

# COSMETOLOGIST

## EXAM PREPARATION GUIDE



# Introduction

Thank you for participating in the State of Kansas licensing process. To obtain your license, the Kansas Board of Cosmetology requires you to pass a written and a practical exam after you complete your program.

**Read this entire Exam Preparation Guide.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

This Exam Preparation Guide includes written and practical exam information. There are checklists for your use on the last pages of this Exam Preparation Guide to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the ““Contact Support”” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION REQUIREMENTS

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<b>Requirements to Sign Up for an Exam</b>	You must be at least 17 years of age and within 80 hours of completing your program to sign up for your exam.												
<b>Requirements on the Day of Your Exam</b>	On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> website.												
<b>Required Identification</b>	<p>For entry into your exam, you are required to provide originals of qualifying pieces of identification. <b><i>Your name (and date of birth, if listed) on the ID are required to match your name and date of birth exactly as they appear in your online account when you arrive at the test site.</i></b> If your name is incorrect in our system, please contact us by clicking on the “Contact Support” link at (<a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a>).</p> <ul style="list-style-type: none"> <li>• <b>Two</b> forms of government issued identification (see below) are required. <ul style="list-style-type: none"> <li>○ <b>One</b> piece of identification must include a current photo.</li> </ul> </li> <li>• Your name is <b>required</b> to match on both forms unless you also bring documentation of name change (<i>for example, official court document indicating name change, etc.</i>).</li> </ul>												
<b>Accepted as Identification</b>	<ul style="list-style-type: none"> <li>• U.S. or foreign driver’s license – valid, or expired within one year</li> <li>• U.S. armed services ID card – with photo and signature</li> <li>• U.S. V.A. ID card – valid with photo</li> <li>• U.S. or foreign passport – valid, or expired within one year</li> <li>• Federal or state employee ID card – valid, shows your signature and photo</li> <li>• State issued ID card with photo – valid, or expired within one year</li> <li>• Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service</li> <li>• U.S. Certificate of Citizenship or Naturalization – with signature and photo</li> <li>• U.S. Permanent Resident card – valid, with your signature and photo</li> <li>• Tribal ID card</li> </ul>												
<b><u>Original Identification With Photo</u></b>	<ul style="list-style-type: none"> <li>• Certified birth certificate – original or certified document</li> <li>• Social Security card (not laminated) or Tax Payer ID Letter</li> <li>• Certified birth registration card</li> <li>• Government issued visa – valid, or expired within one year</li> <li>• Voter’s card</li> <li>• Medicare card</li> <li>• Social Security Administration receipt of name change / replacement card</li> </ul>												
<b><u>Original Identification Without Photo</u></b>													
<b>Examples of Items Not Accepted as Identification</b>	<table border="0" style="width: 100%;"> <tr> <td>Medical marijuana card</td> <td>Copies of ID</td> <td>Car registration</td> <td>Cosmetology license</td> </tr> <tr> <td>Credit card</td> <td>Costco card</td> <td>Jury summons</td> <td>Gun permit</td> </tr> <tr> <td>Car insurance card</td> <td>School ID</td> <td>Bus passes</td> <td>Food handler’s card</td> </tr> </table>	Medical marijuana card	Copies of ID	Car registration	Cosmetology license	Credit card	Costco card	Jury summons	Gun permit	Car insurance card	School ID	Bus passes	Food handler’s card
Medical marijuana card	Copies of ID	Car registration	Cosmetology license										
Credit card	Costco card	Jury summons	Gun permit										
Car insurance card	School ID	Bus passes	Food handler’s card										

## Getting Started

To take your written and practical exams, you need to be referred online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com) by your school, your apprenticeship program or by the KBOC. Your temporary username and password will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Exam Preparation Guide by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

## Exam Locations and Scheduling

Go to [www.cosmetologykansas.com](http://www.cosmetologykansas.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

## Payments

The practical exam fee is \$50, the written exam fee is \$50 and all individual retests scheduled are \$50 each through Thursday, September 17, 2015. Effective September 18, 2015, the practical exam fee will be \$75, the written exam fee will be \$75 and any exam retest will be \$75. You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Click on "Pay by Check" and print the form you need. Send the completed form, along with your money order or cashier's check, to National Testing Network. In about two weeks you will receive a voucher you can use to go back online and schedule your exam.

## SCHEDULING AND TAKING THE EXAMS

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### **Special Accommodations Requests**

For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You may request accommodations by completing the "Request for Accommodations Form (Parts A and B)" when you log into your account online for the first time. Submit all completed documentation to National Testing Network by mail or fax (425-774-0829).

National Testing Network  
Accommodation Request  
18720 33rd AVE W  
Lynnwood, WA 98037

All sections of the form must be completed; if one of the forms does not apply, please mark as "not applicable".

Requests must be made in advance and supported by documentation from a physician. Requests must be made and accepted prior to scheduling your exams with accommodations. You will be notified of the result of your request.

### **Languages**

The exams are only offered in English.

### **Arrival Time**

Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

### **Late Arrival Policy**

Entrance to the examination closes at test time. No candidate who arrives late will be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to reschedule and pay for another exam at a later time.

