



**PSI Services LLC**  
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<https://test-takers.psiexams.com/scbarb>

## **SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATIONS**

### **BARBER INSTRUCTOR EXAMINATION TEST TAKER GUIDE**

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

## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

If you fail, you may retest unlimited until you pass. After passing the examination, apply for your license by submitting an application. For more information visit the Boards website at <https://llr.sc.gov/cosmo/> or email [BoardInfo@llr.sc.gov](mailto:BoardInfo@llr.sc.gov).

Once you are approved by the Department, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination.

Examination Fee	\$66
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

### SCHEDULING ON-LINE

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/sccos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

### SCHEDULING BY TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available at (855) 340-3701 Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3701.

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

### RETAKING A FAILED EXAMINATION

The South Carolina Board requires all candidates who fail an examination to re-apply for eligibility to retest. Application may be made by using the LLR application portal, <https://eservice.llr.sc.gov/NewAppsV3/>, or by [CLICKING HERE](#). PSI is not allowed to re-register a candidate or create a new eligibility for a candidate after an unsuccessful attempt/failure without a new eligibility from the state.

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/sccos>. You may also call PSI at (855) 340-3701.

"Alert - Reexamination Instructions" <https://llr.sc.gov/cosmo/>

### MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;

- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

### **EXAMINATION ACCOMMODATIONS (AA)**

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 as appropriate to meet a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin or by [Clicking Here](#).

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

In the event that severe weather or another 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 scheduled examination by calling (855) 340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/sccos>.

## **WRITTEN EXAMINATION SITE LOCATIONS**

### **GREENVILLE/SPARTANBURG**

Park East, Anderson Building  
150 Executive Center Drive, Suite 218  
Greenville, South Carolina 29615

### **COLUMBIA**

Synergy Business Park  
Congaree Building  
121 Executive Center Drive, Suite 143  
Columbia, South Carolina 29210

### **CHARLESTON**

4600 Goer Drive, Suite 112A  
North Charleston, South Carolina 29406

### **BEAUFORT/HILTON HEAD**

Regions Bank Building  
69 Robert Smalls Pky/SC-170, Unit 4D  
Beaufort, South Carolina 29906

### **MYRTLE BEACH**

1601 North Oak Street, Suite 305  
Myrtle Beach, South Carolina 29577

## **PRACTICAL EXAMINATION SITE LOCATION**

### **COLUMBIA PSI PRACTICAL TESTING CENTER**

111 Executive Center Drive  
Suite 222  
Columbia, South Carolina 29210

## **REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

## **REQUIRED IDENTIFICATION TO ENTER THE TEST**

Test Takers are required to bring one form of valid (non-expired) Identification (ID) and their Eligibility Letter to be admitted for their test.

### **IDENTIFICATION REQUIREMENTS:**

Test Taker's name on the government issued ID and roster must match, and the TCA/Proctor should refer to the name matching guidelines for name variations. If the Test Taker fails to bring proper ID OR the TT's name does not match, the Test Taker should not be allowed to test. If the TT is not admitted as a result of registered name variations, the examination fee will not be refunded.

### **PRIMARY IDENTIFICATION:**

The primary identification must be a government issued ID with a picture, signature, and an expiration date. CHOOSE ONE

- State issued Driver's License
- State issued Identification card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

### **NAME DISCREPANCY GUIDELINES:**

The test taker SHOULD be admitted under any of the following circumstances regarding variations in their name:

- If middle name is omitted and not present or only the first initial of the middle name is included in either registration or primary identification, the test taker should be allowed to test.
- If the last name is hyphenated: So long as any portion of the last name is included in the primary identification or registered name, the TT should be admitted and allowed to test.
- Review the Name Matching Guideline Document and adhere to policies concerning TT with legal name changes.
- Contact Site Admin or the Regional Site Supervisor for SC for any name matching concerns before turning the TT away.

### **ELIGIBILITY LETTER:**

A TT is approved to test, will be issued an Eligibility Letter by the licensing Board. The TT MUST present their Eligibility Letter at the time of admission to sit for their test. Review Copy of Eligibility Letter [here](#).

