

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .

Arizona

Barbering and Cosmetology Board

Aesthetician

Candidate Handbook

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology (“NIC”)

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Written Practical and Theory Examinations with IQT

STEP THREE: Apply for Licensure with the Arizona State Board

- Once you pass your examinations, apply for your license.

Contact Information

Professional Credential Services (PCS)

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

Customer Service: (888) 822-3272

Arizona Barbering and Cosmetology Board

Regular Mailing Address

1740 W Adams Suite #4400

Phoenix, Arizona 85007

Telephone: (480) 784-4539 ext. 240

Website: www.bcb.az.gov

Email: azboard@azboc.gov

Scheduling Theory and Written Practical

Iso-Quality (IQT), owned and operated by Prometric

www.IQTTesting.com

Toll-Free Telephone Support: (866) 773-1114 or

Email: SMT-OperationsTeam@prometric.com

Application Process

Candidate reviews license and examination requirements in Candidate Handbook available at <http://www.pcshq.com>

Candidate completes an online registration with PCS at <http://www.pcshq.com>

PCS reviews completed registration and approves candidate for the written practical and theory examinations.

PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)

Candidate schedules a test date and location with IQT, owned and operated by Prometric

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at <http://www.bcb.az.gov>

Arizona State Board issues license to candidate

Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for Licensure and for scheduling your examination(s). The Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Esthetics in the State of Arizona. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)

1. Submits to the board an application for an aesthetician's license on a form supplied by the board.
2. Does either of the following:
 - (a) Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits to the board satisfactory evidence that the person is at least sixteen years of age.
 - (b) Submits to the board satisfactory evidence that the person is at least eighteen years of age.
3. Submits to the board satisfactory evidence of either of the following:
 - (a) That the person is a graduate of an aesthetician school in another state or country that has substantially the same requirements as this state for schools licensed by the board.
 - (b) That the person is a graduate of an aesthetician course consisting of at least six hundred hours of training in a school licensed by the board.
4. Passes the examination for an aesthetician's license.
5. Pays the prescribed fees for an aesthetician's license.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit www.bcb.az.gov.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Aesthetician Theory & Practical	\$ 177.00	\$ 177.00
Aesthetician Theory	\$ 100.00	\$ 100.00
Aesthetician Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration **will** not be considered complete until payment has been received.

! You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

Refund Policy

Please carefully review this handbook and your state laws, rules, and regulations prior to making payment. **All fees are non-refundable.**

! Candidates are especially encouraged to carefully review licensing requirements PRIOR to completing an online registration with PCS. If testing is not required fees are non-refundable.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to www.pcshq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account (First Time)**
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

! A unique email address must be provided to create a PCS Account (i.e. more than one user cannot provide the same email address).

The screenshot shows the 'Create Account' page for Professional Credential Services, Inc. The page has a dark blue header with the company logo and navigation links: HOME, ABOUT US, SERVICES, PCS NEWS, CAREERS, LINKS, and CONTACT US. The main content area is white with a dark blue border. It contains the following text: 'New Professional Credential Services Account', 'To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.', and a form with fields for E-Mail Address, First Name, Last Name, Birth Date (m/d/yyyy), and Social Security Number. A 'Create Account' button is located below the form. At the bottom of the page, there is a footer with four columns of links: 'TAKING AN EXAM' (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, I LIVE IN PUERTO RICO), 'LATEST NEWS' (PRESS RELEASES, CONNECTS NEWSLETTER, PCS HOLIDAYS), 'HELPFUL LINKS' (BOARD LINKS, CAREERS, ABOUT US, SERVICES), and 'LET US KNOW' (COMPLIMENT US, SUGGEST A WEBSITE EDIT, ASK A QUESTION). The footer also includes the company address: 'PROFESSIONAL CREDENTIAL SERVICES, INC. | 25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214' and copyright information: 'ALL RIGHTS RESERVED © 1998 - 2019 | ESQUJENCY.EDUCY'.

