

# Kansas Tattoo and Permanent Cosmetic Technician 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 practical exam after you complete your program.

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

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 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)).

- **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. Veterans 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***)
- 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.

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 or fax them to National Testing Network (address/fax provided in documents). 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, scarves, 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).

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.

## 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 a written exam. Candidates will take one examination and receive two scores – one score for tattoo artist and permanent cosmetic technician professional knowledge (75% of the exam) and a second score for laws and regulations (25% of the exam). Candidates scoring less than 75% on the Kansas laws and regulations questions must take the entire written exam again. Candidates scoring less than 75% on the tattoo artist and permanent cosmetic technician professional knowledge questions must take the entire written exam again.

Candidates must also pass a practical examination. The passing score for the practical exam is 75%. Candidates scoring less than 75% on the practical exam must retake the entire practical exam again.

**When can I retake 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 going into your NTN account and clicking the reschedule button. You are not able to reschedule your exam within 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 the 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 studio is organized and sanitary (including floors, reception area(s), dispensaries, storerooms, and bathrooms), to ensure that appropriate cleaning and disinfecting 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.

**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.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional tattoo artist and permanent cosmetic technician knowledge and laws that regulate those professions. Candidates will take one examination and receive two scores – one score for tattoo artist and permanent cosmetic technician professional knowledge (75% of the exam) and a second score for laws and regulations (25% of the exam). Candidates scoring less than 75% on the Kansas laws and regulations questions must take the entire written exam again. Candidates scoring less than 75% on the tattoo artist and permanent cosmetic technician professional knowledge questions must take the entire written exam again.

All references listed below are included in the Kansas Permanent Cosmetics written test, with the exception of Source #3, Permanent Makeup: Tips and Techniques, which is not included in the Kansas Tattooing written test.

1. Occupational Safety & Health Administration: <https://www.osha.gov/>
  - a. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>
  - b. <https://www.osha.gov/SLTC/bloodborne pathogens/standards.html>
2. Centers for Disease Control & Prevention: <http://www.cdc.gov/>
3. Hill, Pamela. Permanent Makeup: Tips and Techniques, 2007. Clifton Park, NY: Thomson Delmar Learning.
4. Body Art Model Code (BAMC)- National Environmental Health Association:  
<https://www.neha.org/Images/resources/BAMC-Updated-October-2019.pdf>
5. KBOC - Body Art Best Practices <http://www.kansas.gov/kboc/BABestPractices.htm>
6. KBOC - Infection Control Regulations for Practitioners and Facilities  
[https://www.kansas.gov/kboc/Docs/Infection\\_Control\\_Regulations\\_for\\_Practitioners\\_and\\_Facilities.pdf](https://www.kansas.gov/kboc/Docs/Infection_Control_Regulations_for_Practitioners_and_Facilities.pdf)
7. KBOC - Statutes & Regulations relating to Tattoo, Body Piercing, and Cosmetic Tattoo  
<https://www.kansas.gov/kboc/StatsandRegs.htm#ba>
8. KBOC - Blood Exposure Procedures for Cosmetology Practitioners  
[https://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](https://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)

## 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: TATTOO / PERMANENT COSMETICS

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

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

Prohibited practices

Types of bacteria

Immunity

Viruses

Parasites

First Aid:

- Blood and Bodily fluids contact procedures

Methods of infection control:

- Sanitation
- Antiseptics
- Disinfection
- Sterilization

Products and chemicals use and storage:

