

ELECTROLOGIST

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.

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.

EXAMINATION REQUIREMENTS

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

Getting Started

To take your written and practical exams, you need to be referred online at www.cosmetologykansas.com by your school, your apprenticeship program or by 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 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 \$49, 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. 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

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

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.

EXAM RULES

No Study Materials	No textbooks or other study materials are allowed in exam rooms.
Personal Belongings and Attire	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.
No Digital Devices	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.
Talking	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.)
No Weapons	No weapons of any kind are allowed in the facility.
No Disruptions	No disruptive behavior or unnecessary noise is allowed.
No Drinking, Eating, Chewing, or Smoking	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.)
Stay Within Your Workstation	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.
Breaks	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
No Visitors	Candidates are not allowed to have companions or visitors in the building.
Rule Violations	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.
Appeals Process	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 rd Ave. W., Lynnwood, WA 98037 or to http://cosmetologykansas.com/process.cfm?id=contact .

FREQUENTLY ASKED QUESTIONS

How and when do I find out about my exam results?	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.)
What is the passing score?	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.
When can I retake an exam?	You can go online and sign up to retake the written exam or practical exam at a later time.
What is the cancellation and refund policy?	Exam fees are not refundable. Exams can be rescheduled by clicking the "Contact Support" link on www.cosmetologykansas.com 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.
What is the policy on extreme weather and emergency closure?	<p>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.</p> <p>When possible, you will be notified at least two hours before your scheduled time.</p> <p>After you receive notification from the testing center, exams can be rescheduled by clicking the "Contact Support" link on www.cosmetologykansas.com and submitting a weather reschedule support ticket.</p>
Is my score valid in other states?	The State of Kansas has no control over what is accepted in other states.
Do I have to take the exam for things that are not taught in my program?	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.

Safety & Sanitation	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.
Implements, Tools & Equipment	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 and instruments are sterilized per Kansas State General Laws, Rules and Regulations.
Chemical & Facility Management	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.
Electrology Services	The licensee/practitioner is required to properly recognize and identify conditions or illnesses that may put a client at greater risk during an electrology service. The licensee/practitioner is required to have knowledge about the safe removal of hair through electrolysis, this includes safety utilizing electricity to perform services, complete understanding of sterilization, disinfection and sanitation procedures, as well as various methods of hair removal through electrolysis.

Written Exam

INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the textbooks shown below. All law items are covered in the Kansas Laws, Rules and Regulations listed below.

1. *Milady's Hair Removal Techniques; A Comprehensive Manual*, Clifton Park, NY: Cengage Learning, 2004.
2. *Milady's Aesthetician Series; Advanced Hair Removal*, Clifton Park, NY: Cengage Learning, 2008.
3. 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

Written Exam Time	2 hours
Computerized Testing	The written exam is computer administered. You must be able to use a mouse and be 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.
Languages	The written exam is in English.
All Testing Materials are Provided	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

Read directions	Avoid careless errors by thoroughly reading and understanding the instructions before you begin.
Read questions thoroughly	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.
Read all answers before choosing	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.
Answer every question	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.
Don't spend too much time on one question	If you have a hard time with a particular question, move on and make a note to come back to that question later.
Double check answers	If you finish early, use the remaining time to review and double-check your answers.

DETAILED WRITTEN EXAM CONTENT: ELECTROLOGY

Kansas State General Laws, Rules and Regulations 25%	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: http://www.kansas.gov/kboc/CosmoStatsandRegs.htm	
Safety, Sanitation & Infection Control 40%	Types of bacteria Immunity Viruses Client records Parasites First Aid: <ul style="list-style-type: none"> • Blood spill procedures • Bodily fluids contact procedures 	Methods of infection control: <ul style="list-style-type: none"> • Sanitation • Antiseptics • Disinfection • Sterilization • Solutions and formulations Products and chemicals use and storage: <ul style="list-style-type: none"> • Labeling • Removal from containers • Hazardous waste disposal
Implements, Tools & Equipment 7%	Electric current Electrology probes	Electrology equipment & instruments
Product Knowledge & Chemistry 1%	Cataphoresis	
Anatomy & Physiology 11%	Histology of the hair and scalp: <ul style="list-style-type: none"> • Trichology • Hair structure • Hair growth • Hair color • Hair disorders • Hair loss Peripheral vascular or capillary system Sensory nerves Papilla destruction	Histology of the skin <ul style="list-style-type: none"> • Structure of the skin • Skin disorders • Primary and secondary lesions • Melanin • Skin cancer
Electrology Services 16%	Electrology before & after treatment Professional conduct Insurance Client consultations	Electricity & its measurement Galvanic, thermolysis & blend modalities Temporary vs. permanent hair removal Client record keeping Insertion of probes

PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below.

