



NATIONAL MANAGER
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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The National Manager examination is the national licensure examination for Managers, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Manager examination. The time allowed for the Manager written examination is 90 minutes.

SALON FACILITIES
20 Questions

Location

- Analyzing the area
- Analyzing the premises

Layout

- Reception room
- Working space
- Equipment
- Decorations
- Lighting
- Floor covering
- Furniture and fixtures
- Signs

**SALON
MANAGEMENT**
30 Questions

Financial Control

- Record keeping
- Charges for services; profit markup
- Merchandise and supplies
- Stock inventory

Inventory

- Importance of inventory
- Types of inventory methods
- Legal requirements

Personnel Management

- Supervision
- Compensation:
 - salaries and wages
 - salaries and commission
 - commission only
- Work schedule
- Employee benefits
- Payroll taxes

Merchandising

- Selling services
- Selling merchandise
- Advertising: media, costs, and benefits

Ethics

MANAGER REFERENCES

Milady's Standard Cosmetology, 2004

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

Salon Fundamentals, Cosmetology, 2005

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

Milady's Standard Professional Barber, 2006

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