



MANAGER  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

The 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 Manager examination. The time allowed for the Manager written examination is 90 minutes.

**SALON FACILITIES**  
40%

**Location**

- Analyzing the area
- Analyzing the premises

**Layout**

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

**SALON  
MANAGEMENT**  
60%

**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](http://www.Milady.com)

*Salon Fundamentals, Cosmetology, 2005*

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Professional Barber, 2006*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)