

# Kansas Cosmetology Exam

Candidate Information Bulletin



# Introduction

Thank you for participating in the State of Kansas licensing process. To obtain your license, the Kansas Board of Cosmetology (KBOC) requires you to pass a written and a practical exam after you complete your program.

**Read this entire Candidate Information Bulletin.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

This Candidate Information Bulletin (CIB) includes written and practical exam information. There are checklists for your use on the last pages of this Candidate Information Bulletin to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION REQUIREMENTS

**Requirements to Sign Up for an Exam** - You must be at least 17 years of age and meet the following requirements:

- Completed 1000 hours of your program to schedule your Cosmetology written exam.
- Within 80 hours of completing your program to schedule your practical exam.

**Requirements on the Day of Your Exam** - On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the [www.cosmetologykansas.com](http://www.cosmetologykansas.com) website.

**Required Identification** - For entry into your exam, you are required to provide originals of two (2) of the below qualifying pieces of identification. The types listed below are the **only** forms that will be accepted for entrance into your examination. **Your name (and date of birth, if listed) on the ID are required to match your name and date of birth exactly as they appear in your online account when you arrive at the test site.** If your name or date of birth is incorrect in our system, please contact us prior to your testing date by clicking on the “Contact Support” link at ([www.cosmetologykansas.com](http://www.cosmetologykansas.com)). *\*Note: Your ID may be scanned into our system.*

- **Two** forms of government issued identification (see below) are required.
  - **One** piece of identification must include a current photo.
- Your name is **required** to match our system on both forms unless you also bring documentation of name change (*for example, official court document indicating name change, etc.*).

### Accepted as Identification

#### Original Identification with Photo

- U.S. or international driver’s license or state issued ID card – *valid, or expired within one year*
- U.S. armed services ID card – *with photo and signature*
- U.S. or foreign passport – *valid, or expired within one year (must have English characters for name and date of birth)*
- U.S. Government issued visa – *valid, or expired within one year*
- Immigration ID – *valid, with signature from the U.S. Citizenship and Immigration Service*
- U.S. Certificate of Citizenship or Naturalization – *with signature and photo*
- U.S. Permanent Resident card – *valid, with your signature and photo*
- Tribal ID card
- U.S. Veteran’s Administration ID card – *valid with photo*
- U.S. Concealed weapons permit/Concealed carry license – *valid with photo*

#### Original Identification without Photo

- Certified birth certificate or Certified birth registration card – *original or certified document (must have English characters for name and date of birth)*
- Social Security card (***laminated cards will not be accepted***)
- Receipt of name change

- Tax Payer ID Letter
- U.S. Voter's card
- Medicare card/Medicaid card

**Getting Started** - To take your written and practical exams, you must be referred online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com) by your school, your apprenticeship program, or by the Kansas Board of Cosmetology. Your temporary username and password will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Candidate Information Bulletin by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

**Exam Locations and Scheduling** - Go to [www.cosmetologykansas.com](http://www.cosmetologykansas.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

## Payments

- The practical exam fee is \$75. Practical exam retests are \$75.
- The written exam fee is \$75. Written exam retests are \$75.
- The Blood Spill exam retest fee, once you have passed your practical exam, is \$50.

You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Click on "I do not want to pay by Credit Card" and print the form. Send the completed form, along with your money order or cashier's check, to National Testing Network. Within two weeks you will receive a voucher via email that you can use to go online and schedule your exam.

**Reasonable Accommodation Requests** - All accommodation requests will require documentation from a medical professional. To apply for Reasonable Accommodation related to the Americans with Disability Act (ADA) for your exam(s), you must fill out Form A and provide supporting documentation and submit them by fax or mail to National Testing Network (NTN). If you do not have supporting documentation, please submit Form B, to be filled out by a physician.

Print and fill out the Reasonable Testing Accommodation forms completely and fax or mail them to National Testing Network at the address below. You can download the Accommodation Request forms on

[www.cosmetologykansas.com](http://www.cosmetologykansas.com). NTN will consider all requests for Reasonable Testing Accommodation. Candidates will be informed of the decision within 5-7 business days of receipt of completed paperwork.

Please follow these steps:

1. Do not schedule your exam. Your accommodations must be approved before you can schedule your exam.
2. Form A
3. Form B (optional)
4. Fill in the form(s) completely and mail them to National Testing Network (address provided in documents) or fax (425) 774-0829. Please include your supporting documentation.
5. NTN will inform you of their decision.
6. Once you have approval NTN will help you schedule your exam.

All sections of the forms must be completed; if a section does not apply, please complete it as "not applicable". Additional information may be required if forms are not filled out completely.

Things to check before you submit your forms:

- Any submitted documentation needs to clearly state the nature and extent of the limitations the candidate possesses due to the diagnosed disability.
- Paperwork must be current and dated within the last 3 years.

**Languages** - The exams are offered in English.

**Arrival Time** - Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

**Late Arrival Policy** - Entrance to the examination closes at test time. Candidates who arrive late will not be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to schedule and pay for another exam at a later date.