The TCA/proctor should review the letter and confirm the following information when matching it with their primary identification and the test center roster. No copy of the letter should be kept by testing staff:

- Full legal name
- Name of Exam Approved for eligibility
- Exam ID # &
- Test taker ID Number
- Eligibility date and Expiration date

A receipt of scheduling is unacceptable in place of the Eligibility letter. The letter can be presented in a hard copy or an electronic copy. If the TT arrives with an electronic copy, the TCA/Proctor should verify the email that the letter was received from. Only emails received from [hyperlinks@llr.sc.gov](mailto:hyperlinks@llr.sc.gov) should be accepted. If the TT is not able to present proof of email receipt, the electronic eligibility letter should not be accepted. The eligibility letter is valid so long as it is not expired. School codes are NOT REQUIRED for admission purposes. Letters without a school code are valid.

## SECURITY PROCEDURES

The following security procedures apply during examinations:

- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your 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 examination 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 you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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 all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- 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 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.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Board of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board .
- 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. Candidate will not receive extra time to complete the examination.

## TAKING THE THEORY EXAMINATION (COMPUTER BASED)

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 to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for a test. At the top is a 'function bar' with icons and labels: 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar with text: 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main area displays question 3: 'What do the stars on the United States of America's flag represent?'. Below the question is a text box for the answer. Underneath the text box is the instruction '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area are two buttons: '<< Back' and 'Next >>'.

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.

### EXAMINATION REVIEW

While taking the theory examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link of 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. **This is the only review of examination materials available to candidates.**

## SCORE REPORTING

Printed examination results for both theory and practical are provided to you immediately following completion of the examination. Large off-site group testing results will be sent by email. The minimum score required to pass both the theory and practical examination is 75. When you complete the examination, you will receive a score report indicating “FAIL” or “PASS”.

Your score report will be sent electronically to the state.

### DUPLICATE SCORE REPORTS

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.

- Take notes on what you study. Putting information in writing helps you commit it to memory and is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

Test takers will email [cosmetology@psionline.com](mailto:cosmetology@psionline.com) or [barber@psionline.com](mailto:barber@psionline.com) to request a topic for their Instructor test. A Customer Service Representative can not give a topic, test takers must make the request by email. The team will respond with the test topic within 48 hours on business days.

## EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIALS

### NIC EXAMINATION CONTENT OUTLINES

Please see the following NIC Content Outline pages with details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.



## ACCOMMODATION REQUEST FORM

All examination 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 examination may request alternative arrangements by [Clicking Here](#).

### Requirements for exam accommodation requests:

Applicants 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 applicants 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

## CANDIDATES MUST BE REGISTERED FOR AN EXAMINATION PRIOR TO REQUESTING TO SCHEDULE AN ACCOMMODATION

PSI Services LLC  
450 North Stephanie Street  
2nd Floor  
Henderson, NV 89014

# National Instructor Theory Examination CIB

Effective July 01, 2022

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## CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

*Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.*

The National Instructor Theory Examination is a licensure examination for Instructor, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Instructor Theory Examination content and references.

The time allowed for this examination is 90 minutes.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC National Theory Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

***BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!***

### IMPORTANT INSTRUCTIONS

#### General

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

#### Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.

- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

### *Prohibited Items*

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

## **INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE**

### **Domain Details**

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 85 items, of which 75 items are weighted and contribute to the candidate's final score.

- I. INSTRUCTIONAL PLANNING (33%)
  - A. Instructional Planning - Manage the curriculum delivery process
    1. Syllabus
    2. Course Outline
    3. Development of lesson plans
    4. Delivery of course content
    5. Instructional outcomes
    6. Performance assessment
  - B. Instructional Planning - Identify student learning styles and needs
    1. Learning types
    2. Instruction adaptations
  - C. Instructional Planning - Utilize instructional materials
    1. Printed

2. Audiovisual
3. Demonstration
4. Technology

D. Instructional Planning - Determine application of assessment

1. Written
2. Practical
3. Oral

II. INSTRUCTIONAL METHODS (33%)

E. Instructional Methods - Employ methods of instruction

1. Lecture
2. Demonstration
3. Group learning

F. Instructional Methods - Recognize obstacles to learning

1. Obstacle identification
2. Instructional practice adaptations

G. Instructional Methods - Employ communication skills

1. Verbal
2. Non-verbal
3. Listening

H. Instructional Methods - Demonstrate time management techniques

I. Instructional Methods - Assess student learning

1. Assessment implementation
2. Evaluation of results
3. Reliability and validity

III. THEORY AND PRACTICAL CLASSROOM (34%)

A. Theory and Practical Classroom - Manage physical and virtual learning environments

1. Organization and layout

2. Conditions of the environment
  3. Instructional practice adaptations
  4. Inventory and supplies
- B. Theory and Practical Classroom - Demonstrate instructor professional responsibilities
1. Professional conduct
  2. Student academic advising and remediation
  3. Administrative responsibilities
  4. Self-evaluation and continuing education
- C. Theory and Practical Classroom - Maintain a safe learning environment
1. Characteristics of a safe learning environment
  2. Safety hazards in the learning environment
  3. Infection control and prevention procedures

## NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Instructor Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. Which of the following should be recorded in an educator's time utilization log?
  - A. Planned work
  - B. Clocked hours
  - C. Students' grades
  - D. Disciplinary actions
2. To ensure educational content is kept current, the educator would utilize which of the following materials
  - A. Workbook
  - B. Dictionary
  - C. Reference book
  - D. Social network

3. Which of the following conveys visual integrity when presenting to the class?
  - A. Vocabulary
  - B. Introduction
  - C. Gestures
  - D. Tone
4. When a large group of students is divided for group discussions, an effective arrangement is the
  - A. cluster.
  - B. chevron.
  - C. theatre.
  - D. boardroom.
5. An educator informs a student that the electrical cord is sitting in water and needs to be moved . Whose responsibility is it to correct the situation?
  - A. Maintenance
  - B. Instructor
  - C. Administrator
  - D. Student
6. Students who benefit the MOST from processing tactile information and movement are
  - A. kinesthetic learners.
  - B. auditory learners.
  - C. visual learners.
  - D. disruptive learners.
7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
  - A. Theory concepts are always more interesting.
  - B. Practical skills cannot be learned without theory concepts.
  - C. Theory provides the basic concepts.
  - D. Practical skills always take longer to present than theory.

8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
- A. Cut score
  - B. Rubric
  - C. Rating scale
  - D. Point grading

Answer Key	
1	A
2	D
3	C
4	A
5	B
6	A
7	C
8	B

## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Instructor examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference test material.

### Standard

*McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition*

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2014, 14th Edition

Milady [www.Milady.com](http://www.Milady.com)

Milady Contact: [Info@Milady.com](mailto:Info@Milady.com);

*Milady Professional Educator*

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*Mindful Teaching Pro eBook (101.1 – 701.6)*

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Contact: [info@pivot-point.com](mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

### **Supplemental**

*Milady MasterEducator*

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2013, 3rd Edition

ISBN: 9781133693697

Milady [www.Milady.com](http://www.Milady.com)

Contact: [Info@Milady.com](mailto:Info@Milady.com);

*McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition*

Copyrighted 2013

2011, 13th Edition

Milady [www.Milady.com](http://www.Milady.com)

Contact: [Info@Milady.com](mailto:Info@Milady.com);

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# National Instructor Practical Examination CIB

Effective: July 01, 2022

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## CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

*Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.*

The National Instructor Practical Examination is a licensure examination for Instructor, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Instructor Practical Examination content and administration for core services and additional sections and references.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

***BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!***

### IMPORTANT INSTRUCTIONS

#### General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

## Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

## Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

### Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

### Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

### NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

### Special Attention

The following information is vital and specific to the NIC National Instructor Practical Examination:

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned ONE (1) topic. You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The Lecture Lesson Plan MUST include the following elements: - Blood exposure procedure

Please note the following additional requirements: - You must develop an original theory lecture and demonstration lesson plan. - The lesson plans must be typed, not handwritten. - Each lesson plan must be

originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism. - You must bring a set of lesson plans for yourself, the proctor, and the examiner. - Three (3) copies of the Lecture Lesson Plan - Three (3) copies of the Demonstration Lesson Plan - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner. - It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials: - Container labeled “to be disinfected” - Container labeled “soiled linens” - Container labeled “trash” - Candidates are not allowed to label products as single-use items. - In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.

## INSTRUCTOR PRACTICAL EXAMINATION CONTENT OUTLINE

### Core Domain Sections

The scope of the National Instructor Practical Examination includes 3 (three) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. LESSON PLAN (10 minutes)
2. THEORY LECTURE (15-20 minutes)
3. DEMONSTRATION (25-30 minutes)

### Domain Details

The following outlines the scope of content covered by the NIC National Instructor Practical Examination.

