



Cosmetology Candidate Briefing and Verbal Instructions

At the beginning of the examination, please read the following statements:

“Good morning/afternoon. On behalf of the National Interstate Council of State Boards of Cosmetology, we would like to welcome you.

All candidates participating in the practical examination will be given the same instructions.

Talking with other candidates or the examiners is strictly prohibited. Examiners are NOT allowed to answer any questions.

Candidates are responsible for having all the needed supplies and are evaluated at ALL times.

Restrooms are located _____; drinking water is located _____. Emergency exits are located _____.

Once the examination has started, you may only leave the testing area with permission. Please raise your hand for assistance. You will need to sign out, and sign back in. The examination will continue and you will NOT be given extra time. Only one candidate may leave at a time. If you have an emergency situation please ask for the supervisor.

Cellular phones, pagers, and electronic devices are NOT permitted in the examination room. If it is discovered that you have any electronic device, you will be dismissed immediately and your actions will be reported to the proper authorities.

Please take notice that the NIC Health and Safety Standards are posted in the event of a blood spill.

All verbal instructions will be read twice. Once you have completed all tasks please indicate that you are finished.”

Examiners may make the following statements when needed during the examination:

- *“Do as you were taught.”*
- *“Do the best you can with what you have available.”*
- *“Please continue demonstrating.”*



<p style="text-align: center;">SET UP AND CLIENT PROTECTION (10 minutes)</p>
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Verbal Instructions:

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

“You will also set up the thermal curling 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.”*

*** Please refer to State guidelines, if using hot iron please read the following statement:**

“Please plug in curling irons at this time.”

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">THERMAL CURLING (10 minutes)</p>

Verbal Instructions:

“You will now perform the thermal curling section of this examination.”

“You will form three curls on the top of the head and four curls on one side of the head.”

“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.”*

Note to examiners: Please read the following statement when needed:

“Please remove any clips at this time.”

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



HAIRCUTTING (30 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting 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 haircutting section of this examination.”

“You will complete a basic layered haircut using shears and a razor.”

“You will cut the nape section with a razor.”

“You will complete the haircut using the shears.”

“Please do not sweep the hair from the floor until you are instructed.”

“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.”*

Note to examiners: Please read the following statement when needed:

“Please remove any clips at this time.”

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

“May I please use your comb to check your haircut?”

Examiners will read the following to each candidate after checking their haircut:

“You may clean up only your hair at this time.”

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



CHEMICAL WAVING

(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving 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 chemical waving section of this examination."

"You will wrap the center back section of the head, from crown to nape."

"You will be instructed to apply simulated waving lotion."

"You will be instructed to demonstrate a test curl."

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

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

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

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

(2) *"You may begin."*

Note to examiners: Please read the following statement when needed:

"Please remove any picks at this time."

Examiners will read the following to each candidate:

"Please demonstrate saturation."

Examiners will read the following to each candidate:

"Please demonstrate a test curl."

Please read the following to the entire group of candidates when the timer goes off:

"Please stop the chemical waving procedure. Do not remove the rods until the examiner instructs you to remove them."

Please read the following to the entire group of candidates after examiners have finished checking all candidates:

"Please remove all rods from the head and brush the hair straight back."

Examiners: Do not continue until all candidates have removed all of their rods. If necessary make the following statement to the entire group:

"We cannot continue until all candidates have removed all rods from the hair and brushed the hair straight back."

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination."



HAIR LIGHTENING & HAIR COLORING

(20 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring 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 lightening and hair coloring section of this examination.”

“You will divide the head into four sections.”

“You will apply a virgin lightener to the right front section of the head.”

“You will apply a 2 inch hair coloring retouch to the right back section of the head.”

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

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

(2) *“You may begin.”*

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



CHEMICAL RELAXING (25 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical relaxing 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 chemical relaxing section of this examination."

"You will apply a virgin relaxer application to the left back section of the head."

"You will apply a 2 inch relaxer retouch application to the left front section of the head."

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

"You will have 25 minutes to complete this section."

"You will be informed when you have 13 minutes remaining."

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

(2) *"You may begin."*

Examiners will read the following to each candidate:

"Please demonstrate smoothing the relaxer retouch product."

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination."



*** BLOW DRY STYLING (OPTIONAL SERVICE)**
(10 minutes)

*** Please refer to State guidelines.**

*** Blow Dry Styling is an optional service that is examined after Haircutting for states that elect to test this section.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the blow dry styling 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 blow dry styling section of this examination.”

“You will blow dry only the top and one side of the head.”

“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.”*

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">*SHAPING AND PIN CURL PLACEMENT (OPTIONAL SERVICE) (20 minutes)</p>
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*** Please refer to State guidelines.**

*** Shaping and Pin Curl Placement is an optional service for states that elect to test this section.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the shaping and pin curl placement 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 shaping and pin curl section of this examination.”

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

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

(2) *“You may begin.”*

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">* ROLLER PLACEMENT (OPTIONAL SERVICE) (10 minutes)</p>

*** Please refer to State guidelines.**

*** Roller Placement is an optional service for states that elect to test this section.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the roller placement 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 roller placement section of this examination on the top of the head.”

“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.”*

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">* BASIC FACIAL (OPTIONAL SERVICE) (10 minutes)</p>

*** Please refer to State guidelines.**

*** Basic Facial is an optional service for states that elect to test this section.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the basic facial 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 basic facial section of this examination.”
“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.”*

Note to examiners: Please read the following statement if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



* MANICURE (OPTIONAL SERVICE) (20 minutes)

*** Please refer to State guidelines.**

*** Manicure is an optional service for states that elect to test this section.**

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the manicure 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 manicure section of this examination.”

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished.”

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

(2) *“You may begin.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">* SCULPTURED NAIL (OPTIONAL SERVICE) (20 minutes)</p>
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*** Please refer to State guidelines.**

*** Sculptured Nail is an optional service for states that elect to test this section.**

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Verbal Instructions for Set Up:

“You have 2 minutes to set up the supplies for the sculptured nail 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 sculptured nail section of this examination, using an odorless product.”

“You will apply a sculptured nail to the index finger.”

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

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

(2) *“You may begin.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”



<p style="text-align: center;">CANDIDATE SUMMARY AND FINAL CLEANUP</p>

At the conclusion of the examination, please read the following statements:

“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.”