



Candidate Information Bulletin State of Vermont National Esthetician Examinations

The Vermont Board of Barbers and Cosmetologists has contracted with Prometric to conduct its examination program. These exams are designed to test the candidate's knowledge, skills and abilities to practice as an esthetician and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

At a glance

This Bulletin is your guide to taking the **Vermont Esthetician Theory Exam**, the **Vermont Law Exam** and the **Vermont Esthetician Practical Exam**. The steps below summarize the process.



To obtain your license

- 1 Complete and submit the Application for Examination form, fee(s) and any required documentation to Prometric.
Application forms are available online at www.prometric.com/vermont.
- 2 Once your application is approved, you will receive an admission letter.
- 3 Prepare for your exam, using this bulletin and the content outlines starting on Page 5.
- 4 Appear for your exam on the scheduled day and bring appropriate identification and materials—Page 9.
- 5 Upon completion of all licensure requirements, including passing all required exams, the Vermont Board of Barbers and Cosmetologists will issue your license.



To get answers not provided in this bulletin

For questions about exams:



Prometric
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.280.3926
www.prometric.com/vermont

For questions about licensing:

Office of Professional Regulation
Vermont Board of Barbers and
Cosmetologists
National Life Building, North FL2
Montpelier, VT 05620-3402
802.828.1134

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Key

-  Overview information
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Applying to take exams

Eligibility requirements for the Cosmetology licensing exams are set by the Vermont Legislature and the Vermont Board of Barbers and Cosmetologists.

To apply for these exams, you must complete the Application for Examination form. You can obtain a copy of the form at www.prometric.com/vermont or by calling 800.280.3926.

You must send the completed application form and the appropriate exam fees to Prometric by mail. You may pay the exam fee by including a Visa or MasterCard number, cashier's check or money order. **Personal checks and cash are not accepted.**



Important If you answered YES to any of the background questions, your application and all required documents and fees must be sent to the State Board. Once the Board approves your application, it will be sent to Prometric for processing.

Admission letters

Approximately 10 days after your application form, all required documentation and exam fee(s) are received, Prometric will mail you an **admission letter**. This letter provides information regarding the specific exams you will be taking, and the date, time and location of your exam(s). You **must** present this letter at the testing center or you will not be allowed to take your exam(s).

If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926 to provide a fax number. Prometric will fax an admission letter to you.

Should your address change, you must notify Prometric. Failure to do so may interfere with receiving your admission letter and/or exam results.



Important Exam fees are **nonrefundable and nontransferable**. Contact the Vermont Board of Barbers and Cosmetologists to clarify which exams may be required before scheduling exams.

Absent or late for your appointment

If you miss your appointment, arrive late and are not allowed to test, or were not admitted due to lack of proper identification, you will need to submit another Application for Examination form and pay another full examination fee. **No exceptions are allowed.**

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reapply for your exam and pay another full examination fee.

Rescheduling an appointment

Up to the cutoff date (listed in the application bulletin), you may call 800.280.3926 to request a schedule change. Once the cutoff date has passed, Prometric is unable to reschedule your exam and fees will not be refunded.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

What to bring on exam day

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license, state-issued identification card or passport that has a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").
- Two sharpened No. 2 pencils.
- If you are taking the Practical exam, you must bring a beauty kit (equipment/supplies) with enough supplies to complete all services. See Page 9 for a complete list of supplies you will need to bring.



Important You will not be admitted without proper identification under any circumstances. Failure to provide appropriate identification at the time of the exam will be considered a missed exam appointment, and your exam fees will be forfeited.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your exam appointment to arrange an alternative way to meet this requirement.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- Candidates may not use any reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam and their answers will not be scored.

Personal items We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.



Important Before an exam begins, the test center administrator will inspect all references, briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Your exam results

Score report. A score report will be mailed to you approximately 10 business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone. All score reports are mailed simultaneously.

Theory and Law exams. A score of 75 percent or above on **each** of these exams is required to pass.

Practical Exam. An **overall** score of at least 75 percent, **plus** a score of at least 75 percent in each of the designated critical areas is required to pass the Practical exam.

If you receive at least 75 percent overall, but fail one or more critical areas, you need to retake only the critical area(s) that you failed. You will need to submit another Application for Examination form and the retake fee for the Practical Exam – critical area(s) only – to be rescheduled for the next available exam date. If you receive an overall score of 74 percent or below, you must retake the **entire exam**.

