

PROFESSIONAL
The logo features the word "PROFESSIONAL" in a spaced-out, black, sans-serif font at the top. Below it is a horizontal line. Underneath the line, the word "CRE" is in a large, bold, black, sans-serif font, followed by a blue, curved swoosh that extends to the right. To the right of the swoosh, the word "ENTIAL" is in a large, bold, black, sans-serif font. Below "CRE" and "ENTIAL", the words "SERVICES, INC." are written in a smaller, black, sans-serif font.
SERVICES, INC.

Arizona

Barbering and Cosmetology Board

Barber Instructor

Candidate Handbook

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

Revised 12/2022

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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 Theory Examinations with IQT
- Upon approval, take Practical Examination on date scheduled with PCS

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

Theory Examination Scheduling

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 practical and theory examinations.

PCS emails candidate Theory Authorization to Test Letter (ATT)

PCS schedules and emails an Admission Notice for the Practical Examination

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 Instructor 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)

- A. An applicant for an instructor license shall file the following with the board:
1. A written application on a form prescribed by the board.
 2. Evidence satisfactory to the board that the applicant possesses the necessary qualifications.
- B. An applicant shall:
1. Be at least nineteen years of age.
 2. Hold a diploma from a high school or its equivalent as prescribed by the board in its rules.
 3. Pass an examination given under the direction of the board.
 4. Pay the prescribed fees.
 5. Have practiced barbering for at least two years.

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
Instructor Barber Theory & Practical	\$ 177.00	\$ 177.00
Instructor Barber Theory	\$ 100.00	\$ 100.00
Instructor Barber 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

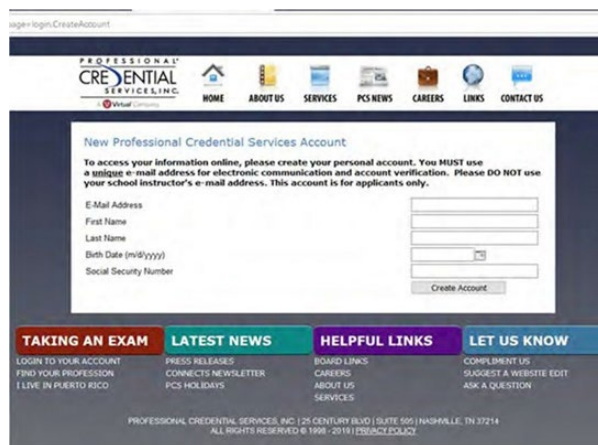
If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

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.pcsdq.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 and 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.' Below this text are input fields for 'E-Mail Address', 'First Name', 'Last Name', 'Birth Date (mm/dd/yyyy)', and 'Social Security Number'. A 'Create Account' button is located at the bottom right of the form. At the bottom of the page, there are four columns of links: 'TAKING AN EXAM' (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, 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 contains the company name, address (25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214), and copyright information (ALL RIGHTS RESERVED © 1998 - 2011 | 23255872323232).

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, Instructor Aesthetician by Examination Valor Act: Most recent application: 01/05/2023										
<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
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<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 Instructor Aesthetician Theory Status Pending WAITING FOR APPLICATION APPROVAL										
Arizona Instructor Aesthetician Practical Exam Date: TBD Testing at: ARCHIVE WAITING FOR APPLICATION APPROVAL										

PCS Candidate Homepage

Logging into your Homepage

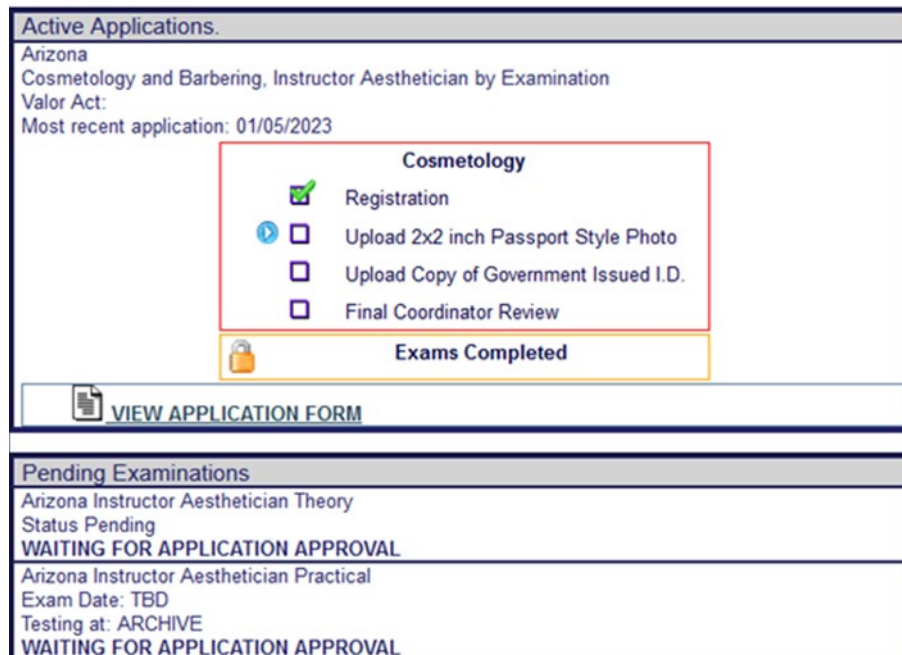
1. Go to <http://www.pcshq.com>
2. Click Client Portal
3. Enter email address and password
4. Click Log In



