



# State of North Carolina Board of Cosmetic Art Examiners Cosmetology & Apprentice Cosmetology Candidate Information Bulletin

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** You may register and schedule for testing, go to: <https://www.provexam.com/register>. You may also call Prov at (877) 228-3926. More information is published on page 2 of this bulletin.
2. **WHERE CAN I TEST?** Prov has established 3 practical testing locations and 12 written testing centers spread throughout the State of North Carolina. Locations may be found on page 6 of this bulletin.
3. **HOW MUCH DOES IT COST?** The theory examinations cost **\$84** each and the practical examinations cost **\$84** each.
4. **WHEN DO I GET MY TEST RESULTS?** Official results for the practical and written exam will be emailed to you within three (3) business days after your test.
5. **WHAT IS ON THE TEST?** Complete exam information can be found in this bulletin and attachments.

## MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions:  
**NC Board of Cosmetic  
 Art Examiners**  
 121 Edinburgh  
 South, Suite 209  
 Cary, NC 27511  
 Ph (919) 736-6123  
[nccosmeticarts.com](http://nccosmeticarts.com)

9:00 am to 4:00 pm ET  
 Monday-Friday

For Testing Questions:  
**Prov, Inc.**  
 150 W Civic Center Blvd,  
 Suite 601  
 Sandy, Utah 84070  
 Toll Free: 866-720-7768  
 Call or Text: 801-733-4455  
 (Messaging rates may apply)  
[www.provexam.com](http://www.provexam.com)  
[support@provexam.com](mailto:support@provexam.com)  
 8:00 am to Midnight ET  
 Monday-Friday

## GENERAL TESTING INFORMATION

The North Carolina Board of Cosmetic Art Examiners (Board) has contracted with Prov, Inc. to administer the National Interstate Council of State Boards of Cosmetology (NIC) Cosmetology and Apprentice Cosmetology examinations:

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of North Carolina.

## NORTH CAROLINA SCHOOL CANDIDATES

Candidates register online at [www.provexam.com](http://www.provexam.com) and your school will be notified electronically that you have applied. Your school will need to approve you to take the exam.

Candidate's graduation form must be submitted from Candidate's school to the Board.

## OUT OF STATE, REINSTATEMENT & CLOSED NC SCHOOL CANDIDATES

Candidates licensed in another state, reinstating a lapsed license or if the North Carolina school you attended has closed, you must obtain approval from the North Carolina Board of Cosmetic Art Examiners before registering with Prov. The Board determines eligibility for examination.

## EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of North Carolina must successfully complete the written examination and a practical examination.

Each written exam costs **\$84** and each practical exam costs **\$84**. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

TABLE OF CONTENTS

Frequently asked questions..... 1  
 More questions..... 1  
 General Testing Information..... 1  
 North Carolina School Candidates ..... 1  
 Out of State, Reinstatement ..... 1  
 & Closed NC School Candidates..... 1  
 Examination Categories & Cost ..... 1  
 Table of Contents..... 2  
 Where to take your exam in North Carolina ..... 2  
 How to Register Online..... 2  
 How to Schedule Your Exam Online ..... 3  
 Scheduling by Phone..... 3  
 Cancel/Rescheduling Policy ..... 3  
 Emergency Situation Policy..... 3  
 Preparing for Your Exams ..... 3  
 Foreign Language Candidate Information Bulletins .... 4  
 Kit and Supply Information..... 4  
 Test Day Rules and Procedures..... 4  
     Check-in Deadline ..... 4  
     Proof of Identity ..... 4  
     Prohibited Items..... 5  
     Visitor Policy..... 5  
     Unethical Conduct Policy..... 5  
     Candidate Civility Expectations..... 5  
 Score Information ..... 5  
 Results Reporting..... 5  
 Retesting Policy..... 6  
 Prov’s Non-Discrimination Statement ..... 6  
 Special Accommodations..... 6  
 Test Site Availability..... 6  
 Test Site locations – Written Examinations..... 7  
 Test Site locations – Practical Examinations..... 7  
 Written Test Site Instructions..... 7

ATTACHMENTS:

- ✓ North Carolina NIC Practical CIB
- ✓ North Carolina NIC Written CIB
- ✓ NIC Textbook References
- ✓ Written Test Site Instructions

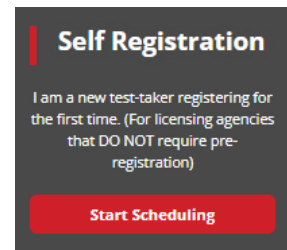
WHERE TO TAKE YOUR EXAM IN NORTH CAROLINA

Prov has established three (3) practical testing locations and twelve (12) written testing centers geographically spread throughout the State of North Carolina. Locations may be found on page 6 of this bulletin.

