State of Vermont
Barbering, Cosmetology and Related Fields
Candidate Information Bulletin

5. **HOW MUCH DOES IT COST?** The theory exams cost $**95** each and the practical exams cost $**130** each.

6. **WHEN DO I GET MY TEST RESULTS?** Unofficial written exam results are available at the testing center once you complete your exam. Official exam results will be emailed to you within 3 days after your test.

   All official exam results will be sent to the OPR within 3 days following the test. **Please allow the OPR 3-5 business days for processing.**

7. **WHAT IS ON THE TEST**? Exam descriptions and information is provided on pages 5-6 of this bulletin.

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 -	For Testing Questions -
Vermont Office of Professional Regulation (OPR)	**Prov, Inc.**
89 Main Street	150 W Civic Center Blvd, Suite 601
Montpelier, VT 05620	Sandy, Utah 84070
Web Address:	Call or Text: (801) 733-4455
sos.vermont.gov/opr/	(Messaging rates may apply)
SOS.OPRLicensing3@vermont.gov	Toll Free: (877) 228-3926
7:45 am to 4:30 pm ET	www.provexam.com
Monday-Friday	support@provexam.com
	8:00 am to 12:00 pm (midnight) ET
	Monday - Friday

GENERAL TESTING INFORMATION

The Vermont Office of Professional Regulation (OPR) has contracted with Prov, Inc. to administer the following NIC exams:

- o Barber Stylist
- o Cosmetologist
- o Esthetician
- o Nail Technician
- o Instructor

The purpose of this bulletin is to provide you with information about taking your licensing exam(s) with the State of Vermont. For all license categories you will be required to pass BOTH a theory and practical exam to become licensed.

Prov is not authorized to make the determination of which exam(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, please check with your school, or contact the OPR at SOS.OPRLicensing3@vermont.gov.

CANDIDATE TRAINING INFORMATION

Candidates will "register" with Prov and during that process will select from the following to indicate where they obtained their training:

- ✓ Vermont School Graduate – Select the name of the school where you obtained your training.

- ✓ Out of State – Select "Out of State" if you are licensed or completed your training in another state and have been informed by the OPR that you must take the examinations to be eligible for licensure in Vermont.

- ✓ Apprentice – Select "Apprentice" if you completed your training through an apprentice program.

- ✓ Reinstatement – Select "Reinstatement" if your license has lapsed and you have been informed by the OPR that you must take the examinations to reinstate your lapsed license.

- ✓ VT Licensee – Select "VT Licensee" if you are currently licensed in Vermont but desire to take the National NIC examinations.

EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of Vermont must successfully complete the theory exam and the practical exam.

Each theory exam costs **$95**, whereas each practical exam costs **$130**. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

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TESTING WITH PROV

You may take your theory exam by computer at one of Prov's testing centers or you may take your theory exam remotely. Prov's testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system:
https://youtu.be/h3T9svnIdLY

WHERE TO TAKE YOUR EXAM IN VERMONT

Prov has established two (2) computer-based testing centers in Vermont where you may take your theory test. Locations are provided on page 10 of this bulletin.

Prov will administer your practical exam remotely. Select Examroom to schedule your remote exam.

REMOTE TESTING

Practical examinations are administered remotely. You may also take your theory exam remotely. This means exams can be at home (or any other quiet site with adequate internet speed and free from distractions) This space must be private and is not available to anyone other than the testing candidate during testing.

You will use the Examroom.ai remote proctoring tool.

More information about remote testing is provided throughout this bulletin and in the Remote Practical Exam Instructions included with this bulletin.

HOW TO APPLY WITH THE OPR

Candidates must first apply with the Office of Professional Regulation (OPR) prior to scheduling their exam with Prov.

Candidate reviews application instructions and requirements for licensure found in the statutes and rules page at:
https://sos.vermont.gov/barbers-cosmetologists/

Candidate completes online application with OPR at:
https://sos.vermont.gov/opr/online-services/

It is the candidate's responsibility to make sure their licensing application is submitted properly and resolves any deficiencies to be approved to test.

