**PSI Services LLC**
Phone: (855) 340-3710
https://test-takers.psiexams.com/tncosmetology

# Tennessee Cosmetology and Barber Examiners

## Candidate Information Bulletin

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## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for a cosmetology licensee in the State of Tennessee.

The Tennessee Cosmetology/Barber Board has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

## APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take the examination. Your education provider will provide your eligibility, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to PSI, please go to https://test-takers.psiexams.com/tncosmetology or call (855) 340-3710 to pay and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

The Cosmetology examinations are offered in Vietnamese and Spanish, as well as English.

**NAME CHANGE INSTRUCTIONS**

If your name differs on any of your paperwork, please include documentation of legal name changes. This may require multiple marriage certificates, or other legal documents, if your name has changed more than once.

## EXAMINATION PAYMENT AND SCHEDULING

You must pass the Theory portion of the examination before you can pay the fee and schedule the Practical portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

**The Theory Portion and the Practical Portion may not be administered at the same location. Please verify each address listed in this Bulletin.**

**EXAMINATION FEES**

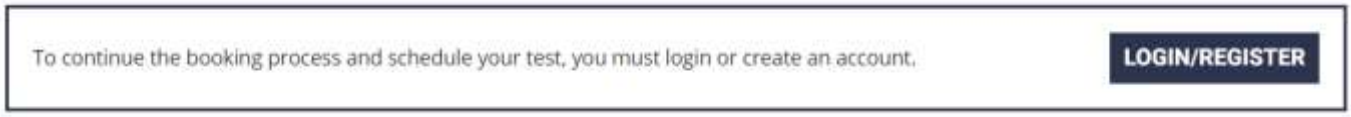
| | |
|---|---|
| Theory Portion only | $67 |
| Practical Portion only | $67 |
| Reinstatement | $35 |

**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

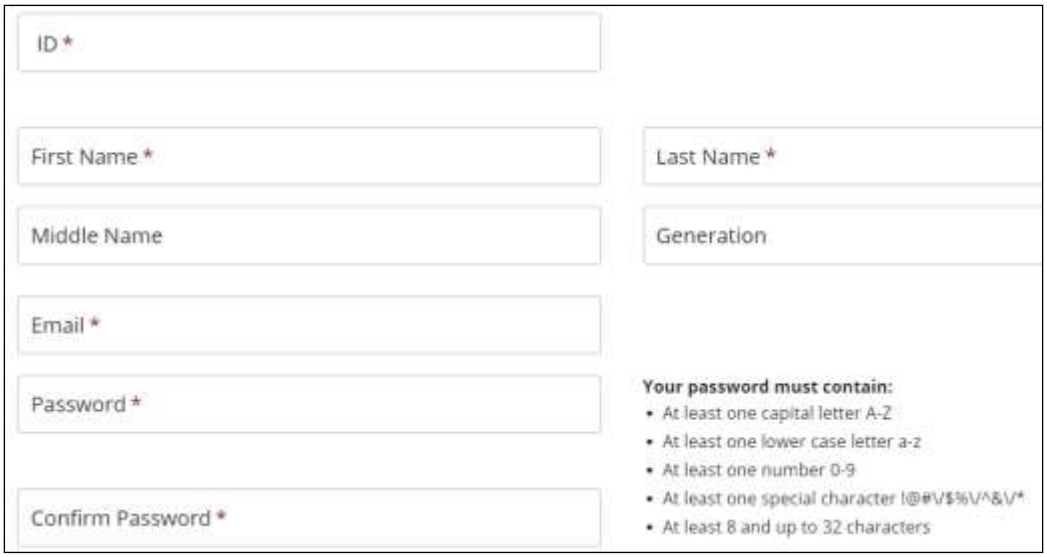
1. You will receive an eligibility email from PSI. Select the link imbedded in the email.
2. Select **TESTS** to create an account.