HOW TO REGISTER ONLINE

**IMPORTANT:** When you register for your examination you MUST enter your name EXACTLY as it appears on your government issued Photo Identification (ID), including your middle initial or your middle name as it appears on your ID. If your name does not match when you sign in at the testing center you will be dismissed from the testing center and forfeit all testing fees for that testing session.

1. To register for your exam, go to: <https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Schedule a Test”
3. Click “Start Scheduling” under ‘Self Registration’



4. Use the Dropdown menu under “Select Certifying Body”, and select:

**NC – Board of Cosmetic Art Examiners**

5. Under “Select a License/certificate”, choose the license (and language) you are seeking:
  - **Apprentice Cosmetology**
  - **Cosmetology**

Then press



6. Select your school from the Dropdown menu. NOTE: If you are an “Out of State” applicant, need to test to “Reinstate” a lapsed license, or if you attended a school that has “Closed” you must select “NC State Board”.

7. Enter your information **exactly** as it appears on your government issued ID.

- Name (**First**, **Middle** and **Last**)
- Street address
- City, State, Postal Code

Additionally, please provide the following:

- Social Security number
- Email Address
- Telephone Number

Then select the button labeled:

**SAVE CHANGES**

8. Your application will now transfer to your school or to the Board (Out of State, Reinstating License etc.) for approval. You will receive an email notifying you to log back in and schedule your exam once approved.

#### HOW TO SCHEDULE YOUR EXAM ONLINE

1. To schedule your exam, go to:

<https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.

2. Click “Returning User” and enter your known Candidate ID and your last name. Click “Retrieve Details”

3. Select a Date & Time for your exam by selecting the link labeled.

 [Find suitable time and venue](#)

4. Select a convenient test site by scrolling down to see all available test sites.

5. Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**

6. If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 7.

#### SCHEDULE ANOTHER TEST

7. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school. The invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may call Prov at (866) 720-7768.

#### SCHEDULING BY PHONE

To schedule an examination by phone, candidates should contact Prov toll free at (866) 720-7768. Prov scheduling staff is available 9:00 a.m. through 9:00 p.m. Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

#### CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for your test or fail to cancel or reschedule your testing session by the close of business three days prior to your scheduled test date, you will forfeit your exam fees.

#### EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation to Prov for review.

You may contact Prov toll free at (866) 720-7768, call or text (801) 733-4455 or send an email to [support@provexam.com](mailto:support@provexam.com).

If approved, you will be notified and provided with authorization to reschedule your examination.

#### PREPARING FOR YOUR EXAMS

The Cosmetology exams utilized in North Carolina are designed to test what you should know (and be able to do) as you begin your career in the Cosmetology industry. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC).

## FOREIGN LANGUAGE CANDIDATE INFORMATION BULLETINS

If you wish to access an NIC Candidate Information Bulletin (CIB) in one of the available foreign languages, please click the link for the exam and foreign language desired:

**COSMETOLOGY & NC APPRENTICE COSMETOLOGY:**

Korean: [NIC Korean Cosmetology Written CIB](#)

Spanish: [NIC Spanish Cosmetology Written CIB](#)

Vietnamese: [NIC Vietnamese Cosmetology Written CIB](#)

The English Written CIB is included with this document.

## KIT AND SUPPLY INFORMATION

Candidates must bring all needed supplies and cannot borrow anything during the examination. Suggested supplies are included in the NIC Candidate Information Bulletin (CIB).

Mannequin heads MUST be a full-size head, “minikin” or “junior” mannequin heads are NOT permitted. Additionally, the NIC requirements for mannequins is indicated on page 3 of the NIC CIB.

Thermal curling is demonstrated with a cold thermal curling iron. It is suggested that the mannequin’s hair be curled prior to the examination for the purpose of simulating thermal curling with a cold thermal curling iron.

Kits must be no larger than 30” x 30”. Kits, bags etc. must fit completely under the candidate’s work area.

Tripods may be used but must be within candidate’s immediate work area (close or up against work station).

Disinfectants must be disinfecting wipes, sanitizers and all other products must be non-aerosol.

## TEST DAY RULES AND PROCEDURES

**Check-in Deadline**

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

**Proof of Identity**

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification that includes your signature. The photo-bearing ID must include a recent picture that accurately resembles your appearance and includes your date of birth. Examples of photo-bearing ID are a driver’s license, passport, or military ID. Please contact Prov in advance of your test date if you have any questions regarding your photo ID. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a government-issued photo ID, your name does not match your photo ID EXACTLY or if you refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

## **Prohibited Items**

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Division will be notified of your dismissal from the exam.