Once all required documentation is provided, the OPR approves the candidate for testing and Prov sends the candidate an email notification to log in to schedule their exams.

SCHEDULING YOUR EXAM ONLINE

1. Once approved by the State, you will be notified via an emailed "approved to sit" letter. Use the information in this letter to schedule your exams.

2. To schedule your exam, go to:
   https://provexam.com/ or call the Prov Call Center to complete the registration process if preferred. From our homepage, select "Schedule a Test"
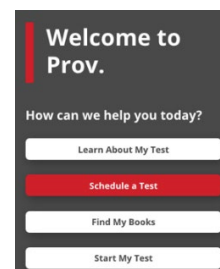
   Next, select **Returning User.**
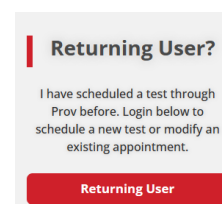
3. Enter your known Candidate ID (found on your Prov "Approved to Test" email), as well as your Last Name. Click "Retrieve Details"

4. Select a Date, Time and Location for each exam by selecting the link labeled:

   📅 Find suitable time and venue

5. Select a convenient theory test site by scrolling down to see all available computer-based theory test sites or select "Exam Room" to schedule the theory exam remotely. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific theory

testing center. Select "Exam Room" to schedule your remote practical exam.

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

7. If you want to schedule a **second exam** (e.g. practical or theory), select the **Schedule Another Test** button; otherwise move to step 8.

SCHEDULE ANOTHER TEST

8. 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 or text Prov at (801) 733-4455.

SCHEDULING BY PHONE

To schedule an examination by phone, you may call or text Prov at (801) 733-4455 or send an email to support@provexam.com.

Prov scheduling staff is available 8:00 a.m. through 12:00 p.m. ET (midnight), 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 their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled exam due to an emergency, you must provide theory documentation to Prov for review.

You may call or text Prov at (801) 733-4455 or send an email to support@provexam.com.

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

PREPARING FOR YOUR EXAMS

The exams utilized in Vermont are designed to test what you should know as you begin your career in your specific Cosmetology/Barbering & related fields industries.

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).

Barbers & Cosmetologists: Mannequin heads MUST be a full-size head, "minikin" or "junior" mannequin heads are NOT permitted. Additionally, the NIC requirements for mannequins are indicated on page 3 of the NIC CIB.

Cosmetologists: Thermal curling is demonstrated with a cold thermal curling iron. It is suggested that the mannequin's hair be curled prior to the exam 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 the candidate's immediate work area (close to or up against workstation).

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

The National Examinations are provided by the National Interstate Council of State Boards of Cosmetology (NIC). To learn more about your specific exam, please select the following hyperlinks to access the NIC Candidate Information Bulletins (CIBs).

Barber Stylist

WRITTEN EXAM:

✓ Barber Styling Theory (Written) CIB

PRACTICAL EXAM:

✓ Barber Styling Practical CIB

Core Items (Practical Exam)

- o Work Area and Client Preparation, and Set Up of Supplies (10 mins)
- o Haircutting (40 mins)
- o Work Area and New Client Preparation, and Setup of Supplies (10 mins)
- o Shaving with a Straight Razor (Variable timing)
- o Blood Exposure Procedure (10 mins)
- o Permanent Waving (15 mins)
- o Predisposition Test and Strand Test with Simulated Product (10 mins)
- o Chemical Relaxer – Virgin Application (15 mins)
- o Hair Color – Retouch Application (10 mins)

Cosmetologist

THEORY EXAM:

✓ Cosmetology Theory (Written) CIB

Cosmetologists are examined on the Practical Core Sections, Facial, Manicure and Sculptured Nail. The NIC CIBs for these exam areas are available at the following links:

PRACTICAL EXAM:

- ✓ Cosmetology Practical CIB
- ✓ Cosmetology Basic Facial CIB
- ✓ Cosmetology Manicure CIB
- ✓ Cosmetology Sculptured Nail CIB

Cosmetologist Practical Sections

First Client:

- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Thermal Curling (10 mins)
- o Hair Cutting (35 mins)

Second Client:

- o Work Area and New Client Preparation, and Set Up of Supplies (15 mins)
- o Chemical Waving (20 mins)
- o Predisposition Test and Strand Test with Simulated Product (10 mins)
- o Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
- o Hair Color Retouch with Colored Simulated Product (10 mins)
- o Virgin Hair Relaxer (No Base) Application with Colored Simulated Product (15 mins)
- o Blood Exposure Procedure (10 mins)
- o Basic Facial (20 mins)
- o Manicure and Polish Application (20 mins)
- o Sculptured Nail (20 mins)

Esthetician

THEORY EXAM:

✓ Esthetics Theory (Written) CIB

PRACTICAL EXAM:

✓ Esthetics Practical CIB

Esthetician Practical Sections

First Client:

- o Work Area and Client Preparation, and Set Up of Supplies (First Client, 10 mins)
- o Client Preparation & Basic Facial (25 mins)

Second Client:

- o Work Area Preparation for New Client and Set Up of Supplies (Second client, 10 mins)
- o New Client Preparation and Hair Removal of the Eyebrows using Simulated Soft Wax and Tweezing
  (5 minute set-up; procedure untimed)
- o Facial Makeup (20 mins)
- o Blood Exposure Procedure (10 mins)

Nail Technician

THEORY EXAM:

✓ Nail Technology Theory (Written) CIB

PRACTICAL EXAM:

✓ Nail Technology Practical CIB

Core Items (Practical Exam)

First Client:

- o Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- o Manicure and Polish Application (20 mins)

Second Client:

- o Work Area and New Client Preparation, and Set Up of Supplies (10 mins)
- o Nail Tip Application and Blending (20 mins)
- o Sculptured Nail (20 mins)
- o Removal of Sculptured Nail (20 mins)
- o Blood Exposure (5 mins)

Instructor

THEORY EXAM:

✓ Instructor Theory (Written) CIB

Foreign Language CIBs

If you wish to access an NIC CIB in one of the available foreign languages, please click this link and select from the drop-down box:

✓ NIC CIB Dropdown Selections

NIC References

For information about exam references, please click the following hyperlink:

✓ NIC References

Theory Test Site Testing - Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments 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.

Test site testing candidates proceed to "Proof of Identity" section of this bulletin.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. On test day, you log in to the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking a test on Examroom. The following are the MINIMUM requirements that your computer system would need to meet to qualify to take your test using the Examroom service:

o   The operating system on computer needs to be recent (less than 3-4 years old)
o   The remote system works on a MAC, PC, or Chromebook (Please verify your Chromebook will work with our system in advance of test day.) **THE SYSTEM WILL NOT PERMIT YOU TO USE AN I-PAD OR TABLET.** If you are **not** prepared to test with proper equipment using the remote proctoring system you will be required to reschedule and repay the exam fee.
o   Need either a Chrome or Firefox browser (Chrome works best)
o   Need a functioning computer web-camera and microphone
o   Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please use the following links to do a system check before you schedule your exam to make sure your computer system will allow you to take a test using this system.

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow."

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use during your exam. To request access to a Prov laptop you may call (866) 720-7768 and ask a call center representative for assistance. You will be responsible for the cost of shipping and handling. Please call for more information.

Theory & Practical Remote Testing Information

Remote testing is offered as a convenience to you to help you take your test without having to travel. However, by choosing to test remotely, you are agreeing to abide by the following conditions:

1.   You will need to be in a quiet, distraction free environment.

2.   You need to be sitting at a table, desk, or counter.

3.   Your table or desk needs to be completely clear of anything you are not permitted to use during testing; no papers, notes, non-testing books, practice exams, drinks, food, etc. You may have a bottle of drinking water with a cap.

