National Esthetics Practical Examination CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

The National Esthetics Practical Examination is a licensure examination for Esthetics, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Esthetics Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.

- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same for Theory, Practical, Written Practical, and Additional Sections for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- 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. *Picture ID is required for re-entry into the examination.*

- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All products must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English. No labels indicating order of use when performing the service are allowed.
- Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- All practical examinations are administered in English. The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candi-

dates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
- Infection Control is defined as:

  - Hand washing with soap and water, or the use of hand sanitizers. (Hand washing can be simulated with hand sanitizer).
  - Use personal protection equipment, for example, gloves and etc., to create a barrier between the practitioner and the client per service.
  - Regular cleaning, disinfection and sterilization of the environment including tools and surfaces, to reduce the spread of infections.

- In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any unsafe conditions, they need to address it immediately.

Blood Exposure Procedures

NIC has adopted the following OSHA standards for Blood Exposure 1910.1030 - Bloodborne pathogens. | Occupational Safety and Health Administration[1]

[1]https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030/

How does the adopted OSHA standard impact the evaluation of Blood Exposure during testing?

The NIC practical examinations will use the OSHA standard in evaluating candidate performance during testing. The following is the order in which Blood

Exposure will be expected to be performed during testing:

NIC practical exam's evaluation of these steps are as follows:

- Avoid all contact with blood or bodily fluids.
- Use an appropriate antiseptic hand cleanser[2] (e.g., hand sanitizer) before working on client.
- Put on disposable gloves.
- If an individual is bleeding, do not touch the blood. Ask the injured individual to use a cotton ball or tissue to stop the bleeding and to throw the used material directly into the trash.
- Bandage open cuts or broken skin to prevent contact with blood.
- Throw away disposable gloves immediately after using them.
- Place contaminated supplies in appropriate receptacles.
- Use an appropriate hand cleanser after working on a client; hand wash with soap and water or use hand sanitizer (hand washing can be simulated with hand sanitizer).

[2]OSHA 29 C.F.R. § 1910.1030(d)(2)(iv). Hand cleanser can be substituted for hand-washing when soap and water is unavailable.

NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked for services or presectioned are not allowed for any part of the practical examination.

- Mannequin heads MUST be a full-size head, “minikin” or “junior” mannequin heads are NOT permitted.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

The following information is vital and specific to the NIC National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
- Container labeled ‘To be disinfected’
- Container labeled ‘Soiled linens’
- Container labeled ‘Trash’
- It is specified that there is more than one client represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domains Sections). All additional services (varies by state) will be performed on Client 2.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- Candidates are expected to brace any time they are working around the eye and mouth areas.
- In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.
- Mannequins are considered to be your client and not supplies for purposes of testing. Mannequins must be visibly clean. Mannequins may or may not have pre-drawn eyebrows. Mannequins must have ears if required to perform Eyebrow/Eyelash enhancement Additional Service.
- Exposed jewelry can create contamination hazards. Exposure to clients can result in loss of points.

ESTHETICS PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Esthetics Practical Examination includes 6 (six) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)
2. CLIENT PREPARATION AND BASIC FACIAL (25 minutes)
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)
4. HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING (Untimed)
5. FACIAL MAKEUP (20 minutes)
6. BLOOD EXPOSURE PROCEDURE (10 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Esthetics Practical Examination.

Proctor–Verbal Instructions: Read to all candidates: *"Please go to your assigned station and do nothing until instructed by the Proctor."*

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"*You will prepare your WORK AREA for your client.*

Please do not introduce your client until instructed to do so.

You will set up the universal supplies you will use throughout the examination.

You will also set up the supplies for the Basic Facial section of the examination.

You will be expected to follow all 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.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **1.1 Disinfects all work areas completely with product that is EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- **1.2 Sanitizes hands**
- **1.3 Universal products are labeled in English**
- **1.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

2. CLIENT PREPARATION AND BASIC FACIAL (25 minutes)
Proctor - Verbal Instructions: Read to all candidates:

"*You will prepare your CLIENT for services.*

You will perform a Basic Facial.

The basic facial will include

- cleansing,

- manual exfoliation,

- towel steaming,

- massage, and

- mask.

The mask must be colored, not clear.

You will demonstrate facial massage procedure using 4 different types of facial manipulations (effleurage, petrissage, tapotement, friction, or vibration).

You will be expected to follow all client protection, safety and infection control procedures.

You will have 25 minutes to complete this section.

You will be informed when you have 12 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2)You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.1 Basic facial products are labeled in English**
- **2.2 Implements and supplies are visibly clean**
- **2.3 Cleanses entire face**
- **2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips**
- **2.5 Steams the face with towel and removes residual product completely**
- **2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements (effleurage, petrissage, tapotement, friction or vibration)**

- **2.7 Demonstrates facial mask application and concludes the service**
- **2.8 Maintains drape throughout section**
- **2.9 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

Proctor - Verbal Instructions: Read when all examiners have indicated they have completed their assessment.

"*Examiners, please rotate at this time.*"

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"*You will break down your work area and dispose of supplies used in the previous sections of this examination.*

You will prepare your WORK AREA for a NEW client.

You will set up the universal supplies you will use for the remainder of the examination.

