

## General Information and Initial Setup

On behalf of National Testing Network we welcome you to your licensing exam. Here are some basic rules.

- To remain in this exam, you must follow exam rules.
- No food, beverages or smoking are allowed.
- No talking is allowed.
- You need permission to leave the testing area.
- You must request permission to go to the restroom.
- The exam timer does NOT STOP if you leave your station.
- Your stool, your kit and your disposal receptacles must be on the floor and underneath your assigned work station.

During the entire exam, you are being evaluated on personal and client safety, sanitation and infection control procedures. That includes sanitizing your work area before and after each service . . . maintaining cleanliness and strict sanitation while you work . . . sanitizing your hands at any point during the exam. You don't need permission to go get a broom and dustpan when you need it.

In a few minutes you will be told to begin setting up your workstation. After you hear the start tone, you will have 10 minutes, with a reminder when you have 3 minutes left. Do not start until you are told to begin. This 10 minute setup includes your mannequin - (not draped yet!) . . . your waste disposal receptacles. . . your paper towels. . . your disinfectants and sanitizers . . . your blood spill kit . . . and any other *general* workstation items that you wish to remain out for the entire exam. Do **not** set up specific items for a service. You will be able to get in and out of your kit anytime during the exam without permission from the evaluator.

- You should have plenty of time to perform this setup and to complete each service in the exam without rushing.

Your 10 minutes begin now. **(Tone)**

**(Tone)** 3 minutes

**(Tone)** Time's up, stop working.

**Blood Spill Procedures Demonstration****Introduction:**

This exam will start with your blood spill procedures demonstration. After the start tone, you will have 10 minutes to demonstrate blood spill procedure on the forehead of your mannequin following universal precautions.

Your 10 minutes begin now. **(Tone)**

**(Tone)** 3 minutes

**(Tone)** Time's up, stop working.

If you are taking your full practical exam today, assure that your workstation is sanitary for the first service. Stand back and raise your hand when you are ready to proceed with the first service. Do not begin setting out your specific service items until you are told to do so.

If you are taking the blood spill procedures test only today, 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, stand back and raise your hand. An evaluator will check your area and release you to leave.

**(Tone)** Please clean, clear and sanitize your workstation, then raise your hand.

## Thermal Curling

### Introduction:

The first service will be thermal curling. Do not start until you are told to do so. First, you have 2 minutes to set up your thermal curling implements, products and tools. Do **not** drape your mannequin now. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 10 minutes to perform a thermal curling service, with a 3 minute reminder. Do not start until you are told to do so. After the start tone, drape your mannequin and brush out the pre-curls. When the pre-curls are thoroughly brushed, use a curling iron to perform three off-base curls on one side of the head and three on-base curls on the top of the head. When you're done, clear thermal curling items from your station and clean your station. When you are completely finished, stand back and raise your hand. Leave drape in place for the next service.

Your 10 minutes begin now. **(Tone)**

**(Tone)** 3 minutes

**(Tone) Time's up, stop working. Leave drape in place for the next service.**

**Haircut****Introduction:**

The next service will be a haircut. You have 2 minutes to set up your implements, products and tools.

**(Tone)**

**(Tone) Time's up, stop working.**

You will have 30 minutes to perform a uniform layered haircut, using shears. You will get a reminder when you have 10 minutes left. Do not start until you are told to do so. After the start tone, wet and section *all* of the hair before establishing a guide. Remove 1" or more of hair throughout. Leave enough hair length so that you can wrap it on wave rods later. When you're done, remove drape and clear all hair clippings from your mannequin, your station, and the floor. Clear haircut items from your station and clean your station. When you are completely finished, stand back and raise your hand.

Your 30 minutes begin now. **(Tone)**

**(Tone)** 10 minutes left.

**(Tone) Time's up, stop working.**

## Chemical Waving

### Introduction:

The next service will be chemical waving. You have 2 minutes to set up your implements, products and tools. Do **not** drape your mannequin now. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 20 minutes to perform a chemical wave, with a 5 minute reminder. Do not start until you are told to do so. After the start tone, drape your mannequin for a chemical service, wet the hair and section the entire head for wrapping. Wrap at least 4 chemical wave rods in the *center* section beginning at the top of the crown. Then, perform all steps necessary to prepare for applying chemical waving solution. When you are completely ready, stand back and raise your hand. The evaluator will come and observe you do two things only - apply the solution and perform one test curl. Be completely ready for these steps. After the test curl, clear chemical waving items from your station, clean your station and stand back and raise your hand. After everyone's work is checked, the evaluator will tell you to clean up. Do not set up mannequin head #2 until you are told to do so.