**Getting Your License** - Upon passing both exams, complete the following steps:

1. Log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com)
2. Click "Print Practitioner Application"
3. Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)

Note: Application must be received and processed by KBOC in order to receive your license

**Need Help?** - If you need help with this process, please contact us anytime by clicking the "Contact Support" link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION RULES

**No Personal or Study Materials** - No personal or study materials are allowed in exam rooms at any time.

**Personal Belongings and Attire** - No purses, backpacks, hats, caps, visors (with the exception of religious apparel), hooded clothing, coats, shawls, heavy jackets or other personal belongings are allowed in exam rooms. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. National Testing Network assumes no responsibility or liability for any personal items in the facility.

**No Weapons** - No weapons of any kind (guns, knives, tasers, pepper spray, etc.) are allowed in the facility.

**No Digital Devices** - No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.

**Talking** - During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates. Raise your hand if you need assistance during an exam.

**No Cheating** - Cheating or falsifying information is not tolerated.

**No Disruptions** - No disruptive behavior or unnecessary noise is allowed. You may be escorted from the room and your exam voided if you are being disruptive.

**No Drinking, Eating, Chewing or Smoking** - No eating, drinking, gum chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)

**Stay Within Your Workstation** - Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed. You may be escorted from the room and your exam voided if you are disrupting another candidate's exam.

**No Breaks** - No breaks are given during exams. You must get permission from an evaluator or an administrator to leave your station.

**No Visitors** - Candidates are not allowed to have companions or visitors in the building.

**Rule Violations** - Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited. Their exam will be voided and will not be scored. The exam fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Violations can result in additional suspensions from testing or affect receiving a license.

**Appeals Process** - National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to [support@nationaltestingnetwork.com](mailto:support@nationaltestingnetwork.com) or to *Appeals Process, National Testing Network, 18720 33<sup>rd</sup> Ave. W., Lynnwood, WA 98037.*

Candidates and schools will not be provided extra details on an examination's evaluation during an appeal process or be given access to watch the recording of an examination.

Please note during your exam, the following things may occur. These are not grounds for Appeal.

- Evaluators are instructed to remain neutral in expression and are instructed not to engage in conversation other than exam instructions if at all possible. Their overall objective is to watch and record what occurs, not to assist you in the examination.
- Evaluators may switch which candidates they are watching during the exam.
- Evaluators are trained to observe and evaluate multiple candidates at one time. You may not see them specifically watching you at every moment, but rest assured you are being seen and evaluated.
- Candidates are assigned examination stations in a random pattern. There is no difference between these stations.

## FREQUENTLY ASKED QUESTIONS

**How and when do I find out about my exam results?** - Your exam results will be posted on your online account page within 5 business days after you complete your exam. The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.

**What is the passing score?** - Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Kansas. Passing score for the written exam is 75. Passing score for the practical exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again. Candidates scoring less than 75 on the practical exam must retake the entire practical exam again. Candidates who fail the Blood Spill portion of the practical exam may schedule another test and take the Blood Spill portion only.

**When can I retaken an exam?** - If you do not receive a passing score, you can go online and sign up to retake the written exam or practical exam at any time.

**What is the cancellation and refund policy?** - Exam fees are not refundable. Exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a support ticket a minimum of 7 calendar days prior to your exam date. ***Schedule changes are not allowed outside of the 7 day policy.***

**What is the policy on extreme weather and emergency closure?** - In case of extreme weather conditions or other emergencies that warrant closure of any testing center, you will be notified as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification, exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a weather re-schedule support ticket.

*Ensuring that your contact information is correct in our system will help us reach you in a timely manner.*

**Is my score valid in other states?** - The State of Kansas has no control over what is accepted in other states.

**Do I have to take the exam for things that are not taught in my program?** - This is your state licensing exam. The exam tests for state requirements and the ability to perform services listed in Kansas State Law, as shown below. You must be prepared for testing in all areas shown.



## EXAM CONTENT OVERVIEW

**Safety & Sanitation** - The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary (including floors, reception area(s), dispensaries, storerooms and bathrooms), to ensure that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.

**Implements, Tools & Equipment** - The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions. Foam inserts in scissor cases cannot be sanitized; therefore, they are not appropriate containers.

**Chemical & Facility Management** - The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, to properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals, and understand proper and appropriate first aid procedures.

**Hair Care & Product Use** - The licensee/practitioner is required to properly recognize and identify hair and scalp disorders and diseases, including parasitic and contagious conditions, open wounds and other conditions that may preclude the performance of services, draping and the use of tools and implements. Hair care services include haircutting, styling, chemical waving, chemical relaxers, hair coloring and lightening.

**Skin & Facial Care & Product Use** - The licensee/practitioner is required to properly recognize and identify diseases and disorders of the scalp, hair and skin, including parasites and contagious diseases, open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include stimulating the skin of the body by the use of preparations, tonics, lotions, or creams; and the application of make-up, and tinting eyelashes and eyebrows.

**Nail Care & Product Use** - The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring and pedicuring, acrylic nails, gel nails, nail tips, nail wraps, paraffin wax treatments and massaging.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the references listed below.

1. *Milady's Standard Textbook of Cosmetology*, Clifton Park, NY: Cengage Learning, 2012.
2. *Milady's Standard Textbook of Cosmetology*, Clifton Park, NY: Cengage Learning, 2016.
3. *Salon Fundamentals: A Resource for Your Cosmetology Career*, Chicago, IL: Pivot Point International, Inc., 2000.
4. *Milady's Standard Nail Technology*, Clifton Park, NY: Thomson Delmar Learning, 2015.
5. Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from:  
<http://www.kansas.gov/kbc/CosmoStatsandRegs.htm>

## WRITTEN EXAM ADMINISTRATION

**Written Exam Time** - 2 hours

**Computerized Testing** - The written exam is computer administered. You must be able to use a mouse and be familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.

