



PSI Services LLC

<https://test-takers.psiexams.com/tdlr>

Before paying for  
your examination registration,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a reference  
when contacting PSI.

# TEXAS DEPARTMENT OF LICENSING AND REGULATION



## MANICURIST LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

**EFFECTIVE SEPTEMBER 1, 2024, the Pivot Point “FUNDAMENTALS: NAILS” 1st Edition, 1st Printing, December 2022 reference will be used IN ADDITION TO the Milady Standard Nail Technology and Milady Standard Foundations references.**

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

## EXAMINATIONS BY PSI SERVICES LLC

The Texas Department of Licensing and Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

### CONTACT INFORMATION

You must be approved to take the examination by the TDLR. Your license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
PO Box 12157  
Austin, TX 78711  
Telephone: (512) 463-6599  
Toll-Free (in Texas): (800) 803-9202  
Relay Texas-TDD: (800) 735-2989  
Website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)  
Email: [examinations@tdlr.texas.gov](mailto:examinations@tdlr.texas.gov)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Services LLC  
(833) 333-4741  
Website: <https://www.psiexams.com/tdlr>  
E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)

Beginning March 1, 2021, PSI will begin to offer the Cosmetology written examinations online. This new online testing platform utilizes an environment that has a remote proctor using secure technology to observe the test taker using their own desktop, webcam video, and audio to confirm their identity. This allows the candidate to complete the required licensing examination in a controlled environment.

TDLR & PSI have been working diligently to provide a viable alternative method to in-person testing. In addition to the online examination option, PSI will continue to offer the traditional written examination at their 22 exam sites across Texas.

By providing the option to take your written examination at one of our 22 exam sites or utilizing the new online examination platform, we are confident that it will provide some relief of the limited availability, making it faster and more convenient to meet our candidates needs to obtain a license from TDLR.

NOTE: candidates will test individually in a private room. GROUP TESTING IS NOT ALLOWED.

**[Click here for a demo of testing from your own personal laptop or computer.](#)**

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination.

You must pass the written examination before you can sit for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times during this period. However, you are encouraged to study between examination attempts and to sit for your examination as soon as possible after attending cosmetology school. A separate fee is required for each examination attempt.

### EXAMINATION FEE

Written Examination only	\$55
Practical Examination only	\$76

FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

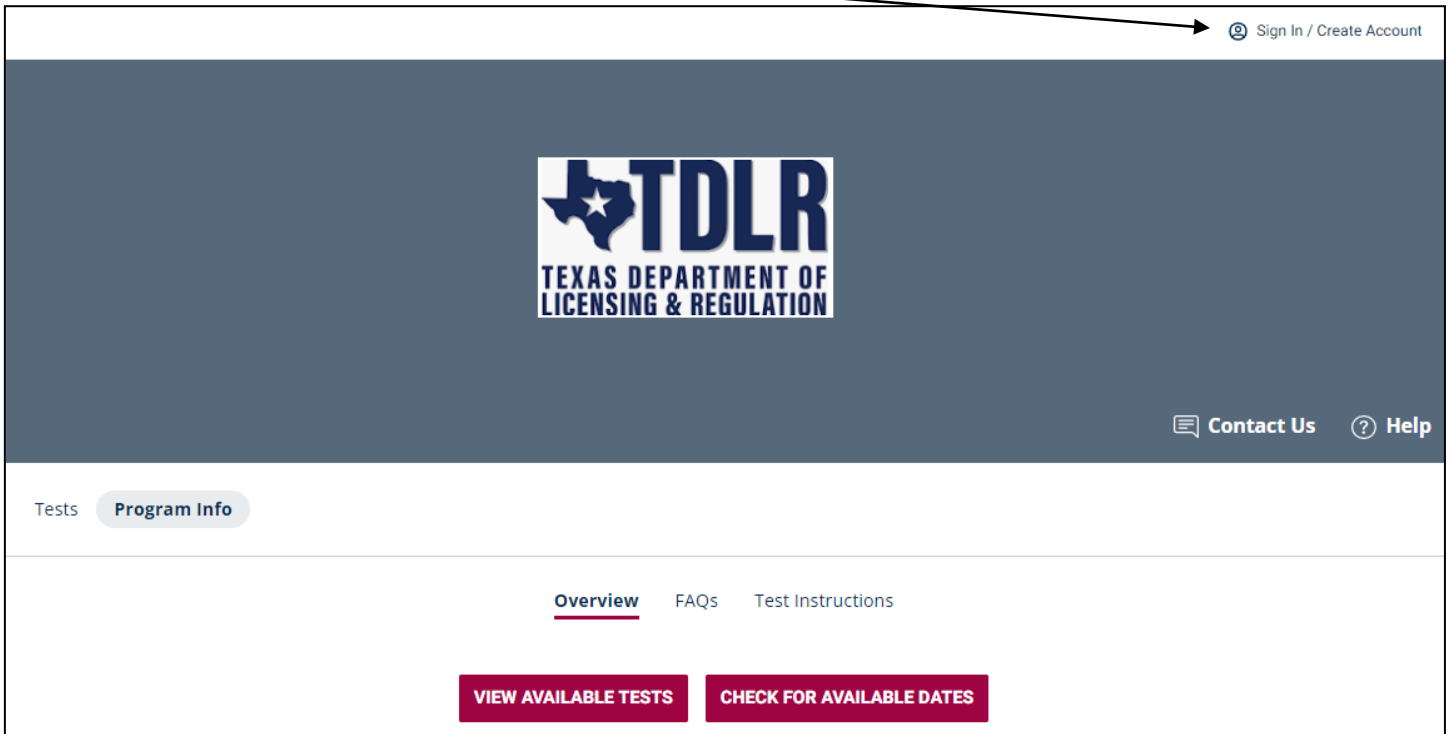
**There are three options to schedule.**