### **Getting Your License**

Step 1: Log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com)

Step 2: Click "Print Practitioner Application"

Step 3: Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)

Note: Application must be received and processed by KBOC in order to receive your license

### **Need Help?**

If you need help with this process, please contact us anytime by clicking the "Contact Support" link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAM RULES

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<b>No Study Materials</b>	No textbooks or other study materials are allowed in exam rooms.
<b>Personal Belongings and Attire</b>	No purses, backpacks or other personal belongings are allowed in exam rooms. Such items may not be accessed during the exam. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. No weapons of any kind are allowed in the facility. National Testing Network assumes no responsibility or liability for any personal items in the facility.
<b>No Digital Devices</b>	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.
<b>Talking</b>	During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates unless specifically directed or permitted to do so by a test proctor or evaluator. (Raise your hand if you need assistance during an exam.)
<b>No Cheating</b>	Cheating or falsifying information is not tolerated.
<b>No Disruptions</b>	No disruptive behavior or unnecessary noise is allowed.
<b>No Drinking, Eating, Chewing, or Smoking</b>	No eating, drinking, gum chewing, toothpick chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)
<b>Stay Within Your Workstation</b>	Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed.
<b>Breaks</b>	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
<b>No Visitors</b>	Candidates are not allowed to have companions or visitors in the building.
<b>Rule Violations</b>	Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited and the answer sheets will be voided. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Some violations can result in additional suspensions from testing or affect receiving a Kansas license.
<b>Appeals Process</b>	National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to 18720 33 <sup>rd</sup> Ave. W., Lynnwood, WA 98037 or to <a href="http://cosmetologykansas.com/process.cfm?id=contact">http://cosmetologykansas.com/process.cfm?id=contact</a> .

## FREQUENTLY ASKED QUESTIONS

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<b>How and when do I find out about my exam results?</b>	Your exam results will be posted on your online account page within one week after you complete your exam. (The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.)
<b>What is the passing score?</b>	Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Kansas. Passing score for the written exam is 75. Passing score for the practical exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again. Candidates scoring less than 75 on the practical exam must retake the entire practical exam again. Candidates who fail the Blood Spill portion of the practical exam may schedule another test and take the Blood Spill portion only.
<b>When can I retake an exam?</b>	You can go online and sign up to retake the written exam or practical exam at a later time.
<b>What is the cancellation and refund policy?</b>	Exam fees are not refundable. Exams can be rescheduled by clicking the "Contact Support" link on <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> and submitting a support ticket a minimum of 7 calendar days prior to your exam date. Schedule changes are not allowed outside of the 7 day policy.
<b>What is the policy on extreme weather and emergency closure?</b>	In case of extreme weather conditions or other emergencies that warrant closure of any testing center, you will be notified by the testing center as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification from the testing center, exams can be rescheduled by clicking the "Contact Support" link on <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> and submitting a weather re-schedule support ticket.
<b>Is my score valid in other states?</b>	The State of Kansas has no control over what is accepted in other states.
<b>Do I have to take the exam for things that are not taught in my program?</b>	This is your state licensing exam. The exam tests for state requirements and the ability to perform services listed in Kansas State Law, as shown on the next page. You must be prepared for testing in all areas shown.

Following is an overview of licensing requirements covered in the exam process.

<b>Safety &amp; Sanitation</b>	The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary(including floors, reception area(s), dispensaries, storerooms and bathrooms), to ensure that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.
<b>Implements, Tools &amp; Equipment</b>	The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.
<b>Chemical &amp; Facility Management</b>	The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, to properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals, and understand proper and appropriate first aid procedures.
<b>Hair Care &amp; Product Use</b>	The licensee/practitioner is required to properly recognize and identify hair and scalp disorders and diseases, including parasitic and contagious conditions, open wounds and other conditions that may preclude the performance of services, draping and the use of tools and implements. Hair care services include haircutting, styling, chemical waving, chemical relaxers, hair coloring and lightening.
<b>Skin &amp; Facial Care &amp; Product Use</b>	The licensee/practitioner is required to properly recognize and identify diseases and disorders of the scalp, hair and skin, including parasites and contagious diseases, open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include stimulating the skin of the body by the use of preparations, tonics, lotions, or creams; and the application of make-up, and tinting eyelashes and eyebrows.
<b>Nail Care &amp; Product Use</b>	The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring and pedicuring, acrylic nails, gel nails, nail tips, nail wraps, paraffin wax treatments and massaging.



# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

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The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the Milady textbook shown below and many of the professional knowledge questions are also covered in the Pivot Point textbook. All law items are covered in the Kansas Laws, Rules and Regulations listed below.

1. *Milady's Standard Textbook of Cosmetology*, Clifton Park, NY: Cengage Learning, 2012.
2. *Salon Fundamentals: A Resource for Your Cosmetology Career*, Chicago, IL: Pivot Point International, Inc., 2000.
3. *Milady's Standard Nail Technology*, Clifton Park, NY: Thomson Delmar Learning, 2007.
4. Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from: <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

## WRITTEN TEST ADMINISTRATION

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<b>Written Exam Time</b>	2 hours
<b>Computerized Testing</b>	The written exam is computer administered. You must be able to use a mouse and familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.
<b>Languages</b>	The written exam is in English.
<b>All Testing Materials are Provided</b>	All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

## TIPS FOR TAKING THE WRITTEN EXAM

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<b>Read directions</b>	Avoid careless errors by thoroughly reading and understanding the instructions before you begin.
<b>Read questions thoroughly</b>	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
<b>Read all answers before choosing</b>	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
<b>Answer every question</b>	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.
<b>Don't spend too much time on one question</b>	If you have a hard time with a particular question, move on and make a note to come back to that question later.
<b>Double check answers</b>	If you finish early, use the remaining time to review and double-check your answers.

