



**State of North Carolina
Board of Cosmetic Art Examiners
Instructor
Candidate Information Bulletin**

CFREQUENTLY 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/text us at (801) 733-4455. More information about exam registration and scheduling is provided on page 2 of this bulletin.
2. **WHERE CAN I TEST?** Instructor practical exams are taken remotely. Theory exams may be taken at any one of Prov's testing centers. Theory test site locations are provided on page 8 of this bulletin. More information about remote testing is provided on pages 3, 7 and the attached remote practical exam instructions. 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 TO TAKE THE PRACTICAL EXAM.** 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.
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 3 business days after your test.
5. **WHAT IS ON THE TEST?** Exam information is provided 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

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
Call or Text: (801) 733-4455
(Messaging rates may apply)
Phone: (877) 228-3926
www.provexam.com
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) Instructor 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 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, INSTRUCTOR WORK EXPERIENCE & CLOSED NC SCHOOL CANDIDATES

Candidates licensed in another state, reinstating a lapsed license, if you are an Instructor testing based on “Experience” 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.

Instructor Work Experience Candidates must submit proof of work experience and a copy of High School Diploma to the North Carolina Board of Cosmetic Art Examiners before registering with Prov. The Board determines eligibility for the Instructor examination based on work experience.

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.

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ATTACHMENTS:

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

TESTING WITH PROV

Your written exam will be administered by computer at one of Prov’s testing centers. 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/h3T9svnldLY>.

WHERE TO TAKE YOUR EXAM IN NORTH CAROLINA

Prov has established nineteen (19) written testing centers throughout the State of North Carolina. Locations may be found on page 8 of this bulletin.

Practical examinations are administered remotely.

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.

If you are unable to test remotely, please send an email to NCsupport@Provexam.com to arrange to take your practical examination at one of our in-person practical test sites.

REMOTE TESTING**EFFECTIVE SEPTEMBER 4, 2023:**

Prov administers the Instructor practical exams remotely. This means examinations can be at home (or any other quiet site with adequate internet speed and free from distractions) using the [Examroom.ai](https://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.

INSTRUCTOR ASSIGNMENT

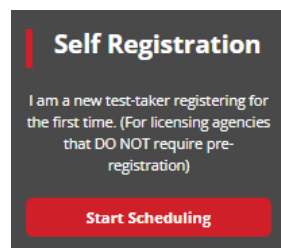
To receive your Instructor lesson assignment topic, please click the following link: [Instructor Lesson Topic Assignment](#) to access your topic for the exam. Enter your information for the exam (must match exact information used to register). Click submit and you will receive a randomly selected topic. The topic may only be selected once and will be stored. Please print a copy of your topic for your records. This information can be retrieved at any time by accessing the app and logging in with your credentials.

IMPORTANT: You **MUST** email your lesson plans to CosmoSupport@ProvExam.com **no later than 1 day PRIOR** to your testing day. If your lesson plans are not provided in advance, it will affect your score.

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:

o Instructor

Then press

NEXT

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, you attended a North Carolina school that has “Closed” or if you are an Instructor testing based on “Experience” you must select “ZZ-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 or 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.
(Practical exam select “EXAM ROOM”)
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 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 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

You can reschedule or cancel your testing appointment online for free if you do so at least **three (3) days** before your theory test date or **seven (7) days** before your practical test date. If you miss your appointment or fail to reschedule or cancel by these deadlines, you will forfeit your exam fee.

EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency, you must provide written 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 examination.

PREPARING FOR YOUR EXAMS

The Instructor exams utilized in North Carolina are designed to test what you should know as you begin your career as an Instructor in the Cosmetology industry.

To receive your Instructor lesson assignment topic, please click the following link: [Instructor Lesson Topic Assignment](#) to access your topic for the exam. Enter your information for the exam (must match exact information used to register). Click submit and you will receive a randomly selected topic. The topic may only be selected once and will be stored. Please print a copy of your topic for your records. This information can be retrieved at any time by accessing the app and logging in with your credentials.

IMPORTANT: You **MUST** email your lesson plans to CosmoSupport@ProvExam.com **no later than 1 day PRIOR** to your testing day. If your lesson plans are not provided in advance, it will affect your score.