PCS Registration


Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**
5. Click the PCS Logo to return to the Homepage



6. Click **Applicants & Candidates**
7. Click **Cosmetology & Barbering**
8. Select **Arizona**
9. Click the **Pre-register and pay for your Exams (after you logged in)** link at Step 3
10. You are now in the online application; select appropriate license type (i.e. Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. Select Payment Option.

! You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).

Active Applications.										
Arizona Cosmetology and Barbering, Aesthetician by Examination Valor Act: Most recent application: 12/22/2022										
<table border="1"><thead><tr><th colspan="2">Cosmetology</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Registration</td></tr><tr><td><input type="checkbox"/></td><td>Upload 2x2 inch Passport Style Photo</td></tr><tr><td><input type="checkbox"/></td><td>Upload Copy of Government Issued I.D.</td></tr><tr><td><input type="checkbox"/></td><td>Final Coordinator Review</td></tr></tbody></table>	Cosmetology		<input checked="" type="checkbox"/>	Registration	<input type="checkbox"/>	Upload 2x2 inch Passport Style Photo	<input type="checkbox"/>	Upload Copy of Government Issued I.D.	<input type="checkbox"/>	Final Coordinator Review
Cosmetology										
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<input type="checkbox"/>	Final Coordinator Review									
<table border="1"><thead><tr><th colspan="2">Exams Completed</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td></tr></tbody></table>	Exams Completed		<input type="checkbox"/>							
Exams Completed										
<input type="checkbox"/>										
 VIEW APPLICATION FORM										
Pending Examinations										
Arizona Aesthetician Theory Status Pending WAITING FOR APPLICATION APPROVAL										
Arizona Aesthetician Written Practical Status Pending WAITING FOR APPLICATION APPROVAL										

PCS Candidate Homepage

Logging into your Homepage

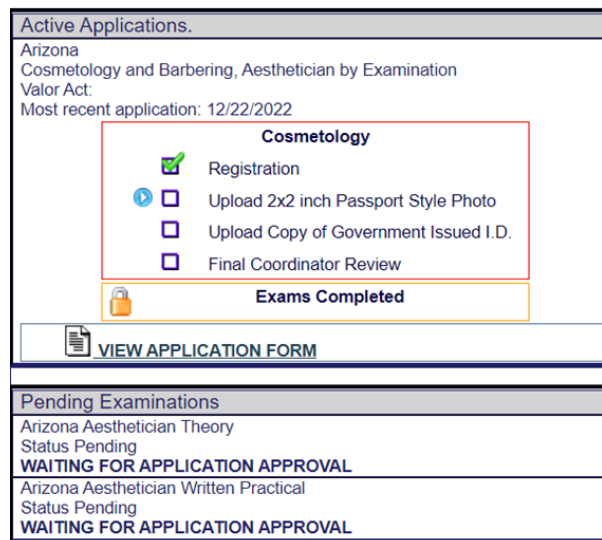
1. Go to <http://www.pcshq.com>
2. Click Client Portal
3. Enter email address and password
4. Click Log In



The screenshot shows the login page for Professional Credential Services, Inc. The page has a dark blue header with the company logo. Below the header, the text "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is located below the password field. Below the input fields, there is a link for forgotten passwords: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, there is a note: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.



The screenshot shows the "Active Applications" section. It lists an application for "Arizona Cosmetology and Barbering, Aesthetician by Examination" with a "Valor Act" and a "Most recent application" date of "12/22/2022". Below this, there is a table of application items:

Cosmetology	
<input checked="" type="checkbox"/>	Registration
<input type="checkbox"/>	Upload 2x2 inch Passport Style Photo
<input type="checkbox"/>	Upload Copy of Government Issued I.D.
<input type="checkbox"/>	Final Coordinator Review

Below the table, there is a section for "Exams Completed" with a lock icon. At the bottom of the section, there is a "VIEW APPLICATION FORM" button.