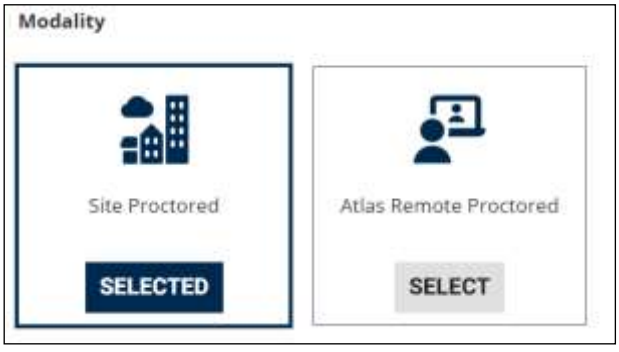

3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.




4. You will be prompted to **CREATE AN ACCOUNT** with PSI.
   *The first and last name must match exactly with your current, valid, government-issued ID.*

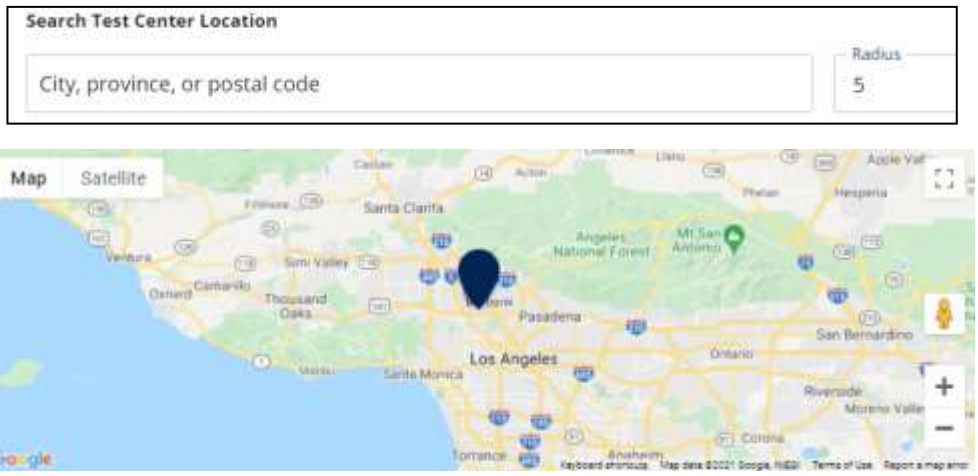



5. Select your test format: (Test Center) or (Remote Proctored).

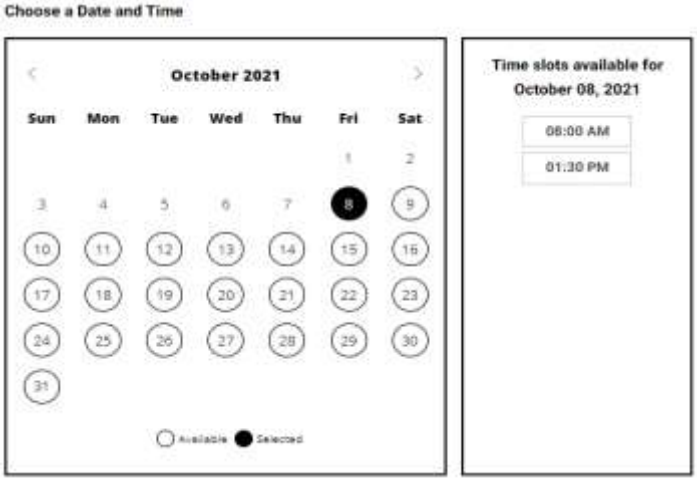


**Scheduling at a Test Center**

1. Enter the "City or Postal Code" and select **FIND**.




2. Select a date and time to book an appointment.




3. You are now ready to pay.

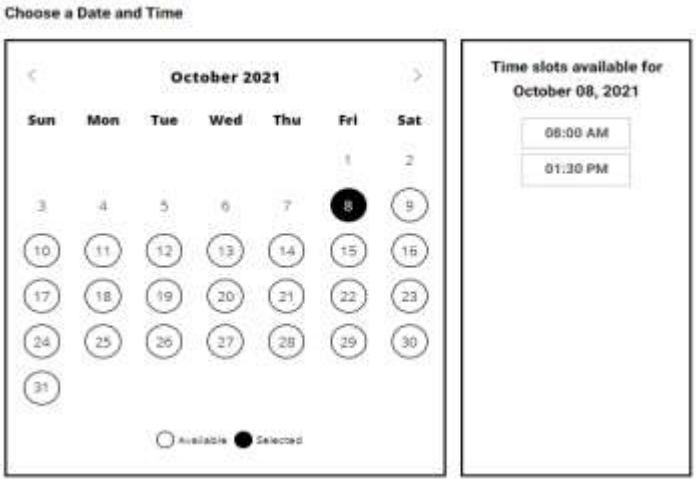



4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.