You will also prepare the NEW client for the following sections of the examination:

- Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing, and

- Facial Makeup.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 7 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

Additional verbal instruction specific to state guidelines for hard wax (If additional hard wax section is administered): Plug in your wax pot at this time.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.1 Disinfects all work areas completely with product that is EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- **3.2 Sanitizes hands**
- **3.3 Universal products are labeled in English**
- **3.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

4. HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING (Untimed)

Proctor - Verbal Instructions: Read to all candidates:

"*You will perform hair removal of the eyebrow using simulated soft wax and tweezing.*

You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.

You will be expected to follow all client protection, safety and infection control procedures.

You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.

This is an untimed section.

Do not begin to demonstrate the soft wax and tweezing procedures.

You will be instructed individually by the examiner to begin.

(1) The instructions will be repeated."

- **Candidates will be evaluated on the following tasks:**
- **4.1 Hair removal of the eyebrow products are labeled in English**
- **4.2 Implements and supplies are visibly clean**

Examiner - Verbal Instructions: Read to each candidate individually:

"*Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.*"

- **4.3 Demonstrates application of simulated soft wax procedure along entire length of one eyebrow**
- **4.4 Demonstrates removal of simulated soft wax**

Examiner - Verbal Instructions: Read to each candidate individually:

"*Please tweeze three hairs from the same eyebrow and conclude the service.*"

- **4.5 Demonstrates tweezing procedure**
- **4.6 Maintains drape throughout section**
- **4.7 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Examiner - Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

"*Please step back and do nothing until the next verbal instructions are given.*"

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*"

5. FACIAL MAKEUP (20 minutes)
Proctor - Verbal Instructions: Read to all candidates:

"*You will perform facial makeup.*

You will apply facial makeup in the following order:

- foundation,

- blush,

- eyeliner,

- mascara, and

- lip color.

You are expected to brace when working around the eye and mouth areas.

You will be expected to follow all 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.

Step back to indicate you have finished.

Additional verbal instruction specific to state guidelines for Hard Wax (if additional Hard Wax section is administered): Please check the temperature of your wax pot at this time.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **5.1 Facial makeup products are labeled in English**
- **5.2 Implements and supplies are visibly clean**
- **5.3 Applies foundation to cover face**
- **5.4 Applies blush**
- **5.5 Applies eyeliner**
- **5.6 Applies mascara**
- **5.7 Applies lip color**
- **5.8 Maintains drape throughout section**
- **5.9 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section of the examination, we will now proceed.*"

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*"

6. BLOOD EXPOSURE PROCEDURE (10 minutes)
Proctor - Verbal Instructions: Read to all candidates:

"*You will demonstrate the blood exposure procedure.*

You will imagine the following scenario: During a service, your client has sustained a minor cut to the chin.

The injury is such that you can continue with the service.

You have not come in contact with the blood and your work area has not been contaminated.

You are expected to demonstrate the proper procedure for a blood exposure.

You will be expected to follow all 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.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **6.1 Blood exposure supplies and materials are labeled in English**
- **6.2 Removes materials from the first aid kit**
- **6.3 Supplies and materials are visibly clean**
- **6.4 Candidate wears gloves**
- ~~**6.5 Cleans injured area with antiseptic**~~
- **6.6 Covers with dressing that is absorbent and secured**
- **6.7 Disposes of all contaminated supplies**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated they have completed this section.*

Please remove your bandage and do nothing until the next verbal instructions are given."

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"*Please stop working.*

Please remove your bandage and do nothing until the next verbal instructions are given."

CANDIDATE CLEANUP AND FINAL SUMMARY Proctor - Verbal Instructions: Read to all candidates at the conclusion of the examination:

"*All examiners have indicated they have completed their assessment.*

Make sure that all kit supplies and disposable materials are taken with you.

This concludes the National-Interstate Council of State Boards of Cosmetology, National Esthetics Practical Examination.

Thank you for your participation."

SUGGESTED EXAMINATION SUPPLIES

Universal Supplies will be defined as

- Hand sanitizer
- Disinfectant
- First aid kit
- Three containers labeled:
  - 'Items to be Disinfected'
  - 'Soiled Linens'
  - 'Trash'

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies
* Applicators, Spatula(s)

Suggested Supplies
* Bag or Container Labeled “soiled Linens”
* Bag or Container Labeled “to be Disinfected”
* Bag or Container Labeled “trash”
* Blush
* Bowl or Container of Water (if Used)
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Cleanser
* Disposable Makeup Applicator(s)
* Empty Makeup Palette
* EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal, and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes in Manufacturers Container)
* Eyeliner
* Eyeliner with Sharpener
* First Aid Kit
* Foundation
* Gloves
* Hand Sanitizer and Manufacturer’s Label (Must be Actual Hand Sanitizer in Manufacturers Container)
* Head and Body Drapes
* Implement or Material to Exfoliate
* Lip Color
* Manual Exfoliation Product
* Mascara
* Mask Applicator
* Mask Product with Color (not Clear)
* Massage Product
* Moisturizer/Sun Protection
* Paper Towels
* Post-Epilation Product

Suggested Supplies
* Pre-Epilation Product
* Simulated Soft Wax
* Tissues, Gauze Pad, Cotton Rounds, Sponges
* Toner
* Tweezers
* Wax Applicator(s)
* Wax Strip(s)
* Wet Steam Towel(s)

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

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Standard

Milady Standard Esthetics Fundamentals and Foundations (2-book set)
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Supplemental

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The Epidermal Cell Therapy Skillsbook

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