Passing results. If you pass your exam, the Office of Professional Regulation will issue you a license.

Retake information. If you do not pass your exam, your score report will include an application to retake your exam.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Theory and Law exams content outlines

The **Vermont Esthetician Theory Exam** is a closed-book exam that consists of 100 questions. You will be given two hours to complete the exam.

The **Vermont Law Exam** is a closed-book exam that consists of 25 questions. You will be given one hour to complete the exam.

Examination questions are multiple-choice, with one correct answer and three incorrect responses. There is no penalty for guessing, so be sure to mark an answer for each question. A minimum score of 75 percent is required to pass each exam.

These exams include five unscored pretest questions. The pretest questions are not scored and will not impact your final grade. These questions enable Prometric to statistically assess questions for future examinations.

The following outlines show the content areas covered in the exams and the number of questions asked from each subject area.

Vermont Esthetician Theory Exam Content Outline

I. General Concepts – 15 Items

- A. Infection Control and Bacteriology
- B. Client Protection
- C. Salon Ethics
- D. Salon Safety and Management

II. Applied Anatomy – 30 Items

- A. Histology of Skin
 - 1. Cell

- 2. Tissues
- 3. Blood Supply, Bone, Nerve and Muscle Function
- 5. Analysis
- 6. Irregularities
- B. Dermatology
 - 1. Structure of Skin and Glands
 - 2. Functions of Skin and Glands
 - 3. Conditions of Skin and Glands
 - 4. Characteristics of Skin
 - 5. Nutrition
 - 4. Bones, Muscles, Nerves and Blood Supply
 - 5. Analysis

6. Irregularities

III. Skin Treatments – 30 Items

- A. Facial Massage
 - 1. Benefits
 - 2. Analysis
 - 3. Preparation
 - 4. Manipulations
 - 5. Safety Measures

IV. Hair Removal - 5 Items

- A. Waxing
- B. Tweezing
- C. Depilatories

V. Makeup - 20 Items

- A. Purpose and Results
- B. Supplies and Implements
- C. Preparation
- D. Procedures
- E. Safety Measures

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 525 Busse Road Elk Grove, IL 60007, www.pivot-point.com.

Vermont Law Exam Content Outline

1. **Vermont Laws and Rules – 25 Items**
 - A. Vermont Laws and Rules

References

The following reference was used to create the exam but is not allowed in the exam room:

1. *Vermont Barber and Cosmetology Rules*, Effective November 7, 2005, Vermont Board of Barbers and Cosmetologists, Office of Professional Regulation, National Life Building, North FL2, Montpelier, VT 05620-3402, vtprofessionals.org/opr1/cosmetologists.

Practical exam information

The Practical portion consists of actual demonstrations that must be completed within the allotted time for each service. You will be given instructions before beginning each service. Be aware that an examiner is always rating you. The examiners will rate more than one person for each service. If for some reason your performance is not observed, you may be requested to repeat a task.

Required attire for the practical examination is as follows:

- Plain black lab coat (no insignia or reference to training facilities allowed).
- Closed-toe shoes.



Important Candidates not dressed appropriately will not be admitted to the examination and will be required to reschedule the exam appointment and pay additional testing fees.

During the Practical exam, you must follow all appropriate rules for client protection that will ensure the health, safety and welfare of the public. This includes personal preparation and infection control, as well as proper draping of your model in addition to being in control of your kit at all times as a safety issue. You will be graded at all times for sanitation and infection control.

Once the examination starts, you may only leave the testing area with the permission of the examiner (this includes using the restroom or at the completion of the exam). Note that the timing of the exam does not stop **under any circumstances**.

Models

This exam is performed using a model that you must bring with you. Mannequins **are not** permitted. The model must be at least 16 years old and appropriately dressed for examination purposes. The model's face must be clean, free from skin disease, have no make-up on it and have eyebrows that can be shaped and tweezed.

The model may not participate in any way during your examination, for example, there is to be no talking or handing you supplies, etc.

Make sure that your model reads and understands this portion of the bulletin and signs the Model Affidavit. The Model Affidavit will be included with your Admission Packet and it must be given to the administrator at the examination site.