1. If a blood spill occurs, the licensee or apprentice shall
 - a. call a doctor.
 - b. continue the service.
 - c. send the client home immediately.
 - d. perform the universal blood spill procedure.

2. Examination paper on the service table should be changed
 - a. daily.
 - b. weekly.
 - c. with very other customer.
 - d. at the start of every new consumer service.

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. Which of the following is the first step when sterilizing reusable electrolysis instruments?
 - a. wipe with a clean towel.
 - b. place in a sterilization bag.
 - c. clean with warm, soapy water
 - d. clean the instrument using a disinfectant wipe

5. The outermost layer of skin is the
 - a. epidermis.
 - b. medulla.
 - c. dermis.
 - d. subcutaneous tissue.

Answers: 1. d. 2. d. 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 on a live model. 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.

Examination Setting Practical examinations are administered in a testing setting. A counter is provided to work on. Your live model will be sitting across from you at your workstation and stools are provided. Brooms and dustpans are available. Do not assume that any other 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

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 tools, supplies and containers, must stay within the area of your assigned workstation. 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.

Live Model

A live model is required for the exam. Candidates are responsible for bringing a live model whom they have personally pre-screened for contraindications that would put the live model at an increased risk for injury or other harm. National Testing Network is not responsible for any injury or illness that occurs as a result of the live model's participation in the exam. Candidates and live models will be required, at the exam site, to certify that the live model meets these requirements.

▪ **Live Models:**

- May not be a current electrology apprentice.
- May not be an electrology licensee.
- May not be an electrology apprentice trainer or instructor.
- Must be at least 18 years of age.
- Must give written consent to participating as a live model.
- Must be free of contraindications.

You may not communicate or exchange information with your model at any time during the exam related to the performance of any demonstration. Any communication between you and your model should be minimal and related to the artist-client relationship including infection control, pre and post service information, and giving instruction for adjustment of your model. The raters and your model are not allowed to guide you, answer questions, or exchange information at any time during the exam regarding proper demonstration of a procedure.

Initial Setup

During a 10 minute initial setup, each candidate sets up all items brought for performing an electrology service, all labeled in English. This includes:

1. All pre-sterilized items in sealed plastic bags or containers and labeled as pre-sterilized.
 - All bottles
 - All equipment, including lamp and electrology machine
 - Sharps container
2. Empty container for items to be disinfected after exam does not need to be wiped with disinfectant if placed on floor (can be kit container used to transport supplies to test center.)
3. Clean blood spill kit is a plastic container or plastic bag that is labeled 'blood spill' OR 'first aid'
 - Kit includes:
 - Bandages
 - Anti-microbial
 - Latex protective gloves
 - Bag inside kit marked 'biohazard' for blood spill/first aid waste.
4. Disinfectant, hand sanitizer and paper towels
5. All other items brought for the service.

Labels in English

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

**Product
Requirements**

- Mock product is not allowed.
- Candidates must bring all product needed.
- All liquids and creams must be labeled in English stating what the container actually contains.
- The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

Tools and Implements

- Only single-use instruments or sterilized equipment shall be used on the live model.
- All single-use instruments or tools must be prepackaged, in original sterilized packaging obtained from suppliers or manufacturers.
- All non-single use instruments or tools must be sterilized according to Kansas State General Laws, Rules and Regulations prior to the exam.
- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags.
- Tools and implements must be set out on a clean/sanitary surface.
- Sanitation must be maintained before and during use.
- 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.
- If an item or substance falls to the floor:
 1. Remove it from the floor immediately.
 2. Disinfect all contaminated areas including the floor.
 3. Do not reuse item without sterilization.
- Candidates must use infection control procedures at all times.

**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.
- 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 model is handled, 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 stool and supply bottles).
- Candidates' hands must be cleaned with hand sanitizer before performing any service on a live model 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).

PRODUCT AND EQUIPMENT REQUIREMENTS AND RECOMMENDATIONS

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.

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 these blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*:

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. Dispose of completely sealed double bags in the waste receptacle.

Waste and Disposal

- Candidates must bring a sharps container that is clearly labeled "Sharps Container".
- 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.) 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.

	Service	Setup Time	Timed Service	Percent of Overall Score
Initial Setup	Disinfection and Setup	10 Minutes		25%
Electrology Service	Blend Modality		90 Minutes	55%
Blood Spill	Blood Spill Procedures Demonstration		10 Minutes	Scored Separately
Cleanup	Disinfection and Cleanup	Unlimited	Unlimited	20%

IMPORTANT

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



SETUP OF WORKSTATION

Introductory Video Shown at Beginning of Practical Exam

Video Script:

*"On behalf of National Testing Network we welcome you to your licensing exam.
You will perform a demonstration on a live model.*

To remain in this exam, you and your model must follow exam rules.

