



# NATIONAL WAX TECHNICIAN PRACTICAL EXAMINATION

## CANDIDATE INFORMATION BULLETIN

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Wax Technician 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.
- The Wax Technician examination is performed with either a simulated wax product with a 15 minute set up time or a hot wax product with a 30 minute set up time. **\*Please refer to State guidelines.** Candidates will set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the soft wax eyebrow 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. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

### MODEL

Candidates will use a live model for the examination.

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.

### WAX TECHNICIAN PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Wax Technician Practical Examination includes 5 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 and Client Protection  
Soft Wax Eyebrow  
Hard Wax Upper Lip  
Hard Wax Underarm  
Soft Wax Front of Lower Leg

\*The Wax Technician examination is performed with either a simulated wax product with a 15 minute set up time or a hot wax product with a 30 minute set up time.

\*Please refer to State guidelines.

**SOFT WAX EYEBROW**  
(10 minutes)

**Verbal Instructions:**

*"You will now perform the soft wax eyebrow section of this examination."*

*"You will be instructed to demonstrate the procedure."*

*"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."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

**Examiners will read the following to each candidate:**

*"Please demonstrate the soft wax procedure."*

- Safely sanitizes the area to be treated
- Dries area to be treated
- Removes the wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product in direction of hair growth
- Applies wax product along entire area under eyebrow
- Wax product is applied properly
- Smooths fabric over the wax product
- Holds skin taut
- Pulls fabric in opposite direction of hair growth
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

**Safety and Infection Control**

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

**SET UP AND CLIENT PROTECTION**  
(\*15 minutes – SIMULATED wax product)

**Verbal Instructions:**

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

*"You will also set up the soft wax 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."*

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

(2) *"You may begin set up."*

**SET UP AND CLIENT PROTECTION**  
(\*30 minutes – HOT WAX product)

**Verbal Instructions:**

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

*"You will also set up the soft wax supplies and perform proper draping."*

*"At this time you may plug in your wax heaters."*

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

*"You will have 30 minutes to complete this section."*

*"You will be informed when you have 15 minutes remaining."*

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

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Disinfects or covers model's chair
- Disinfects setup table
- Disposes of soiled materials in a sanitary manner
- Places labeled supplies on setup table
- Protects model with a body drape or cover
- Protects model's hair with drape or cover
- Re-sanitizes hands
- Tests temperature of wax safely

**Safety and Infection Control**

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

**HARD WAX UPPER LIP**

(10 minutes)

**Verbal Instructions for Set-up:**

*"You have 2 minutes to remove the supplies from your kit for the hard wax 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 hard wax upper lip section of this examination."*

*"You will be instructed to demonstrate the hard wax upper lip procedure."*

*"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."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Properly drapes model
- Re-sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

**Examiners will read the following to each candidate:**

*"Please demonstrate the hard wax upper lip procedure."*

- Safely sanitizes area to be treated
- Dries the area to be treated
- Removes the wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product along entire upper lip
- Applies wax product properly
- Holds skin taut
- Pulls the wax product properly
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

**Safety and Infection Control**

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

**HARD WAX UNDERARM**

(15 minutes)

**Verbal Instructions for Set-up:**

*"You have 2 minutes to remove the supplies from your kit for the hard wax underarm 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 hard wax underarm section of this examination."*

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

*"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**

- Sanitizes hands
- Properly drapes model
- Positions model to fully expose the underarm
- Re-sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

**Examiners will read the following to each candidate:**

*"Please demonstrate the hard wax underarm procedure."*

- Safely sanitizes area to be treated
- Dries area to be treated
- Removes wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product properly
- Holds skin taut
- Pulls wax product properly
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

**Safety and Infection Control**

- Disposes of soiled materials in a sanitary manner
- Maintains the work area in a safe and sanitary condition

**SOFT WAX FRONT OF LOWER LEG**  
(15 Minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the soft wax front of lower leg 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 soft wax front of lower leg section of this examination."*

*"You will be instructed to demonstrate the procedure."*

*"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**

- Sanitizes hands
- Disposable gloves are worn
- Uses disinfected or disposable implements

**Examiners will read the following to each candidate:**

*"Please demonstrate the soft wax front of lower leg procedure."*

- Safely sanitizes area to be treated
- Dries area to be treated
- Removes wax product from container in a safe and sanitary manner
- Tests temperature of wax safely
- Applies wax product in direction of hair growth
- Applies wax product along front of lower leg
- Wax product is applied properly
- Smooths fabric over wax product
- Holds skin taut
- Pulls fabric in opposite direction of hair growth
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

**Safety and Infection Control**

- Disposes of soiled materials in a sanitary manner
- Maintains the 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
- disposable gloves
- body drape
- hair drape or head band
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used\*
- disposal bag for waste materials
- masking or transparent tape
- cloth and paper towel(s)
- tissues
- powder
- cotton
- sponges
- gauze pads
- spatulas
- container of water
- antiseptic
- fabric strips
- scissors
- hard wax product
- soft or simulated wax product
- post-epilation product
- wax heater
- first aid supplies (blood spill kit)
- tape

**WAX TECHNICIAN REFERENCES**

*Milady's Standard Fundamentals for Estheticians, 9<sup>th</sup> ed., 2004*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Esthetics*  
A Resource for Your Skin Care Career, 2004  
Pivot Point International, Inc  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

**OPTIONAL REFERENCES**

Milady's Hair Removal Techniques  
A comprehensive Manual, 2004  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Milady's Standard Textbook of Cosmetology, 2004*  
Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214  
[www.Milady.com](http://www.Milady.com)

*Salon Fundamentals*  
*A Resource for Your Cosmetology Career,*  
*2002, 2004-2006*  
Pivot Point International, Inc  
Evanston, IL 60201  
(800) 866-4247  
[www.pivot-point.com](http://www.pivot-point.com)

NIC Health and Safety Standards  
NIC, Inc., October 2002  
[www.nicesting.org](http://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 2002

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