Below the "Active Applications" section, there is a "Pending Examinations" section. It lists two examinations: "Arizona Aesthetician Theory" and "Arizona Aesthetician Written Practical", both with a status of "Pending" and "WAITING FOR APPLICATION APPROVAL".

Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your written practical and theory examinations.

Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

! If you do not receive any emails within the time frame listed above, it is **your responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is **your responsibility** to contact PCS at (888) 822-3272.

How do I know if my registration is approved?

If a registration has been approved, a green check will appear in the Final Review Box under Active Applications.

Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 03/25/2022
<input checked="" type="checkbox"/> Cosmetology
Exams Completed
<input type="checkbox"/> All Exams Passed
<input type="checkbox"/> License Ready
VIEW APPLICATION FORM
Pending Examinations
Arizona Cosmetology Theory Status Pending In Review
Arizona Cosmetology Written Practical Status Pending In Review

Examination Scheduling

Theory and Written Practical Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at www.IQTesting.com. Select **SCHEDULE** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at SMT-OperationsTeam@prometric.com.

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage

Example:

- Click the **Print Score Notice** option next to the item you wish to reprint.
- Click the **ATT Letter** option next to the item you wish to reprint

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS
PRINT SCORE NOTICE
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS
PRINT SCORE NOTICE

- Click the **Reprint** option next to the item you wish to print.

Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021
REPRINT

Examination Rescheduling

Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice from PCS by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have missed, canceled, or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule your written practical examination, click **Written Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.




! DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART

Arizona
Cosmetology, Cosmetology by Examination
Valor Act:

✔ **Cosmetology**

Exams Completed

All Exams Passed
 License Ready

 [VIEW APPLICATION FORM](#)
 [THEORY](#)
 [WRITTEN PRACTICAL](#)

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

Examination Day Requirements

What do I need to take with me to the examination?

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature (see below)

! If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

Acceptable Forms of Identification

Current, non-expired Government Issued ID - must be listed under the name in which you applied.

Photocopies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

! Student ID and employment ID are NOT acceptable forms of Identification.

! If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required.

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a scheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during the theory or written practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books, or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculators, watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An unofficial pass or fail notice will be provided to you by IQT after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and written practical examination is 75. If you fail an examination, PCS will provide a strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver's License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The written complaint must include the following information:

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

- Professional Credential Services Inc. - cosandbar@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.



NATIONAL ESTHETICS
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Esthetics Theory Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Esthetics Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content** and **Important Instructions** – This provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation, please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

ESTHETICS THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate's final score.

Domain I: SCIENTIFIC CONCEPTS (55%)

- A. Basic knowledge of microbiology (i.e., bacteria, viruses, parasites, fungi)
- B. Apply knowledge of infection control procedures related to:
 - 1. Levels of infection control (i.e., sanitation, disinfection, sterilization)
 - 2. Methods of infection control (i.e., heat, chemical agents)
- C. Apply knowledge of safety procedures and guidelines related to:
 - 1. Standard (Universal) Precautions
 - 2. Blood exposure procedures
 - 3. Safety Data Sheets (SDS) (e.g., manufacturer's labeling)
 - 4. Handling of chemicals
- D. Demonstrate a basic understanding of human physiology and anatomy related to:
 - 1. Cells and their functions
 - 2. Tissues (i.e., epithelial, connective, nerve, muscular)
 - 3. Organs and their function (e.g., skin, lungs, heart)
 - 4. Systems and their functions (e.g., muscular, integumentary, nervous, endocrine, skeletal)
- E. Demonstrate an understanding of histology and physiology of the skin related to:
 - 1. Structure and function of the layers of the skin
 - 2. Structure and function of the glands
 - 3. Functions of the skin (e.g., protection, temperature regulation, absorption)
- F. Recognize and understand skin disorders and diseases related to:
 - 1. Disorders of the sebaceous gland (e.g., acne, milia, seborrhea)
 - 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
 - 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 - 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 - 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
 - 6. Skin growths (e.g., skin tags, moles, keratoma)
 - 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
 - 8. Primary and secondary skin lesions
- G. Understanding function and composition of the hair related to:
 - 1. Structure of the hair and its follicle
 - 2. Growth cycles
 - 3. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- H. Understanding basic chemistry as related to:
 - 1. Ingredients
 - 2. Labeling
 - 3. Function (e.g., hydration, protection, cleanse)
 - 4. Acidity/Alkalinity (i.e., pH)