**Via the Website (see page 3), Telephone or Standard Mail (see page 6)**

## ON-LINE SCHEDULING VIA WEBSITE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: (<https://test-takers.psiexams.com/tdlr>).

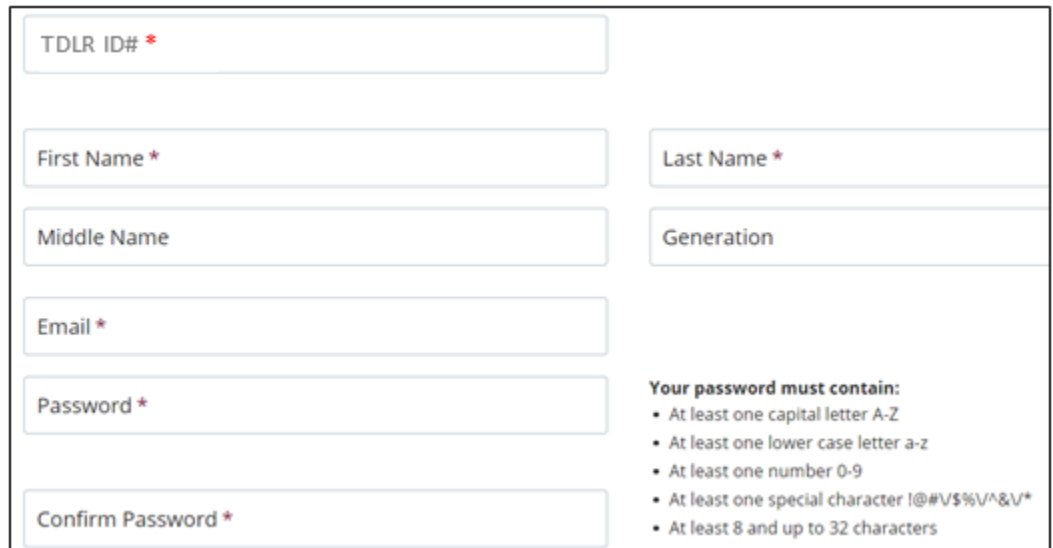
1. Select **Sign In/Create Account**.



The screenshot shows the Texas Department of Licensing & Regulation (TDLR) website. In the top right corner, there is a link labeled "Sign In / Create Account" with a user icon. The main header features the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, there are tabs for "Tests" and "Program Info". Under "Program Info", there are links for "Overview", "FAQs", and "Test Instructions". At the bottom of the header, there are two buttons: "VIEW AVAILABLE TESTS" and "CHECK FOR AVAILABLE DATES".