**Languages** - The written exam is offered in English.

**All Testing Materials are Provided** - All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

## TIPS FOR TAKING THE WRITTEN EXAM

**Read directions** - Avoid careless errors by thoroughly reading and understanding the instructions before you begin.

**Read questions thoroughly** - Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.

**Read all answers before choosing** - Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.

**Answer every question** - You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.

**Don't spend too much time on one question** - If you have a hard time with a particular question, move on and make a note to come back to that question later.

**Double check answers** - If you finish early, use the remaining time to review and double-check your answers.

## DETAILED WRITTEN EXAM CONTENT: COSMETOLOGY

### **Kansas State General Laws, Rules and Regulations - 25%**

Laws, Rules and Regulations contained in the following publication:

Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from:

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

### **Safety, Sanitation & Infection Control - 40%**

Types of bacteria

Immunity

Viruses

Client records

Parasites

First Aid:

- Blood spill procedures
- Bodily fluids contact procedures

Methods of infection control:

- Sanitation
- Antiseptics
- Disinfection
- Sterilization
- Solutions and formulations

Products and chemicals use and storage:

- Labeling
- Removal from containers
- Hazardous waste disposal

### **Implements, Tools & Equipment - 2%**

Brushes

Combs

Curette

Cuticle pusher

Facial rotary brushes

Facial steam machines

Finger bowls

Foot paddle

Foot spas

Implements, tools & storage

Nail brush

Nail clipper

Nail files

Nail rasp

Nippers

Pedicure cart

Razors  
Roller receptacles  
Shears  
Toe separator  
Tweezers  
Water bath or spa  
Make-up

## **Product Knowledge & Chemistry - 4%**

Water

pH and the pH scale

Nail care products:

- Polish remover
- Cuticle remover
- Nail conditioner
- Base and top coat
- Nail polish
- Nail dryer

Skin care products:

- Toners, astringents and Refresheners
- Humectants and emollients
- Masks and packs
- Sunscreen
- Aromatherapy
- Exfoliants
- Make-up

Hair care products:

- Shampoos and conditioners
- Styling aids
- Chemical waves
- Curl reformation
- Chemical relaxers
- Hair color and lightening
- Temporary hair colors
- Semi-permanent hair colors
- Demi-permanent hair colors
- Permanent hair colors
- Toners & fillers
- Lighteners
- Developer
- Predisposition/patch test

## **Anatomy & Physiology - 2%**

Histology of the hair and scalp:

- Trichology
- Hair structure
- Hair growth
- Hair color
- Hair disorders
- Hair loss
- Scalp disorders

Histology of the nails:

- Nail structure
- Nail growth
- Nail disorders
- Nail diseases

Histology of the skin

- Structure of the skin
- Skin disorders
- Primary and secondary lesions

## **Hair Care & Services - 19%**

Treatment of the hair and scalp:

- Analysis of the hair and scalp
- Hair and scalp treatments

Haircutting and styling:

- Design elements

Methods and procedures:

- Shears
- Razors
- Elevations and cross-checking
- Finger waves
- Pin curls
- Roller setting
- Back-combing
- Blow-drying
- Pressing
- Thermal curling (curling iron)
- Wigs
- Hairpieces

Chemical waving and curl reformation:

- Chemical waving procedure
- Curl reformation procedure
- Rod sizes and shapes
- Wrapping
- Chemistry
- Test curls

Chemical hair relaxers:

- Retouch application
- Virgin application

Hair color and lightening:

- Temporary hair colors
- Semi-permanent hair colors
- Demi-permanent hair colors
- Permanent hair colors
- Toners and fillers
- Lighteners
- Developer
- Predisposition/patch test
- Strand test
- Client records
- Application procedures
- Primary
- Secondary
- Tertiary
- Warm vs. Cool

### **Nail Care & Services - 4%**

Manicure

Pedicure

Paraffin wax treatments

Massage movements

Nail tip application

Nail wrap application

Gel nail application

Acrylic nail application

### **Skin Care & Services - 4%**

Draping

Clean-up facial

Facial with moist heat and massage

Massage movements

Make-up application

Hair removal

Client records

## PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test is available online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

1. Hair roller storage receptacles and their contents must be
  - a. cleaned once a month.
  - b. stored in open containers.
  - c. kept out of reach of clients.
  - d. disinfected and free of foreign material.
  
2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is
  - a. an acid.
  - b. a neutral product.
  - c. an alkaline.
  - d. a flammable product.
  
3. The skin
  - a. is the largest organ of the body.
  - b. is the smallest organ of the body.
  - c. has an average pH of 3.0 – 4.5.
  - d. has an average pH of 6.0 – 7.0.
  
4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain
  - a. aniline derivative.
  - b. hazardous substances.
  - c. hydrogen peroxide.
  - d. disinfectant solutions.
  