- Labeling
- Removal from containers
- Hazardous waste disposal

### **Implements, Tools, & Equipment - 15%**

Razors

OSHA & MSDS Requirements

Manufacturer's instructions

Needles

Body art machines

### **Product Knowledge & Chemistry - 1%**

Pigment

### **Anatomy & Physiology - 3%**

Nervous, vascular, & muscular body systems

### **Tattooing/Permanent Cosmetic Services - 16%**

Client consultation & approval

Skin preparation

Client record keeping

Treatment complications, discomfort and side effects

Client after-care

Designing the art

Color & shading

## 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. According to Kansas Rules and Regulations, before performing a tattooing or piercing service, the licensee must give the client
  - a. a bulb test.
  - b. a predisposition test.
  - c. pre-service information in writing.
  - d. access to the Center for Disease Control's website.
2. According to Kansas Rules and Regulations, cosmetic tattoo artists, tattoo artists, and body piercers are to practice their skills
  - a. only in a licensed facility.
  - b. in the home of a client.
  - c. in the licensee's home.
  - d. anywhere, as long as the licensee has their license with him/her.
3. According to Kansas regulations, protective gloves used in tattooing and piercing services must be
  - a. disposed of after 10 minutes of use.
  - b. disposed of after one service.
  - c. sterilized before re-use.
  - d. washed and checked for holes before being re-used on another client.
4. Sharps containers are
  - a. yellow with a safety warning.
  - b. red and marked "biohazard".
  - c. blue and marked "blood-borne pathogens".
  - d. orange and marked "hazardous chemicals".
5. Artistic branding of a body art client with a hot iron
  - a. requires a tattooing license from the Kansas Board of Cosmetology.
  - b. requires a piercing license from the Kansas Board of Cosmetology.
  - c. requires either a tattooing or a piercing license from the Kansas Board of Cosmetology.
  - d. is a crime.

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

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a service related to your profession on a live model. 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).

The exam entails a mock tattoo service. Steps must be performed following the Best Practices shown at [www.kansas.gov/kboc/BodyArt.htm](http://www.kansas.gov/kboc/BodyArt.htm).

## AT THE PRACTICAL EXAM TESTING CENTER

**Exam Setting** - Practical examinations are administered in a testing setting. Tables, chairs, brooms, and dustpans are available. Do not assume that any other facilities are available.

**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.

**Kit Requirements** - You must bring your own kit with a sufficient quantity of supplies to complete the exam. All products and supplies must be in sealed or closed containers clearly labeled in English. The checklist at the end of this exam preparation guide has a complete list of what your kit must contain. If there are any missing items, the examination will be terminated. These items must be presented to the exam evaluator at the time of examination following all rules for infection control and safety without cross-contamination. Remove all indicators of your place of work or trainer from items.

Additional tools or implements are acceptable if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary, and legal. It is your responsibility to assure your kit is complete. You will place all items you bring in your kit onto your table for inventory by the evaluator. Kits are considered as part of the work area and must be clean and kept closed, except when accessing items.

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

**Live Model** - A live model is required for the exam. Candidates are responsible for bringing a live model whom they have personally pre-screened for contraindications that would put the live model at an increased risk for injury or other harm. National Testing Network is not responsible for any injury or illness that occurs as a result of the live model's participation in the exam. Candidates and live models will be required, at the exam site, to certify that the live model meets these requirements.

Live Models:

- May not be a current Body Art apprentice.
- May not be a Body Art licensee.
- May not be a Body Art apprentice trainer or instructor.
- Must be at least 18 years of age.
- Must give written consent to participate as a live model.
- Must be free of contraindications.

You may not communicate or exchange information with your model at any time during the exam related to the performance of any demonstration. Any communication between you and your model should be minimal

and related to the artist-client relationship including infection control, pre- and post-service information, and giving instruction for adjustment of your model.

The evaluators and your model are not allowed to guide you, answer questions, or exchange information at any time during the exam regarding proper demonstration of a procedure.

## **Product Requirements**

- Mock products are not allowed.
- Candidates must bring all products needed.
- All products in containers must be labeled in English stating what the container actually contains.
- The candidate's way of setting up, covering, touching, scooping, using, and storing products must ensure personal and client safety and infection control.

## **Tools and Implements**

- Body art instruments or tools being used on the live model, such as but not limited to needles and tubes, shall be sterilized.
- Disposable body art instruments or tools must be in the original sterile packaging obtained from suppliers or manufacturers.
- Items used that are not disposable body art instruments or tools must be sterilized prior to the exam according to Kansas State General Laws, Rules, and Regulations which can be seen at [www.kansas.gov/kboc](http://www.kansas.gov/kboc).
- All body art tools/products/implements must be in proper and safe working order and in English-labeled containers or bags.
- Tools and implements must be set out on a non-porous barrier placed over a clean/disinfected surface.
- A candidate's aseptic practice during the exam must ensure personal and client safety and infection control.
- A candidate's way of using and handling body art tools and implements must ensure personal and client safety and infection control.

## **Paper Requirements**

- Candidates must choose paper products effective for the purpose being used.
- All paper products must be in a visibly sanitary condition.
- The candidate's use of paper products must ensure personal and client safety, sanitation, and infection control.

