psi national barber and cosmetology program

MICHIGAN MANICURIST TEST TAKER GUIDE

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

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PSI NATIONAL TESTING – GENERAL INFORMATION

This Test Taker Guide (TTG) provides test takers with information about the PSI National Tests and application process for taking a Manicurist test with the Michigan Board of Cosmetology.

The Michigan Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Department 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 Michigan.

TEST ELIGIBILITY

Before applying to PSI to take your licensing examination(s) you must first access the State of Michigan's MI Plus website located at www.michigan.gov/miplus, and apply for licensure. Only the State of Michigan may determine your eligibility for a license.

Please note: The passing of Michigan Senate Bill 702 increases the training hours needed for Manicurist. Test takers who began training prior to July 1, 2024, must meet the prior training requirements and curriculum requirements found in the current administrative rules. Test takers that start training on or after July 1, 2024, must satisfy the new 600-hour requirement in the updated law statute while completing the curriculum requirements outlined in the current administrative rules for cosmetology.

APPLICATION TO TEST

Effective 1/30/2026 Test takers will apply through the new online application located here https://test-takers.psiexams.com/micos. 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.

CLICK HERE to view the step-by-step Online Application Tutorial.

NOTE - Please ensure the test taker applies with the State Of Michigan first, as outlined above under Test Eligibility. After applying with the state, the test taker will receive an email containing their MI COS ID number, and can then apply to PSI via the online application process.

***Foreign language tests: The PSI tests are available to apply and schedule in English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese in the test selection section on the application and to schedule a test.**

Please note: Allow up to 10 business days processing time for the initial application. Please understand any missing documents will cause delays in the approval process.

NAME CHANGE INSTRUCTIONS

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

TEST PAYMENT AND SCHEDULING

Upon approval of eligibility by the Department, you may proceed with the test registration and scheduling process. The Exam Registration Form is found at the end of this Test Taker Guide. You must pay for the test at the time you schedule. Your testing fee will be forfeited if you do not test within 1 year of the date your testing fee is received by PSI.

MICHIGAN TEST FEES

Manicurist Theory and Practical Test	$167
Manicurist Theory Test ONLY	$93
Manicurist Practical Test ONLY	$93

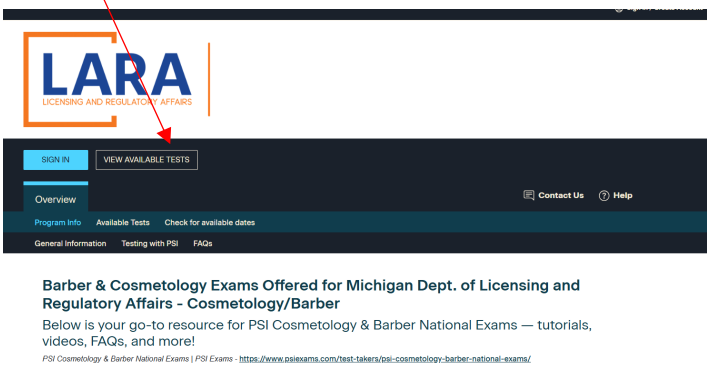
NOTE: TEST FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

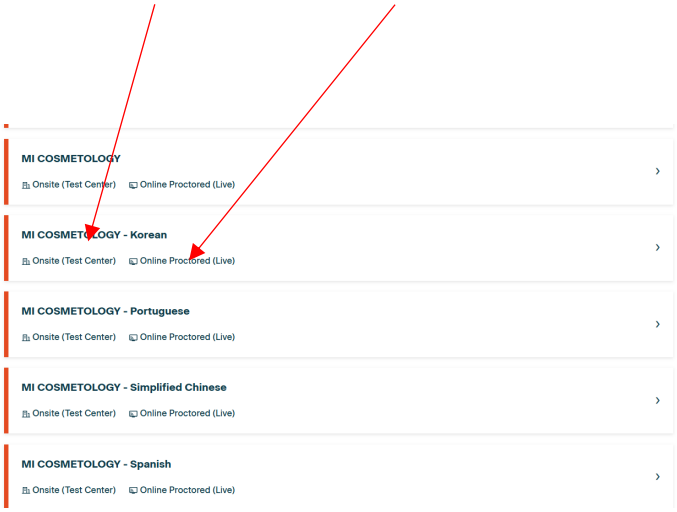
Once a test taker has received an eligibility notice, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

TEST REGISTRATION AND SCHEDULING (ONSITE OR ONLINE)