#### 1. LESSON PLAN (10 minutes)

##### **Proctor Verbal Instruction – Read to candidate:**

*“You will turn in your Classroom Theory Lecture and Demonstration lesson plans at this time. Please retain one set of lesson plans for yourself and provide the rest to the proctor. The examiner will have 10 minutes to review your lesson plans. Do nothing until the next verbal instructions are given.”*

- **The lesson plan will be evaluated on the following elements:**
- **1.1 Lesson plan introduction**
- **1.2 Lesson plan content**
- **1.3 Teaching aids**
- **1.4 Closing**

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:**

*“We will now proceed.”*

## 2. THEORY LECTURE (15-20 minutes)

### **Proctor Verbal Instruction – Read to candidate:**

*“You will be presenting your classroom theory lecture on \_\_\_\_\_.*

*You will be observed for client protection, safety, and infection control procedures throughout the examination.*

*You will have 5 minutes to set up for your classroom theory lecture.*

*You will be informed when you have 2 minutes remaining.*

*When you are finished, please be seated until the next verbal instructions are given.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **2.1 Sets up area for classroom theory lecture**

### **Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:**

*“The candidate has indicated they have finished. We will now proceed.”*

### **Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:**

*“Please stop working. We will now proceed.”*

### **Proctor Verbal Instruction – Read to candidate:**

*“You will now begin the classroom theory lecture.*

*Your lecture must be at least 15 minutes but must not exceed 20 minutes.*

*Verbally indicate to the proctor when you have finished.*

*For example, I’m ready, I’m finished, or I’m done.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **2.2 Introduction to lecture**
- **2.3 Content of lecture**
- **2.4 Lectures on Blood Exposure Procedure**
- **2.5 Use of teaching aids**
- **2.6 Use of communication skills**

- 2.7 Classroom interaction Evaluation of lecture
- 2.8 Closing of lecture
- 2.9 Safety and infection control

**Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination. We will now proceed.”*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:**

*“Please stop lecturing. We will now proceed.”*

### 3. DEMONSTRATION (25-30 minutes)

**Proctor Verbal Instruction – Read to candidate:**

*“You will be presenting your demonstration on \_\_\_\_\_.”*

*You will be observed for client protection, safety, and infection control procedures.*

*You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.*

*You will be informed when you have 5 minutes remaining.*

*Do not begin your demonstration until instructed to do so.*

*Verbally indicate to the proctor when you have finished.*

*For example, I’m ready, I’m finished, or I’m done.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- Candidates will be evaluated on the following tasks:
- 3.1 Sets up area for demonstration

**Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:**

*“The candidate has indicated they have finished. We will now proceed.”*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:**

*“Please stop working. We will now proceed.”*

**Proctor Verbal Instruction – Read to candidate:**

*“You will now begin the demonstration.*

*Your demonstration must be at least 25 minutes but must not exceed 30 minutes.*

*Verbally indicate to the proctor when you have finished.*

*For example, I'm ready, I'm finished, or I'm done.*

*(1) The instructions will be repeated.*

*(2) You may begin."*

- **Candidates will be evaluated on the following tasks:**
- **3.2 Introduction to demonstration**
- **3.3 Content of demonstration**
- **3.4 Performance of demonstration**
- **3.5 Demonstrates Blood Exposure Procedure**
- **3.6 Classroom interaction**
- **3.7 Closing of demonstration**

**Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:**

*"The candidate has indicated they have completed this section of the examination. We will now proceed."*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:**

*"Please stop demonstration. Do nothing until the next verbal instructions are given."*

**Proctor Verbal Instruction – Read to candidate:**

*"You will have 5 minutes to clean up your work area.*

*You will be informed when you have 2 minutes remaining.*

*You will be observed for client protection, safety, and infection control procedures.*

*Verbally indicate to the proctor when you have finished.*

*For example, I'm ready, I'm finished, or I'm done.*

*(1) The instructions will be repeated.*

*(2) You may begin."*

- **Candidates will be evaluated on the following tasks:**
- **3.8 Places items to be disinfected, soiled linens, and trash in correct containers**

**Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean up before the timing has elapsed:**

*"Please do nothing until the next verbal instructions are given."*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean up:**

*“Please stop working.”*

- **CANDIDATE SUMMARY AND FINAL CLEAN UP**

**Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:**

*“The examiner has indicated they have completed their assessment.*

*Make sure that all supplies and disposable materials are taken with you.*

*This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.*

*Thank you for your participation.”*

## **SUGGESTED EXAMINATION SUPPLIES**

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present in English
- All other created labels must be only English

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### **Suggested Supplies**

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- \* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
  - \* Container Labeled “items to be Disinfected”
  - \* EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
  - \* First Aid Kit
  - \* Hand Sanitizer and Manufacturer’s Label (Must be Actual Hand Sanitizer)
  - \* Paper Towels
- 

## **NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES**

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.



## Standard

*McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition*

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