4.   All non-testing electronic equipment needs to be removed from the room; calculators, additional cell phones, etc. If there is a TV or second monitor in the room that cannot be removed, you will be asked to show the proctor that it is unplugged.

5.   Your area under your table, desk, or chair needs to be clear of everything; blankets, pillows, papers, backpacks, boxes, etc.

6.   Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.

7. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the test.

8. You are not permitted to access any other website during testing unless directed by the system to do so.

9. If requested to download a special extension on your computer, you will not tamper with the extension or try to disable it while testing.

If you are unable to have a testing environment that meets these conditions, we may deny you the ability to test remotely, and we will reschedule you at one of our in-person testing center.

Exam Day Procedures

On the day of your exam:

1. Head to https://provexam.com
2. Click "Start My Test" from the home page menu
3. Review the instructions on the page and click "Start My Test" to be directed https://examroom.ai/login/
4. Enter the email address you used to register for your test
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your test

For technical support, or if you have difficulty logging into your exam, please use the chat box on the bottom right corner of https://examroom.ai.

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

Proof of Identity

You will be required to show government-issued, photo-bearing identification that includes your signature. Your first and last name on your ID MUST match the name on your admission documents. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Temporary IDs and expired IDs will NOT be accepted. 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 valid government-issued photo ID, refuse to participate in signing as instructed 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, (other than those in use for administration of your exam remotely, if applicable), 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 are not permitted in the testing room.

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

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

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the OPR will be notified of your dismissal from the exam.

Visitor Policy

No one other than the candidate will be allowed in the testing room.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the exam or caught using unauthorized materials during the exam will be reported directly to the Division of Professional Regulation. Those caught in the act of cheating will be dismissed from the exam and their testing results will be frozen. Furthermore, the candidate will forfeit the exam fees paid. Finally, anyone caught with test questions in their possession, either during or following the exam 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 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 OPR. If any physical harm occurs, civil action may also be taken against the candidate.

SCORE INFORMATION & RESULTS REPORTING

Candidates must achieve an overall passing score of 75.00 on the practical and theory exams. Passing scores are valid for one year only. If you do not successfully pass the theory and practical exams within one year, you must retake both exams.

Unofficial written exam results are available at the testing center once you complete your exam. Official results will be emailed to you within 3 days after your test.

Official results for the practical exam will be emailed to you within three (3) business days after your test.

RETESTING POLICY

Failed exams can be retaken as often as is necessary. There is no waiting period, and candidates can schedule a new testing session for the first available testing date. Candidates cannot retake an exam once they have passed that exam unless required by the State of Vermont.

Candidates must pass both examinations within 1 year. If both examinations are not passed within 1 year, candidates are required to complete the "How to register with the OPR" process for re-approval to retake both examinations.

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 (801) 733-4455 or write to:

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

Prov complies with the Americans with Disabilities Act (ADA) in providing accommodations. To request accommodations during testing, candidates should complete and submit these ADA forms: **ADA Forms**

Prov will require written documentation from a licensed physician or psychologist documenting the disability and the recommended accommodations to be provided. Prov will then work directly with the candidates to arrange the approved accommodations.

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 examinations, any accommodation provided shall be made in accordance with test administration guidelines and applicable law.

TESTING SITE AVAILABILITY

The following are the testing sites where you may schedule to take your **theory** examination.

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 exams.

TEST SITE LOCATIONS – THEORY EXAMINATIONS

1. **Vermont State University**
    1001 College Road
    Testing Center
    Samuel Read Hall Library - Room 204
    Lyndonville, VT 05851

2. **The Tutorial Center, Inc.**
    3511 Richville Road
    Testing Services
    Manchester Center, VT 05255

    Examroom.ai

THEORY TEST SITE INSTRUCTIONS

Theory exams may be taken at a computer-based testing center or remotely. 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.