## **Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

## **Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Division of Professional Regulation. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## **Candidate Civility Expectations**

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of the stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

### SCORE INFORMATION

Candidates must achieve an overall passing scaled score on the practical and written exams as follows:

- ✓ Apprentice Cosmetology – 70.00
- ✓ Cosmetology – 75.00

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

### RESULTS REPORTING

Official score results for the written and practical examinations will be sent to your email address within three (3) business days following completion of the test.

**RETESTING POLICY**

Failed written examinations may be retaken as many times as necessary without obtaining additional school hours. Failed practical examinations can be retaken up to three (3) times if necessary. It is the Candidate's responsibility to track the number of failed attempts. If a Candidate re-applies and retakes the practical exam a 4<sup>th</sup> time without obtaining additional school hours the Board may void the score.

Candidates cannot retake an exam once they have passed that exam unless required by the State of North Carolina.

**PROV'S NON-DISCRIMINATION STATEMENT**

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

**SPECIAL ACCOMMODATIONS**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for special accommodations during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to provide the accommodation they will need in order to complete their examination.

ADA forms can be found here. [ADA Information](#)

**Note:** Accommodations will not be provided based solely on a candidate's inability to read and comprehend English. This is due to the possible impact on the security and integrity of the NIC examinations, any accommodation provided shall be made in accordance with the NIC guidelines and applicable law.

**TEST SITE AVAILABILITY**

The following are the testing sites in North Carolina where you may schedule to take your **written** examinations. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location. Test sites in bordering states are not included in this list but will populate when scheduling examinations.



## TEST SITE LOCATIONS – WRITTEN EXAMINATIONS

1. **Appalachian State University**  
287 Rivers Street  
Testing Services – John E. Thomas Hall, Room 245  
Boone, NC 28608
2. **North Carolina Elite Career Service Center - Cary**  
132 Quade Drive  
Testing Services  
Cary, NC 27513
3. **North Carolina Elite Career Service Center - Charlotte**  
5108 Reagan Drive  
Testing Services – Suite 12  
Charlotte, NC 28206
4. **North Carolina Central University**  
1801 Fayetteville Street  
Testing Center – Taylor Education Building  
Room 112  
Durham, NC 27707
5. **Fayetteville Tech Community College**  
1200 Murchison Road  
Office of University Testing and Assessment  
Services  
Fayetteville, NC 28301
6. **North Carolina Elite Career Service Center - Wilmington**  
2925 Boundary Street  
Testing Center – Unit 2  
Wilmington, NC 28405
7. **Pitt Community College**  
1986 Pitt Tech Road  
Edward and Joan Warren Building – Room 2402  
Winterville, NC 27835
8. **BCY Testing Solution**  
8801 J M Keynes Drive  
Testing Services Suite #150  
Charlotte, NC 28262
9. **BCY Testing Solution**  
2309 W Cone Blvd  
Testing Services  
Greensboro, NC 27408

10. **Western Carolina University**  
69 E. University Way  
Testing Center – Cordelia Camp Building  
Cullowhee, NC 28723
11. **Bladen Community College**  
7418 NC Hwy 41 W Testing Center  
Dublin, NC 28332
12. **Guilford Technical Community College**  
601 E Main Street  
Medlin Campus 3<sup>rd</sup> Floor – Rm 3601  
Jamestown, NC 27282

## TEST SITE LOCATIONS – PRACTICAL EXAMINATIONS

The **practical** exams for the State of North Carolina are given at three (3) locations throughout the State.

1. **Prov Test Site (weekly testing)**  
2462 SW Cary Parkway  
Parkway Point  
Cary, NC 27513
2. **Prov Test Site (weekly testing)**  
3601 Matthews Mint Hill Road  
Suite 5  
Matthews, NC 28105
3. **Doubletree Hilton (bi-monthly testing)**  
126 Gateway Blvd.  
Rocky Mount, NC 27804

## WRITTEN TEST SITE INSTRUCTIONS

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.



**NATIONAL COSMETOLOGY & APPRENTICE COSMETOLOGY  
PRACTICAL EXAMINATION**

**CANDIDATE INFORMATION BULLETIN (CIB)**

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

*Please visit <https://www.provexam.com> for the most current bulletin prior to testing.*

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

**This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration.**

**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, 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.



## NIC National Cosmetology & Apprentice Cosmetology Practical Examination

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- 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 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 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 North Carolina Blood Exposure Procedure outlined in this CIB.

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

- *Be sure to visit <https://provexam.com> to obtain the most current version of, and any addendums, to the North Carolina Blood Exposure Procedure.*
  - **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-manufacturers 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.