2. 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.*



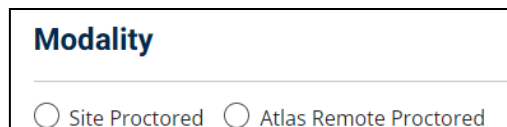
The screenshot shows the account creation form. It includes the following fields and instructions:

- TDLR ID# \*
- First Name \*
- Last Name \*
- Middle Name
- Generation
- Email \*
- Password \*
- Confirm Password \*

**Your password must contain:**

- At least one capital letter A-Z
- At least one lower case letter a-z
- At least one number 0-9
- At least one special character !@#V\$%^&V\*
- At least 8 and up to 32 characters

1. You will now select if you want to take the examination at a PSI test center (Site Proctored) or from your own laptop or computer (Atlas Remote Proctored).



The screenshot shows the "Modality" selection form. It has two radio buttons:

- ☐ Site Proctored
- ☐ Atlas Remote Proctored

## IF YOU SELECTED TO TAKE YOUR WRITTEN EXAMINATION AT A TEST CENTER FOLLOW THE STEPS BELOW

Enter the “City or Postal Code” and select **SEARCH**. You will then select the date and time you would like to test.

« < April 2023 > »

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**1 Houston East - Innovative Minds (16.24 MI)**

11811 East Freeway, Ste. 260, Atrium Tower

Type: PSI Authorized

**Availability By Day**

S M T **W** T F S

**Available Times: Wednesday April 19**

8:30 AM 8:45 AM 11:45 AM 1:15 PM 1:45 PM

3:00 PM

You are now ready to pay.

**Payment**

☒ **Credit Card**

Credit Card Number

Expiration

Name on Card

CVV

Total (USD)

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

**Booking Confirmed!!!** [Print Confirmation](#)

Email Address:

asingla81@psionline.com

Home Phone:

111224444

Office Phone:

2221112345

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**IF YOU SELECTED TO TAKE YOUR WRITTEN EXAMINATION  
ONLINE USING YOUR OWN PERSONAL LAPTOP OR COMPUTER  
FOLLOW THE STEPS BELOW**

Enter your time zone and select **SEARCH**. You will then select the date and time you would like to test.

Country \*

United States

Time Zone \*

(UTC-06:00) Central Time (America/Chicago)

SELECT

« < March 2023 > »

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Available Times: Saturday March 25

12:30 AM

1:00 AM

1:30 AM

2:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

5:30 PM

6:00 PM

6:30 PM

7:00 PM

You are now ready to pay.

Payment

Credit Card

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

Credit Card Number

Expiration

MM / YY

Name on Card

CVV ?

Total (USD)

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 COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. Prior to testing, [CLICK HERE](#).

Bookings: ?

1 DAYS 0 HOURS 22 MINUTES

until test

Wednesday, October 06, 2021

Add to Calendar

5:30 PM Pacific Time

Print Receipt

More Information

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

Online Proctored (Live).

Click the Launch button at your scheduled test time.

LAUNCH

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.

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### **TELEPHONE SCHEDULING**

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). PSI registrars are available at (833) 333-4741, 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 receive your payment and schedule your appointment for the examination

### **STANDARD MAIL REGISTRATION**

If you prefer, you may mail the Examination Registration Form (found at the end of this Candidate Information Bulletin). Mail the completed Examination Registration Form to PSI with the appropriate examination fee. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money order or check must be made payable to PSI, with your student permit number noted on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow 7 business days to process before contacting PSI to schedule.

### **RESCHEDULING AN EXAMINATION APPOINTMENT**

You may reschedule an examination appointment without forfeiting your fee if your *notice is received 2 days before the scheduled examination date*. You may reschedule at <https://www.psiexams.com/tdlr> or call PSI at (833) 333-4741.

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

### **LOSING YOUR EXAMINATION FEE**

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not reschedule your appointment at least 2 days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Are not dressed appropriately for the Practical Examination.