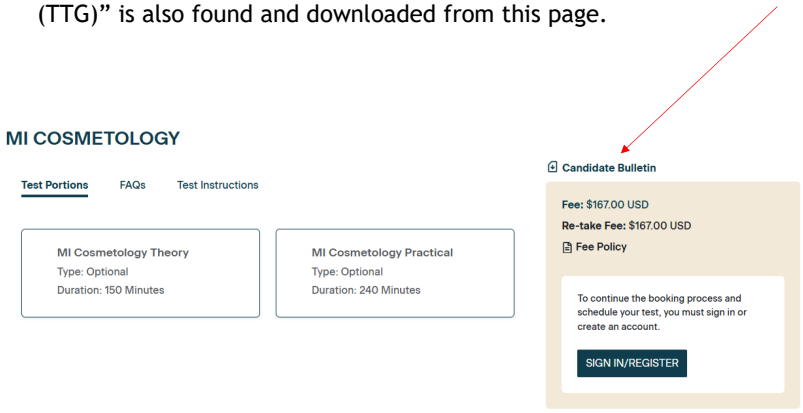
PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient to way schedule and pay for a test. Test takers may use this service by going to the PSI web page
https://test-takers.psiexams.com/micos
Select "***VIEW AVAILABLE TESTS***"



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



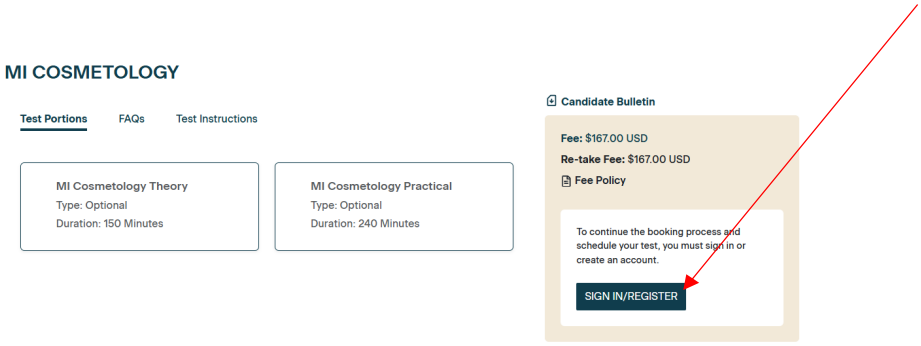
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (CIB) or "Test Taker Guide (TTG)" is also found and downloaded from this page.



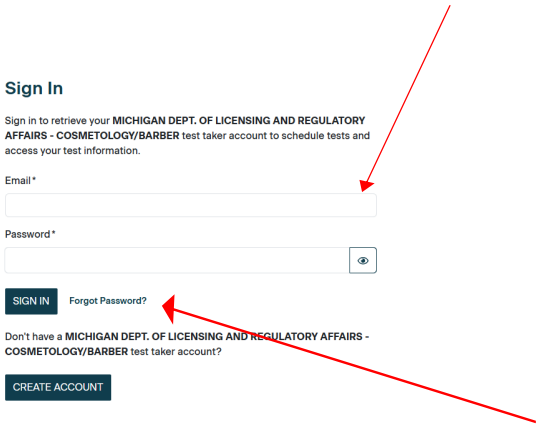
Follow the easy on-screen directions to pay and schedule for a test.

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

When a test taker selects their test and delivery method, they will be then asked to SIGNIN/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) 579-4635 and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.

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

RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please *do not* create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system the does not know which file to choose and will not allow their information to become available.
Test takers use the login information they currently have with PSI, if that does not work, please contact PSI Customer Service at (855) 579-4635.

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 #1 does 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, it is completed, test takers can create a new account.
5. After logging in, click on "MANAGE" at the top and continue.

Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please *do not* call the Michigan Board Office as they do not have any information to aid test takers in their registration process.
Please contact PSI customer services at (855) 579-4635.

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

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

Call (855) 579-4635, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

CANCELING OR RE-SCHEDULING

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

- To cancel a test, use the PSI web page http://test-takers.psiexams.com/micos or call PSI at (855) 579-4635, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

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

LATE CANCELLATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

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

TEST TAKER ACCOMMODATIONS

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

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

ACCOMMODATIONS TEST DELIVERY ARRANGEMENTS

The following options are available to test takers seeking accommodations taking the Cosmetology and related occupations theory tests (excluding Instructors) First time test takers may take the test without assistance; however, the following options are also available.