**NIC MANNEQUIN REQUIREMENTS**

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**North Carolina requires that you use a mannequin head(s):**

- Candidates are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Models will NOT be permitted.**
- Mannequin heads that are premarked or presectioned are **NOT** allowed for any part of the practical examination.

**SPECIAL ATTENTION**

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

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- Candidates will be evaluated on proper designation of materials that are disposed. Candidates 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”**
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are **NOT** allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- **In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.**

**COSMETOLOGY & APPRENTICE COSMETOLOGY PRACTICAL  
EXAMINATION CONTENT DOMAIN SECTIONS**

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The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections and 1 (one) additional required section. The Core Domain Sections are based on the national job analysis. The additional required section is Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes))
  2. **Thermal Curling** (10 minutes)
  3. **Haircutting** (35 minutes)
  4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
  5. **Chemical Waving** (20 minutes)
  6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
  7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
  8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
  9. **Virgin Hair Relaxer (No Base) Application with Colored Simulated Product** (15 minutes)
  10. **Blood Exposure Procedure** (10 minutes)
- NOTE: North Carolina does not administer sections 11 – 13.**
14. **Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax** (Untimed)

## **CONTENT DOMAINS**

### **1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your work area for your client.”*

*“You will set up the universal supplies you will use throughout the examination at this time.”*

*“You will also set up the supplies for the following sections of the examination at this time:*

*Thermal Curling,*

*Haircutting.”*

*“You will prepare your client for services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

*(2) “You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 1.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 1.2 Sanitizes hands with product with manufacturer’s label in English**
- 1.3 Sets up supplies for Client 1**
- 1.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 2. THERMAL CURLING (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Thermal Curling.”*

*“You will form four curls on the top of the head.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 2.1 Thermal curling supplies and implements are visibly clean
- 2.2 Tests temperature of iron
- 2.3 Subsections hair for thermal curling
- 2.4 Demonstrates safe use of iron
- 2.5 Final appearance of four curls
- 2.6 Maintains thermal draping throughout section
- 2.7 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### 3. HAIRCUTTING (35 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Haircut.”*

*“You will complete a basic layered haircut using razor and shears.”*

*“You will cut at least 1 inch of hair throughout the haircut.”*

*“Do not remove your hair clippings from your work area until you are instructed individually by the examiner to do so.”*

*“You will have 35 minutes to complete this section.”*

*“You will be informed when you have 18 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**3.1 Haircutting supplies and implements are visibly clean**

**3.2 Subsections hair for Haircutting**

**3.3 Demonstrates safe use of razor**

**3.4 Demonstrates safe use of shears**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“May I please use your comb to check the haircut?”*

**3.5 Final appearance of haircut**

**Examiner – Verbal Instructions:** Read to each candidate individually after the final appearance of the haircut has been examined:

*“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”*

**3.6 Removes hair from work area**

**3.7 Maintains drape throughout section**

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



**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:  
*“All examiners have indicated they are ready to proceed.”*

**Proctor – Verbal Instructions:** Read when all examiners have indicated they have completed their assessment  
*“Examiners please rotate at this time.”*

#### 4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”*

*“You will prepare your work area for a NEW client.”*

*“You will set up the universal supplies for the remainder of the examination at this time.”*

*“You will also set up the supplies for the following sections of the examination at this time:*

*Chemical Waving,*

*Predisposition Test and Strand Test,*

*Highlighting with Foil, Virgin Application,*

*Hair Color Retouch,*

*Virgin Hair Relaxer Application.”*

*“You will prepare your client for chemical services.”*

*“You will be expected to follow all client protection, safety and infection control procedures.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 4.1 **Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- 4.2 **Sanitizes hands with product with manufacturer’s label in English**
- 4.3 **Sets up supplies for Client 2 labeled in English**
- 4.4 **Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 5. CHEMICAL WAVING (20 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Chemical Waving.”*

*“You will wrap the entire center back section of the head, from crown to nape.”*

*“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**5.1 Chemical waving supplies are labeled in English and implements are visibly clean**

**5.2 Subsections hair for chemical waving**

**5.3 Wraps hair**

**5.4 Correct rod and band placement used throughout entire section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate saturation on the first three rods.”*

**5.5 Demonstrates saturation on the first three rods**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a test curl.”*

**5.6 Demonstrates a test curl**

**Examiner – Verbal Instructions:** Read to candidate individually once the test curl has been examined:

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

**Proctor – Verbal Instructions:** Read when all examiners have indicated they are ready to proceed:

*“All examiners have indicated they are ready to proceed.”*

*“You will remove all rods from the head and create 5 sections for the remaining chemical services.”*