The screenshot shows the login page for Professional Credential Services, Inc. (PCS). At the top, the logo reads "PROFESSIONAL CREDENTIAL SERVICES, INC.". Below the logo, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link: "*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 displays the "Active Applications" section. It lists an application for "Arizona Cosmetology and Barbering, Instructor Aesthetician by Examination" with a "Valor Act" and a "Most recent application" date of "01/05/2023". Below this, a red-bordered box titled "Cosmetology" contains a list of tasks: "Registration" (checked with a green checkmark), "Upload 2x2 inch Passport Style Photo" (unchecked), "Upload Copy of Government Issued I.D." (unchecked), and "Final Coordinator Review" (unchecked). Below the red box is a yellow-bordered box titled "Exams Completed" with a lock icon. At the bottom of the application card is a "VIEW APPLICATION FORM" button with a document icon.

Pending Examinations

Arizona Instructor Aesthetician Theory
Status Pending
WAITING FOR APPLICATION APPROVAL

Arizona Instructor Aesthetician Practical
Exam Date: TBD
Testing at: ARCHIVE
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 theory examination. PCS will then assign you to the first available practical examination (date based on approval date and seating availability).

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 Practical Notification providing you with the date of your assigned exam
3. Practical Examination Topic
4. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! 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.

The screenshot displays a web interface with two main sections. The top section, titled 'Active Applications', shows details for an Arizona Cosmetology application by examination, including the Valor Act and a most recent application date of 11/12/2019. A green checkmark icon is visible next to the 'Cosmetology' subject name. Below this, a box labeled 'Exams Completed' contains two items: 'All Exams Passed' and 'License Ready', both with unchecked checkboxes. A 'VIEW APPLICATION FORM' button is located at the bottom of this section. The bottom section, titled 'Pending Examinations', lists two items: 'Arizona Cosmetology Theory' with a status of 'Pending In Review', and 'Arizona Cosmetology Practical' with an exam date of 'TBD' and testing location of 'ARCHIVE', also with a status of 'In Review'.

Examination Scheduling

Theory 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.IQTTesting.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.

Practical Examination Scheduling

Once you have been approved, you will automatically be scheduled for the first available practical examination date. You **must** be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

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

Theory Rescheduling Policy

You may reschedule your 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.

Practical Rescheduling Policy

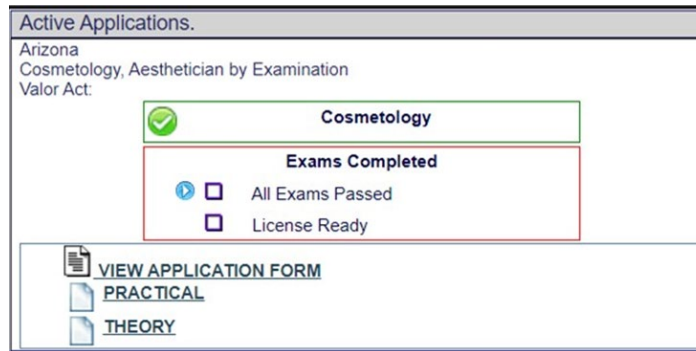
Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your homepage.

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 practical examination, click **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



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?

- Admission Notice (practical)
- A current 2" x 2" passport type color photo (selfies are not accepted) (practical)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

! 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

Both forms of identification must be listed under the name in which you applied. **Photocopies will not be accepted**

Primary ID (current, non-expired Government-issued ID)

- 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

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e., if you have a Driver's License, you can bring your US Passport as a Secondary ID)

! 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 forty-five (45) minutes prior to your examination for registration. **Registration will close 15 minutes before the exam start time listed on your Admission Notice. If you arrive after registration has closed, you will not be permitted to test, and a rescheduling 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 theory examination. 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 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.

Practical Examination Guidelines

The Arizona Board of Barbering and Cosmetology requires you to be examined on the following services on the practical examination:

Core Domain Services

- Lesson Plan
- Theory Lecture
- Demonstration

You must bring a set of lesson plans for yourself, the proctor, and the examiner.

- Three (3) copies of the Lecture Lesson Plan
- Three (3) copies of the Demonstration Lesson Plan
- You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.