Domain II: SKIN CARE AND SERVICES (45%)

- A. Demonstrate an understanding of performing a client consultation and documentation (e.g., health history, intake form, consultation chart, physician release)
- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks related to:
 - 1. Clay/Mud
 - 2. Gel
 - 3. Rubberized
 - 4. Cream
 - 5. Sheet mask (e.g., collagen, gauze, pre-cut)
 - 6. Thermal (e.g., paraffin, mineral)
- L. Demonstrate an understanding of the conclusion of facial services:
 - 1. Moisturize
 - 2. Sun protection
 - 3. Home care (i.e., after care)
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
 - 1. Principles (e.g., color theory)
 - 2. Product selection (e.g., lipstick, foundation)
 - 3. Application (e.g., contouring, highlighting, blending)
 - 4. Safety (e.g., bracing)
 - 5. Infection control (e.g., disposables, disinfection of tools)
- O. Demonstrate a basic knowledge of other services related to:
 - 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
 - 2. Body treatments (body wraps, body scrubs, sunless tanning)
 - 3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
 - 4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)
 - 5. Wellness programs

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. What is the term for the scientific study of the skin?
 - a. Myology
 - b. Angiology
 - c. Physiology
 - d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
 - a. Disinfection
 - b. Sterilization
 - c. Ionization
 - d. Sanitation

3. Which of the following is also referred to as the basal layer?
 - a. Stratum granulosum
 - b. Stratum lucidum
 - c. Stratum germinativum
 - d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
 - a. beginning to destroy itself.
 - b. actively growing.
 - c. shedding.
 - d. disconnecting from the papilla.

5. A new client schedules a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
 - a. Monthly
 - b. Annually
 - c. At the first treatment
 - d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as
 - a. seborrhea.
 - b. keratoma.
 - c. telangectasia.
 - d. dehydrated.

7. Melanocytes that are more active will produce
 - a. lighter skin.
 - b. darker skin.
 - c. sebaceous skin.
 - d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
- a. oxygenate the skin.
 - b. moisturize the skin.
 - c. decrease circulation.
 - d. detoxify the skin.

Answers

1. d	3. c	5. d	7. b
2. d	4. b	6. c	8. a



NATIONAL ESTHETICS
WRITTEN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Esthetics Written Practical Examination is the licensure examination for Estheticians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the Written Practical examination, sample questions and answers, and references. The time allowed for the Esthetics Written Practical Examination is 120 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY

For each NIC National Written Practical Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This provides information about the scope of content covered in the Written Practical examination and information and guidelines related to administration of the Written Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory, Written Practical, and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

ESTHETICS WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Esthetics Written Practical Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 70 items, of which 60 items are weighted and contribute to the candidate's final score.

Domain I: SCIENTIFIC CONCEPTS: 35%

- A. Apply knowledge of infection control procedures
- B. Apply knowledge of safety procedures and guidelines related to:
 1. Standard (Universal) Precautions
 2. Blood exposure procedures
 3. Handling of chemicals
- C. Recognize and understand skin disorders and diseases related to:
 1. Disorders of the sebaceous gland (e.g., acne, millia, seborrhea)
 2. Disorders of the sudoriferous gland (e.g., hyperhidrosis, bromhidrosis, anhidrosis)
 3. Contagious diseases (e.g., bacterial conjunctivitis, herpes simplex, tinea)
 4. Skin inflammations (e.g., dermatitis, eczema, rosacea)
 5. Skin pigmentation (i.e., hyperpigmentation, hypopigmentation)
 6. Skin growths (e.g., skin tags, moles, keratoma)
 7. Skin cancers (i.e., basal cell carcinoma, squamous cell carcinoma, melanoma)
- D. Understanding function and composition of the hair related to:
 1. Abnormal hair growth (e.g., hirsutism, hypertrichosis)
- E. Understanding basic chemistry as related to:
 1. Function (e.g., hydration, protection, cleanse)
 2. Acidity/Alkalinity (i.e., pH)