- *No reference materials, food, beverages, smoking, cell phones, or weapons are allowed.*
- *You may not leave the test site during the exam.*
- *You must request permission to go to the restroom and the exam timer does NOT STOP.*
- *Your evaluator is not allowed to guide you, answer questions, or exchange information regarding proper demonstration of a procedure.*
- *During the exam, you may have the instructions repeated a maximum of two times.*
- *Your evaluator cannot provide any additional supplies, equipment, or other items to you.*
- *If you drop anything on the floor, pick it up and discard it OR, if you are going to use it again in this service, properly follow required disinfection or sterilization protocols.*
- *Your model is the only person you may have present in the exam room.*
- *Your model must not provide any guidance regarding the service and should not speak unless necessary.*
- *All talking between you and your model should be limited. What is said must be related to the client relationship such as asking your model to move, providing infection control instructions and the giving of pre and post service information.*
- *If there is any unauthorized communication or any inappropriate behavior or language by you or your model, your exam will end and you will not pass."*



Initial Setup

Evaluator Script:

"You will now have 10 minutes to set up your work area, including everything you brought for your demonstration blend modality electrology service. Tell me when you are finished and ready to proceed with the service."

Evaluation Points

You will be evaluated on proper and safe setup for a blend modality electrology service, including the following:

- Sanitize hands and disinfect the entire work area before setting out items.
- Maintain sanitation throughout setup.
- Set up all items required for performing a blend modality electrology service, all visibly labeled in English and all completely sanitized with disinfectant. Items to set out include:
 - Disinfectant, hand sanitizer and paper towels
 - All pre-sterilized items in sealed plastic bags or containers and labeled as pre-sterilized.
 - All bottles
 - All equipment, including lamp and electrology machine
 - Sharps container
 - Freestanding waste receptacle(s) labeled "Waste"
 - Empty container for items to be disinfected after exam. The empty container can be the kit container you used to transport supplies to the test center. If the empty container is placed on the floor, it does not need to be wiped with disinfectant.
 - Clean blood spill kit in a clear plastic container or plastic clear plastic bag that is labeled, "Blood Spill Kit". The kit must contain enough product for two blood spills. Kit contents must be visible, labeled in English and must include:
 - Bandages
 - Anti-microbial
 - Latex protective gloves
 - Bag inside kit marked 'biohazard' for blood spill/first aid waste.
 - Any other items you brought to use for this service



ELECTROLOGY SERVICE - BLEND MODALITY

Blend Modality Electrolysis

90 minutes

Evaluator Script:

"You will now have up to 90 minutes to perform a blend modality electrolysis service on your model's forearm. You must completely remove at least five hairs. You may remove more than five, but you must set out exactly five for inspection. Complete the entire service, including providing your model with aftercare instructions. Let me know when you have completed the service and I will then inspect your five hairs."

Evaluation Points

You will be evaluated on safe and sanitary blend modality electrolysis service, including the following steps:

1. Sanitize hands, don gloves and position model's arm on pillow.
2. Prepare the skin for hair removal.
3. Prepare probe and place in holder. Then, prepare the electrode and hand it to the live model.
4. Gauge average follicle depth by inserting probe into a few random hairs.
5. On blend modality, determine working point for current through progressive increases on test hairs.
6. For at least five hairs:
 - a. Insert probe safely at correct depth/angle.
 - b. Apply electric current safely.
 - c. Remove hair safely using forceps (tweezers) and place on clean towel for evaluation.
7. Apply post treatment product and provide aftercare instructions to the live model.
8. Tell the evaluator you are finished and ready to have your five hairs inspected.

Clean Up and Prepare for Blood Spill Test

Evaluator Script:

"Now, completely clear, clean and sanitize your work station. Tell me when you are finished and ready to move on the blood spill test."

Evaluation Points

1. During clean up you will continue to be evaluated on the safety and sanitation of your practices.
2. Tell the evaluator when you are finished and ready to move on the blood spill exam.



BLOOD SPILL PROCEDURES DEMONSTRATION AND FINAL CLEANING

Blood Spill Procedure Demonstration

10 minutes

Evaluator Script:

"Now demonstrate a mock blood spill procedure on the back of your model's hand, following universal precautions."

Evaluation Points

You 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.
5. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
6. Dispose of completely sealed double bags in the waste receptacle.

Notes:

- 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.