## **Personal Safety and Sanitation**

- Candidates are evaluated on all elements of safety, including how products and tools are cleaned, disinfected, sterilized, stored, and handled, how the model is handled, and the cleanliness of the entire workstation.
- Candidates must disinfect the work area (including tables, chairs, and supply bottles).
- Candidates' hands must be washed, and clean protective gloves worn while performing the service. If gloves become contaminated or compromised, they must be discarded, hands washed again, and new gloves donned and checked for holes or tears, before continuing service. This includes any time the



candidate touches an unprepared area or leaves the workstation.

- Visibly clean kits and their contents are considered sterilized to start with, unless there is cross-contamination. The candidate must prevent cross-contamination by disposing of or disinfecting items that become contaminated, as appropriate.
- If an item or substance falls to the floor:
  - Remove it from the floor immediately.
  - Disinfect all contaminated areas including the floor.
  - Do not reuse items without sterilizing or disinfecting.
- Candidates must use infection control procedures at all times.

## **Waste and Disposal**

- Candidates must bring a sharps container that is clearly labeled “Sharps Container.”
- Candidates must manage waste and soiled materials in a sanitary manner, maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one waste disposal receptacle that must be kept on the floor. The container must be labeled, “Waste.”
- Waste receptacle(s) must be freestanding and covered.

## **Apparel and Personal Hygiene**

- Your hair must be pulled back and/or secured.
- Your apparel must be clean.
- Your shoes must cover your feet.
- Your pants must cover your legs.
- You must wear a shirt that has short sleeves or sleeves that can be rolled up.
- Your clothing and jewelry must present no safety or sanitation risks for consumers.
- You must be personally clean and demonstrate personal cleanliness at all times.
- Your skin must be free of infection and have no uncovered wounds.

## BODY ART TATTOOING PRACTICAL EXAM STEPS

### Introductory Information at the Beginning of Practical Exam

**Proctor Script:**

*"For this exam you will perform a mock demonstration on a live model, completing all procedures except inserting a needle into the skin. To remain in this exam, you and your model must follow exam rules.*

- *You may not leave the test site during the exam.*
- *You must request permission to go to the restroom and the exam timer does NOT STOP.*
- *I may ask you to repeat a step or describe what you are doing, but I am not allowed to guide you, answer questions, or exchange information regarding proper demonstration of a procedure.*
- *During the exam, you may have the instructions repeated a maximum of two times.*
- *You must actually perform the first handwashing. After that, just describe washing your hands again, whenever you would do so during the service. Each time you must describe all steps.*
- *I cannot provide any additional supplies, equipment, or other items to you.*
- *Your model must not provide any guidance regarding the service and should not speak unless necessary.*
- *All talking between you and your model should be limited. What is said must be related to the client relationship such as asking your model to move, providing infection control instructions, and the giving of pre- and post-service information.*
- *If there is any unauthorized communication or any inappropriate behavior or language by you or your model, your exam will end and you will not pass."*

## BODY ART TATTOOING PRACTICAL EXAM STEPS

### Handwashing – 10%

Note: You will be escorted to the exam site's restroom for the handwashing procedure. As the exam progresses you will not actually wash your hands again, but will inform the proctor when you would wash your hands during an actual procedure.

#### Evaluator Script:

*“First, demonstrate proper handwashing technique, following all rules for safety and infection control. Tell me when you’re done and wait for further instruction.”*

You will be evaluated on the safe and sanitary preparation and washing of your hands, including:

1. Have no fake nails or piercings on your hands or wrists.
2. Natural nails are groomed in such a way as to avoid piercing the protective gloves.
3. Remove all jewelry from your hands and wrists except plain wedding bands.
4. Turn on water to hot, wet your hands and apply soap.
5. Wash your hands and forearms with friction for approximately 20 seconds using a nail brush if necessary (check for dirt under nails).
6. Rinse well under running water without touching the sink.
7. Pat hands dry.
8. Turn off water without contamination.
9. Maintain sanitation.

### Inspection, Preparation, and Inventory – 10%

#### Evaluator Script:

*“Now, following all rules for safety and infection control, prepare the procedural area and present all equipment and supplies for inspection. Tell me when you are ready for inspection.”*

#### 1. Hygiene and appropriate attire

- Personally clean.
- Clothes clean.
- No skin rash or infection, or visible open wounds.
- Shoes cover feet.
- Legs covered.
- Shirt sleeves short or rolled up.
- Short hair or hair pulled back and secured.
- No attire that would get in way of service.