Mannequins: A mannequin is required for all services. Please see *Practical Examination Supplies*

Aerosol Products: You are not permitted to use aerosol products at any time during the examination.

Kit Size: Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Dress Code

The Arizona Board of Barbering and Cosmetology requires all candidates to dress professionally, as you would when you are working in a shop. Lab coats, smocks, or medical scrubs (top and bottom scrub) must be worn at state examinations. **NO APRONS ALLOWED.** You are not allowed to have your name, your school's name, or a shop name on your professional attire or kit. Candidates who fail to adhere to this dress code will not be admitted into the examination room (Reschedule fee required).

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Best wishes on passing your examinations and a successful career in your chosen profession!



NATIONAL INSTRUCTOR THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Instructor Theory Examination is the licensure examination for Instructors, 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. The time allowed for the Instructor Theory Examination is **90 minutes**.

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 document provides information about the scope of content covered in the Theory examination, as well as information and guidelines related to administration of the Theory examination.
- **References** – This document 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 the 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, or 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.*

**INSTRUCTOR THEORY EXAMINATION
CONTENT OUTLINE**

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 85 items, 75 of which are weighted and contribute to the candidate's final score.

DOMAIN 1: INSTRUCTIONAL PLANNING (33%)

1A. Instructional Planning - Manage the curriculum delivery process

1. Syllabus
2. Course Outline
3. Development of lesson plans
4. Delivery of course content
5. Instructional outcomes
6. Performance assessment

1B. Instructional Planning - Identify student learning styles and needs

1. Learning types
2. Instruction adaptations

1C. Instructional Planning - Utilize instructional materials

1. Printed
2. Audiovisual
3. Demonstration
4. Technology

1D. Instructional Planning - Determine application of assessment

1. Written
2. Practical
3. Oral

Domain 2: INSTRUCTIONAL METHODS (33%)

2A. Instructional Methods - Employ methods of instruction

1. Lecture
2. Demonstration
3. Group learning

2B. Instructional Methods - Recognize obstacles to learning

1. Obstacle identification
2. Instructional practice adaptations

2C. Instructional Methods - Employ communication skills

1. Verbal
2. Non-verbal
3. Listening

2D. Instructional Methods - Demonstrate time management techniques

2E. Instructional Methods - Assess student learning

1. Assessment implementation
2. Evaluation of results
3. Reliability and validity

Domain 3: THEORY AND PRACTICAL CLASSROOM (34%)

- 3A. Theory and Practical Classroom - Manage physical and virtual learning environments
 - 1. Organization and layout
 - 2. Conditions of the environment
 - 3. Instructional practice adaptations
 - 4. Inventory and supplies
- 3B. Theory and Practical Classroom - Demonstrate instructor professional responsibilities
 - 1. Professional conduct
 - 2. Student academic advising and remediation
 - 3. Administrative responsibilities
 - 4. Self-evaluation and continuing education
- 3C. Theory and Practical Classroom - Maintain a safe learning environment
 - 1. Characteristics of a safe learning environment
 - 2. Safety hazards in the learning environment
 - 3. Infection control and prevention procedures

**INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

The following sample questions are similar to those presented in the NIC Instructor Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

- 1. Which of the following should be recorded in an educator's time utilization log?
 - a. Planned work
 - b. Clocked hours
 - c. Students' grades
 - d. Disciplinary actions
- 2. To ensure educational content is kept current, the educator would utilize which of the following materials?
 - a. Workbook
 - b. Dictionary
 - c. Reference book
 - d. Social network
- 3. Which of the following should be considered with visual integrity?
 - a. Vocabulary
 - b. Introduction
 - c. Gestures
 - d. Emphasis
- 4. When a large group of students is divided for group discussions, an effective arrangement is the
 - a. cluster.
 - b. chevron.
 - c. theatre.
 - d. boardroom.

NIC NATIONAL INSTRUCTOR THEORY EXAMINATION CIB

5. An educator informs a student that the electrical cord is sitting in water and needs to be moved. Whose responsibility is it to correct the situation?
 - a. Maintenance
 - b. Instructor
 - c. Administrator
 - d. Student

6. Students who benefit the MOST from processing tactile information and movement are
 - a. kinesthetic learners.
 - b. auditory learners.
 - c. visual learners.
 - d. disruptive learners.

7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
 - a. Theory concepts are always more interesting.
 - b. Practical skills cannot be learned without theory concepts.
 - c. Theory provides the basic concepts.
 - d. Practical skills always take longer to present than theory.

8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
 - a. Cut score
 - b. Rubric
 - c. Rating scale
 - d. Point grading

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B



NATIONAL *INSTRUCTOR*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Instructor Practical Examination content and administration for Instructor core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents.