<b>Kansas State General Laws, Rules and Regulations</b>	Laws, Rules and Regulations contained in the following publication: Kansas Board of Cosmetology (2011, July). <i>General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology.</i> Retrieved June 1, 2013 from: <a href="http://www.kansas.gov/kboc/CosmoStatsandRegs.htm">http://www.kansas.gov/kboc/CosmoStatsandRegs.htm</a>	
25%		
<b>Safety, Sanitation &amp; Infection Control</b>	Types of bacteria Immunity Viruses Client records Parasites  First Aid: <ul style="list-style-type: none"> <li>• Blood spill procedures</li> <li>• Bodily fluids contact procedures</li> </ul>	Methods of infection control: <ul style="list-style-type: none"> <li>• Sanitation</li> <li>• Antiseptics</li> <li>• Disinfection</li> <li>• Sterilization</li> <li>• Solutions and formulations</li> </ul> Products and chemicals use and storage: <ul style="list-style-type: none"> <li>• Labeling</li> <li>• Removal from containers</li> <li>• Hazardous waste disposal</li> </ul>
40%		
<b>Implements, Tools &amp; Equipment</b>	Brushes Combs Curette Cuticle pusher Facial rotary brushes Facial steam machines Finger bowls Foot paddle Foot spas Implements, tools & storage Nail brush	Nail clipper Nail files Nail rasp Nippers Pedicure cart Razors Roller receptacles Shears Toe separator Tweezers Water bath or spa Make-up
2%		
<b>Product Knowledge &amp; Chemistry</b>	Water pH and the pH scale Nail care products: <ul style="list-style-type: none"> <li>• Polish remover</li> <li>• Cuticle remover</li> <li>• Nail conditioner</li> <li>• Base and top coat</li> <li>• Nail polish</li> <li>• Nail dryer</li> </ul> Skin care products <ul style="list-style-type: none"> <li>• Toners, astringents and Refresheners</li> <li>• Humectants and emollients</li> <li>• Masks and packs</li> <li>• Sunscreen</li> <li>• Aromatherapy</li> </ul> Skin care products (cont.)	Hair care products: <ul style="list-style-type: none"> <li>• Shampoos and conditioners</li> <li>• Styling aids</li> <li>• Chemical waves</li> <li>• Curl reformation</li> <li>• Chemical relaxers</li> <li>• Hair color and lightening</li> <li>• Temporary hair colors</li> <li>• Semi-permanent hair colors</li> <li>• Demi-permanent hair colors</li> <li>• Permanent hair colors</li> <li>• Toners &amp; fillers</li> <li>• Lighteners</li> <li>• Developer</li> <li>• Predisposition/patch test</li> </ul>
4%		

	<ul style="list-style-type: none"> <li>• Exfoliants</li> <li>• Make-up</li> </ul>	
<b>Anatomy &amp; Physiology</b>  <b>2%</b>	<b>Histology of the hair and scalp:</b> <ul style="list-style-type: none"> <li>• Trichology</li> <li>• Hair structure</li> <li>• Hair growth</li> <li>• Hair color</li> <li>• Hair disorders</li> <li>• Hair loss</li> <li>• Scalp disorders</li> </ul>	<b>Histology of the nails:</b> <ul style="list-style-type: none"> <li>• Nail structure</li> <li>• Nail growth</li> <li>• Nail disorders</li> <li>• Nail diseases</li> </ul> <b>Histology of the skin</b> <ul style="list-style-type: none"> <li>• Structure of the skin</li> <li>• Skin disorders</li> <li>• Primary and secondary lesions</li> </ul>
<b>Hair Care &amp; Services</b>  <b>19%</b>	<b>Treatment of the hair and scalp</b> <b>Analysis of the hair and scalp</b> <ul style="list-style-type: none"> <li>• Hair and scalp treatments</li> </ul> <b>Haircutting and styling:</b> <ul style="list-style-type: none"> <li>• Design elements</li> </ul> <b>Methods and procedures:</b> <ul style="list-style-type: none"> <li>• Shears</li> <li>• Razors</li> <li>• Elevations and cross-checking</li> <li>• Finger waves</li> <li>• Pin curls</li> <li>• Roller setting</li> <li>• Back-combing</li> <li>• Blow-drying</li> <li>• Pressing</li> <li>• Thermal curling (curling iron)</li> <li>• Wigs</li> <li>• Hairpieces</li> </ul>	<b>Chemical waving and curl reformation:</b> <ul style="list-style-type: none"> <li>• Chemical waving procedure</li> <li>• Curl reformation procedure</li> <li>• Rod sizes and shapes</li> <li>• Wrapping</li> <li>• Chemistry</li> <li>• Test curls</li> </ul> <b>Chemical hair relaxers</b> <ul style="list-style-type: none"> <li>• Retouch application</li> <li>• Virgin application</li> </ul> <b>Hair color and lightening</b> <ul style="list-style-type: none"> <li>• Temporary hair colors</li> <li>• Semi-permanent hair colors</li> <li>• Demi-permanent hair colors</li> <li>• Permanent hair colors</li> <li>• Toners and fillers</li> <li>• Lighteners</li> <li>• Developer</li> <li>• Predisposition/patch test</li> <li>• Strand test</li> <li>• Client records</li> <li>• Application procedures</li> <li>• Primary</li> <li>• Secondary</li> <li>• Tertiary</li> <li>• Warm vs. cool</li> </ul>
<b>Nail Care &amp; Services</b>  <b>4%</b>	<b>Manicure</b> <b>Pedicure</b> <b>Paraffin wax treatments</b> <b>Massage movements</b>	<b>Nail tip application</b> <b>Nail wrap application</b> <b>Gel nail application</b> <b>Acrylic nail application</b>
<b>Skin Care &amp; Services</b>  <b>4%</b>	<b>Draping</b> <b>Clean-up facial</b> <b>Deep facial with moist heat and massage</b> <b>Massage movements</b>	<b>Make-up application</b> <b>Hair removal</b> <b>Client records</b>