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:

INSTRUCTOR:

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

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

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

The English Written CIB is included with this bulletin.

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).

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.

EXAM DESCRIPTIONS

The National Examinations are provided by the National Interstate Council of State Boards of Cosmetology (NIC). To learn more about your specific exam, please refer to the NIC Candidate Information Bulletins (CIBs) attached to this bulletin.

IMPORTANT: For important information on how to prepare and set up your workspace for your remote practical exam **BEFORE** testing please refer to the Remote Practical Exam Instructions included with this bulletin.

TEST DAY RULES AND PROCEDURES**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.

Remote Testing Information**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 into 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:

- The operating system on computer needs to be recent (less than 3-4 years old)
- 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 TO TAKE THE PRACTICAL EXAM.** 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.
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- 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.

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/h3T9svnldLY>.

Proof of Identity

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.

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 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:

- ✓ Instructor - 85.00

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 4th 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 (801) 733-4455 or write to:

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

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

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.

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. BCY Testing Solution - Charlotte**
8801 JM Keynes Drive One University Place
Suite 150
Charlotte, NC 28262
- 4. North Carolina Elite Career Service Center - Charlotte**
5108 Reagan Drive
Testing Services – Suite 12
Charlotte, NC 28206
- 5. Western Carolina University**
69 E. University Way
Testing Center – Cordelia Camp Building
Cullowhee, NC 28723
- 6. Bladen Community College**
7418 NC Hwy 41 W
Building 8 LEC, Adult Learning & Testing Center
Dublin, NC 28332
- 7. North Carolina Central University**
1801 Fayetteville Street
Testing Center – Taylor Education Building
Room 112
Durham, NC 27707
- 8. College of The Albemarle – Elizabeth City**
1208 N. Road Street Testing Center
Charles H. Ward – Library & Knowledge Commons
Room 214
Elizabeth City, NC 27909
- 9. Fayetteville State University**
1200 Murchison Road
William R. Collins Administration Building
Room 116
Office of University Testing & Assessment Services
Fayetteville, NC 28301
- 10. BCY Testing Solution**
2311 W Cone Blvd
- 11. North Carolina Elite Career Service Center – Greensboro**
9C Dundas Circle
Testing Services
Greensboro, NC 27407
- 12. Appalachian State University – Hickory**
800 17th Street NW
Testing Center
Hickory, NC 28601
- 13. Mid Atlantic Safety Council – High Point**
2800 Westchester Drive Testing Center
3rd Floor – Rm 3601
High Point, NC 27262
- 14. Guilford Technical Community College**
601 E Main Street
Medlin Campus Center 3rd Floor – Rm 3601
Jamestown, NC 27282
- 15. Saint Augustine's University**
310 N. Tarboro Street Testing Center
Public Health Education Center (PHEC)
Raleigh, NC 27610
- 16. Mid Atlantic Safety Council – Wilmington**
3904 Oleander Drive Testing Center
Suite 201
Wilmington, NC 28403
- 17. North Carolina Elite Career Service Center - Wilmington**
2925 Boundary Street
Testing Center – Unit 2
Wilmington, NC 28405
- 18. Alliance Assessments LLC**
200 Northgate Park Drive
Testing Center
Winston Salem, NC 27106
- 19. Pitt Community College**
4302 Reedy Branch Road Placement Testing Center
Warren Building – Room 2402
Winterville, NC 27835

TEST SITE LOCATIONS – PRACTICAL EXAMINATIONS**EFFECTIVE SEPTEMBER 4, 2023:**

Prov administers the Instructor practical exams remotely. This means examinations can be at home (or any other quiet site with adequate internet speed and free from distractions) using the [Examroom.ai](https://examroom.ai) remote proctoring tool. Availability ranges Monday through Saturday from 8:00 am to 8:00 pm ET.

WRITTEN TEST SITE INSTRUCTIONS

Written test site instructions are attached to this bulletin 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 bulletin to assist candidates when preparing to take the practical exam remotely.



**NATIONAL INSTRUCTOR
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.

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.

Picture ID is required for re-entry into the examination.

- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.**
- Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are **NOT** allowed to communicate with candidates.
 - Examiners are **NOT** allowed to speak with candidates.
 - Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back 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-manufacturer-created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the "*Suggested Examination Supplies*" section to see any further state specific requirements for supplies and products.
 - Simulated products are **NOT** allowed for disinfectants and hand sanitizers.
 - Aerosols are **NOT** allowed in the testing environment.
 - Candidates are to perform all tasks, utilizing products and supplies, and as they were taught.

SPECIAL ATTENTION

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

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

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

Please note the following additional requirements:

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

**INSTRUCTOR PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

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

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

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

1. LESSON PLAN

Proctor Verbal Instruction – Read to candidate:

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

The lesson plan will be evaluated on the following elements:

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

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

“We will now proceed.”

2. THEORY LECTURE

Proctor Verbal Instruction – Read to candidate:

- “You will be presenting your classroom theory lecture on _____.”*
“You will be observed for client protection, safety, and infection control procedures throughout the examination.”
“You will have 5 minutes to set up for your classroom theory lecture.”
“You will be informed when you have 2 minutes remaining.”
“When you are finished, please be seated until the next verbal instructions are given.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

2.1 Sets up area for classroom theory lecture

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

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

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

“Please stop working. We will now proceed.”

Proctor Verbal Instruction – Read to candidate:

- “You will now begin the classroom theory lecture.”*
“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”
“Verbally indicate to the proctor when you have finished.”
“For example, I’m ready, I’m finished, or I’m done.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.2 Introduction to lecture**
- 2.3 Content of lecture**
- 2.4 Lectures on Blood Exposure Procedure**
- 2.5 Use of teaching aids**
- 2.6 Use of communication skills**
- 2.7 Classroom interaction Evaluation of lecture**
- 2.8 Closing of lecture**
- 2.9 Safety and infection control**

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

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

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

“Please stop lecturing. We will now proceed.”

3. DEMONSTRATION

Proctor Verbal Instruction – Read to candidate:

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.1 Sets up area for demonstration

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

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

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

“Please stop working. We will now proceed.”

Proctor Verbal Instruction – Read to candidate:

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

3.2 Introduction to demonstration

3.3 Content of demonstration

3.4 Performance of demonstration

3.5 Demonstrates Blood Exposure Procedure

3.6 Classroom interaction

3.7 Closing of demonstration

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

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

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

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

Proctor Verbal Instruction – Read to candidate:

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

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

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

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

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

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

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

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

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

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

Information related to labeling of supplies:

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

SUGGESTED SUPPLIES

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

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

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.)



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

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.*

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

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

DOMAIN 1: INSTRUCTIONAL PLANNING (33%)

- IA. Instructional Planning - Manage the curriculum delivery process
 - 1. Syllabus
 - 2. Course Outline
 - 3. Development of lesson plans
 - 4. Delivery of course content
 - 5. Instructional outcomes
 - 6. Performance assessment
- 1B. Instructional Planning - Identify student learning styles and needs
 - 1. Learning types
 - 2. Instruction adaptations
- 1C. Instructional Planning - Utilize instructional materials
 - 1. Printed
 - 2. Audiovisual
 - 3. Demonstration
 - 4. Technology
- 1D. Instructional Planning - Determine application of assessment
 - 1. Written
 - 2. Practical
 - 3. Oral

DOMAIN 2: INSTRUCTIONAL METHODS (33%)

- 2A. Instructional Methods - Employ methods of instruction
 - 1. Lecture
 - 2. Demonstration
 - 3. Group learning
- 2B. Instructional Methods - Recognize obstacles to learning
 - 1. Obstacle identification
 - 2. Instructional practice adaptations
- 2C. Instructional Methods - Employ communication skills
 - 1. Verbal
 - 2. Non-verbal
 - 3. Listening
- 2D. Instructional Methods - Demonstrate time management techniques
- 2E. Instructional Methods - Assess student learning
 - 1. Assessment implementation
 - 2. Evaluation of results
 - 3. Reliability and validity

DOMAIN 3: THEORY AND PRACTICAL CLASSROOM (34%)

