



NATIONAL NATURAL HAIR STYLING PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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This bulletin contains important information regarding the NIC National Natural Hair Styling 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 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the invisible/overhand braid section of this 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(s) 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 services in 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).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

NATURAL HAIR STYLING PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Natural Hair Styling Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up, Client Protection, and Invisible/Overhand Braid
Visible/Underhand Braid
Sew-On Method
Bonded Method
Extension to Invisible Braid
Extension to Visible Braid

SET UP AND CLIENT PROTECTION

(10 minutes)

Verbal Instructions:

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

"You will also set up the invisible braid supplies."

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

"You will have 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 set up."*

INVISIBLE/OVERHAND BRAID

(15 minutes)

Verbal Instructions:

"You will now perform the invisible braid section of this examination in the right front section of the head."

"You will divide the head into three quadrants from ear to ear and from crown to forehead."

"You will be instructed to remove the braid."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Invisible/Overhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is invisible and uniform
- Strands of hair are overlapping on top of each other
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the braid."

- Starts at end of braid and works toward scalp to remove braid

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

VISIBLE/UNDERHAND BRAID

(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the visible braid 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 visible braid section of this examination in the right front section of the head."

"You will be instructed to remove the braid."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Visible/Underhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is visible and uniform
- Three strand braid is woven under center strand
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the braid."

- Starts at end of braid and works toward scalp to remove braid

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

SEW-ON METHOD
(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the sew-on method 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 sew-on method section of this examination."

"You will create a horizontal cornrow in the nape section of the head."

"You will attach the weft of hair to the cornrow track."

"You will be instructed to remove the weft of hair."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Sew-On Method

- Section parted for three strand braid
- Measures width of weft according to sub-section
- Creates horizontal cornrow on which weft will be sewn
- Sews track between nape and occipital area
- Sews weft to cornrow track safely
- Weft is tight and secure
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension and cornrow track."

- Cuts cord without cutting hair for weft removal
- Cuts each stitch without cutting hair

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

BONDED METHOD
(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair bonded method 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 bonded method section of this examination in the nape section of the head."

"You will be instructed to remove the weft of hair."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Bonded Method

- Section parted for weft application
- Width of subsection is as long as extension needed
- Measures extension properly
- Weft with adhesive is applied ¼ inch from scalp
- Uses blow dryer on medium heat to dry adhesive
- Weft is tight and secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension and bonding adhesive."

- Uses manufacturer's bond remover to remove weft

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

EXTENSION TO INVISIBLE BRAID
(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the extension to invisible braid 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 extension to invisible braid section of this examination to the left front section of the head."

"You will be instructed to remove the extension."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Extension to Invisible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is invisible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension."

- Starts at end of braid and works toward scalp for extension removal

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

EXTENSION TO VISIBLE BRAID
(15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the extension to visible braid 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 extension to visible braid section of this examination to the left front section of the head."

"You will be instructed to remove the extension."

"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

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Extension to Visible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is visible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension."

- Starts at end of braid and works toward scalp for extension removal

Safety and Infection Control

- Maintains hands and work area in a safe and sanitary condition

**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 mannequin head(s) are **NOT** permitted)
- a towel to place between the clamp and the table*
- spray disinfectant*
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- gel
- spatulas
- scissors
- first aid supplies (blood spill kit)
- tape

INVISIBLE/OVERHAND BRAID SUPPLIES

- small rubber bands
- bobby pins

VISIBLE/UNDERHAND BRAID SUPPLIES

- small rubber bands
- bobby pins

SEW-ON METHOD SUPPLIES

- weft of hair
- thread
- blunt end needle
- measuring tape

BONDED METHOD SUPPLIES

- weft of hair
- manufacturer's adhesive
- blow dryer
- measuring tape

EXTENSION TO INVISIBLE BRAID SUPPLIES

- extension fibers
- drawing board (optional)

EXTENSION TO VISIBLE BRAID SUPPLIES

- extension fibers
- drawing board (optional)

NATURAL HAIR STYLIST REFERENCES

African-Caribbean Hairdressing, 1998

Gittens, Sandra
Macmillan Press
London, England

Cosmetology Dictionary, 1996

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

Milady's Standard Textbook of Cosmetology, 2004

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

The Multicultural Client: Cuts, Styles, and Chemical Services, 1996

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

Natural Hair Care and Braiding, 1998

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

Salon Fundamentals, 2002

Pivot Point International, Inc.
Chicago, IL 60626
(800) 886-4247
www.pivot-point.com

Theory and Techniques of Hair Weaving and Braiding, 1997

Funches-Irving, Lula Mae
Mat Printing
Houston, TX 77092
(713) 680-3647

OPTIONAL REFERENCES

Salon Fundamentals, 2004 - 2006

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002

www.nictesting.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 2002

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