*“You will have 5 minutes to complete this section.”*

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

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**5.7 Maintains chemical drape throughout section**

**5.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform the Predisposition Test and Strand Test for permanent hair color.”*

*“You will demonstrate the predisposition test behind the ear.”*

*“You will demonstrate the strand test process on any single subsection of hair.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 6.1 Predisposition test and strand test products are labeled in English and implements are visibly clean
- 6.2 Demonstrates predisposition test behind the ear
- 6.3 Demonstrates strand test process
- 6.4 Maintains chemical drape throughout section
- 6.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform Highlighting with Foil, Virgin Application.”*

*“You will place four foils on the top of the head from the front hairline to the apex.”*

*“You will apply simulated highlighting product from upper edge of foils to hair ends.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**7.1 Highlighting supplies are labeled in English and implements are visibly clean**

**7.2 Subsections hair for highlighting with foils**

**7.3 Demonstrates foil placement**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

**7.4 Final result of simulated product application**

**7.5 Maintains chemical drape throughout section**

**7.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Examiner – Verbal Instructions:** Read to candidate individually once the final appearance of the foil has been examined:

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

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*



## 8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Hair Color Retouch Application.”*

*“The client has 1 inch of regrowth.”*

*“You will apply simulated hair color product to one section of the back of the head.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 8.1 Hair color retouch supplies are labeled in English and implements are visibly clean**
- 8.2 Subsections hair for hair color retouch**
- 8.3 Applies simulated hair color product**
- 8.4 Final result of hair color retouch application**
- 8.5 Maintains chemical drape throughout section**
- 8.6 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 9. VIRGIN HAIR RELAXER (NO BASE) APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will perform a Virgin Hair Relaxer (No Base) Application.”*

*“You will apply simulated relaxer product on one back quadrant/section of hair.”*

*“You will have 15 minutes to complete this section.”*

*“You will be informed when you have 8 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 9.1 Virgin hair relaxer supplies are labeled in English and implements are visibly clean
- 9.2 Prepares for relaxer application
- 9.3 Applies and smooths simulated relaxer product
- 9.4 Maintains chemical drape throughout section
- 9.5 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

## 10. BLOOD EXPOSURE PROCEDURE (10 minutes)

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will demonstrate the Blood Exposure Procedure.”*

*“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. The injury has not yet contaminated your work area or the client. You are expected to demonstrate the proper procedure for a blood exposure.”*

*“You are expected to follow all client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

- 10.1 Blood exposure supplies are labeled in English**
- 10.2 Removes materials from first aid kit**
- 10.3 Supplies and materials are visibly clean**
- 10.4 Cleans injured area with antiseptic**
- 10.5 Covers with dressing that is absorbent and secured**
- 10.6 Candidate wears glove or finger guard**
- 10.7 Disposes of all contaminated supplies**

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

*“Please stop working.”*

### CANDIDATE CLEANUP AND FINAL SUMMARY

**Proctor – Verbal Instructions:** Read to all candidates at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

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

*“This concludes the National Interstate Council of State Boards of Cosmetology, National Cosmetology Practical Examination.”*

*“Thank you for your participation”*

## NORTH CAROLINA BLOOD EXPOSURE PROCEDURE

North Carolina State Board practical examination test sites do not have access to a sink for candidate handwashing. During the examination, blood exposure procedures must be demonstrated as a mock performance to show knowledge of the correct procedures. North Carolina procedures are indicated in bold font. Exam notes are in parenthesis. Candidates will be required to demonstrate a blood exposure procedure on oneself as follows:

- **Stop the service.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Explain situation to client and excuse him or herself.**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Proceed to the handwashing area equipped with first aid supplies.**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area.)**  
(Candidates will not demonstrate this part during the NIC practical exam.)
- **Wash the punctured area with soap and running water and dry with a disposable towel.**  
(Wash hands using hand sanitizer in place of soap and running water, then dry with a disposable towel.)
- **Place the disposable towel in the waste container.**
- **If cut is still bleeding apply pressure over the wound with a disposable towel. (Once removed must be immediately placed in the waste container.)**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Remove adhesive bandage and antibiotic cream from first aid kit.**  
(Candidates must demonstrate this step during the NIC practical exam.)
- **Apply an adhesive bandage and/or antibiotic cream to the cut.**  
(Candidates must demonstrate this step during the NIC practical exam.)
- **Place all single-use items in waste container.**  
(Candidates must immediately place items directly in waste container and not place items on station or in a zip lock bag during the NIC practical exam.)
- **Apply protective gloves.**
- **Remove implements from work station, then properly clean and disinfect implements.**
- **Clean and disinfect station.**
- **Remove gloves from hands and dispose immediately in waste container.**
- **Wash hands with soap and running water, keeping the bandage dry.**  
(Wash hands using hand sanitizer in place of soap and running water, then dry with a disposable towel.)
- **If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)
- **Return to service.**  
(If a real blood exposure occurs during the NIC practical exam the candidate would do this step.)