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

**INSTRUCTOR THEORY EXAMINATION
SAMPLE QUESTIONS**

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

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

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

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

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

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

KEY: 1: A, 2: D, 3: C, 4: A, 5: B, 6: A, 7: C, 8: B
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NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

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

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

INSTRUCTOR

REFERENCES

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

Contact:

Info@Milady.com

www.Milady.com

Milady Professional Educator

2022, 4th Edition

ISBN: 9781337786836

Contact:

Info@Milady.com

www.Milady.com

Mindful Teaching Pro eBook (101.1 – 701.6)

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: info@pivot-point.com

847-886-0500, Ext. 7399

SUPPLEMENTAL REFERENCES

Milady Master Educator

2013, 3rd Edition

ISBN: 9781133693697

Contact:

Info@Milady.com

www.Milady.com

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

2011, 13th Edition

Contact:

Info@Milady.com

www.Milady.com

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.

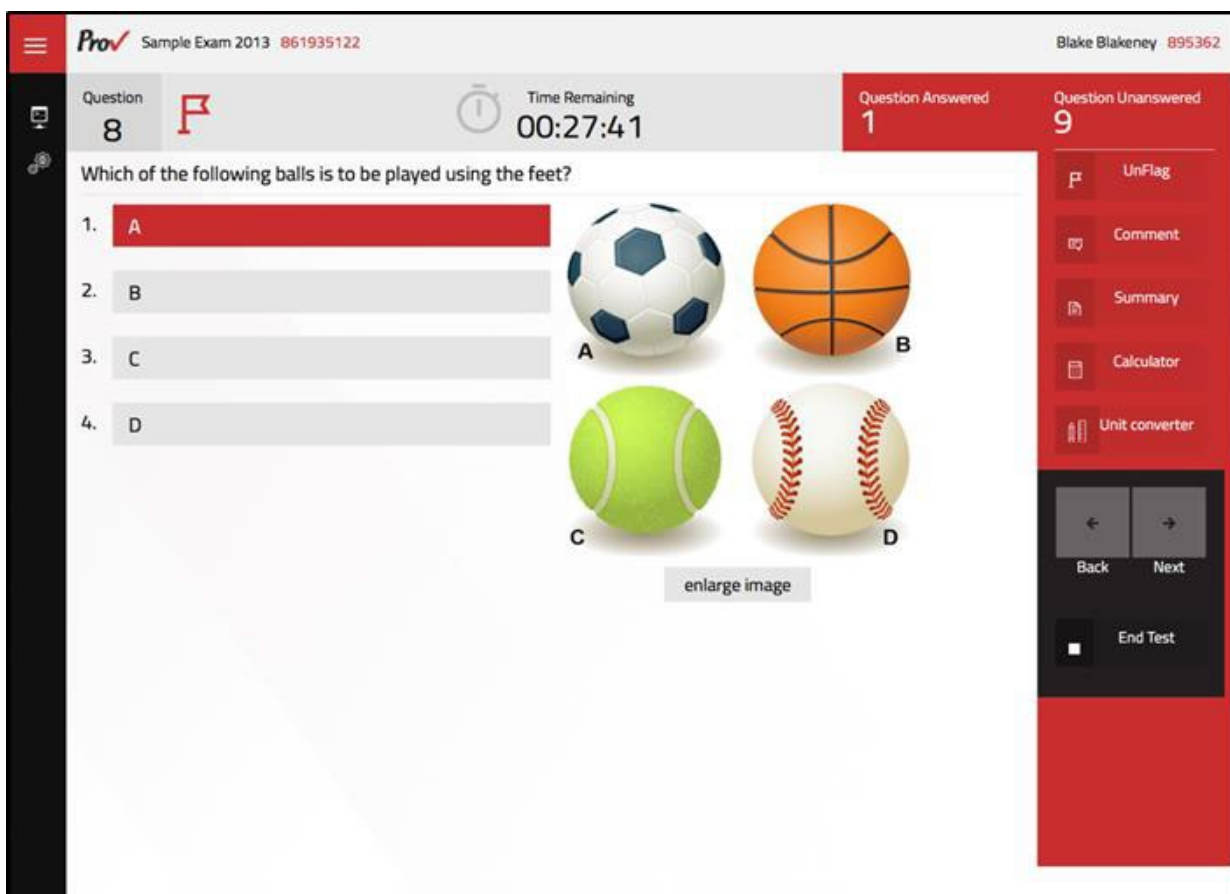
Testing Rules

- 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"



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.

