultation and Nail Analysis	**18%**
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Skin and Nail	
1. Skin and nail structure	
2. Skin and nail analysis	
3. Selection of appropriate services based on condition of skin and nails	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Skin diseases and disorders	
3. Nail diseases and disorders	
4. Signs of adverse reactions to products during and after service	
5. Contraindications to manicure and pedicure services	
6. Contraindications to nail enhancement services	
3. Skin Care	**10%**
A. Massage	
1. Safe manicure and pedicure massage movements	
B. Skin Care Safety	
1. Safe use of skin care tools, machines, and devices	
2. Safe application and removal of hot towels	
3. Safe product use and application for all skin conditions	
4. Safe removal of calluses	

Topic Name	Weight
4. Nail Care	**22%**
A. Nail Safety	
1. Safe use of nail products, tools, and equipment	
2. Safe filing and buffing of nails	
3. Safe cuticle removal	
4. Safe manicure and pedicure procedures	
B. Nail Workstation and Environment	
1. Nail station ventilation (e.g., particulate matter control)	
2. Nail infection control procedures (e.g., closing multi-use containers while clipping and filing, clean files and buffers)	
C. Nail Enhancement	
1. Natural nail products, procedures, and repair	
2. Artificial nail enhancement products, application, maintenance, and repair	
3. Artificial nail removal	

NAIL TECHNICIAN 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: Nails (101N – 107N); ©2022 Pivot Point International, Inc.
1st Edition, 1st Printing, December 2022
ISBN 978-1-957642-06-2 (Coursebook set)
Pivot Point International, Inc.
https://www.pivot-point.com/shop/
Contact: info@pivot-point.com
847-866-0500

Milady Standard Nail Technology with Standard Foundations. 8th Edition, March 2020. ISBN: 978-0-357446-86-7
Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext.

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 National Nail Technician Theory Test.
Test takers must score at least 70% to pass the National Nail Technician Practical Test.

You will receive an email with your score reports within 48 hours.

Your score will be sent electronically to the state.

All score results are confidential and will be issued to only the test taker and the Georgia Board office.

To better prepare for the PSI National Nail Technician 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 Nail Technician test. Though questions are based on Nail Technician, 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 Georgia Board of Cosmetology and Barbers 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 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 not a 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 Service at (855) 744-0314.

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 ELIGIBLE AND REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS

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Henderson, NV 89014
https://test-takers.psiexams.com