REMOTE PRACTICAL EXAM INSTRUCTIONS

Remote practical instructions are attached to this document to assist candidates when preparing to take the practical exam remotely.

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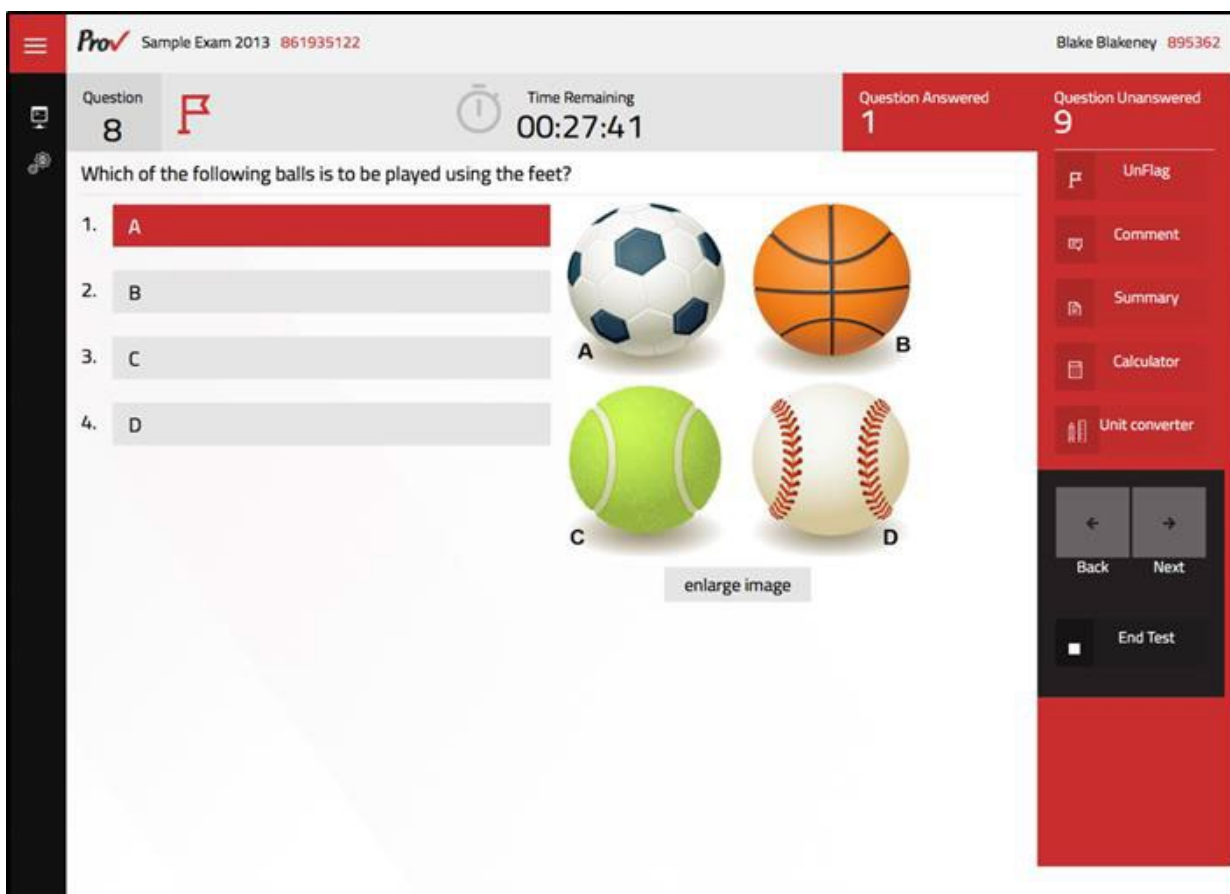**Be advised, the testing center and testing room may be under video surveillance**.