Your 20 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working. Take mannequin head #1 off of your station now and store it for later use.**

## Hair Coloring and Lightening

### Introduction:

The next services will be hair coloring and lightening using either a bottle OR bowl and brush. You have 4 minutes to set up mannequin head #2 and your implements, products and tools for hair coloring and lightening. Do **not** drape your mannequin now. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 20 minutes to perform hair coloring and hair lightening services, with a 5 minute reminder. Do not start until you are told to do so. After the start tone, drape your mannequin, leaving the hair dry. Section the head into four quadrants and perform a 1" retouch hair color on the front, right quadrant. After performing the retouch, clear retouch items from your station. Then, immediately begin the virgin hair lightener on the back, right quadrant. These are two separate services with no pause in-between. When you are finished with the lightener service, clear lightening items from your station and clean your station. When you're completely finished, stand back and raise your hand.

After the service, leave your mannequin draped and sectioned into four quadrants, and leave the protective cream on for the next service.

Your 20 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working. Leave drape, hair sections and protective cream in place for the next service.**

## **Chemical Relaxing**

### **Introduction:**

The next services will be chemical relaxer retouch and virgin relaxer, using a bowl and brush to apply the chemical relaxer. You have 2 minutes to set up your implements, products and tools. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 20 minutes to perform the retouch relaxer and virgin relaxer, with a 5 minute reminder. Do not start until you are told to do so. For this service, you do not have to re-drape. After the start tone, perform a 2" retouch relaxer service on the front, left quadrant and smooth the area. Do not call the evaluator to observe you smooth. After performing the retouch, clear retouch relaxer items from your station. Then, immediately begin the virgin chemical relaxer service on the back left quadrant and smooth the relaxed area. Again, do not call the evaluator to observe smoothing. These are two separate services with no pause in-between. When you are finished with the virgin relaxer application, clear relaxer items from your station and clean your station. When you are completely finished, stand back and raise your hand.

Your 20 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working. Put mannequin head #2 away now.**

## Facial

### Introduction:

The next service will be a facial. You have 4 minutes to set up mannequin head #1 and your implements, products and tools for a facial service. Do **not** drape your mannequin now. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 15 minutes to drape your mannequin and demonstrate how a facial is performed, with a 5 minute reminder. Do not start until you are told to do so. After the start tone, drape your mannequin. Cleanse and prepare the face for the facial. Perform a one minute massage over the face, demonstrating effleurage, petrissage, and tapotement. After your demonstration, perform your finishing steps, then clear facial items from your station, clean your station. When you are finished, stand back and raise your hand.

Your 15 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working. Put mannequin head #1 away now.**



## **Sculptured Nail**

### **Introduction:**

The next service will be application of one sculptured nail using a nail form, powder and liquid. You have 4 minutes to set up your hand mannequin, and your implements, products and tools for a sculptured nail service. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 15 minutes, with a 5 minute reminder to apply one sculptured nail using a nail form, powder and liquid. Apply the nail to the third digit, also known as the ring finger.

After the start tone, perform the sculptured nail application 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. After you perform the service, clear sculptured nail items from your station and clean your station. When you are finished stand back and raise your hand.

Your 15 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working.**

## Cosmetologist

### Manicure

#### Introduction:

The next service will be a basic manicure with polish. You have 2 minutes to set up your implements, products and tools. **(Tone)**

**(Tone) Time's up, stop working.**

You will have 20 minutes to perform a basic manicure, with a 5 minute reminder. Do not start until you are told to do so. After the start tone, perform the manicure. 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. The massage portion of the service should simply be a one minute demonstration. Do not call the evaluator over to observe the massage. For the polish, apply a base coat, two coats of dark colored polish and a top coat to all five nails. After you finish the service, remove *only* the manicure items from your station and clean your station. When you are finished, stand back and raise your hand.

Your 20 minutes begin now. **(Tone)**

**(Tone)** 5 minutes

**(Tone) Time's up, stop working.**

## Clean up and Sanitation

The last part of your exam is to completely clear, clean and sanitize your area. That includes sweeping all hair from the floor and 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, stand back and raise your hand. An evaluator 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. Your scores are not going to be sent to your school. The Exam Preparation Guide has information about how you get your license once you have passed.

Begin cleaning now. **(Tone)**