**Scheduling via Remote Proctor**

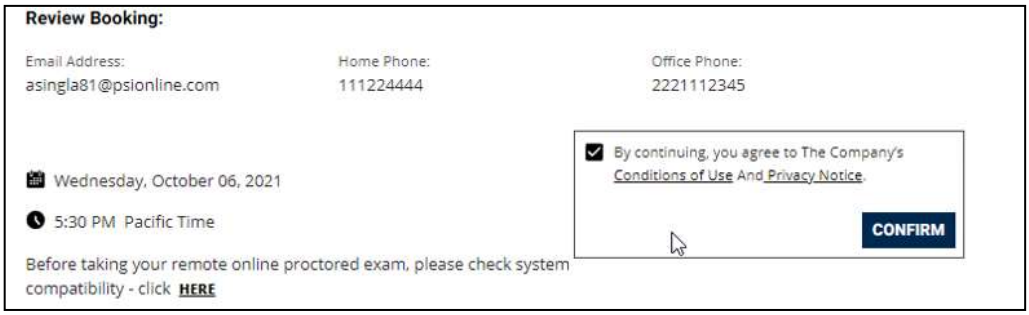
1. Select a date and time to book an appointment.




2. You are now ready to pay.

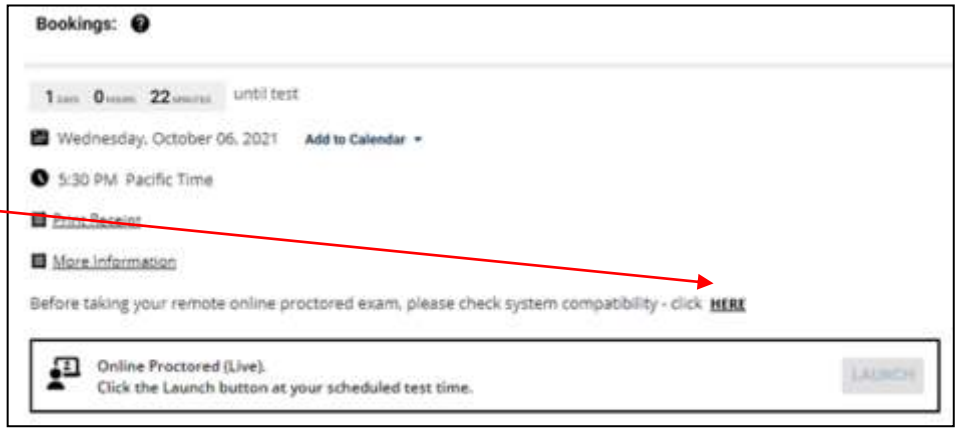



3. Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.




4. Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.

**IMPORTANT: BE SURE TO CHECK THE COMPATIBILTY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE**.




By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (844) 267-1017.

## TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 340-3710, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

## RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 48 hours before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3710.

**Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.**

## MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 48 hours before the scheduled examination date.
- Do not appear for your examination appointment.
- Are not checked in by your scheduled start time.
- Do not present proper identification when you arrive for the examination.

## EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

## INTERPRETER INSTRUCTIONS

Test takers are responsible for paying the interpreter directly. PSI does not provide an interpreter but can assist the test taker in locating one. PSI requires a signed waiver from the test taker that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a test taker and an interpreter, PSI has the right to independently select an interpreter, with the test taker paying the fee.

## EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (855) 340-3710 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

## EXAMINATION REVIEW

PSI, in cooperation with the Tennessee Cosmetology/Barber Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff.

PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

# EXAMINATION SITE LOCATIONS FOR THEORY AND LAW PORTIONS

The Theory and Law portions are administered at the examination centers listed below:

**Cookeville**
Cookeville Higher Education Campus
1000 Neal St.
Cookeville, TN 38501

*Head east on I-40 E 0.6 mi Take exit 288 for TN-111 toward Livingston/Sparta 0.2 mi*
*Turn left onto TN-111 N (signs for Algood/Livingston) Use the right lane to take the US-70N ramp to Monterey/Cookeville 0.2 mi Turn left onto US-70N W/E Spring St (signs for Cookeville) Pass by Burger King (on the right in 0.2 mi) 0.3 mi Turn left onto Neal St Destination will be on the right 0.8 mi.*

**Chattanooga**
6918 Shallowford Rd., Suite 314
Chattanooga, TN 37421
*Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.*

**Jackson**
368 North Parkway, #3
Jackson, TN 38305
*From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.*
*From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.*

*North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass.*

**Johnson City**
904 Sunset Drive, Suite 7A
Johnson City, TN 37604
*Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.*

**Knoxville**
301 South Gallaher View Rd Suite 114
Knoxville, TN 37919
*Traveling I-40/I-75 East Bound, take exit # 379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn Left onto Kingston Pike. Turn right onto South Gallaher View Rd.*

**Memphis**
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

*Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).*

*Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.*

*Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.*

*For all going South on Mt. Moriah Rd., take the* second *entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).*

**Nashville**
The Oaks
1102 Kermit Drive, Suite 101
Nashville, TN 37217

*From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the second building on your left.*

*From I-40 West: take exit onto Briley Parkway, turn left onto Briley PWY. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the second building on your left.*

## EXAMINATION SITE LOCATIONS FOR PRACTICAL PORTION

The **Cosmetology Practical** portion is administered at the examination centers listed below:

**PSI Memphis**
Apple Tree Center
6099 Mt. Moriah Extended, Suite 26
Memphis, TN 38115

*Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).*

*Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.*

*Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.*

*For all going South on Mt. Moriah Rd., take the* second *entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).*

**PSI Nashville**
**Hilton Garden Inn Nashville Vanderbilt**
**1715 Broadway,**
**Nashville, TN 37203**

*From I-40: Take Exit 209A/209B for Broadway and continue west on Broadway. The Hilton Garden Inn Nashville Vanderbilt is located at 1715 Broadway and will be on the right-hand side.*

**PSI Knoxville**
9050 Executive Park Dr., Suite 206B
Knoxville, TN 37923

*Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).*

*Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).*

*The suite is in the back of the building.*

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 15 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

**REQUIRED IDENTIFICATION AT EXAMINATION SITE**

To gain admission to the Test Center, you must present (1) form of identification. The form of identification must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted.

- Primary ID (photograph and signature, not expired)
  - Government-issued Driver's License
  - U.S. Dept. of State Driver's License
  - U.S. Learner's Permit (plastic card only with photo and signature)
  - National/State/Country Identification Card
  - Passport
  - Passport card

- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the test is considered a missed booking. There will be no refund of test fees. *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.

**Additional requirements for the Practical Portion ONLY:**
All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility.