## PRACTICE QUESTIONS

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Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test is available online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

1. Hair roller storage receptacles and their contents must be
  - a. cleaned once a month.
  - b. stored in open containers.
  - c. kept out of reach of clients.
  - d. disinfected and free of foreign material.
  
2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is
  - a. an acid.
  - b. a neutral product.
  - c. an alkaline.
  - d. a flammable product.
  
3. The skin
  - a. is the largest organ of the body.
  - b. is the smallest organ of the body.
  - c. has an average pH of 3.0 – 4.5.
  - d. has an average pH of 6.0 – 7.0.
  
4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain
  - a. aniline derivative.
  - b. hazardous substances.
  - c. hydrogen peroxide.
  - d. disinfectant solutions.
  
5. The outermost layer of skin is the
  - a. epidermis.
  - b. medulla.
  - c. dermis.
  - d. subcutaneous tissue.

**Answers:** 1. d. 2. c. 3. a. 4. b. 5. a

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Test evaluators will evaluate you on your ability to perform these tasks while maintaining safe and sanitary conditions. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Examination Setting** Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. Do not assume that any other salon facilities are available.

**Video Instructions and Timer** Practical exam instructions and a countdown timer showing time remaining for each timed portion of the exam are presented on a video screen in the exam room. Scripts are available to read online or download at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Professional Techniques** No specific professional techniques are required. The professional techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the tasks listed in this exam preparation guide for each service in a way that is safe, sanitary and legal, and does not detract from exam administration.

**Workstations** Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36" tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.

**Kit Requirements** You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. The checklist at the end of this exam preparation guide has a complete list of what your kit must contain. You may bring other items if they meet the requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to ensure it is complete.

Kits must be stored under the workstation. Candidates may remove items from their kits during the exam without an evaluator's permission. Kits and their contents are considered sanitary unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam, including while items are stored and during any movement of items. Kits are considered as part of the work area and must be clean and kept closed, except when removing items.

### **Head Mannequins**

Candidates are required to bring two mannequin heads, without beard, both with clean, dry hair, in sanitary containers or packaging. Candidates are responsible for ensuring the mannequins they bring are clean, effective, and appropriate for the services, the amount of space allotted and for the exam facility. Do not apply makeup to the mannequin.

- **Mannequin Head #1**

- Mannequin Head #1 is used for thermal curling, haircut, chemical wave and facial services.
- Mannequin Head #1 must have a minimum of 7" of hair all over.
- Mannequin Head #1 must be pre-curved with a curling iron (no rollers), without product, prior to the exam, with:
  - three off-base curls on one side.
  - three on-base curls on the top of the head.

- **Mannequin Head #2**

- Mannequin Head #2 is used for hair coloring, lightening and chemical relaxer services.
- Mannequin Head #2 must have at least 5" of hair all over.

- Mannequins that have been pre-sectioned or marked by colors and/or notches to indicate sections are prohibited and will be disqualified for practical examination use.
- Stands are required for mannequin heads.
- Candidates must firmly stabilize mannequin heads, using a clamp, vacuum stand or other effective stabilizing method appropriate for the service being performed and for the exam facility.
- A mannequin that lies down is acceptable, if appropriate for a service.

### **Hand Mannequin**

- Hand mannequin may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this exam preparation guide.
- Hand mannequin must be clean and unstained without polish on the nails or skin.
- Nails must be attached to the nail beds of hand mannequin and remain attached during services.
- Hand mannequin may be stabilized with a pillow if the candidate desires.



**10 Minute Initial Setup**

- During a 10 minute initial setup, each candidate sets up hand sanitizer, work surface disinfectant, paper towels and blood spill kit. These items remain on the station for the duration of the exam. Candidates may also set up other items at their discretion, but at a minimum, must include those listed above. The candidate also sets up mannequin head #1.
- Time is provided between services when switching of mannequins is required.
- Do not drape during 10 minute initial setup.

**2 Minute Service Setup**

- During a 2 minute setup at the beginning of each service, implements, products and tools for that service are set up and may remain out for that service.
- During the 2 minute setup, candidates are expected to ensure the workstation is clean, sanitized and disinfected for the start of the service.
- Do not drape during the 2 minute setup.

**Draping**

- Draping is not performed during either the 10 minute or the 2 minute setup. It is performed during the timed service.
- Drapes must be effective, safe, sanitary, legal and appropriate for the type of service.
- If the same drape is being used for more than one service, candidates are told to leave drapes in place.

**Labels in English**

- All labels on all items must be legible, visible to evaluators and in English.