Domain II: SKIN CARE AND SERVICES: 65%

- A. Demonstrate an understanding of performing a client consultation and documentation
- B. Apply knowledge of client protection (i.e., draping of head and body)
- C. Skin analysis (e.g., Fitzpatrick skin types/conditions/characteristics)
- D. Contraindications for skin services
- E. Treatment protocol
- F. Demonstrate an understanding of cleansing procedures
- G. Demonstrate an understanding of steaming procedures
- H. Demonstrate an understanding of exfoliation procedures (i.e., chemical, mechanical/manual)
- I. Demonstrate a basic understanding of massage movements
- J. Demonstrate an understanding of methods of extraction
- K. Demonstrate an understanding of the functions and applications of masks
- L. Demonstrate an understanding of the conclusion of facial services
- M. Demonstrate a basic knowledge of the use of electrical equipment used in skin services
- N. Demonstrate an understanding of makeup as related to:
 1. Product selection (e.g., lipstick, foundation)
 2. Application (e.g., contouring, highlighting, blending)
 3. Safety (e.g., bracing)
- O. Demonstrate a basic knowledge of other services related to:
 1. Facial services (e.g., aromatherapy, pre- and post-surgical/medical treatments, ultrasonic)
 2. Body treatments (body wraps, body scrubs, sunless tanning)

3. Eyelash and eyebrow services (e.g., lash and brow tinting, artificial lashes, lash lifting/perming)
4. Demonstrate an understanding of hair removal methods and procedures (i.e., waxing, tweezing)

ESTHETICS SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Esthetics Written Practical Examination. Correct answers (keys) are listed following the sample questions.

1. During extractions, the implement falls to the floor. What should the practitioner do next?
 - (A) Pick up the implement, wash it, and continue with extractions
 - (B) Pick up the implement, place it in the “items to be disinfected” container, replace gloves, and continue with extractions
 - (C) Pick up the implement, place it on the workstation, wash hands, and continue with extractions
 - (D) Stop the service, disinfect the entire work area, replace gloves, and continue with extractions

2. An adolescent entering puberty has inquired about getting rid of blackheads and milia. The **MOST** effective way to clear up skin is
 - (A) the sale of multiple skin care products.
 - (B) daily treatments within the salon.
 - (C) the removal and cleansing of blemishes.
 - (D) chemicals and laser treatments.

3. When analyzing the skin through a Wood’s lamp, hyperpigmentation will appear
 - (A) blue.
 - (B) yellow.
 - (C) orange.
 - (D) brown.

4. During the consultation, a client indicates they have vitiligo. How does this appear on the skin?



5. Select all images that show improper or no bracing during a makeup application.



Answers	
1.	B
2.	C
3.	D
4.	C
5.	C, E



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

This list provides the references used to develop and support the content covered in the NIC
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

ESTHETICS

REFERENCES

Milady Standard Esthetics Fundamentals + Foundations

2020, 12th Edition

ISBN: 9780357263792

Contact:

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www.Milady.com

Pivot Point Fundamentals: Esthetics, (101E – 111E)

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ISBN 978-1-951862-26-8

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SUPPLEMENTAL REFERENCES

Milady Standard Advanced Esthetics

2013, 2nd Edition

ISBN: 9781111139094

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www.Milady.com

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

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The Epidermal Cell Therapy Skillsbook

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