**SECURITY PROCEDURES**

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to; open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
    - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
    - Browsing other local resources.
    - Browsing the internet.
    - Attempting to use a computer or computer program not provided or approved by PSI.
    - Attempting to use a telephone or mobile device.
    - Using notepad on the computer.
    - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
    - Acting in an inappropriate manner.
    - Using abusive language.
    - Speaking aloud.
    - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
    - Reading questions out loud.
    - Leaving the room without proctor approval.
    - Using instant messaging, or other electronic communication.
    - Capturing a picture or video of exam items.
    - Attempting to use telephone or mobile device.
    - Obstructing the proctor's view (camera or in person).
    - Having inappropriate materials on desktop (explicit).
    - Changing spaces during the exam without proctor approval.
    - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Additional protocols for testing at a testing center, include but not limited to:

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for remote online proctored exams, include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Candidates are not allowed to have scratch paper.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
    - Keeping hands on the desktop.
    - Keeping eyes on the computer screen.
    - Not fidgeting during the exam.
    - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

## THEORY AND LAW PORTION

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

### IDENTIFICATION SCREEN

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

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

### TEST QUESTION SCREEN

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

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

### EXPERIMENTAL QUESTIONS

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

## NATURAL HAIR THEORY PORTION

**CONTENT OUTLINE**

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in Natural Hair stylist practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 50 questions and you will have 1 hour and 15 minutes.

I. **Sanitation, Disinfection, and Safety** 15%
   a. Cleaning and Disinfecting of Implements and Equipment
   b. Cleaning and Disinfecting of Work Environment
   c. Sanitary and Safety Procedures and Pathogens

II. **Shampooing and Conditioning Hair** 10%
   a. Shampooing and Scalp Massage
   b. Conditioning

III. **Hair Styling** 25%
   a. Communicating with Client
   b. Evaluating Hair
   c. Styling Hair
   d. Human Physiology

IV. **Braids and Braid Extensions** 40%
   a. Evaluating Hair and Scalp
   b. Applying/Removing Extensions
   c. Braiding

V. **Licensing** 10%
   a. Meeting Licensure Requirements/Licensed Duties
   b. Renewal
   c. Board Responsibilities and Disciplinary Actions
   d. Displaying the License
   e. Salon Owner and Manager Responsibilities
   f. Change of Address, Contact Information, Ownership

**REFERENCE LIST**

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

- *Milady's Standard Cosmetology*, 2012 or 2016, www.cengage.com
- *Milady Standard Natural Hair Care & Braiding*, 2014, www.cengage.com
- Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March, 2018 (Revised) TN Rules of COS Board - Ch. 0440-01
- Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March, 2018 (Revised) TN Rules of COS Board - Ch. 0440-02
- *Tennessee Code Title 62 Professions, Businesses and Trades,* Chapter 4, 2010, Tennessee Code Annotated, Title 62 –Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986. The hyperlink to include for this source is*: https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRaIWVfyrur9ud&crid=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21*

## NATURAL HAIR LAW PORTION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses. With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

**CONTENT OUTLINE**

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 questions and you will have 40 minutes.

I. **Sanitation, Disinfection, and Safety** (20%; 5 items)
   a. Cleaning and Disinfecting of Implements and Equipment
   b. Cleaning and Disinfecting of Work Environment
   c. Sanitary Procedures and Pathogens

II. **Licensing** (80%; 20 items)
   a. Meeting Licensure Requirements/Licensed Duties
   b. Renewal
   c. Board Responsibilities and Disciplinary Actions
   d. Displaying the License
   e. Salon Owner and Manager Responsibilities
   f. Change of Address

**REFERENCE LIST**

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

- Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March, 2018 (Revised) TN Rules of COS Board - Ch. 0440-01

- Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March, 2018 (Revised) TN Rules of COS Board - Ch. 0440-02

- *Tennessee Code Title 62 Professions, Businesses and Trades,* Chapter 4, 2010, Tennessee Code Annotated, Title 62 –Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986. The hyperlink to include for this source is*: https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRaIWVfyrur9ud&crid=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21*

**NATURAL HAIR THEORY AND LAW SCORE REPORTING**

You must score at least 70 percent to pass the examination.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** – an official score report will be printed at the examination site.