5. The outermost layer of skin is the
  - a. epidermis.
  - b. medulla.
  - c. dermis.
  - d. subcutaneous tissue.

**Answers:** 1. d. 2. c. 3. a. 4. b. 5. a



# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Exam evaluators will evaluate you on your ability to perform these tasks while maintaining safe and sanitary conditions. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## AT THE PRACTICAL EXAM TESTING CENTER

**Exam Setting** - Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. No other salon facilities are available.

**Video Instructions and Timer** - Practical exam instructions and a countdown timer showing time remaining for each timed portion of the exam are presented on a video screen in the exam room. Scripts are available to read online or download at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Professional Techniques** - No specific professional techniques are required, the techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the tasks listed in this Candidate Information Bulletin for each service in a way that is safe, sanitary and legal, and does not detract from exam administration.

**Workstations** - Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36" tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.

**Kit Requirements** - You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. **If using a marker to label plastic bags, use clear tape over the label to ensure the ink does not transfer to the practical exam table.** The checklist at the end of this Candidate Information Bulletin has a complete list of what your kit must contain. You may bring other items if they meet the requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to ensure it is complete. Kits must be stored under the workstation. Candidates may access their kits any time during the exam without an evaluator's permission. Kits and their contents are considered sanitary unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam. Kits are considered as part of the work area and must be clean and kept closed, except when accessing items.

**Head Mannequins** - Candidates are required to bring two (2) mannequin heads, both with clean, dry hair, in sanitary containers or packaging. Candidates are responsible for ensuring the mannequins they bring are clean, effective, and appropriate for the services, the amount of space allotted and for the exam facility. *Candidates will be marked off for any step done with a mannequin in an unrealistic body position.*

- Mannequins that have been pre-sectioned or marked by colors and/or notches to indicate sections are

prohibited and will be disqualified for practical examination use.

- Stands are required for mannequin heads.
- Candidates must firmly stabilize mannequin heads, using a clamp, vacuum stand or other effective stabilizing method appropriate for the service being performed and for the exam facility.
- A mannequin that lies down is acceptable, if appropriate for a service.

*\*Candidates will be marked off for any step done with a mannequin in an unrealistic position.*

➤ **Mannequin head #1** is used for the following services:

- Thermal curling
- Haircut
- Chemical wave
- Facial services
- Mannequin head #1 must have a minimum of 7" of hair all over.
- Mannequin head #1 must be pre-curled with a curling iron (no rollers), without product, prior to the exam, with:
  - Three (3) off-base curls on one side.
  - Three (3) on-base curls on the top of the head.

➤ **Mannequin head #2** is used for the following services:

- Hair coloring
- Lightening
- Chemical relaxer services.
- Mannequin head #2 must have at least 5" of hair all over.

➤ **Hand Mannequin** may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this Candidate Information Bulletin.

- Hand mannequin must be clean and unstained without polish on the nails or skin.
- Nails must be attached to the nail beds of hand mannequin and remain attached during services.
- Hand mannequin may be stabilized with a pillow if the candidate desires.

*\*Candidates will be marked off for any step done with a mannequin in an unrealistic hand position.*

## 10 Minute Initial Setup of Items that Remain Out for Entire Exam

These following items remain on the station for the duration of the exam. Do not set out tools and implements for any specific service. Candidates may also set up other items at their discretion, but at a minimum, must include those listed below.

1. Sanitizer for work surface.
2. Hand sanitizer.
3. Paper towels in labeled plastic bag.
4. Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
  - a. Bandages
  - b. Anti-microbial
  - c. Plastic bag labeled "biohazard"
  - d. Protective gloves

5. One (1) or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
6. Mannequin head #1 (*do not drape*).

## 2 Minute Service Setup

- Do not drape during the 2 minute setup.
- During a 2 minute setup at the beginning of each service, implements, products and tools for that service are set up and may remain out for that service.
- During the 2 minute setup, candidates are expected to ensure the workstation is cleaned off and sanitized for the start of the service.

## Draping

- Draping is not performed during either the 10 minute or the 2 minute setup. It is performed during the timed service.
- Drapes must be effective, safe, sanitary, legal and appropriate for the type of service.
- If the same drape is being used for more than one service, candidates are told to leave drapes in place.

**Labels in English** - All labels on all items must be legible, visible to evaluators and in English.

## Product Requirements

- Beginning January 1, 2019 - An EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation and tools during the **blood spill portion** of the exam. (*Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting Wipes/Lysol Daily wipes etc.*)
- Workstations must be cleaned (sanitized) after each service. (*Yes to Clorox Disinfecting Wipes/Lysol Wipes etc.*)
- Candidates must bring all product(s) or mock product(s) needed for services.
- The only water needed for the exam is the spray bottle of water. (There is no water available at the site to fill bottles)
- Some dry cloth towels should be packaged and labeled "Steamed Towels" for the facial. The fingerbowl will be empty and used as if it had water in it.
- Safe, non-toxic, non-aerosol products or mock products are required. MMA (Methyl Methacrylate) is prohibited. Liquid nail monomer must be odorless.
- All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents. For instance, a container filled with water may be labeled, "Chemical Waving Solution."
- Mock product containers can only represent one item and can only be used for one service. Each product must be in a separate labeled container. There must be substitute product of some kind in the mock container, they should not be empty.
- Ingredient lists from actual products or mock ingredient lists are not required.
- The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

## Tools and Implements

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Haircut Service” and contain all haircut service tools/products/ implements that will be set out at the time of the haircut service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

## Linens and Paper Requirements

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- Some dry cloth towels must be in a sealed plastic container marked, “Steamed Towels” and used during the facial as if they were wet.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

## Personal Safety and Sanitation

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate’s methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize the work area (including the optional stool for candidate, if used).
- Candidates’ hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.
- Candidates must use infection control procedures, as needed. (i.e. blood spill procedure must be used if a cut is sustained).