### **EXAMINATION 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#). This form also includes out-of-state testing requests.

### **FOREIGN LANGUAGES**

Examinations are administered in English. However, some examinations are available in Spanish or Vietnamese for no additional cost. To take one of these examinations you must indicate your language preference when you schedule your examination.

For languages other than English, Spanish or Vietnamese, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate. Please fill out the form by [Clicking Here](#).

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

### **EXAMINATION SITE CLOSING FOR AN EMERGENCY**

If severe weather or an emergency forces the closure of an examination site 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 schedule by calling (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

### **EXAMINATION REVIEW**

PSI, in cooperation with TDLR, will be regularly 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 clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. 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 candidates' results and adjust them accordingly. **This is the only review of the written examination available to candidates. There is NO review of the Practical examination.**

## EXAMINATION SITE LOCATIONS

**It is your responsibility to verify that you are going to the correct site.**

### **Abilene (WRITTEN EXAMINATION ONLY)**

301 S Pioneer, Suite 103/104

Abilene, TX 79605

*Head NW on US-83 N/US-84 W. Take the US-84 W/I-20 BUS exit toward Sweetwater/S 1st street. Turn Right onto S 1st street (signs for 1-20 E). Turn Right onto S Pioneer Drive.*

### **Amarillo (WRITTEN AND PRACTICAL EXAMINATIONS)**

4312 Teckla, Suite 500

Amarillo, TX 79109

*Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.*

### **Arlington (WRITTEN EXAMINATION ONLY)**

Centerpoint IV

2401 E. Randol Mill Road, Suite

160Arlington, TX 76011

*From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.*

*From I-30 E - Take exit 28 toward Baird farm Road/ Ballpark Way/ Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.*

### **Austin (WRITTEN EXAMINATION ONLY)**

8000 Centre Park Drive, Suite 345

Austin, TX 78754

*From US-290 East, merge onto US-290 East and exit onto I-35 North. Follow signs for US-183 North. Continue on US-183 North for 2.5 miles. Take the exit for FM 1325/Burnet Rd. Turn right onto Centre Park Dr.*

### **Austin (WRITTEN AND PRACTICAL EXAMINATIONS)**

8000 Anderson Square, Ste

301BAustin, Texas 78757

*If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.*

### **Corpus Christi (WRITTEN EXAMINATION ONLY)**

2820 S Padre Island Dr, Suite

105Corpus Christi, TX 78415

*From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.*

### **Dallas (WRITTEN EXAMINATION ONLY)**

One Empire

1140 Empire Central Dr, Suite 610

Dallas, TX 75247

*From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr.*

*From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.*

**Dallas/Richardson (WRITTEN EXAMINATION ONLY)**

1701 N Collins Blvd, Suite 130

Richardson, TX 75080

*From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.*

**Dallas/Richardson (PRACTICAL EXAMINATION ONLY)**

300 N Coit, Suite 172

Richardson, TX 75080

*From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right-hand side.*

*If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.*

**El Paso (WRITTEN EXAMINATION ONLY)**

11500 Pellicano Dr, Suite B13

El Paso, TX 79936

*Coming from El Paso Airport, Take 1-10 E to exit 28B towards Yarbrough drive. Merge onto Gtwy blvd east and turn left onto Lomaland drive. Continue to Pellicano drive and make a right and continue for a mile, complex is on the right hand side. Business complex building B is facing Goodyear drive on the right-hand side.*

**El Paso (PRACTICAL EXAMINATION ONLY)**

4171 N. Mesa

Bldg. A, Suite

104A El Paso, TX

79902

*From I-10E/US-180E toward downtown, take the Executive Center Blvd Exit (Exit 16). Turn left onto Executive Center Blvd. Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

*From I-10-W, take the Executive Center Blvd Exit (Exit 16). Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

**Fort Worth (WRITTEN EXAMINATION ONLY)**

6801 McCart Avenue, Suite

B-1 Fort Worth, TX 76133

*From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right, you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.*