**NOTE: North Carolina does not administer sections 11 – 13.**

## **14. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination.”*

*“Please do not begin to demonstrate the procedure at this time.”*

*“Step back to indicate you have finished.”*

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

(2) *“You may begin.”*

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:

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

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will prepare your client for services.”*

*“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.”*

*“You will select one eyebrow to demonstrate the procedures.”*

*“This is an untimed section.”*

*“Do not begin to demonstrate the procedures until instructed individually by the examiner to begin.”*

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

**Candidates will be evaluated on the following tasks:**

**14.1 Hair removal of the eyebrow supplies are labeled in English**

**14.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate hair removal using simulated soft wax on one eyebrow.”*

**14.3 Prepares for simulated soft wax procedure**

**14.4 Demonstrates simulated soft wax application**

**14.5 Demonstrates simulated soft wax removal**

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please tweeze three hairs from the same eyebrow and conclude the service.”*

**14.6 Demonstrates tweezing procedure**

**14.7 Maintains drape throughout section**

**14.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

**Examiner – Verbal Instructions:** Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

*“Please step back and do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions:** Read to all candidates once examiners have completed assessment for this section:

*“All examiners have indicated they are ready to proceed.”*



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***SUGGESTED EXAMINATION SUPPLIES***

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**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

**SUGGESTED SUPPLIES**

- brushes and bowls or bottle applicators
- candidate supply kit to serve as dry storage area (**must be closeable**)
- chemical wave rods
- cloth towels
- combs
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cotton
- end papers
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant wipes**)
- first aid kit
- foils
- gloves
- hair brushes
- hair clips and/or clamps
- hair color-colored simulated products
- hair relaxer-colored simulated product
- hand sanitizer and manufacturer's label (**must be actual hand sanitizer**)
- mannequin heads and a table clamp or tri-pod (**pre-markings or pre-sectioning on mannequins is not permitted**)
- material for testing temperature of iron
- neck strips
- paper towels
- protective capes (**child size capes may be used**)
- protective cream
- razor
- shears
- simulated waving lotion (water)
- skin cleanser
- spatulas

- spray bottle with water
- thermal curling iron with cord unbound and/or unaltered
- antiseptic
- hair band or drape
- post-epilation product
- simulated soft wax product
- tweezers
- wax applicators
- wax strips



NATIONAL COSMETOLOGY  
THEORY EXAMINATION  
CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

*Please visit <https://www.provexam.com> for the most current bulletin prior to testing.*

The National Cosmetology Theory Examination is the licensure examination for Cosmetologists, 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 Cosmetology Theory Examination is 90 minutes.

**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, 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.*

**COSMETOLOGY THEORY EXAMINATION  
CONTENT OUTLINE**

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

**DOMAIN 1: SCIENTIFIC CONCEPTS (35%)**

1A Scientific Concepts - Infection Control and Safety Practices

1. Identify cause/transmission of diseases and infections
2. Identify the purpose and differentiate among the categories of infection control
  - a. Sanitation
  - b. Disinfection
  - c. Sterilization
3. Recognize how cross-contamination occurs and how it can be prevented (e.g., single use and multi-use items)
4. Apply blood exposure procedures
5. Identify requirements of government agencies
  - a. OSHA
  - b. EPA

1B Scientific Concepts - Human Anatomy and Physiology

1. Identify structure and functions of the:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
2. Recognize signs and symptoms of conditions, disorders, and diseases related to:
  - a. Hair and scalp
  - b. Skin
  - c. Nails
3. Identify muscles and joints and their functions related to:
  - a. Head and face
  - b. Arms and hands
  - c. Legs and feet
4. Identify functions of:
  - a. Nervous system
  - b. Circulatory system

1C Scientific Concepts - Basic Chemistry used in Cosmetology

1. Recognize purpose and effects of ingredients
2. Recognize interactions between chemicals
4. Recognize chemical reactions (e.g., overexposure, chemical burn)
5. Recognize the values of the pH scale

**DOMAIN 2: HAIR CARE AND SERVICES (45%)**

2A Hair Care and Services - Client Consultation, Analysis and Documentation

1. Evaluate condition of client's hair and scalp
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Utilize preliminary tests (e.g., predisposition and strand tests)
4. Recommend services or products based on client needs
5. Establish/Maintain client records (e.g., service history, client card, medical history)