**Product Requirements**

- Candidates must bring all product(s) or mock product(s) needed for services.
- The only water needed for the exam is the spray bottle of water. (Some dry towels should be packaged and labeled "Steamed Towels". The fingerbowl will be empty and used as if it had water in it.)
- Safe, non-toxic, non-aerosol products or mock products are required. MMA (Methyl Methacrylate) is prohibited.
- All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents. For instance, a container filled with water may be labeled, "Chemical Waving Solution."
- Mock product containers can only represent one item and can only be used for one service. Each product must be in a separate labeled container.
- Ingredient lists from actual products or mock ingredient lists are not required.

- The candidate’s way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

## PRODUCT, EQUIPMENT AND SERVICE REQUIREMENTS AND RECOMMENDATIONS

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### **Tools and Implements**

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Haircut Service” and contain all haircut service tools/products/implements that will be set out at the time of the haircut service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

### **Linens and Paper Requirements**

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- Some dry towels must be in a sealed plastic container marked, “Steamed Towels” and used as if they were wet.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

### **Personal Safety and Sanitation**

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate’s methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize and disinfect the work area (including the optional stool for candidate, if used).
- Candidates’ hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.

- Candidates must use infection control procedures, as needed. (i.e. blood spill procedure must be used if a cut is sustained).

**Blood Spill Kit and Procedure**

Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal and standard precautions will be performed as a mock service on the mannequin set up on the workstation during the 10 minute setup.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

A second *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, using the second Blood Spill/First Aid Kit the candidate will follow the blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*. Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam:

1. Stop service immediately.
2. Don protective gloves.
3. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
4. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
5. Clean the station with disinfectant.
6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
7. Completely seal the double bags and place in the waste receptacle.

**Waste and Disposal**

- Candidates must manage waste and soiled materials in a sanitary manner, while maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one waste disposal receptacle that must be kept on the floor underneath the candidate's assigned workstation.
- The container must be labeled, "Waste."
- Waste receptacle(s) must be plastic lined and freestanding. Paper grocery bags/shopping bags lined with plastic garbage bags are recommended. Plastic garbage bags that are taped to the workstation are not allowed.

**Apparel and Personal Hygiene**

- A candidate's jewelry may not inhibit the performance of services.
- A candidate's hair may not inhibit safe and sanitary performance of services.
- Apparel must be visibly clean.
- Clothing and jewelry must not present safety or sanitation risks for consumer.
- Personal hygiene presents no risk for consumers.
- No uncovered wounds.

## SERVICES PERFORMED DURING THE PRACTICAL EXAM



Practical exam instructions are presented by DVD. (See scripts at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).) Order of exam components is shown below. On the following pages, tasks for each service are described. Evaluators will rate your ability to demonstrate each task in a safe, sanitary and legal manner, utilizing all tools and implements safely and maintaining safe and sanitary conditions. Technique is not graded. You should use techniques you were taught or that you prefer. You will be evaluated at all times.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>	<b>Percent of Overall Score</b>
<b>Initial Setup</b>	Disinfection and Setup	10 Minutes		5%
<b>Blood Spill</b>	Blood Spill Procedures Demonstration		10 Minutes	Scored Separately
<b>Service 1</b>	Thermal Curling (mannequin #1)	2 Minutes	10 Minutes	7%
<b>Service 2</b>	Haircut (mannequin #1)	2 Minutes	30 Minutes	14%
<b>Service 3</b>	Chemical Waving (mannequin #1)	2 Minutes	20 Minutes	15%
<b>Service 4</b>	Hair Coloring and Lightening (mannequin #2)	4 Minutes	20 Minutes	15%
<b>Service 5</b>	Chemical Relaxer (mannequin #2)	2 Minutes	20 Minutes	15%
<b>Service 6</b>	Facial (mannequin #1)	4 Minutes	15 Minutes	8%
<b>Service 7</b>	Sculptured nail (hand mannequin)	4 Minutes	15 Minutes	8%
<b>Service 8</b>	Manicure (hand mannequin)	2 Minutes	20 Minutes	8%
<b>Cleanup</b>	Disinfection and Cleanup	Unlimited	Unlimited	5%

### **IMPORTANT**

- You are responsible for all of your supplies.
- Review your checklist and supplies before you arrive at the testing facility.

**10 Minute Setup of Items that Remain Out for Entire Exam**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Disinfect entire work surface.
2. Set out the following items at a minimum. Do not set out tools and implements for any specific service. These will remain on your station throughout the exam:
  - a. Disinfectant for work surface.
  - b. Hand sanitizer.
  - c. Paper towels.
  - d. Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
    - Bandages
    - Anti-microbial
    - Plastic bag labeled “biohazard”
    - Protective gloves
3. Set up 1 or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
4. Set up mannequin clamp.

**Notes:**

- Candidate’s apparel and personal hygiene must not present safety or sanitation risk to consumer.
- During this time, setup mannequin clamp and place mannequin head #1 on clamp, but do not drape yet.
- You will be able to get in and out of your kit during the exam without permission from the evaluator.
- Candidates taking only the blood spill portion must still complete the 10 minute initial setup.



**Blood Spill  
Procedure  
Demonstration**

**10 minutes**

Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal precautions will be performed as a mock service on the mannequin set up on the workstation during the 10 minute setup.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

Candidates will have 10 minutes to perform the mock blood spill procedure on the forehead of head mannequins.

Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam. These steps include:

1. Don protective gloves.
2. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
3. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
4. Clean the station with disinfectant.  
All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
5. Dispose of completely sealed double bags in the waste receptacle.