**Harlingen - Innovative Minds (WRITTEN EXAMINATION ONLY)**

Executive Central Office Building

722 Morgan Blvd Suite D

Harlingen, TX 78550

*From McAllen, TX: Get on I-2 from Hwy 83/W Business 83/W U.S. Business 83 and S 2nd St/S Col Rowe Blvd. Follow I-2 to US-83 BUS E in Harlingen. Take exit 175 from I-2. Take Tyler Ave to Morgan Blvd.*

*From Brownsville: Get on I-69E N/US-77 N/US-83 N from E 7th St. Follow I-69E N/US-77 N/US-83 N to S Expressway 83/Frontage Rd in Harlingen. Take exit 23A from I-69E N/US-77 N/US-83 N. Take Camelot Dr and S 77 Sunshine Strip to Morgan Blvd*

**Houston North (Greenbriar Place) (WRITTEN EXAMINATION ONLY)**

Greenbriar Place

650 North Sam Houston Pkwy E, Suite

535 Houston, TX 77060

*From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.*

*From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).*

**Houston (East) (WRITTEN EXAMINATION ONLY)**

Atrium Building

11811 I-10 East Freeway, Suite 260

Houston, TX 77029

*From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasitos Cantina.*

*From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasitos Cantina.*



**Houston (Southwest) (WRITTEN EXAMINATION ONLY)**

One West Belt

9555 W. Sam Houston Pkwy South, Suite

250Houston, TX 77099

*The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.*

*From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.*

**Houston (Northwest) (WRITTEN AND PRACTICAL EXAMINATIONS)**

9800 Northwest Freeway

Suite 200

Houston, TX 77092

*From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C.Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*

**Lubbock (WRITTEN EXAMINATION ONLY)**

The Center

4413 82nd St., Suite 210

Lubbock, TX 79424

*From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82<sup>nd</sup> St.*

**McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)**

7000 N. 10th Street Suite

C-4McAllen, TX 78504

*From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.*

**Midland (WRITTEN AND PRACTICAL EXAMINATIONS)**

Westwood Village Shopping

Center 4200 West Illinois

Avenue, Suite 200

Midland, TX 79703

*From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Premier High School in the shopping strip parking lot at 4200 W Illinois. Suite is at the end of the left Strip.*

**San Antonio (WRITTEN EXAMINATION ONLY)**

6655 First Park 10 Blvd., Suite 230

San Antonio, TX 7821

*From I-10 West - Take exit 565A towards Crossroads Blvd/Balcones Heights and merge onto Frontage Rd. Turn right onto First Park Ten Blvd and go about ½ mile. The building will be on the right.*

**San Antonio (WRITTEN AND PRACTICAL EXAMINATIONS)**

9502 Computer Drive, Ste 105. San Antonio, TX 78229 (testing effective thru 5/5/2025)

5555 NW Parkway, Ste 135. San Antonio, TX 78249 (testing effective 5/9/2025)

*From I-10E - Use the right lane to take exit 559 towards TX-345 S/Fredericksburg Rd. Use the right lane to merge onto Frontage Road/I-10 Frontage Rd. Go .4 miles then turn right onto Northwest Parkway. Take the second right into the parking lot and enter the building.*

**Tyler (WRITTEN EXAMINATION ONLY)**

3800 Paluxy Dr, Suite 310

Tyler, TX 75703

*From I-20, turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.*

**Waco (WRITTEN EXAMINATION ONLY)**

345 Owen Lane, Suite 124

Waco, TX 76710

*From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.*

You may also test at a PSI site outside of Texas. Please call (833) 333-4741 for more information.

Shreveport, LA  
Baton Rouge, LA  
McAlester, OK

Oklahoma City, OK  
Tulsa, OK  
Woodward, OK

## THE CHECK IN PROCESS TO TAKE YOUR EXAMINATION

**If you are taking your examination at a PSI test site:** On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. NO conversing or any other form of communication among candidates is permitted once you enter the examination area. If you arrive late or do not appear in the appropriate attire, you will NOT be admitted to the examination site and you will forfeit your examination fee.

**If you are taking your examination using your own personal computer:** On the day of the examination, you may launch the examination 30 minutes prior to your scheduled appointment time. If you attempt to launch after the scheduled start time, you will NOT be allowed to launch the examination and you will forfeit your examination fee.