**Blood Spill Kit and Procedure** - Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal and standard precautions will be performed as a mock service on the mannequin set up on the workstation during the 10 minute setup.

Note:

- All products used during a blood spill incident and the blood spill exam must be applied with an applicator.
- Any material coming into contact with the client’s skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have “biohazard” clearly printed on the outside of the bag with permanent ink.

- **Beginning January 1, 2019** - An EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation and tools during the blood spill portion of the exam. *(Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting Wipes/Lysol Daily Wipes etc.)*

A second *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, using the second Blood Spill/First Aid Kit the candidate will follow the blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*.

Candidates must perform all of the following steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam:

1. Stop service immediately. *(This is in reference to an actual blood spill during the exam)*
2. Don protective gloves.
3. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
4. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
5. Clean the station with disinfectant.
6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
7. Completely seal the double bags and place in the waste receptacle.
8. If an injury occurred on the candidate's hand, a single use disposable glove should be placed on that hand prior to continuation of services. *(This is in reference to an actual blood spill during the exam) \*A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.*

[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3

Single use items defined in the KBOC Quarterly Newsletter – July 2015

<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>

Note: Candidates who do not have sufficient supplies to treat an actual blood spill in a safe, sanitary, and legal manner will be dismissed from the exam if one occurs.

## Waste and Disposal

- Candidates must manage waste and soiled materials in a sanitary manner, while maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one (1) waste disposal receptacle that must be kept on the floor underneath the candidate's assigned workstation.
- The container must be labeled, "Waste."
- Waste receptacle(s) must be plastic lined and freestanding. Paper grocery bags/shopping bags lined with plastic garbage bags are recommended. Plastic garbage bags that are taped to the workstation are not allowed.
- Candidates are allowed to put used tools and implements into the waste receptacle during the test. Candidates may use more than one receptacle to separate trash from reusable items, but it is not

- required.
- Candidates must remove all of their waste from the facility at the end of testing.
  - After switching mannequin heads, the used mannequin head is to be treated as waste material. No waste material may be placed in kit.

## **Apparel and Personal Hygiene**

- A candidate's jewelry is not to inhibit the performance of services.
- A candidate's hair is not to inhibit safe and sanitary performance of services.
- Apparel must be visibly clean.
- Clothing and jewelry must not present safety or sanitation risks for consumer.
- A candidate's personal hygiene presents no risk for consumers.
- No uncovered wounds. *(This does include if a blood spill occurs during or before an exam) A single use disposable glove should be placed on that hand prior to continuation of services. \*A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.*

[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3

*Single use items defined in the KBOC Quarterly Newsletter – July 2015*

<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>)

## SERVICES PERFORMED DURING THE PRACTICAL EXAM

Practical exam instructions are presented on a TV screen. (See scripts at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).) Order of exam components is shown below. On the following pages, tasks for each service are described. Evaluators will rate your ability to demonstrate each task in a safe, sanitary and legal manner, utilizing all tools and implements safely and maintaining safe and sanitary conditions. Technique is not graded. You should use techniques you were taught or that you prefer. You will be evaluated at all times.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>	<b>Percent of Overall Score</b>
<b>Blood Spill</b>	Blood Spill Procedure Demonstration		10 Minutes	Pass/Fail
<b>Initial Setup</b>	Sanitize and Setup	10 Minutes		5%
<b>Service 1</b>	Thermal Curling (mannequin #1)	2 Minutes	10 Minutes	7%
<b>Service 2</b>	Haircut (mannequin #1)	2 Minutes	30 Minutes	14%
<b>Service 3</b>	Chemical Waving (mannequin #1)	2 Minutes	20 Minutes	15%
<b>Service 4</b>	Hair Coloring & Lightening (mannequin #2)	4 Minutes	20 Minutes	15%
<b>Service 5</b>	Chemical Relaxer (mannequin #2)	2 Minutes	20 Minutes	15%
<b>Service 6</b>	Facial (mannequin #1)	4 Minutes	15 Minutes	8%
<b>Service 7</b>	Sculptured nail (hand mannequin)	4 Minutes	15 Minutes	8%
<b>Service 8</b>	Manicure (hand mannequin)	2 Minutes	20 Minutes	8%
<b>Cleanup</b>	Sanitize and Cleanup	Unlimited	Unlimited	5%



## BLOOD SPILL PROCEDURE DEMONSTRATION

### Blood Spill Procedure Demonstration - 10 minutes

Candidates will have 10 minutes to perform the mock blood spill procedure on the forehead of their head mannequin. Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal precautions will be performed as a mock service on the mannequin.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin, wound or station/products is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam. These steps include:

1. Don protective gloves.
2. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
3. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
4. Clean the station with disinfectant.
5. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
6. Completely seal the double bags and place in the waste receptacle. *\*If left on station through the rest of the exam they will be considered to contaminate your station.*

## TEN MINUTE SETUP OF WORKSTATION

### Setup of Items that Remain Out for Entire Exam – 10 minutes

\*These items remain on the station for the duration of the exam. Do not set out tools and implements for any specific service. Candidates may also set up other items at their discretion, but at a minimum, must include those listed below.