2B Hair Care and Services - Tools used in Hair Care Services

1. Identify purpose, function, and infection control procedures of items
  - a. Equipment (e.g., chair, workstation)
  - b. Implements (e.g., razors, shears, combs/brushes)
  - c. Supplies and materials (e.g., towels, drapes, neck strips)
  - d. Electrical tools (e.g. irons, blow dryers, clippers)
2. Demonstrate safe practices
  - a. Tools/Implements
  - b. Ergonomics

2C Hair Care and Services - Hair Care Principles and Procedures

1. Demonstrate shampooing and conditioning
2. Demonstrate scalp treatments and scalp massage
3. Demonstrate draping (e.g. chemical, shampoo, cutting, styling)
4. Recognize differences in Hair Care principles and procedures based on various hair types and textures

2D Hair Care and Services - Hair Design Principles and Procedures

1. Demonstrate hair cutting and shaping
2. Demonstrate hair styling:
  - a. Wet styling
  - b. Thermal styling
  - c. Natural hair styling (e.g., braiding)
3. Apply, maintain, and remove hair enhancements:
  - a. Wigs and hairpieces
  - b. Hair additions (i.e., taping, bonding, fusion, linking)
4. Apply principles of balance and design (e.g. facial shape, physical structure)
5. Recognize differences in Hair Design principles and procedures based on various hair types and textures

2E Hair Care and Services - Chemical Services Principles and Procedures

1. Perform hair color services (e.g., virgin, retouch, lightening, foiling, balayage, color formulation, color correction)
2. Perform chemical hair relaxer/restructurizer and curl reduction (e.g., hydroxide, thio, keratin) service
3. Perform chemical waving/texturizing (e.g., alkaline, acid, non-thio) services
4. Understand the chemical products used for the various hair texture types

**DOMAIN 3: SKIN CARE AND SERVICES (10%)**

3A Skin Care and Services - Client Consultation, Analysis, and Documentation

1. Evaluate the client's skin:
  - a. Skin type
  - b. Skin condition
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Recommend services or products based on client needs
4. Establish/Maintain client records (e.g., service history, client card, medical history)

3B Skin Care and Services - Tools used for Skin Care Services

1. Identify purpose, function, and infection control procedures of items:
  - a. Equipment (e.g., chair, steamer)
  - b. Implements (e.g., tweezers, brushes, extractors)
  - c. Supplies, products, and materials (e.g., creams, masks, towels, wax, head coverings)
2. Demonstrate safe practices
  - a. Tools/implements
  - b. Ergonomics

3C Skin Care and Services - Skin Care Principles and Procedures

1. Apply knowledge of a basic facial
2. Apply knowledge of hair removal
3. Apply knowledge of makeup application
4. Apply knowledge of electrical equipment

**DOMAIN 4: NAIL CARE AND SERVICES (10%)**

4A Nail Care and Services - Client Consultation, Analysis and Documentation

1. Evaluate condition of client's nails
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Recommend services or products based on client needs
4. Establish/Maintain client records (e.g., service history, client card, medical history)

**4B Nail Care and Services - Tools used in Nail Care Services**

1. Identify purpose, function, and infection control procedures of items:
  - a. Equipment (e.g., workstation, pedicure basin)
  - b. Implements (e.g., nippers, file)
  - c. Supplies, products, and materials (e.g., towels, creams, polish)
2. Demonstrate safe practices
  - a. Tools/implements
  - b. Ergonomics

**4C Nail Care and Services - Nail Service Principles and Procedures**

1. Apply knowledge of a basic manicure and pedicure
2. Apply, maintain, and remove nail enhancements

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**COSMETOLOGY THEORY EXAMINATION  
SAMPLE QUESTIONS**

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The following sample questions are similar to those presented in the NIC Cosmetology 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 will reinforce and reconstruct the hair shaft?
  - (A) Scalp treatment
  - (B) Balancing shampoo
  - (C) Hair brushing
  - (D) Protein conditioner
2. When damaged, which of the following will cause the hair growth to be inhibited?
  - (A) Papilla
  - (B) Shaft
  - (C) Cuticle
  - (D) Arrector pili
3. A condition caused by an infestation of head lice is
  - (A) tinea barbae.
  - (B) scabies.
  - (C) pediculus capitalis.
  - (D) tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?
  - (A) Cleaning
  - (B) Disinfection
  - (C) Sterilization
  - (D) Decontamination
5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
  - (A) Coarse file
  - (B) Metal file
  - (C) Nail brush
  - (D) Nail buffer
6. What is another name for the dermis layer of the skin?
  - (A) Spiny layer
  - (B) Horny layer
  - (C) True skin
  - (D) Basal cell