### REQUIRED IDENTIFICATION FOR EXAMINATION

**You must provide 1 form of identification (ID).** The identification must be a VALID form of government-issued ID, such as a passport book or foreign passport book\*, driver's license\*\*, or state ID. The identification must contain the following biographical information:

- (1) printed name
- (2) photograph
- (3) signature or fingerprint
- (4) date of birth
- (5) expiration date

\*Passport cards do not contain all required information and are not acceptable.

\*\*Temporary licenses or IDs will be accepted only if accompanied by either the expired/invalid license or another form of photo ID.

Current public high school IDs are also VALID when accompanied by a photocopy of the TDLR student permit. If you have graduated from high school, your ID is only valid until August 31 of that year.

Current community college and junior college IDs are also VALID government-issued IDs and require only your printed name, photograph, and date of birth.

Identification provided must match all information provided by TDLR to PSI upon eligibility. A digital copy of your ID documentation will be taken upon check in and stored with your personal data.

*If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.*

*Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination and will forfeit your examination fee.*

### 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.

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 [taking your examination on your laptop or computer](#), include but not limited to:

- Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- You are not allowed to leave the station during the exam.
- 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.
- You must keep both of your hands on or above the desktop during the exam.
- Also note that 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.
- Temporarily moving out of the camera's line of sight.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam, see page 14 for requirements.
- 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.

## **TAKING YOUR EXAMINATION AT A PSI TEST SITE**

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 or you have not ended your examination.

### **WRITTEN SCORE REPORTING**

**IN PERSON EXAMINATION:** Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account. If you have not received your score report within 24 hours and/or are unable to print from your online account, please contact PSI customer service to verify your email address so one can be sent to you.

**REMOTE PROCTORED:** Candidates taking a remotely proctored exam: you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account. If you have not received your score report within 24 hours and/or are unable to print from your online account, please contact PSI customer service to verify your email address so one can be sent to you.

## WRITTEN EXAMINATION

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees 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.

### TEXAS MANICURIST

60 Scored Items - 90 Minutes - 70% Correct to Pass

6 Non-Scored Items - 10 Minutes

1.	<b>Licensing and Regulation - 20%; 12 questions</b>
	Health and Safety
	Responsibilities of the Practitioner
2.	<b>Infection Control - 34%; 20 questions</b>
	Cleaning and Disinfecting
	Implements
	Equipment
	Work Environment
	Safety Procedures
	Exposure Incidents
	Skin
	Diseases
	Disorders
	Nail
	Diseases
	Disorders
3.	<b>Nail Structure and Analysis - 5%; 3 questions</b>
	Anatomy
	Analysis
	Physiology
4.	<b>Nail Care - 41%; 25 questions</b>
	Manicuring
	Pedicuring
	Nail Enhancements
	Acrylic
	Gel
	Tips
	Maintenance
	Equipment
	Implements
	Massage and Manipulation
	Products

## REFERENCE LIST

This examination is CLOSED BOOK.

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

- *Texas Administrative Code, Chapter 83*, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)
- *Texas Occupations Code, Chapter 1603*, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)
- *Milady Standard Nail Technology*, 8<sup>th</sup> Edition (2021), [www.milady.cengage.com/](http://www.milady.cengage.com/)
- *Milady Standard Foundations*, 1st Edition, 2020, [www.milady.cengage.com/esthetics.asp](http://www.milady.cengage.com/esthetics.asp)
- *Pivot Point International, Salon Fundamental Nails: A Resource for Your Nail Care Career*, 2007, Pivot Point International, Inc., [www.pivot-point.com](http://www.pivot-point.com), Call 800-886-4247.

## NON-SCORED ITEMS

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

## PRACTICAL EXAMINATION

For practical examination questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com)

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

- **Trainer hands for nail procedures are NOT permitted.**
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- 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.
- During the Practical Examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- Aerosol products are **NOT** permitted for use during the examination.
- Odorless monomer and low odor primer for one nail: **ONLY bottles clearly marked "odorless" by the manufacturer's label will be allowed.**
- All tasks listed in this bulletin must be performed in order listed or candidates will NOT receive points.
- The time allotted for each service includes time for setup and cleanup.
- It is important to have all needed supplies and equipment when you arrive for the examination. You will NOT be permitted to leave the examination area once you arrive and are signed in.