**DUPLICATE SCORE REPORT/LICENSE APPLICATION**

You may request a duplicate score report and/or a license application after your examination by emailing scorereport@psionline.com or by calling (855) 340-3710.

## NATURAL HAIR PRACTICAL EXAMINATION

For practical examination questions or concerns, please call PSI Customer Service at (855) 340-3710.

Read the following instructions carefully so that you will be properly prepared for the examination.

- You are required to bring a mannequin for the Natural Hair Stylist Practical exam.
- **A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.**
- Candidates are NOT allowed to use personal timers during the examination.
- **If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item, you will NOT receive points for completing those steps.**
- During the Practical examination, you must follow all appropriate rules for patron protection that will ensure the health, safety and welfare of the public.
- Absolutely NO aerosols are allowed into the testing area.
- Disinfectant containers must have the manufacturers label attached and legible. Disinfectants used must have virucidal, bactericidal and fungicidal properties listed on the manufacturer's label.
- Monomer being used for the test must be factory sealed and manufacture labeled as a "low odor or odorless" product.
- You may not observe other candidates during the examination.

**KITS/SUPPLIES AND EQUIPMENT**

It is recommended that you bring the following supplies to the practical examination.

- Cape
- Towels
- Combs
- Mannequin Head
- EPA-registered disinfectant
- Alcohol
- Spray bottle
- Pre-cut hair extensions matching the hair color of the mannequin
- Pre-cut hair weft matching the hair color of the mannequin
- Clips
- Needle and pre-cut thread
- Rubber bands
- Blood Exposure Kit (First-Aid kit)
- Mannequin stand, tripod or clamp
- Sealable plastic bag for waste materials
- Hand sanitizer
- Scissors for cutting thread

**ITEMS SUPPLIED BY TESTING VENDOR**

- Work stations
- Wall clock
- Brooms and dust pans

## NATURAL HAIR PRACTICAL PORTION RATING CRITERIA

**The following information will be used by examiners to grade your performance during the practical portion:**

**ALL PROCEDURE CRITERIA MUST BE PERFORMED IN ORDER FOR THE CANDIDATE TO RECEIVE POINTS FOR THE TASKS**

**It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST raise their hand at the end of each section indicating completion.**

### PRE-EXAM SET UP AND DISINFECTION

**Time Allowed: 10 minutes**

**Safety Criteria (1 point each):**

1) Properly disposes of waste material
2) Disinfects work surfaces
3) Kit remains sanitary
4) Avoids cross contamination

### CORNROW AND FREEFALL

*Perform one cornrow and one freefall (also known as an underhand individual braid) on quadrant of your choice.*

**Time Allowed: 22 minutes**

**Procedure Criteria (1 point each):**

1) Sanitizes/cleans hands
2) Performs draping for Natural Hair service
3) Parts hair into four equal quadrants
4) Perform one cornrow in quadrant of your choice
5) Performs freefall braid in same quadrant

**Safety Criteria (1 point each):**

1) Properly disposes of waste material
2) Ensures workstation/area remains sanitary
3) Ensures draping is maintained throughout service
4) Replaces contaminated items
5) Kit remains sanitary
6) Avoids cross contamination

### VISIBLE AND INVISIBLE BRAIDS

*Perform one visible braid (also known as an underhand single or individual braid) and one invisible braid (also known as a French or overhand braid) in quadrant of your choice.*

**ALL PROCEDURE CRITERIA MUST BE PERFORMED IN THE ORDER LISTED.**

**Time Allowed: 17 minutes**

**Procedure Criteria (1 point each):**

1) Sanitizes/cleans hands
2) Perform visible braid in quadrant of your choice
3) Performs invisible braid in same quadrant