7. The massage movement intended to soothe muscles is  
(A) petrissage.  
(B) tapotement.  
(C) friction.  
(D) effleurage.
8. What product can be used to equalize the porosity of the hair?  
(A) Shampoo  
(B) Fillers  
(C) Lightener  
(D) Developer

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



## 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.

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*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

*Milady Standard Cosmetology + Foundations*

2023, 14<sup>th</sup> Edition

ISBN: 9780357871492

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[www.Milady.com](http://www.Milady.com)

*Pivot Point Fundamentals: Cosmetology, (101-113)*

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#### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016, 13<sup>th</sup> Edition

ISBN: 9781285769417

Contact:

[Info@Milady.com](mailto:Info@Milady.com)

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847-886-0500, Ext. 7399



# Prov<sup>✓</sup> Written Test Site Instructions

Please take a moment to read the following information. If you have any questions please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

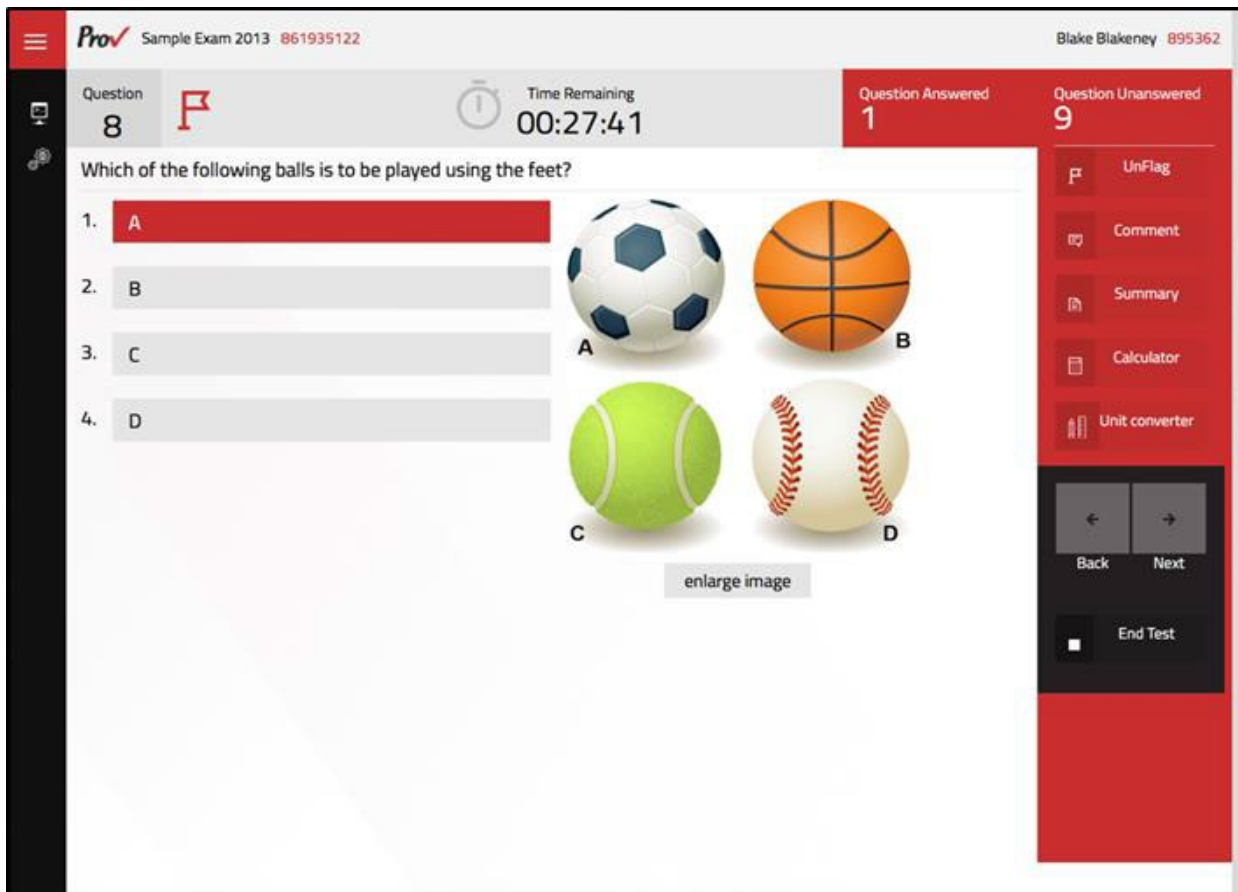
## Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- You will receive your unofficial test results today and you'll be notified of the official test result via email within 4 days after your test.



In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

## Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the <b>Flag</b> Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( ← → ) to move forward and backward through the test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.