- **Important Instructions and Examination Core Domain Content** – This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL 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 the examination.**
 - Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.**
 - Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are **NOT** allowed to communicate with candidates.

- Examiners are **NOT** allowed to speak with candidates.
- Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the front of the room (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the front of the room (in the case of nail services) **IMMEDIATELY**.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedures.

Failure to do so may result in your dismissal from the examination.

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- 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, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are **NOT** allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *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 the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
 - Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
 - Aerosols are **NOT** allowed in the testing environment.
 - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

SPECIAL ATTENTION

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The Theory Lecture Lesson Plan **MUST** include an explanation of the blood exposure procedure. The Demonstration Lesson Plan **MUST** include a demonstration of the blood exposure procedure.

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
- The lesson plans must be typed, not handwritten.
- Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
 - Three (3) copies of the Lecture Lesson Plan
 - Three (3) copies of the Demonstration Lesson Plan
- You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.
- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “to be disinfected”
 - Container labeled “soiled linens”
 - Container labeled “trash”
- Candidates are not allowed to label products as single-use items.
- **In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.**

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Instructor Practical Examination includes three (3) core domain services. The Core Domain Sections are based on the national job analysis.

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION
TASK LINES AND VERBAL INSTRUCTIONS**

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

“You will turn in your Classroom Theory Lecture and Demonstration lesson plans at this time. Please retain one set of lesson plans for yourself and provide the rest to the proctor. The examiner will have 10 minutes to review your lesson plans. Do nothing until the next verbal instructions are given.”

The lesson plan will be evaluated on the following elements:

- 1.1 Lesson plan introduction**
- 1.2 Lesson plan content**
- 1.3 Teaching aids**
- 1.4 Closing**

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:

“We will now proceed.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

“You will be presenting your classroom theory lecture on _____.”

“You will be observed for client protection, safety, and infection control procedures throughout the examination.”

“You will have 5 minutes to set up for your classroom theory lecture.”

“You will be informed when you have 2 minutes remaining.”

“When you are finished, please be seated until the next verbal instructions are given.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

2.1 Sets up area for classroom theory lecture

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed.”

Proctor Verbal Instruction – Read to candidate:

“You will now begin the classroom theory lecture.”

“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

2.2 Introduction to lecture

2.3 Content of lecture

2.4 Lectures on Blood Exposure Procedure

2.5 Use of teaching aids

2.6 Use of communication skills

2.7 Classroom interaction Evaluation of lecture

2.8 Closing of lecture

2.9 Safety and infection control

Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:

“Please stop lecturing. We will now proceed.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

- “You will be presenting your demonstration on _____.”*
- “You will be observed for client protection, safety, and infection control procedures.”*
- “You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”*
- “You will be informed when you have 5 minutes remaining.”*
- “Do not begin your demonstration until instructed to do so.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

- (1) *“The instructions will be repeated.”*
- (2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:

“The candidate has indicated they have finished. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:

“Please stop working. We will now proceed.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the demonstration.”*
- “Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”*
- “Verbally indicate to the proctor when you have finished.”*
- “For example, I’m ready, I’m finished, or I’m done.”*

- (1) *“The instructions will be repeated.”*
- (2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.2 Introduction to demonstration**
- 3.3 Content of demonstration**
- 3.4 Performance of demonstration**
- 3.5 Demonstrates Blood Exposure Procedure**
- 3.6 Classroom interaction**
- 3.7 Closing of demonstration**

Proctor Verbal Instruction – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

“The candidate has indicated they have completed this section of the examination. We will now proceed.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

“Please stop demonstration. Do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read to candidate:

“You will have 5 minutes to clean up your work area.”

“You will be informed when you have 2 minutes remaining.”

“You will be observed for client protection, safety, and infection control procedures.”

“Verbally indicate to the proctor when you have finished.”

“For example, I’m ready, I’m finished, or I’m done.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.8 Places items to be disinfected, soiled linens, and trash in correct containers

Proctor Verbal Instruction – Read if the candidate has indicated they have completed the clean up before the timing has elapsed:

“Please do nothing until the next verbal instructions are given.”

Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the clean up:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor Verbal Instruction – Read to candidate at the conclusion of the examination:

“The examiner has indicated they have completed their assessment.”

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

“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

SUGGESTED SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- first aid kit
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- paper towels

Be sure to bring any additional supplies needed to complete the examination.



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.

INSTRUCTOR

REFERENCES

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*
2014, 14th Edition

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Milady Professional Educator

2022, 4th Edition

ISBN: 9781337786836

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Mindful Teaching Pro eBook (101.1 – 701.6)

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847-886-0500, Ext. 7399

SUPPLEMENTAL REFERENCES

Milady Master Educator

2013, 3rd Edition

ISBN: 9781133693697

Contact:

Info@Milady.com

www.Milady.com

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*

2011, 13th Edition

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