Foreign Language Testing - FOR THEORY AND/OR PRACTICAL TESTS

Foreign language theory tests: The PSI tests are available to apply and schedule in English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese in the test selection section on the application and to schedule a test.

Foreign language practical tests: Practical testing is delivered in foreign language using the Redbooks. The test is delivered in the English language, and a script/redbook is provided to the test taker in their language of choice: English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese. The test taker should follow the instructions in their chosen language.

Additional Time While Taking the Examination - FOR THEORY AND/OR PRACTICAL TESTS

Test takers may request to take the test with extra time. The test taker will be given time and one-half, there will be an additional fee of $50 per test.

Word-to-Word Translation Dictionary - FOR THEORY TESTS

Test takers may request to use a Word-to-Word dictionary at no cost. PSI provides Arabic, Hebrew, and Russian, at the test sites. The dictionary cannot contain pictures or definitions. If approved, the State will forward the dictionary directly to the testing site. If time and one-half is requested for dictionary use, there will be an additional fee of $50 per test.

Request for a Reader - FOR THEORY TESTS

Test takers may request to have the test read to them in English for an additional fee of $50 per test. PSI will provide the reader.

Reader along with Additional Time - FOR THEORY TESTS

Test takers may request to have the test read to them in English with extra time and one-half for an additional fee of $50 per test.

*Test takers applying for an accommodation test delivery arrangement must complete and submit a Test Accommodations Request Form **CLICK HERE.***

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 MICHIGAN TESTING CENTER LOCATIONS

The PSI National Manicurist Theory tests are administered at the following testing center locations:

Dearborn Examination Center
3200 Greenfield Road, Suite 253
Dearborn, MI 48120

Holt-Lansing Examination Center
4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Southfield-Crossroads Examination Center
Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

Southfield-Lahser Road Examination Center
26400 Lahser Road, Suite 150
Southfield, Michigan 48033

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

Gaylord Examination Center
440 W. Main St., Suite D
Gaylord, MI 49735

Marquette Examination Center
RockCliff Professional Building
710 Chippewa Square, Ste 110
Marquette, MI 49855

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

The PSI National Manicurist Practical tests are administered at the following testing center locations:

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 145
Grand Rapids, MI 49512

Southfield-Crossroads Examination Center
Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

TEST SITE EMERGENCY CLOSURE

On occasion severe weather or an emergency may force the closure of a testing center. PSI will attempt to contact all test takers on that day to inform them of the situation. Every effort will be made to reschedule test takers for the next available date, time, and testing center possible. Test takers will not be penalized for emergency closures and will be rescheduled at no charge. Testing center status may also be confirmed by calling (855) 579-4635.

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

Test takers are required to provide 2 forms of identification.

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

Again, all identification must display the test takers name *exactly* as it appears in the exam registration form and as registered with the Michigan Board of Cosmetology.

Test takers who are not able to provide the required identification must call (855) 579-4635 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

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

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

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

GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats:** For security purposes outerwear such as, but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. **In the event test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
  - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the test site. PSI assumes no duty of care with respect to such items and makes no

representation that the secure storage provided will be effective in protecting such items. If prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.

- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- No smoking, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.
- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

PSI THEORY TESTING EQUIPMENT

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

INDENTIFICATION SCREEN

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

TUTORIAL

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

TEST QUESTION SCREEN

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

Note:

Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. One a test taker signs out of a test or timing expires; this feature will no longer be available.

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.



EXPERIMENTAL QUESTIONS

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

Test takers will utilize the PSI National Manicurist test for a Manicurist license in Michigan.

MANICURIST THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Nail Technology, Nail Technology instruction, or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.
The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

MANICURIST THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Manicurist test consists of 60 scored questions and 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	

MANICURIST 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 a minimum of 45 points out of 60 total points possilbe, to pass the Manicurist Theory test.

- Test Scores will be emailed to the test taker upon completion of their test.
- Test scores results are confidential and will be given only to the test taker and the Board office.
- Numeric test results are not available. Test takers who are successful, will receive a “PASS” report.

- Test takers who score below the required passing score will receive an overall score, and an individual score for each of the test topic areas. Test takers use this information to assist them in studying for a re-examination.

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

EXAMINATION REVIEW

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

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report, test takers may call Customer Service at (855) 579-4635.

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared to sit for a test. Practical test questions or concerns, test takers and instructors please contact PSI Customer Service at (855) 579-4635 for solutions.