### 10 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Sanitize work surface.
2. Set out the following items:
  - a. Sanitizer for work surface.
  - b. Hand sanitizer.
  - c. Paper towels in labeled plastic bag.
  - d. Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
    - i. Bandages
    - ii. Anti-microbial
    - iii. Plastic bag labeled “biohazard”
    - iv. Protective gloves
  - e. One (1) or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
  - f. Mannequin clamp and mannequin head #1.

### Notes:

- Candidate’s apparel and personal hygiene must not present safety or sanitation risk to consumer.
- During this time, setup mannequin clamp and place mannequin head #1 on clamp, but do not drape yet.
- You will be able to access your kit during the exam without permission from the evaluator. Time is provided between services when switching of mannequins is required.
- Do not drape during the 10 minute initial setup.

## THERMAL CURLING SERVICE REQUIRED STEPS

### Thermal Curling – 10 minutes

\* Mannequin head #1 is used for the thermal curling service and must be pre-curled prior to arrival at the exam. The curling iron is cold, candidates must mock the hot iron.

### 2 minute setup:

Sanitize your station and set up with thermal curling implements, products and tools.

### 10 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Drape with cape and neck strip and completely brush out the pre- curls.
2. The curling iron is cool for the entire thermal curling service; however, it should be handled as if it were hot. Simulate testing the curling iron temperature.
3. Demonstrate 3 off-base curls on one side of the mannequin's head:
  - a. Curled subsections are to be the same width as the barrel of the iron.
  - b. Simulate pre-heating the strand.
  - c. Distribute hair evenly around the iron.
  - d. Place comb between iron and scalp.
  - e. Completed curls must be smooth, without fishhooks.
4. Demonstrate 3 on-base curls on the top of the head:
  - a. Curled subsections are to be the same width as the barrel of the iron.
  - b. Simulate pre-heating the strand.
  - c. Distribute hair evenly around the iron.
  - d. Place a comb between the iron and scalp.
  - e. Completed curls must be smooth, without fishhooks.
5. Clear thermal curling items from your station and clean your station.
6. Stand back from your station, raise your hand and an evaluator will check your work.
7. Leave mannequin head #1 set up and draped for next service.

## HAIRCUT SERVICE REQUIRED STEPS

### Haircut – 30 minutes

\* Continue using mannequin #1, still draped from previous service.

### 2 minute setup:

Sanitize your station and set up with haircutting implements, products and tools.

### 30 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely draped with neck strip and cape.
2. Wet, comb and section all hair.
3. Cut perimeter to establish even guide.
4. Using shears, cut exterior hair in neck, ear and bang areas and cut interior layers:
  - a. Cut 1" or more throughout the head.
  - b. Leave enough hair length to wrap rods in the next service.
  - c. Palm shears and comb during the entire haircut.
5. Cross-check haircut.
6. Remove all hair clippings from mannequin, workstation and floor.
7. Clear haircutting items from your station and clean your station.
8. Stand back and raise your hand to indicate that you have finished.
9. Leave mannequin head #1 set up.

## CHEMICAL WAVING SERVICE REQUIRED STEPS

### Chemical Waving – 20 minutes

\* Continue using mannequin #1 for chemical waving.

### 2 minute setup:

Sanitize your station and set up with chemical waving implements, products and tools.

### 20 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape mannequin for chemical service using a cloth towel and chemical cape.
2. Wet all hair and section the entire head. The number of sections is your choice but must correspond to the length of the rod.
3. Wrap at least 4 rods in the center section, beginning at the top of the crown.
4. Prepare for application of mock chemical waving solution:
  - a. Apply protective skin cream around the entire hairline.
  - b. Apply cotton around the entire hairline.
  - c. Put on disposable gloves to wear during solution application.
  - d. Stop working, stand back and raise your hand to request an evaluator.
5. With the evaluator observing:
  - a. Apply effective amount of mock chemical wave solution to the wrapped rods without excessive dripping.
  - b. Perform a test curl.
6. After your work is checked, clean your station.

### Switching Mannequins:

- Time is provided for switching mannequin heads.
- Store mannequin head #1 for later use.

## HAIR COLORING & LIGHTENING SERVICE REQUIRED STEPS

### Hair Coloring & Lightening – 20 minutes

\* Mannequin head #2 is used for hair coloring and lightening.

#### 4 minute setup:

Sanitize your station and set up with hair coloring and lightening implements, products and tools.