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.
- Result letter information is provided in the Prov Candidate Information Bulletin. Please visit provexam.com and select "Learn about my test"

- **NO TALKING**
- **NO EATING**
- **NO DRINKING**
- **NO TOBACCO USE**
- **NO ELECTRONIC DEVICES**
- **NO VISITORS**
- **NO CHEATING**
- **NO TAKING NOTES**

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 **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). 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 **Flag** 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 **Summary**.
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 **Comment** 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 **Next** or **Back** 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 **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** 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.

FREQUENTLY ASKED QUESTIONS

The information found in this document is to help you be most successful during your practical examination. Please read the information carefully and prepare for your exam in advance of your exam date to avoid unnecessary delays or cancellations in your exam process. Note: if the examiner cannot see your work, you may fail the exam.

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WHAT DO YOU NEED TO BRING

Please make sure you bring all the necessary items for your test to avoid any delays.

- A valid, government-issued photo ID (such as a driver's license, passport, or military ID). All candidates are required to show their ID during check-in. Please note that paper, temporary, copies, or electronic versions of ID are NOT considered acceptable forms of ID. Those who do not provide a valid form of ID will not be able to test and will forfeit their exam fees.
    - Please check your state specific Candidate Information Bulletin for all information pertaining to ID requirements.
- Materials listed in the NIC suggested supply list.
- Fully charged phone and laptop. It is recommended that these devices be plugged into a power source throughout the duration of your examination.
- A well-lit workspace, please avoid having any bright lights or windows behind you.

HOW TO SET UP YOUR WORKSPACE?

Properly setting up your workspace before your exam will help to avoid any unnecessary delays to your testing experience. Please follow the instructions outlined below to the best of your ability.

First, ensure you have a large enough space to accommodate all your supplies. Supplies must be visible to examiners, including, but not limited to, trash receptacles. We recommend using a large table and workspace clear of any other non-exam-related items.

Two views of your workspace are required to test: a front view, and a side view.

Front View

- The front view should allow the examiner to see your workspace, supplies, and mannequin head.
- Avoid any bright lights or windows in the background.
- Set your laptop at an 80-degree angle toward you, not straight up and down and 35 inches away from the workspace.
- Viewing the working area is more important than seeing your face.

Side View

- The side view will require a smart phone to stream video footage during the length of the exam. Phones should be plugged into power to avoid depleting the battery during the examination.
- Place your cell phone about 45 inches behind and to the left or right of the work area. Enough space away that you can see the bags labeled Items to be Disinfected, Trash, and Soiled Linens. Keep all 3 bags on the same side facing your cell phone.


- The phone should look toward the ground and be directed to the bags under your work area.
- The Bags should be labeled on all four sides.
- Please position yourself so that there are no windows situated behind you during testing. Any other windows in the testing area should be covered.
- Make sure there is good lighting so the Examiners can see what you are working on.
- Once your equipment and workstation has been set up appropriately, you are ready to begin your exam.
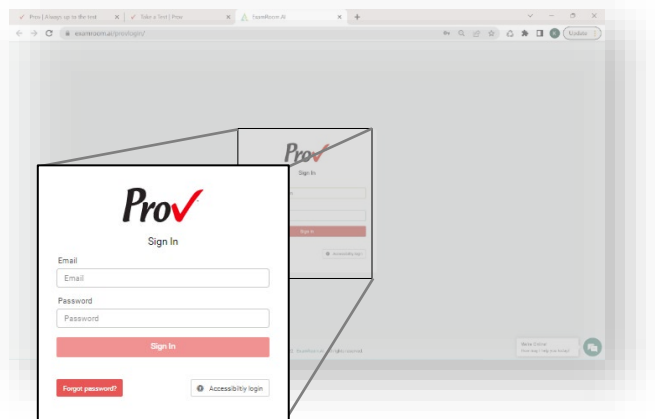
Your practical exam will be proctored remotely via computer using our trusted partner: Examroom.ai.