**THERMAL CURLING**

**10 minutes**

**Note:**

Mannequin head #1 is used for the thermal curling service and must be pre-curled prior to arrival at the exam. The curling iron is cold, candidates must mock the hot iron.

**2 minute setup:**

Disinfect your station and set up with thermal curling implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Drape with cape and neck strip and completely brush out the pre-curls.
2. The curling iron is cool for the entire thermal curling service, however, it should be handled as if it were hot. Simulate testing the curling iron temperature.
3. Demonstrate 3 off-base curls on one side of the mannequin's head:
  - a. Curled subsections are to be the same width as the barrel of the iron.
  - b. Simulate pre-heating the strand.
  - c. Distribute hair evenly around the iron.
  - d. Place comb between iron and scalp.
  - e. Completed curls must be smooth, without fishhooks.
4. Demonstrate 3 on-base curls on the top of the head:
  - a. Curled subsections are to be the same width as the barrel of the iron.
  - b. Simulate pre-heating the strand.
  - c. Distribute hair evenly around the iron.
  - d. Place a comb between the iron and scalp.
  - e. Completed curls must be smooth, without fishhooks.
5. Clear thermal curling items from your station and clean your station.
6. Stand back from your station, raise your hand and an evaluator will check your work.
7. Leave mannequin head #1 set up and draped for next service.

## HAIRCUT REQUIRED STEPS

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### HAIRCUT

30 minutes

#### Note:

Continue using mannequin #1, still draped from previous service.

#### 2 minute setup:

Disinfect your station and set up with haircutting implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely draped with neck strip and cape.
2. Wet, comb and section all hair.
3. Cut perimeter to establish even guide.
4. Using shears, cut exterior hair in neck, ear and bang areas and cut interior layers:
  - a. Cut 1" or more throughout the head.
  - b. Leave enough hair length to wrap rods in the next service.
  - c. Palm shears and comb during the entire haircut.
5. Cross-check haircut.
6. Remove all hair clippings from mannequin, workstation and floor.
7. Clear haircutting items from your station and clean your station.
8. Stand back and raise your hand to indicate that you have finished.
9. Leave mannequin head #1 set up.



**CHEMICAL WAVING**

**20 minutes**

**Note:**

Continue using mannequin head #1 for chemical waving.

**2 minute setup:**

Disinfect your station and set up with chemical waving implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape mannequin for chemical service using a towel and chemical cape.
2. Wet all hair and section the entire head. The number of sections is your choice, but must correspond to the length of the rod.
3. Wrap at least 4 rods in the center section, beginning at the top of the crown.
4. Prepare for application of mock chemical waving solution:
  - a. Apply protective skin cream around the entire hairline.
  - b. Apply cotton around the entire hairline.
  - c. Put on disposable gloves to wear during solution application.
  - d. Stop working, stand back and raise your hand to request an evaluator.
5. With the evaluator observing:
  - a. Apply effective amount of mock chemical wave solution to the wrapped rods without excessive dripping.
  - b. Perform a test curl.
6. After your work is checked, clean your station.

**Switching Mannequins:**

Time is provided for switching mannequin heads.

- Store mannequin head #1 for later use.

**HAIR COLORING &  
LIGHTENING****Note:**

Mannequin head #2 is used for hair coloring and lightening.

**(Hair coloring  
retouch 10 minutes;  
Virgin hair lightener  
10 minutes)**

**2 minute setup:**

Disinfect your station and set up with hair coloring and lightening implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape for chemical service with towel and chemical cape.
2. Section the head into four quadrants. Cotton is not required for this service.
3. Apply protective skin cream around the entire hairline.
4. Wear disposable gloves and use an applicator bottle OR bowl and brush to apply mock hair coloring product.
5. Perform hair coloring retouch application on front right quadrant:
  - a. Apply mock hair coloring product from the scalp up to 1 inch on the hair shaft.
  - b. Cross-check.
  - c. Clear hair retouch tools and implements from your station, then immediately begin the virgin application.
6. After performing the retouch, immediately begin virgin hair lightener application on back right quadrant:
  - a. Apply mock hair lightener starting ½ inch from the scalp up to, but not including, the last 1 inch of hair.
  - b. Cross-check.
7. When you have finished both applications (retouch and virgin), clear hair lightening implements and tools from your station and clean your station.
8. Stand back, raise your hand and an evaluator will check your work.
9. Leave protective cream and drape in place on mannequin head #2 for next service.



**CHEMICAL RELAXER**  
**(Relaxer retouch 10 minutes; Virgin 10 minutes)**

**Note:**

Continue using mannequin head #2, still draped and with protective cream in place from previous service.

**2 minute setup:**

Disinfect your station and set up with chemical relaxing implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Wear disposable gloves and use a bowl and brush to apply mock chemical relaxer product.
2. Chemical relaxer retouch application on front left quadrant of mannequin:
  - a. Apply mock chemical relaxer product staying at least 1/4 to 1/2 inch from the scalp, up 2 inches on the hair shaft.
  - b. Crosscheck.
  - c. Smooth hair with fingers or back of a non-metallic comb.
  - d. Clear retouch tools and implements from your station.
3. After performing the retouch, immediately begin the virgin chemical relaxer application on back left quadrant. There is no pause between these services. The same bowl of product and brush used in the retouch may **not** be used for the virgin chemical relaxing:
  - a. Apply mock chemical relaxer product ½ inch from the scalp up to, but not including, the last 1 inch of hair.
  - b. Crosscheck.
  - c. Smooth the hair to the ends with fingers or the back of a non-metallic comb.
4. Keep mock chemical hair relaxer off the mannequin's face, ears and neck.
5. When you have finished both applications (retouch and virgin), clear chemical relaxer items from your station and clean your station.
6. Stand back and raise your hand to indicate that you are finished.