- All supplies must be clean, sanitary, unstained. Products must be labeled in ENGLISH (manufacturer labels are acceptable).
- If you do NOT bring the items listed in the “Supplies and Equipment” section or bring a wrong item (e.g., non-EPA approved hospital grade disinfectant), you will NOT receive points for completing those steps.
- Candidates MUST raise their hand at the end of each section indicating completion.
- No markings or colorings around the mannequin's hair, scalp, hairline, hands or fingers are permitted. Candidates bringing in mannequins with such markings will not receive points for the sections of the examination requiring use of these mannequins.
- Cheat sheets and written notes (e.g., written task lines on containers, items that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical examination. To do so will result in loss of points for all Procedure Criteria throughout the examination. Identifying bag for service is allowed.
- Items left behind will be discarded.
- Cell phones are NOT allowed in the practical examination room.
- **Examiners will check nail liquid prior to each examination. Liquid must be odorless. Otherwise, you will be unable to use the product and will not receive points for completing those tasks.**

**EFFECTIVE SEPTEMBER 1, 2023, the Eyelash Strip Application Service will no longer be a part of the practical examination.**

#### **IMPORTANT NOTICE**

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater's current student, current employee, employer or co-worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate's examination results may be voided.

Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss examination results in any way. Please direct all questions and/or concerns to PSI Customer Service.

## SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outline (shown below) to ensure you bring all supplies/equipment you need to perform these services.

### ITEMS THAT ARE NOT TO BE LABELED

The items listed below are NOT TO BE LABELED. Doing so may result in loss of points.

- Abrasive/nail files and buffers
- Application brush
- Cotton/ cotton pads
- Cuticle nippers
- Cuticle pusher
- Dappen dish
- Finger bowl
- Mannequin hand (prepped with tips to represent the natural nail)
- Nail forms
- Nail tips
- Orangewood stick
- Paper towels
- Tip cutter/large nail clipper
- Towels

### ITEMS THAT MUST BE LABELED IN ENGLISH ONLY

The items listed below MUST BE LABELED (numbering of any kind is NOT allowed; manufacturer labels are acceptable). Failure to properly label items may result in loss of points.

- 30x30 kit labeled as “Pre-sanitized, Clean or Disinfected”
- Blood exposure kit / first aid kit
- Cuticle oil
- Cuticle remover
- EPA-approved disinfectant or simulated product
- Hand sanitizer
- Nail adhesive
- Nail dehydrator/cleanser
- Odorless monomer and low odor primer for one nail. To maintain a safe environment, only odorless nail liquids may be used on practical examinations. **ONLY bottles clearly marked "odorless" by the manufacturer's label will be allowed.**
- Polymer powder
- Trash bag(s)

### ITEMS SUPPLIED BY EXAMINATION VENDOR

- Brooms and dust pans
- Covered trash cans
- Mounted wall clock
- Work stations/ manicure table with chairs

## CONTENT OUTLINE

- The entire examination will be 1 hour and 21 minutes in length.
- Total number of points is 51.
- The passing score for the entire Practical examination is 70% (This is 36 points out of 51).

The following information will be used by examiners to grade your performance during the Practical Examination:

All procedure criteria **MUST** be performed in the order listed for candidate to receive points for the tasks. **DO NOT** begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. 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** step back and raise their hand at the end of each section indicating completion.

### **CANDIDATE BEGINNING GENERAL INSTRUCTIONS:**

*(To be read after all candidates have been checked in and the Rater and candidates are ready to begin).*

*Welcome to PSI Congratulations on passing your written examination. The proctor for this session will read the instructions, keep time for each section and can only answer general questions that do not direct or instruct you in any way concerning this examination. The raters are responsible for observing and rating your skills performance and are not allowed to converse with candidates except to provide a general salutation. Once the examination begins, you may place all of your supplies in your assigned work station. You may not observe the work of other candidates. Please do not speak to or assist other candidates during the examination. While you may use the restroom during the examination please keep in mind that the time will continue to elapse and any instructions you miss will not be repeated. Only one candidate at a time may leave so please return as quickly as possible.*