On the day of your exam:
- Head to: https://nic.examroom.ai/
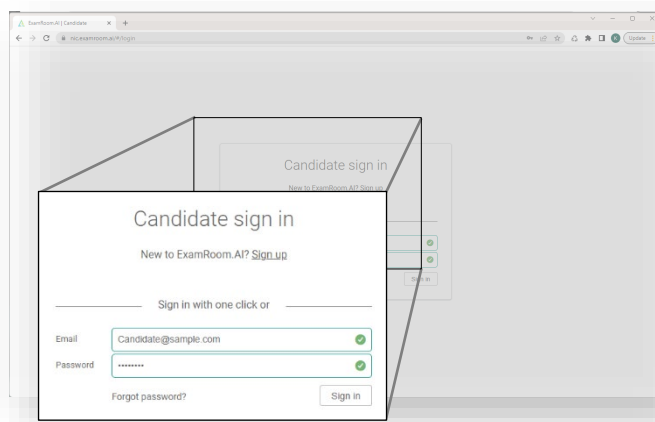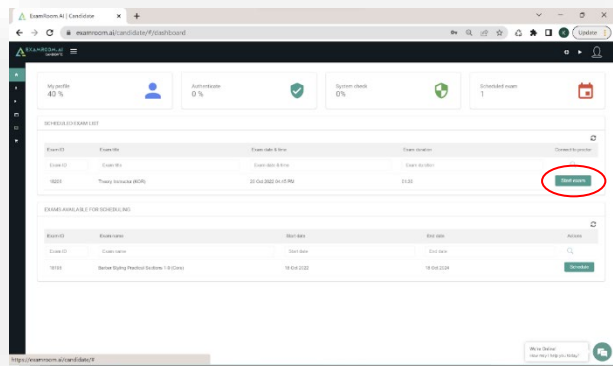

- Enter the email address you used to register for your test. Enter your candidate ID as your password (your candidate ID can be found in your confirmation email received at the time of scheduling).


- Once logged in, you will arrive at the Examroom.ai Dashboard. Click on "Start my Exam."

- You will be greeted by an onboarding agent to help you check-in and start your test. This check-in process includes ID verification and a room scan.
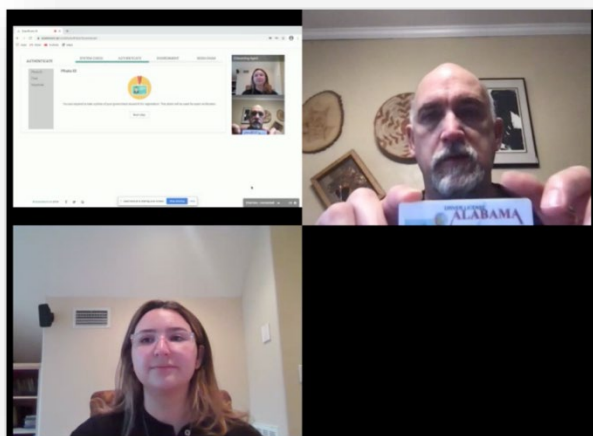
- After completing the onboarding process, you will be sent to a proctor who will provide you with an access code and admit you into the examination.
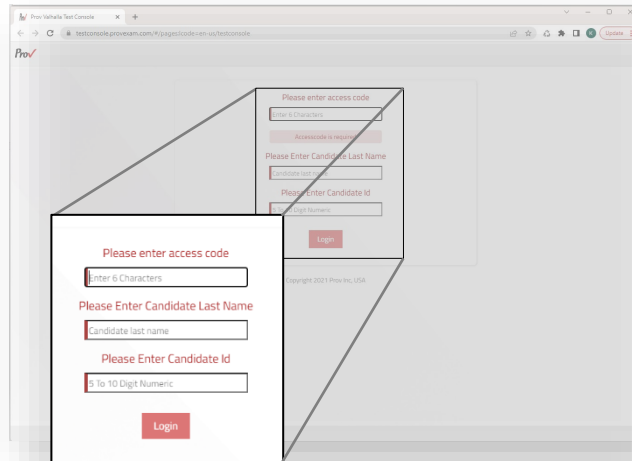
- On screen, you should see the name of your exam in the top center of the page and your name in the top right corner.
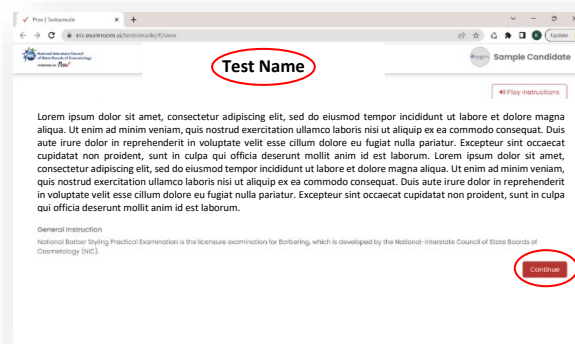