**Switching Mannequins:**

Time is provided for switching mannequin heads.

- Store mannequin head #2.



**FACIAL**

**15 minutes**

**Note:**

- Mannequin #1 is used for the facial service.
- Facial demonstration is performed on face only, not neck.
- No removal of makeup is required. No makeup is required for the exam.

**2 minute setup:**

Disinfect your station and set up with facial implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Securely drape the hair and ears.
2. Securely drape the chest with a towel or a plastic cape and neck strip.
3. Cleanse the face:
  - a. Cleanse entire face, avoiding lips, eyes and nostrils.
4. Steam the face:
  - a. Wring “steamed” towel, and simulate checking towel temperature before applying to the face.
  - b. Cover the face with the “steamed” towel, keeping the nose and mouth uncovered.
5. Remove cleanser with a clean “steamed” towel, moistened or mock moistened cotton, or moistened or mock moistened sponge.
6. Apply massage cream.
7. Demonstrate massage techniques:
  - a. Perform effleurage over the face.
  - b. Perform petrissage over the face.
  - c. Perform tapotement over the face.
8. After your massage demonstration, perform these finishing steps:
  - a. Remove massage cream using upward and outward movements with a clean “steamed” towel, moistened or mock moistened cotton, or moistened or mock moistened sponge.
  - b. Apply toner or astringent to the chin, cheeks, nose and forehead using cotton ball or other disposable cotton product.
  - c. Apply moisturizer to the chin, cheeks, nose and forehead using upward and outward movements.
9. Clear facial items from your station and clean your station.

**Switching to Hand Mannequin:**

Time is provided for switching to hand mannequin.

- Store mannequin head #1.



## SCULPTURED NAIL REQUIRED STEPS

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### SCULPTURED NAIL

#### Note:

**15 minutes**

- The hand mannequin is used for the sculptured nail service.
- The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

#### 2 minute setup:

Disinfect your station and set up with sculptured nail implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Sanitize mannequin hand.
2. Sculpture a nail on third digit (ring finger).
3. File or buff nail plate.
4. Apply:
  - a. cleanser or dehydrator
  - b. nail form under the free edge.
  - c. mock primer to the natural nail plate.
  - d. sculptured nail product to the nail form to extend the length of the free edge.
  - e. sculptured nail product onto the nail plate.
5. Remove the nail form.
6. Buff the sculptured nail until it is smooth in a way that would not damage skin.
7. File free edge until it is smooth.
8. Remove excess sculptured nail product from the skin and under nail.
9. Apply oil or cream to the nail and the skin surrounding the nail.
10. Clear sculptured nail items from your station and clean your station.
11. Stand back, raise your hand and an evaluator will check your work.



**MANICURE**

**20 minutes**

**Note:**

- The hand mannequin is used for the manicure service.
- The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

**2 minute setup:**

Disinfect your station and set up with manicure implements, products and tools.

Candidates will be evaluated on the safe and sanitary performance of the following:

1. File the nails from corner to center.
2. Simulate soaking by placing fingertips in dry fingerbowl.
3. Simulate drying of hand and nails.
4. Apply cuticle cream and demonstrate pushing cuticle back with cuticle pusher or cotton-tipped orangewood stick.
5. Cleanse the nail, removing cuticle cream.
6. Use massage cream and massage the hand and fingers for approximately one minute, demonstrating the direction of massage movements. Do not call the evaluator over to observe the massage.
7. Remove the massage cream from the nails.
8. Apply polish evenly and smoothly:
  - a. base coat,
  - b. two coats dark colored polish,
  - c. top coat.
9. Remove any polish from mannequin's skin.
10. Clear manicure items from your station and clean your station.
11. Stand back, raise your hand and an evaluator will check your work.

**Clean up:**

After the manicure service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- Do not leave or dispose of anything at the exam site.
- You will be evaluated on how clean and sanitary you leave your workstation.





## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

This kit content checklist is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

<b>Identification</b>	<input type="checkbox"/> Two valid forms of government issued identification (one with photo, see page 3)	
<b>Initial Setup Items that Remain Out for Entire Exam</b>	<input type="checkbox"/> Paper towels in labeled plastic bags	<input type="checkbox"/> At least 1 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
	<input type="checkbox"/> Workstation disinfectant	
	<input type="checkbox"/> Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.	<input type="checkbox"/> Blood spill kit/first aid with items necessary to perform universal blood spill procedures.
<b>General and Extra Items that Should Be Available in Your Kit</b>	<input type="checkbox"/> Recommended: extra combs and brushes / extra capes	<input type="checkbox"/> Neck strips
	<input type="checkbox"/> Cotton balls or other disposable cotton product	<input type="checkbox"/> Hair clips/clamps (for sectioning the hair)
	<input type="checkbox"/> Spatulas	<input type="checkbox"/> Protective skin cream
	<input type="checkbox"/> Disposable gloves	<input type="checkbox"/> Protective cotton
	<input type="checkbox"/> 10 or more hair or hand-sized cloth towels	
<b>Blood Spill Kit Items (in a clear container so they are visible)</b>	<input type="checkbox"/> Bandages	<input type="checkbox"/> Anti-microbial
	<input type="checkbox"/> Plastic bags labeled "Bio-hazard"	<input type="checkbox"/> Protective gloves



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

**Mannequin Requirements**

- Two mannequin heads without beard, with dry hair and no product in the hair. (Mannequin heads that lie down are acceptable if appropriate for a service.)
- Mannequin #1 must have a minimum of 7" of hair all over. Mannequin #1 must be pre-curled as follows without any product:
  - three off-base curls on one side,
  - three on-base curls on the top of the head.