#### 20 minute procedure (*Hair coloring retouch 10 minutes; Virgin hair lightener 10 minutes*):

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape for chemical service with cloth towel and chemical cape.
2. Section the head into four quadrants. Cotton is not required for this service.
3. Apply protective skin cream around the entire hairline.
4. Wear disposable gloves and use an applicator bottle OR bowl and brush to apply mock hair coloring product.
5. Perform hair coloring retouch application on front right quadrant:
  - a. Apply mock hair coloring product from the scalp up to 1 inch on the hair shaft.
  - b. Cross-check.
  - c. Clear hair retouch tools and implements from your station, then immediately begin the virgin application.
6. After performing the retouch, immediately begin virgin hair lightener application on back right quadrant (there is no pause between these services):
  - a. Apply mock hair lightener starting ½ inch from the scalp up to, but not including, the last 1 inch of hair.
  - b. Cross-check.
7. When you have finished both applications (retouch and virgin), clear hair coloring & lightening implements and tools from your station and clean your station.
8. Stand back, raise your hand and an evaluator will check your work.
9. Leave protective cream and drape in place on mannequin head #2 for next service.

## CHEMICAL RELAXER SERVICE REQUIRED STEPS

### Chemical Relaxer – 20 minutes

\* Continue using mannequin head #2, still draped and with protective cream in place from previous service.

#### 2 minute setup:

Sanitize your station and set up with chemical relaxing implements, products and tools.

#### 20 minute procedure (*Relaxer retouch 10 minutes; Virgin chemical relaxer 10 minutes*):

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Wear disposable gloves and use a bowl and brush to apply mock chemical relaxer product.
2. Chemical relaxer retouch application on front left quadrant of mannequin:
  - a. Apply mock chemical relaxer product staying at least 1/4 to 1/2 inch from the scalp, up 2 inches on the hair shaft.
  - b. Crosscheck.
  - c. Smooth hair with fingers or back of a non-metallic comb.
  - d. Clear retouch tools and implements from your station.
3. After performing the retouch, immediately begin the virgin chemical relaxer application on back left quadrant. There is no pause between these services. The same bowl of product and brush used in the retouch may **not** be used for the virgin chemical relaxing:
  - a. Apply mock chemical relaxer product ½ inch from the scalp up to, but not including, the last 1 inch of hair.
  - b. Crosscheck.
  - c. Smooth the hair to the ends with fingers or the back of a non-metallic comb.
4. Keep mock chemical hair relaxer off the mannequin's face, ears and neck.
5. When you have finished both applications (retouch and virgin), clear chemical relaxer items from your station and clean your station.
6. Stand back and raise your hand to indicate that you are finished.

#### Switching Mannequins:

- Time is provided for switching mannequin heads.
- Store mannequin head #2.

## FACIAL SERVICE REQUIRED STEPS

### Facial – 15 minutes

*\*Mannequin #1 is used for the facial service.*

*Facial demonstration is performed on face only, not neck.*

*No removal of makeup is required. No makeup is required for the exam.*

### 4 minute setup:

Sanitize your station and set up with facial implements, products and tools.

### 15 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape the hair and ears.
2. Securely drape the chest with a cloth towel or a plastic cape and neck strip.
3. Cleanse entire face, avoiding lips, eyes and nostrils.
4. Remove cleanser with a clean “steamed” cloth towel, moistened or mock-moistened cotton, or moistened or mock-moistened sponge.
5. Steam the face:
  - a. Wring a clean “steamed” cloth towel and simulate checking towel temperature before applying to the face.
  - b. Cover the face with the “steamed” cloth towel, keeping the nose and mouth uncovered.
6. Apply massage cream.
7. Demonstrate massage techniques:
  - a. Perform effleurage over the face.
  - b. Perform petrissage over the face.
  - c. Perform tapotement over the face.
8. After your massage demonstration, perform these finishing steps:
  - a. Remove massage cream using upward and outward movements with a clean “steamed” cloth towel, moistened or mock moistened cotton, or moistened or mock moistened sponge.
  - b. Apply toner or astringent to the chin, cheeks, nose and forehead using cotton ball or other disposable cotton product.
  - c. Apply moisturizer to the chin, cheeks, nose and forehead using upward and outward movements.
9. Clear facial items from your station and clean your station.

### Switching Mannequins:

- Time is provided for switching to hand mannequin.
- Store mannequin head #1.



## SCULPTURED NAIL SERVICE REQUIRED STEPS

### **Sculptured Nail – 15 minutes**

*\* The hand mannequin is used for the sculptured nail service.*

*The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.*

### **4 minute setup:**

Sanitize your station and set up with sculptured nail implements, products and tools.

### **15 minute procedure:**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Place a clean towel or paper towel on work surface under mannequin.
2. Sanitize mannequin hand.
3. Sculpture a nail on third digit (ring finger).
4. File or buff nail plate.
5. Apply:
  - a. cleanser or dehydrator
  - b. nail form under the free edge.
  - c. mock primer to the natural nail plate.
  - d. sculptured nail product to the nail form to extend the length of the free edge.
  - e. sculptured nail product onto the nail plate.
6. Remove the nail form.
7. Buff the sculptured nail until it is smooth in a way that would not damage skin.
8. File free edge until it is smooth.
9. Remove excess sculptured nail product from the skin and under nail.
10. Apply oil or cream to the nail and the skin surrounding the nail.
11. Clear sculptured nail items from your station and clean your station.
12. Stand back, raise your hand and an evaluator will check your work.

## MANICURE SERVICE REQUIRED STEPS

### Manicure – 20 minutes

*\* The hand mannequin is used for the manicure service.*

*The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.*

### 2 minute setup:

Sanitize your station and set up with manicure implements, products and tools.