TABLE OF CONTENTS

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How to set up your workspace?	1
What to expect on test day	2

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.



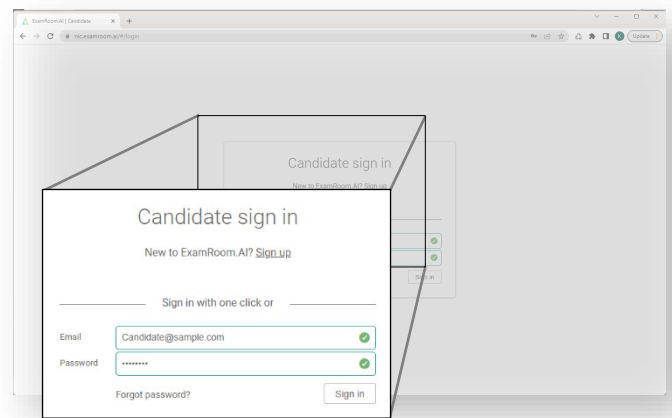
- The phone should look toward the ground and be directed to the bags under your work area.
- The Bags should be labeled on all four sides.
- Please position yourself so that there are no windows situated behind you during testing. Any other windows in the testing area should be covered.
- Make sure 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.

WHAT TO EXPECT ON TEST DAY

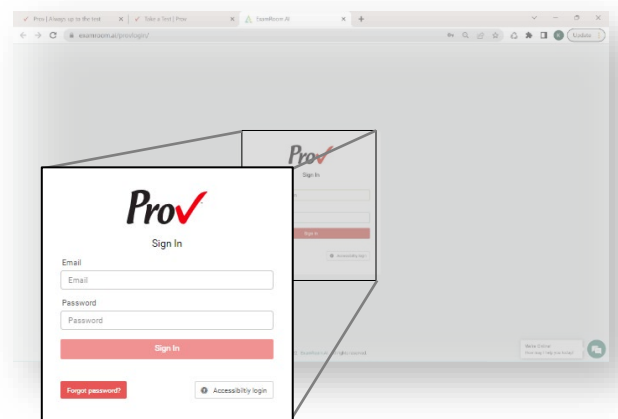
Your practical exam will be proctored remotely via computer using our trusted partner: [Examroom.ai](https://nic.examroom.ai).

On the day of your exam:

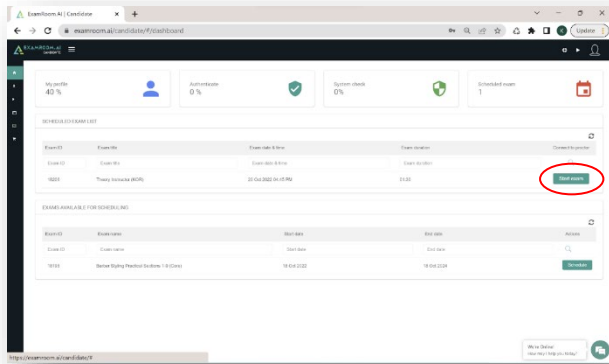
- Head to: <https://nic.examroom.ai/>



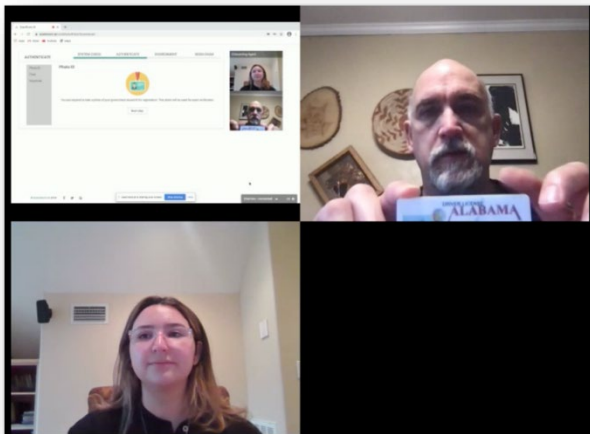
- Enter the email address you used to register for your test. Enter your candidate ID as your password (your candidate ID can be found in your confirmation email received at the time of scheduling).