*Does anyone have any questions about the instructions I have just read to you?*

*The first section is **Pre-Examination Set Up and Disinfection**. You have 10 minutes to unpack your general supplies and prepare your work area. You will be informed when you have 5 minutes remaining.*

*You may begin.*

#### **Pre-Examination Set Up and Disinfection - Time Allowed: 10 minutes**

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

1. Disinfect work surfaces
2. Properly dispose of waste material
3. Kit remains sanitary
4. Avoid cross contamination

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The next section is **Manicure Service**. Please perform a manicure. You have 15 minutes to complete this section. You will be informed when you have 8 minutes remaining.*

*You may begin.*

#### **Manicure -Time Allowed: 15 minutes**

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

1. Set up manicure table
2. Sanitize/clean hands
3. Shape the nails
4. Perform cuticle care
5. Clean under free edges of nails

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

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

*Candidates you have 8 minutes remaining.*



*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The next section is **Tip Application Service on One Nail**. Please apply a tip to one finger. You have 12 minutes to complete this section. You will be informed when you have 6 minutes remaining.*

*You may begin.*

**Tip Application on One Nail - Time Allowed: 12 minutes**

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

1. Sanitize/clean hands
2. Prepare nail for service
3. Select and adhere nail tip
4. Trim nail tip
5. Blend nail tip

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

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

*Candidates you have 6 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination*

*The next section is **Nail Enhancement with Form Service**. Please apply a nail enhancement with a form to one finger. You have 22 minutes to complete this section. You will be informed when you have 11 minutes remaining.*

**Nail Enhancement with Form - Time Allowed: 22 minutes**

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

1. Sanitize/clean hands
2. Prepare nail for service
3. Position nail form
4. Apply monomer and polymer product to nail
5. Finish nail surface

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

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

*Candidates you have 11 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The next section is **Blood Exposure Incident Service**. Please perform procedures for a Blood Exposure Incident. You have 12 minutes to complete this section. You will be informed when you have 6 minutes remaining*

*You may begin.*

**Blood Exposure Incident- Time Allowed: 12 minutes**

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

1. Wear gloves
2. Clean simulated cut
3. Bandage simulated cut
4. Properly dispose of used materials
5. Sanitize/clean hands

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

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

*Candidates you have 6 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed.*

*The last section is **End of Examination Disinfection**. You have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**End of Examination Disinfection - Time Allowed: 10 minutes**

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

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed.*

**CANDIDATE FINAL INSTRUCTIONS:**

*This concludes the practical examination. Please be seated at your assigned station to wait for your score report. Barring any computer related problems, it should only take approximately 5 to 10 minutes to generate the report. Once you have received your score report you are required to leave the testing facility immediately. Please be sure to read and review your score report in its entirety. Raters or proctors are not allowed to discuss your examination or its result. For questions or concerns please wait 24 hours and then contact PSI customer service. Thank you and have a great day.*



# TEXAS COSMETOLOGY EXAMINATION REGISTRATION FORM

PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: \_\_\_\_\_  
First Name Last Name Middle Name

2. Student Permit Number:

3. Mailing Address: \_\_\_\_\_  
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste  
\_\_\_\_\_  
City State Zip Code

4. Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

5. Email: \_\_\_\_\_@\_\_\_\_\_

6. Examination: (Check one) ☐ Written Examination only (\$55) ☐ Practical Examination only (\$76)

**Note: You must pass the Written Examination before you can pay for and schedule the Practical Examination.**

7. You may pay by credit card, money order, company check, or cashier's check. Make check or money order payable to "PSI" and write your student permit number on it. **Cash and personal checks are not accepted.**

If paying by credit card, check one: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_  
*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Complete and forward this registration form with the applicable examination fee to:  
**PSI Services LLC \* ATTN: Examination Registration TX CO**  
450 N Stephanie St.  
Suite 200/2<sup>nd</sup> floor  
Henderson, NV. 89014  
(833) 333-4741 \* TTY (800) 735-2929  
E-mail: examschedule@psionline.com