



NATIONAL ESTHETICS PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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This bulletin contains important information regarding the NIC National Esthetics Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 15 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a live model or mannequin head for the examination.

* Please refer to State guidelines.

*If your state permits a live model:

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

If your state permits a mannequin head(s):

If you are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

ESTHETICS PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Esthetics Practical Examination includes 7 (seven) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Setup and Client Protection
Cleansing and Steaming the Face
Massaging the Face
Manual Extraction on the Forehead
Hair Removal of the Eyebrows
Facial Mask
Facial Makeup

Optional Services

* Hair Removal with Hard Wax on Upper Lip Area

SETUP AND CLIENT PROTECTION

(15 minutes)

*** Please refer to State guidelines**

Verbal Instructions:

“You will now set up the general supplies that you will use throughout your examination.”

“You will also set up the cleansing and steaming supplies and perform proper draping.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

*** Please refer to State guidelines.**

***Verbal Instructions used only if state elects to use Hard Wax Procedure.**

“At this time you may plug in your wax heater and set to the appropriate setting.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

CLEANSING AND STEAMING THE FACE

(15 minutes)

Verbal Instructions:

“You will now perform the cleansing and steaming the face section of this examination.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying

- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MASSAGING THE FACE

(10 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the massaging the face section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the massaging the face section of this examination.”

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

“You will be given 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MANUAL EXTRACTION ON THE FOREHEAD

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform a manual extraction on the forehead.”

“Do not demonstrate the manual extraction until instructed.”

“You will be instructed individually once you have completed preparation.”

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

(1) *“The instructions will be repeated.”*

(2) *“You may begin preparation.”*

Candidates will be evaluated on the following tasks:

Preparation

- Applies eye protection to client safely
- Wears gloves

Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

“Please demonstrate a manual extraction procedure on the forehead.”

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

HAIR REMOVAL OF THE EYEBROWS

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the hair removal of the eyebrows section of this examination.”

“You will be instructed individually to demonstrate the tweezing and soft wax procedure.”

“Do not demonstrate hair removal until instructed.”

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

(1) *“The instructions will be repeated.”*

(2) *“You may begin preparation.”*

Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

Examiners will read the following to each candidate:

“Please demonstrate the tweezing procedure.”

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

Examiners will read the following to each candidate:

“Please demonstrate the soft wax procedure.”

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely
- Smooths fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

FACIAL MASK
(10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the application of the facial mask section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

*"You will now perform the facial mask section of this examination."
"You will be observed for client protection, safety and infection control procedures."*

"You will be given 10 minutes to complete this section."

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

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Removes mask product from container using infection control procedures

Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

FACIAL MAKEUP
(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the facial makeup section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the facial makeup section of this examination."

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

"You will have 20 minutes to perform this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Protects shoulders with protective covering
- Secures hair off face

Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

***HAIR REMOVAL WITH HARD WAX ON UPPER LIP (OPTIONAL SERVICE)**

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

***Please refer to State guidelines.**

*** Hair Removal with Hard Wax on Upper Lip is an optional service for states that elect to test this service.**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal with hard wax on upper lip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the hair removal with hard wax on the upper lip section of this examination."

"You will be instructed individually to demonstrate the hard wax procedure."

"Do not begin to demonstrate hair removal until instructed."

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

(1) *"The instructions will be repeated."*

(2) *"You may begin preparation."*

Hard Waxing Section: Candidates will be evaluated on the following tasks:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Hair Removal with Hard Wax on Upper Lip

Examiners will read the following to each candidate:

"Please demonstrate the hair removal with hard wax procedure."

- Applies antiseptic to upper lip area safely
- Uses absorbent material or product to dry upper lip area safely
- Applies pre-epilation product to upper lip area safely
- Removes hard wax product from container using infection control procedures
- Tests temperature of hard wax product on wrist safely
- Applies hard wax product along upper lip area safely
- Applies hard wax product in direction of hair growth safely
- Holds skin taut (without slack)
- Removes hard wax product by pulling thicker edge in opposite direction of hair growth safely
- Applies post-epilation product to upper lip area safely
- Applies antiseptic to upper lip area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CANDIDATE SUMMARY AND FINAL CLEANUP

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- dry storage kit/container*
- hand sanitizer
- mannequin head(s) and a table clamp* (pre-marked mannequins are **NOT** permitted)
- body drape
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- tissues
- cotton
- disposable applicators
- spatula(s)
- first aid supplies (blood spill kit)
- tape

CLEANSING AND STEAMING THE FACE SUPPLIES

- cleansing cream
- cloth towel(s)
- astringent or toner
- container or thermos of water

MASSAGING THE FACE SUPPLIES

- massage cream
- astringent or toner

MANUAL EXTRACTION ON THE FOREHEAD SUPPLIES

- eye protection
- gloves
- appropriate material
- astringent or toner

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

*** Please refer to State guidelines**

- antiseptic
- tweezers
- gloves
- fabric strips
- soft wax product/simulated product*

FACIAL MASK SUPPLIES

- mask product
- astringent or toner
- moisturizer

FACIAL MAKEUP SUPPLIES

- hair drape/cover
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- eyebrow brush
- lip liner and lip color

***HAIR REMOVAL WITH HARD WAX ON
UPPER LIP SUPPLIES (OPTIONAL SERVICE)**

*** Please refer to State guidelines**

- gloves
- antiseptic
- hard wax product*
- wax heater*

ESTHETICIAN REFERENCES

Milady's Standard Fundamentals for Estheticians 10th Ed., 2009

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Esthetics 2007, 2005, 2004, 2002

Pivot Point International, Inc.
Evanston, IL 60201
(800) 866-4247
www.pivot-point.com

Milady's Standard Fundamentals for Estheticians 9th Ed., 2004, 2003

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Modern Esthetics, Gambino

1992
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Cosmetology, 2004

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nicesting.org

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

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