#### 2. Preparation of procedural area

- Don protective gloves.
- Disinfect all work surfaces, including chairs, with approved disinfectant and single-use towel(s).

- Disinfect cords, power supply, foot switch, machines, and any other equipment in procedure area.
- Dispose of soiled materials in covered waste receptacle.

### 3. Presentation of equipment and supplies

- Change gloves.
- Present sealed, sterilized packaging marked with indicator/date.
- Present each item in its bag or container as the evaluator reads the checklist.

#### Evaluator Script:

*“Show me each item in its bag or container as I read the checklist.”*

To proceed with the practical examination, you must present all checklist items to the evaluator, in the following manner:

- |   |   |
|---|---|
| <input type="checkbox"/> EPA-approved single-use hard surface disinfectant wipes (pre-moistened disinfectant wipes in a canister, liquid disinfectant and paper towels) | <input type="checkbox"/> Tabletop barrier (e.g., dental bib)  |
| <input type="checkbox"/> Antiseptic/germicidal EPA-approved for use on humans (alcohol wipes/spray)   | <input type="checkbox"/> Paper towels   |
| <input type="checkbox"/> Needles (packaged and sterile)   | <input type="checkbox"/> Wash bottles (labeled)   |
| <input type="checkbox"/> Gloves (new box)   | <input type="checkbox"/> Transfer solution and sheet  |
| <input type="checkbox"/> Skin marker, either sanitized by design (e.g., alcohol-based) or disposable  | <input type="checkbox"/> Rinse cup  |
| <input type="checkbox"/> Covered, freestanding waste receptacle   | <input type="checkbox"/> Fully functional tattoo machine  |
| <input type="checkbox"/> New sharps container   | <input type="checkbox"/> Liner/shader compatible with tattoo machine  |
| <input type="checkbox"/> Trash bags   | <input type="checkbox"/> Ink caps   |
| <input type="checkbox"/> Written aftercare instructions that do not indicate your place of training or trainer  | <input type="checkbox"/> Ink/pigments   |
| <input type="checkbox"/> Release form that does not indicate your place of training or trainer  | <input type="checkbox"/> Ointment   |
| <input type="checkbox"/> Pre-service information that does not indicate your place of training or trainer   | <input type="checkbox"/> Razors   |
| <input type="checkbox"/> Writing utensil (for client to fill out forms; e.g., pencil, pen)  | <input type="checkbox"/> Handwashing soap   |
|   | <input type="checkbox"/> Barriers for tattoo machine and wash bottles   |
|   | <input type="checkbox"/> OPTIONAL - Clip cord with cover  |
|   | <input type="checkbox"/> OPTIONAL (Perm Cos Tattoo Only) - Disposable skin wipes (e.g., prepackaged facial wipes) |

## Practice Standards – 16%

### Evaluator Script:

*“Now discuss the client record with your model and complete the client record. Then provide pre-service information. Tell me when you are finished.”*

#### 1. Review client record with your model

- Full name.
- Age and DOB.
- Address and phone number.
- ID provided.

#### 2. Provide pre-service information and discuss with model

- Possible reactions, such as redness or allergic reactions.
- Possible side effects, such as bruising or swelling.
- Potential complications, such as infection, including location and type of service on that body part and lifestyle concerns.
- Medical concerns, such as medical conditions they may have that may contraindicate or impact service.
- Healing times.
- Show a physical copy of pre-service information that does not indicate shop, place of training, or trainer.

#### 3. Complete the client record

- Fill out form.
- Obtain client signature.

## Tattooing Procedure – 32%

### Evaluator Script:

*“Now, do a mock demonstration of tattooing your model’s forearm. You will be evaluated on preparing client’s skin, pattern application, preparation of your work area, machine set up, switching between machines, pigment disbursement, tattoo procedure, and aftercare.”*

You will be evaluated on proper and safe protocol and performance of a tattooing procedure, including the following:

#### 1. Mock wash hands (Mock all steps below while at your station)

- Verbally tell the evaluator that you will now mock wash your hands.
- Turn on water to hot.
- Wet hands and apply soap.
- Wash hands and forearms with friction for approximately 20 seconds using a nail brush if necessary (check for dirt under nails).
- Rinse well under running water without touching the sink.
- Pat hands dry.
- Turn off water without contamination.

#### 2. Don protective gloves

- Don protective, single-use gloves.
- Gloves remain sanitary until on the hand (do not fall on floor, etc).