Mannequin #2 must have at least 5" of hair all over.
- One table clamp or other effective and appropriate method of stabilizing mannequin heads for the service.
- One hand mannequin with a full set of nails attached to the entire nail bed. (A pillow is allowed for stabilizing the hand mannequin.)

**Stabilizing Mannequins**

Methods used for stabilizing head or hand mannequins may not detract from exam administration, such as by taking up too much space.

**Thermal Curling Service Items**

- |  |  |
|--|--|
| <input type="checkbox"/> Neck strips                                 | <input type="checkbox"/> Curling iron                          |
| <input type="checkbox"/> Cape  | <input type="checkbox"/> Combs and brush                       |
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> Material for testing iron temperature |

**Haircut Service Items**

- |  |  |
|--|--|
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> Combs                   |
| <input type="checkbox"/> Hair cutting shears                         | <input type="checkbox"/> Spray bottle with water |

**Chemical Waving Service Items**

- |  |  |
|--|--|
| <input type="checkbox"/> Chemical wave rods                          | <input type="checkbox"/> Applicator bottle with mock waving lotion (water) |
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> End papers  |
| <input type="checkbox"/> Non-metallic combs                          | <input type="checkbox"/> Single use protective gloves                      |
| <input type="checkbox"/> Protective cream and cotton                 | <input type="checkbox"/> Spray bottle with water                           |
| <input type="checkbox"/> Chemical cape                               | <input type="checkbox"/> Towels  |



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

**Hair Coloring & Lightening Service Items**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Mock product labeled "Hair Color" (thick gel or cholesterol) | <input type="checkbox"/> | Hair clips/clamps (for sectioning the hair) |
| <input type="checkbox"/> | Mock product labeled "Lightener" (thick gel or cholesterol)  | <input type="checkbox"/> | Applicator bottle OR tint brushes and bowls |
| <input type="checkbox"/> | Non-metal combs  | <input type="checkbox"/> | Disposable gloves                           |
| <input type="checkbox"/> | Towels   | <input type="checkbox"/> | Chemical cape                               |

**Chemical Relaxer Service Items**

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Mock product labeled "Retouch relaxer" (cholesterol or thick gel) | <input type="checkbox"/> | Hair clips/clamps (for sectioning the hair) |
| <input type="checkbox"/> | Mock product labeled "Virgin relaxer" (cholesterol or thick gel)  | <input type="checkbox"/> | Protective skin cream                       |
| <input type="checkbox"/> | Disposable gloves   | <input type="checkbox"/> | Non-metallic combs                          |
| <input type="checkbox"/> | Applicator brushes and bowls                                      |                          |   |

**Facial Service Items**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Hair covering/drape (example: headband and cap)      | <input type="checkbox"/> | Dry towels packaged and labeled as "Steamed Towels" |
| <input type="checkbox"/> | Cotton balls or other disposable cotton product      | <input type="checkbox"/> | Massage cream                                       |
| <input type="checkbox"/> | Chest drape  | <input type="checkbox"/> | Cleansing cream                                     |
| <input type="checkbox"/> | Spatulas (unless mock product is in squeeze bottles) | <input type="checkbox"/> | Toner or astringent                                 |
| <input type="checkbox"/> | Towels   | <input type="checkbox"/> | Moisturizer   |

**Manicure Service Items**

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Finger bowl                                       | <input type="checkbox"/> | Nail polish remover                             |
| <input type="checkbox"/> | Cuticle pusher OR cotton-tipped orangewood sticks | <input type="checkbox"/> | Base coat                                       |
| <input type="checkbox"/> | Cuticle cream or remover                          | <input type="checkbox"/> | Top coat  |
| <input type="checkbox"/> | Nail brush  | <input type="checkbox"/> | Dark colored nail polish                        |
| <input type="checkbox"/> | Massage cream                                     | <input type="checkbox"/> | Nail files and optional buffers                 |
| <input type="checkbox"/> | Mannequin hand with artificial nails attached     | <input type="checkbox"/> | Towels  |
|                          |   | <input type="checkbox"/> | Cotton balls or other disposable cotton product |

**Sculptured Nail Items**

- |                          |  |                          |                                 |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Sculptured nail liquid & powder containers | <input type="checkbox"/> | Nail files and optional buffers |
| <input type="checkbox"/> | Sculptured nail brush                      | <input type="checkbox"/> | Sculptured nail forms           |
| <input type="checkbox"/> | Hand Sanitizer                             | <input type="checkbox"/> | Skin cream or oil               |
|                          |  | <input type="checkbox"/> | Nail dehydrator/cleanser        |
|                          |  | <input type="checkbox"/> | Mock primer                     |

\* Methyl Methacrylate (MMA) is prohibited

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Sculptured nail products: * |
|                          | • powder                    |
|                          | • liquid                    |