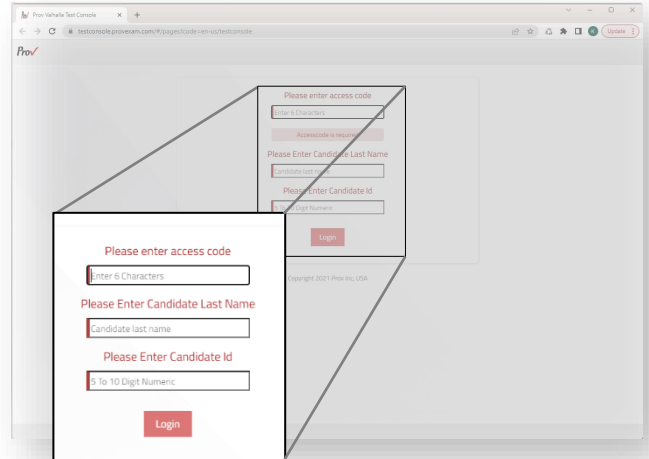
- Once logged in, you will arrive at the Examroom.ai Dashboard. Click on "Start my Exam."



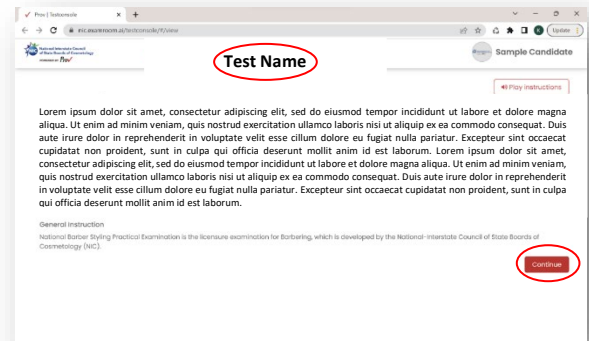
- You will be greeted by an onboarding agent to help you check-in and start your test. This check-in process includes ID verification and a room scan.



- 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.

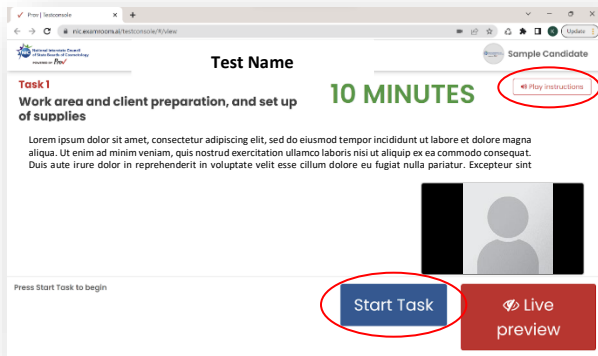


- On screen, you should see the name of your exam in the top center of the page and your name in the top right corner.

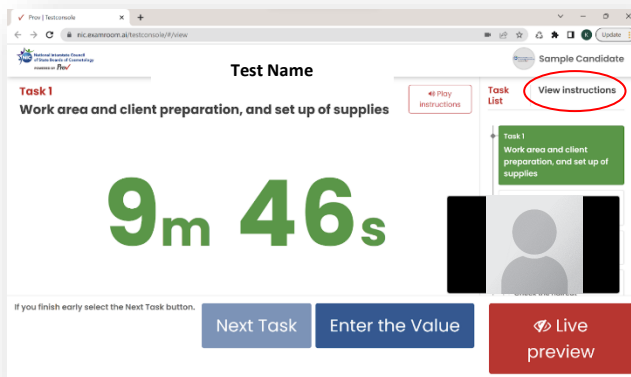


- Read the instructions carefully and navigate forward by clicking "Continue" in the bottom right corner of the page. It will ask you to Agree and Confirm the instructions to proceed.
- The examination will be administered in sections. Before each section begins, you will be provided with instructions, 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!