Final Cleaning

Video Script:

"The last part of your exam is to completely clear, clean and sanitize your area. That includes packaging all garbage to take with you. You may not leave disposable materials or anything else in the facility. When you are ready to leave, inform your evaluator who will check your area and release you to leave. You will be evaluated on how clean you have left your area."

Your test administrators cannot answer questions about how you did on today's exam. Within one week, your exam results will be posted on your online account page and you can access them with your user name and password. The Exam Preparation Guide has information about how you get your license once you have passed."

To be approved for leaving, you must:

1. Completely clean work area.
2. Prepare your waste properly for disposal.

Take everything with you, leaving nothing behind in the test center.



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.

Identification	<input type="checkbox"/> Two valid forms of government issued identification (<i>one with photo</i>)
Blood Spill Kit Items (in a clear container so they are visible)	<input type="checkbox"/> Bandages <input type="checkbox"/> Plastic bags labeled "Bio-hazard" <input type="checkbox"/> Anti-microbial <input type="checkbox"/> Protective gloves
Machines	<input type="checkbox"/> Clean electrolysis machine that can perform blend modality electrolysis <input type="checkbox"/> Clean lamp <input type="checkbox"/> Clean magnifier if needed, optional
Products	<input type="checkbox"/> Clean bottle of EPA registered disinfectant for cleaning surfaces, tools, containers, etc. (<i>in original bottle</i>) <input type="checkbox"/> Clean bottle of hand sanitizer in original bottle (<i>bottle in plastic bag, labeled "Hand Sanitizer"</i>) <input type="checkbox"/> Clean bottle of antiseptic in original bottle to cleanse treatment area (<i>bottle in plastic bag, labeled "Antiseptic"</i>) <input type="checkbox"/> Topical anesthetic, optional (<i>in original bottle in plastic bag, labeled "Topical Anesthetic"</i>) <input type="checkbox"/> Conductive gel or moistened pad for electrode (<i>If gel, in original bottle in plastic bag labeled, "Conductive Gel." If moistened pad, in sealed plastic bag labeled, "Pre-Moistened Pad"</i>) <input type="checkbox"/> Blood spill kit/first aid (<i>kit is in plastic container or bag labeled, "Blood Spill." Items in kit clearly visible and labeled in English</i>) <input type="checkbox"/> Post-treatment topical (<i>in original bottle in plastic bag, labeled "Post-Treatment Topical"</i>)
Tools	<input type="checkbox"/> Clean single-use protective gloves (<i>gloves in plastic bag labeled, "Protective Gloves"</i>) <input type="checkbox"/> Sterilized forceps (tweezers) (<i>in plastic bag labeled, "Sterilized Forceps or Tweezers"</i>) <input type="checkbox"/> Sterilized probe cap (<i>in plastic bag labeled, "Sterilized Probe Cap"</i>) <input type="checkbox"/> New, disposable probes in original packaging (<i>in plastic bag labeled "Probes"</i>) <input type="checkbox"/> Sanitary disposable cotton product (<i>in plastic bag labeled, "Sanitary Cotton"</i>)

	<input type="checkbox"/> Spatulas for removing product from open containers, if needed, (optional) <i>(in plastic bag labeled, "Sterilized Spatulas")</i>
Towels, Linens and Paper Products	<input type="checkbox"/> Sanitary paper towels <i>(In sealed bag labeled, "Sanitary Paper Towels")</i> <input type="checkbox"/> Sterilized cloth towels <i>(In sealed bag labeled, "Sterilized Towels")</i> <input type="checkbox"/> Clean pillow for model's arm <input type="checkbox"/> Sanitary drape for pillow <i>(In sealed bag labeled, "Pillow Drape")</i> <input type="checkbox"/> Sanitary solid white cloth for displaying removed hairs for evaluator <i>(In sealed bag labeled, "Display Cloth")</i>
Written Documents	<input type="checkbox"/> Signed approval for service and health pre-screen for model with no contra-indications for electrology <input type="checkbox"/> Written aftercare instructions <i>(in sealed plastic bag.)</i>
Waste Containers	<input type="checkbox"/> Plastic or plastic lined, freestanding waste receptacle, such as paper grocery or shopping bags lined with plastic garbage bags. <input type="checkbox"/> Empty container for items to be disinfected after exam (can be kit container used to transport supplies to test center.) <input type="checkbox"/> Clearly labeled sharps container
Live Model Requirements	<input type="checkbox"/> Candidates must pre-screen a live model for contraindications prior to the exam. <input type="checkbox"/> Live models may not be students of or licensed in electrology, or any cosmetology profession. <input type="checkbox"/> Live models are required to sign confidentiality agreements and National Testing Network Release Waiver prior to entering the testing room. <input type="checkbox"/> Live models must be at least 18 years of age.