**Safety Criteria (1 point each):**

1) Properly disposes of waste material
2) Ensures workstation/area remains sanitary
3) Ensures draping is maintained throughout service
4) Replaces contaminated items
5) Kit remains sanitary
6) Avoids cross contamination

**BRAID EXTENSION**
*Perform one braid extension and removal of extension in quadrant of your choice.*
**ALL PROCEDURE CRITERIA MUST BE PERFORMED IN THE ORDER LISTED**
**Time Allowed: 17 minutes**

**Procedure Criteria (1 point each):**
1) Sanitizes/cleans hands
2) Selects extension fibers
3) Braids extension fibers into braid
4) Removes braid with extension

**Safety Criteria (1 point each):**
1) Properly disposes of waste material
2) Ensures workstation/area remains sanitary
3) Ensures draping is maintained throughout service
4) Replaces contaminated items
5) Kit remains sanitary
6) Avoids cross contamination

**SEW-IN EXTENSION**
*Perform one sew-in extension with hair weft in quadrant of your choice*
**ALL PROCEDURE CRITERIA MUST BE PERFORMED IN THE ORDER LISTED**
**Time Allowed: 22 minutes**

**Procedure Criteria (1 point each):**
1) Sanitizes/cleans hands
2) Prepares quadrant of choice for sew in extension
3) Sews weft onto cornrow/track

**Safety Criteria (1 point each):**
1) Properly disposes of waste material
2) Ensures workstation/area remains sanitary
3) Ensures draping is maintained throughout service
4) Replaces contaminated items
5) Kit remains sanitary
6) Avoids cross contamination

**BLOOD EXPOSURE SERVICE**
**ALL PROCEDURE CRITERIA MUST BE PERFORMED IN THE ORDER LISTED**
**Time Allowed: 22 minutes**

**Procedure Criteria (1 point each):**
1) Wears gloves
2) Applies pressure to the cut to stop bleeding
3) Cleanses simulated cut
4) Bandage simulated cut
5) Properly disposes used materials
6) Properly disposes of used implements
7) Sanitizes/cleans hands

**Safety Criteria (1 point each):**
1) Properly disposes of waste material
2) Ensures workstation/area remains sanitary
3) Ensures draping is maintained throughout service
4) Replaces contaminated items
5) Kit remains sanitary
6) Avoids cross contamination

**END OF EXAM DISINFECTION**
**Time Allowed: 10 minutes**

**Safety Criteria (1 point each):**

1) Disposes of used materials
2) Disinfects entire work area
3) Removes all supplies, materials and/or personal belongings

**Time for complete practical: 2 hours**

**SCORING PROCEDURE****

The passing score for the entire practical portion is 70%.

- Based on the number of tasks for each practical component, the following are the weights:

| Practical Component | Weight |
|---|---|
| **Pre-Exam Set Up and Disinfection** | |
| • Safety Criteria | 7% |
| **Cornrow and Freefall** | |
| • Procedure Criteria | 9% |
| • Safety Criteria | 10% |
| **Visible and Invisible Braid** | |
| • Procedure Criteria | 5% |
| • Safety Criteria | 10% |
| **Braid Extension** | |
| • Procedure Criteria | 7% |
| • Safety Criteria | 10% |
| **Sew-in Extension** | |
| • Procedure Criteria | 5% |
| • Safety Criteria | 10% |
| **Blood Exposure Service** | |
| • Procedure Criteria | 12% |
| • Safety Criteria | 10% |
| **End of Exam Disinfection** | |
| • Safety Criteria | 5% |
| **Total** | **100%**** |

**Percentage may not total 100 percent due to rounding

# TENNESSEE COSMETOLOGY
# EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

***CANDIDATE SUSTAINS EXPOSURE INCIDENT:***

1. Candidate MUST immediately **stop** the service.
2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
5. Bandage the cut with an adhesive bandage to completely cover cut
6. Cover bandaged cut with finger cot / glove
7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
9. Sanitize hands
10. Return to workstation