- Read the instructions carefully and navigate forward by clicking "Continue" in the bottom right corner of the page. It will ask you to Agree and Confirm the instructions to proceed.
- The examination will be administered in sections. Before each section begins, you will be provided with instructions, as well as the allotted time for each section. If needed, the instructions can be read aloud using the "Play Instructions" button in the top right corner.
- Use the "Live Preview" button to see a preview of what the camera is seeing before you begin. Make sure the camera is focused on the area you are working on.

- When you're ready to begin, click "Start Task."
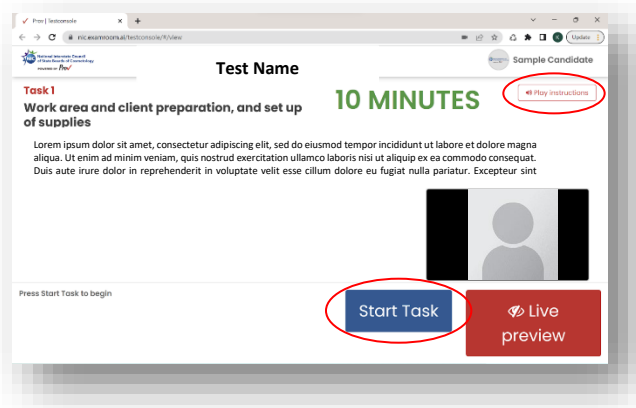
- Once you click 'Start Task' the timer will begin. If you need to view the instructions again you may click 'View Instructions' in the top right.
- Make sure the camera can see the tasks at all times.
- Make sure you show the camera all products and supplies as they come out of your kit.
- Once you complete the current section, click "Next Task" to continue.
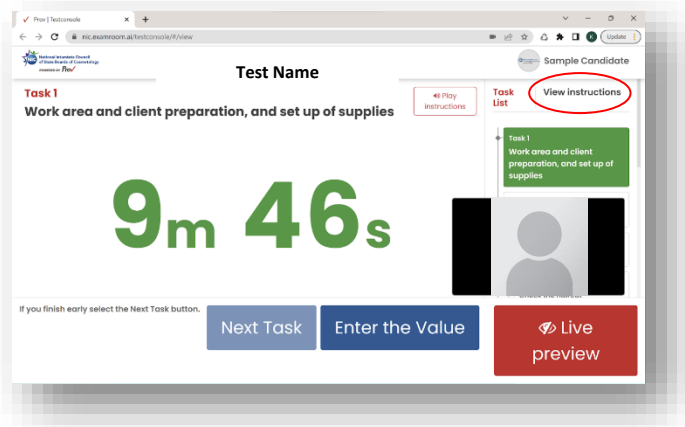
Upon completion of your examination, the Examiner will help you submit the exam and log out. Please refer to your state candidate bulletin for any other questions.

Best of luck and thanks for testing with us!