General rules for testing:

- During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to "Please stop working", test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- Test takers are required to prepare and bring a closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 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.
- No mechanical or trainer hands with removable parts or digits are allowed. Nail tips are glued or formed on each finger to represent the natural nail.
- 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.
- Individual bags may be packed and labeled for each topic area. Bags are to be emptied and placed in the "single use" bag after setting up the workstation.
- Products that are ***not*** grouped as "dangerous chemicals" by OSHA and are **not** required to be listed on an actual business SDS sheet, may be fictious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.
- Chemical products that are **required** be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.
- 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.

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

WORKPLACE INFECTION CONTROL PRECAUTIONS

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

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.
- Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents a clean and disinfected storage in a manicurist'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 Manicurist.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

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

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

KITS/SUPPLIES AND EQUIPMENT

Test takers are required to prepare and bring a closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 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 is there a right or wrong way to demonstrate a Topic Area. Professionals learn and do tasks as they learn in school, OJT, or manufacturer training. Please demonstrate Topic Areas with the equipment and supplies and as you do now and will continue once you are licensed, demonstrating their *utmost attention* to public health and safety. (See the and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

PSI NATIONAL MANICURIST PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 2	BASIC MANICURE	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 MANICURIST PRACTICAL TEST RATING CRITERIA

Test takers must score a minimum of 33 points out of 42 total points possible, to pass the PSI National Manicurist 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 MANICURIST 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

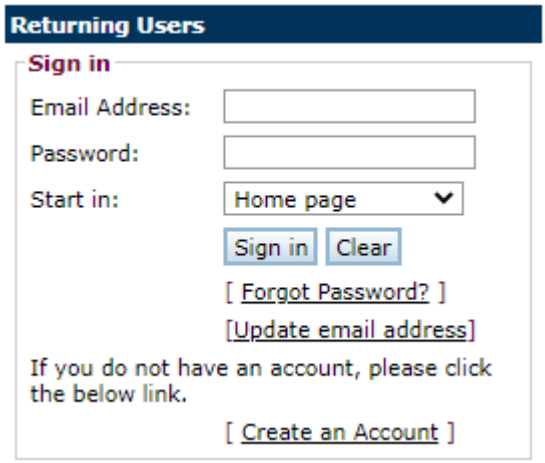
INSTRUCTION:
- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. The test timing is complete.

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.

MANICURIST PRACTICAL SCORE REPORTING

A result report will be mailed to you by PSI within 7 business days following the test. In addition, test results are available to test takers on-line one (1) business day after the test date.
Go to https://test-takers.psiexams.com and log into the test takers account.



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

LICENSURE ELIGIBILITY

To be eligible for licensure, you must complete the license application at the MI Plus website www.michigan.gov/miplus, submit the required fee to the State of Michigan, pass the required examination(s), and meet the following requirements:

- be at least 17 years of age;
- be of good moral character;
- have an education equivalent to the completion of the ninth grade; and
- have successfully completed a course of study of at least 600 hours; OR
- have served at least 6 months as an apprentice in a licensed establishment under an approved apprenticeship program

A false statement or dishonest answer on the license application may be

1) grounds for denial of licensure;
2) grounds for disciplinary action against any future license; or
3) punishable by law. Furthermore, any conviction(s) for which you did or could have gone to jail may delay your application for a license.

If licensure is denied, this action may be appealed to the Board of Cosmetology. After the State of Michigan determines your eligibility to test and receive a license, an electronic file will be submitted to PSI. It is at this time that you may submit your completed Examination Registration Form (found at the back of this Candidate Information Bulletin) to PSI.

When you have finished the Examination Registration Form in its entirety, please email the form to:
Mi.ApplicationProcessor@psionline.com

*Foreign language tests: The PSI tests are available to apply and schedule in English, Chinese (simplified), Korean, Portuguese, Spanish and Vietnamese in the test selection section on the application and to schedule a test.

MICHIGAN MANICURIST TEST ACCOMMODATION REQUEST FORM

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

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

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

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

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

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Test takers may also apply by regular U.S. Mail. Please use application below.

Michigan Exam Application Form

I have read and understand the PSI Cosmetology Test Taker Guide prior to filling out this application. Test takers are responsible to provide all information requested on the form. Forms that are incomplete OR not legible will be returned unprocessed.

When you have finished this form in its entirety, please mail the form to the address below.
PSI Services LLC * ATTN: Examination Application MI COSMO
450 N Stephanie St
Suite 200 / 2nd Floor
Henderson NV 89014

No credit card/payment information should be included via mail. Payment will be completed online at time of scheduling.