### 20 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Place clean towel or paper towel on work surface under mannequin.
2. File the nails from corner to center.
3. Simulate soaking by placing fingertips in dry fingerbowl.
4. Simulate drying of hand and nails.
5. Apply cuticle cream and demonstrate pushing cuticle back with cuticle pusher or cotton-tipped orangewood stick.
6. Cleanse the nail, removing cuticle cream.
7. Use massage cream and massage the hand and fingers for approximately one minute, demonstrating the direction of massage movements. Do not call the evaluator over to observe the massage.
8. Remove the massage cream from the nails.
9. Apply polish evenly and smoothly:
  - a. base coat
  - b. two coats dark colored polish
  - c. top coat
10. Remove any polish from mannequin's skin.
11. Clear manicure items from your station and clean your station.
12. Stand back, raise your hand and an evaluator will check your work.

## CLEAN UP

After the manicure service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- You will be evaluated on how clean and sanitary you leave your workstation.
- Do not leave or dispose of anything at the exam site.

## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

The following is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

### Identification

- Two valid forms of government issued identification (one with photo, see Required Identification section)

### Initial Setup Items that Remain Out for the Entire Exam

- Paper towels in labeled plastic bags
- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- At least 1 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
- Blood spill kit/first aid with items necessary to perform universal blood spill procedures.

### General and Extra Items that Should Be Available in Your Kit

- Recommended: extra combs and brushes / extra capes
- Cotton balls or other disposable cotton product
- Spatulas
- Disposable gloves
- 10 or more hair or hand-sized cloth towels
- Neck strips
- Hair clips/clamps (for sectioning the hair)
- Protective skin cream
- Protective cotton

### Mannequins

*Note: Stabilizing Mannequins Methods used for stabilizing head or hand mannequins may not detract from exam administration, such as by taking up too much space.*

- Two (2) mannequin heads without beard, with dry hair and no product in the hair. Mannequin heads that lie down are acceptable if appropriate for a service.)
- One hand mannequin with a full set of nails attached to the entire nail bed. (A pillow is allowed for stabilizing the hand mannequin.)
- One table clamp or other effective and appropriate method of stabilizing mannequin heads for the service.
- Mannequin #1 must have a minimum of 7" of hair all over.
- Mannequin #1 must be pre-curled as follows without any product:
  - three off-base curls on one side,
  - three on-base curls on the top of the head.
- Mannequin #2 must have at least 5" of hair all over.

### **Blood Spill Kit Items** *(in a clear container so they are visible)*

- Bandages
- Plastic bags labeled “Bio-hazard”
- EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity
- Anti-microbial
- Protective gloves

### **Thermal Curling Service Items**

- Neck strips
- Cape
- Hair clips/clamps (for sectioning the hair)
- Curling iron
- Combs and brush
- Material for testing iron temperature

### **Haircut Service Items**

- Hair clips/clamps (for sectioning the hair)
- Hair cutting shears
- Combs
- Spray bottle with water

### **Chemical Waving Service Items**

- Chemical wave rods
- Hair clips/clamps (for sectioning the hair)
- Non-metallic combs
- Protective cream and cotton
- Chemical cape
- Cloth towels
- Applicator bottle with mock waving lotion (water)
- End papers
- Single use protective gloves
- Spray bottle with water

### **Hair Coloring & Lightening Service Items**

- Mock product labeled “Hair Color” (thick gel or cholesterol)
- Mock product labeled “Lightener” (thick gel or cholesterol)
- Non-metal combs
- Cloth towels
- Hair clips/clamps (for sectioning the hair)
- Applicator bottle OR tint brushes and bowls
- Disposable gloves
- Chemical cap

### **Chemical Relaxer Service Items**

- Mock product labeled “Retouch relaxer” (cholesterol or thick gel)
- Mock product labeled “Virgin relaxer” (cholesterol or thick gel)
- Disposable gloves
- Applicator brushes and bowls
- Hair clips/clamps (for sectioning the hair)
- Protective skin cream
- Non-metallic combs

## Facial Service Items

- Hair covering/drape (ex: headband and cap)
- Chest drape
- Spatulas (unless product is in squeeze bottles)
- Cloth towels
- Dry cloth towels packaged and labeled as “Steamed Towels”
- Massage cream
- Cleansing cream
- Toner or astringent
- Moisturizer
- Cotton balls or other disposable cotton product

## Manicure Service Items

- Finger bowl
- Cuticle pusher OR cotton-tipped orangewood sticks
- Cotton balls or other disposable cotton product
- Cuticle cream or remover
- Massage cream
- Nail brush
- Mannequin hand with artificial nails attached
- Nail polish remover
- Base coat
- Top coat
- Dark colored nail polish
- Nail files & optional buffers
- Cloth towels
- *Suggestion: Small card stock to fan nail for assistance with drying*

## Sculptured Nail Service Items

\* *Methyl Methacrylate (MMA) is prohibited; liquid nail monomer must be odorless*

- Sculptured nail liquid & powder containers
- Sculptured nail brush
- Hand sanitizer
- Cloth towels
- Nail files & optional buffers
- Sculptured nail forms
- Skin cream or oil
- Nail dehydrator/cleanser
- Sculptured nail products:
  - Powder
  - Odorless liquid
- Mock monomer
- *Suggestion: Small card stock to fan nail for assistance with drying*