### **3. Set up equipment and supplies using appropriate barriers**

- Use barriers on:
  - a) Work surface.
  - b) Tattoo machine.
  - c) Power supply (e.g., clip cord) - if applicable.
  - d) Wash bottles.
- Change gloves.

### **4. Prepares consumer for tattooing**

- Secure hair/clothing that may get in the way.
- Clean area using germicidal solution with a clean single-use paper product.
- Remove hair from area if necessary.
  - a) Dispose of razor without recapping into sharps container.
  - b) Rewash skin after shaving.
  - c) Change gloves after shaving.
- Apply pattern. (Only Tattoo, not Permanent Cosmetic Tattoo)
- Change gloves. (Only Tattoo, not Permanent Cosmetic Tattoo)

### **5. Assemble machine**

- Remove needle, tube, or cartridge from sterilized packaging.
- Places sterilized components on clean work surface.
- Properly assembles machine.
- Demonstrates working state of the machine (run for one second).
- Bag machine and place on clean workstation.
- Change gloves.

### **6. Disperse pigment**

- Use clean single-use ink caps.
- Has rinse cup (not tap water).
- Disperse pigments into caps:
  - a) Use barrier when opening and closing pigment bottles.
  - b) Disperse pigment without touching pigment bottle tip to ink cap.

### **7. Mock tattooing**

- Check machine and needle function (liner):
  - a) Look for needle ride.
  - b) Adjust power as needed.
  - c) Draw pigment.
- Demonstrate mock tattoo without touching the skin with the needle:
  - a) Demonstrate adequate skin stretching technique.
  - b) Follow pattern.
  - c) Place machine in clean field when finished.

### **Evaluator Script:**

*“Switch your machine from lining to shading using the technique appropriate to your machine.”*

Note: Machine may or may not need to change needle configuration. Will skip this if machine does not require changing needle configuration.

- Switch machine from lining to shading without cross-contamination.

**Evaluator Script:**

"Turn off power supply."

- Clean tattoo:
  - a) Apply germicidal solution with single-use product.
  - b) Apply single-use ointment to tattoo.

**8. Properly removes protective gloves**

- Remove gloves.
- Mock wash hands.

**9. Demonstrates aftercare procedure**

- Give consumer verbal aftercare instructions without reading from paper.
- Give written aftercare instructions that do not indicate shop, place of training, or trainer.

**Breakdown, Disinfecting, and Sanitation – 32%****Evaluator Script:**

*"Now clean up your work area, disposing of all materials properly and disinfecting the entire work area."*

**1. Proper breakdown procedure**

- Don protective gloves.
- Uncover and dismantle machines:
  - a) Manipulate machine without cross-contamination.
  - b) Without cross-contamination:
    - 1) Dispose of cartridge/needles into sharps container.
    - 2) If necessary place non-disposable tube in closed container filled with appropriate disinfectant or disposable tube in covered waste receptacle.
    - 3) Place machine out of work area.
    - 4) Roll work area barrier into itself with remaining ink caps and single-use materials and dispose of it in a covered waste receptacle.
    - 5) Change gloves.
- Dispose of rinse cup in covered waste receptacle; Solidify wastewater by additives or absorption.
- Remove barriers and place in covered receptacle; Avoid contamination.

**2. Disinfect area**

- Clean all work surfaces with appropriate disinfectant using hard-surface wipes.
- Dispose of contaminated materials in covered waste receptacle.
- Remove gloves.
- Mock wash hands.

**3. Clean space before leaving**

- Clean work area before leaving.
- Workstation completely clean of debris/waste.
- Nothing left behind.

## 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.

### Live Model

- o A live model that matches all the requirements listed on page 15 of this Information Bulletin.

### Identification

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

### Service Items

- |   |   |
|---|---|
| <input type="checkbox"/> EPA-approved single-use hard surface disinfectant wipes (pre-moistened disinfectant wipes in a canister, liquid disinfectant and paper towels) | <input type="checkbox"/> Tabletop barrier (e.g., dental bib)  |
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| <input type="checkbox"/> Pre-service information that does not indicate your place of training or trainer   | <input type="checkbox"/> Razors   |
| <input type="checkbox"/> Writing utensil (for client to fill out forms; e.g., pencil, pen)  | <input type="checkbox"/> Handwashing soap   |
|   | <input type="checkbox"/> Barriers for tattoo machine and wash bottles   |
|   | <input type="checkbox"/> OPTIONAL - Clip cord with cover  |
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