Legal Name (as it appears on the government issued ID you will provide at the test).

_____ _____ _____
Last Name First Name Middle Name

Mailing Address _____
Street Number (PO Box not accepted) Box/Apt/Ste

_____
City State ZIP

Phone Cell _____ _____ _____ Alternate Number _____ _____ _____

Email Address _____

Date of Birth _____/_____/_____

Test & Portion: (Please choose one)

COSMETOLOGY ◯ ELECTROLOGY ◯ ESTHETICIAN ◯

BARBER ◯ MANI ◯ NATURAL HAIR ◯ INSTRUCTOR ◯

Theory Test ◯ Practical Test ◯

Theory and Practical ◯

Language: (please choose one)

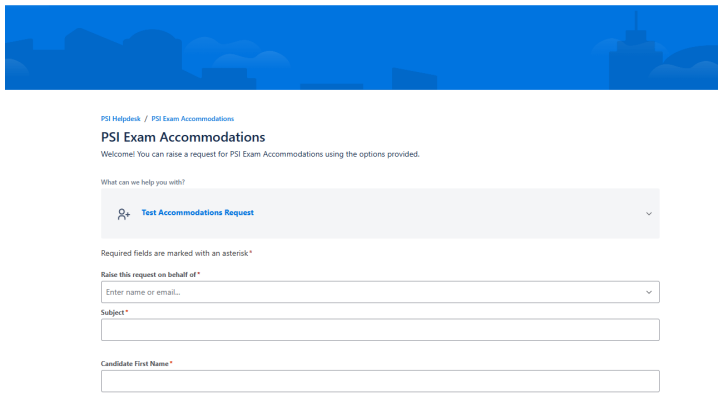
English ◯ Chinese (simplified) ◯

Korean ◯ Portuguese ◯

Spanish ◯ Vietnamese ◯

I am requesting test accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA) ◯ YES ◯ NO

If yes, the test taker must complete an Exam Accommodations Request Form CLICK HERE or going to https://psihelpdesk.atlassian.net/servicedesk/customer/portal/364/group/430/create/465 Fill in all applicable information and download the required documentation to submit a request.



The form will default to "Test Accommodations Request" of select it from the drop-down menu. Fill in ALL requested information and upload your required documentation prior to submitting the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

Check one of the following

- ❑ **First Time Test Taker -** Test taker has never taken the test. All first-time test takers must have their school complete the **Affidavit Section** of this application.
- ❑ **Retake Test Taker –** Test taker has previously taken the test and did not pass. If no information has changed from the original application, test takers may schedule their test online at https://test-takers.psiexams.com/micos or call PSI customer service at (855) 579-4635 to schedule.
- ❑ **Re-licensure Test Taker –** A former licensee who has let their license lapse for a period of 3 years or more. All re-licensure test takers must have the state complete the re-licensure Section on the bottom of this page.
- ❑ **Out -of-State Test Taker –** Al out-of-state test takers must have the state complete the out-of-state section at the bottom of this page.
- ❑ **Apprenticeship Test taker –** All apprenticeship test takers must have the state complete the apprenticeship section at the bottom of this page.

PSI Services LLC
450 North Stephanie Street
2nd Floor
Henderson, NV 89014
Phone: (855) 579-4635

YOU MUST COMPLETE THE NEXT PAGE

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Michigan Exam Application Form

Affidavit Section

FIRST TIME TEST TAKER SECTION
THIS SECTION MUST BE COMPLETED BY AND APPROVED SCHOOL OFFICIAL

I hereby certify this applicant has successfully completed the required course of training following the curriculum guidelines required by Administrative Rule, promulgated by the department.

Applicant Name

_____ _____ _____
Last Name First Name Middle Name

_____ _____
Date of Enrollment Date of Completion

_____ _____
Name of School Number of Hours Completed

_____ _____
Address of School School License Number

_____ _____
Language that classes and school exams were given in Textbook(s) Language

_____ _____
Signature of School Owner (School Official) Date

_____
Print Name

RE_LICENSURE, OUT-OF-STATE and APPRENTICESHIP SECTION
THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at 517-241-0199 for detailed instructions.

Applicant Name

_____ _____ _____
Last Name First Name Middle Name

The applicant must complete the following tests:

◯ Practical and Theory ◯ Theory ONLY ◯ Practical ONLY Code _____

_____ _____
Signature of State Official Date

_____
Print Name