Supply kit

You are responsible for bringing your own supplies and equipment in sufficient quantities (see the “Practical exam supply list” on Page 9). All supplies and equipment, must be in sanitary condition and in proper working order. All bottles, jars and containers must be clearly marked and labeled. Handwritten labels are acceptable. You may not borrow from another candidate or from the exam site location.

During the exam, your kit will act as your dry sanitizer. After removing the supplies you need for each service from your kit, it must remain closed or covered at all times. If your kit is left open while you are performing any of the tasks, you will be marked accordingly.

Blood spill procedure

If you cause yourself to bleed during the examination process, you must stop the service immediately and follow Prometric’s **blood spill procedure** as it is explained below. The blood spill procedure will also be posted at the exam site.

You are required to bring first aid materials needed to safely handle a blood spill (see Supply List on Page 9). These materials are also required for **all** retake exams. All products used during a blood spill must be applied with an applicator. Every attempt must be made to ensure that articles do not come in contact with the skin or the wound.

The following steps must be taken if a blood spill occurs:

- 1 A band-aid (if necessary) as well as a form of antiseptic and/or styptic must be available to the injured party.
- 2 All contaminated material should be disposed of in a double bag marked with a biohazard label.

If you are cut during the examination, you must:

- 1 Stop the service and clean the injured area
- 2 Using an applicator, apply an antiseptic and/or styptic to the injury
- 3 Cover the injury with an adhesive dressing
- 4 Use a glove if the hand is cut
- 5 Clean affected work area with a disinfectant
- 6 Dispose of contaminated material in a double bag marked with a biohazard label
- 7 Clean/sanitize hands with an antibacterial soap
- 8 Proceed with the service when you have finished tending to the injury

You will be instructed to demonstrate the safe handling of a mock model blood spill. For this demonstration, you must:

- 1 Stop the service and clean the injured area using gloved hands
- 2 Apply an antiseptic and/or styptic to the injury using an applicator

- 3 Cover the injury with an adhesive dressing
- 4 Clean affected work area with a disinfectant
- 5 Dispose of contaminated material in a double bag marked with a biohazard label
- 6 Clean/sanitize hands with an antibacterial soap
- 7 Proceed with the service when you have finished tending to the injury

Practical exam content outline

The **Vermont National Esthetician Practical Exam** consists of actual demonstrations, and includes 101 scored tasks. The content outline below shows the areas that will be tested, the number of tasks within each area and the time allowed to complete each area.

Vermont Esthetician Practical Exam Content Outline

- I. Safety, Sanitation and Infection Control**
(Tasks are included in the services shown below.)
Infection control includes proper care of your workstation. You must demonstrate appropriate personal hygiene, client protection and infection control. When you complete your examination, you will clean your chair, table, stool and all of your surrounding areas. You must maintain control of your kit at all times in order to have a safe environment
- II. Client Protection –9 tasks, 15 minutes**
You will be required to set-up your workstation to perform the practical examination. Your model will change into a gown and you will drape your model for the examination. You will be observed for safety and infection control.
- III. Cleansing the Face – 12 tasks, 10 minutes**
You will cleanse your model's skin and apply a freshener/toner/astringent, and then you will apply an exfoliant. You will be observed for safety and infection control.
- IV. Steaming the Face – 7 tasks, 10 minutes**
You will prepare your model for the steaming section of the examination. You will only use one towel for this task. You will be observed for safety and infection control.
- V. Massaging the Face – 12 tasks, 15 minutes**
You will apply the massage cream, perform facial manipulations and remove the massage cream. You must include effleurage, petrissage and tapotement as part of the demonstration. You will apply an astringent, toner or freshener. You will be observed for client protection and infection control.
- VI. Application of the Mask – 10 tasks, 15 minutes**
You are to apply and remove a mask. You will apply an astringent, toner, or freshener. You will apply moisture and/or sun screen. You will be observed for client protection and infection control.
- VII. Eyebrow Arch - Tweezers – 10 tasks, 10 minutes**
You will remove excess hair with tweezers from the eyebrow area on one eye only. A line change must be observed. You will be observed for client protection and infection control.
- VIII. Eyebrow Arch Mock Cold Wax – 15 tasks, 10 minutes**
In a mock demonstration, you will remove excess hair with a simulated wax from the eyebrow area on one eye only. You will be observed for client protection and infection control.
- IX. Facial Makeup – 18 tasks, 30 minutes**
You will safely demonstrate a daytime makeup application with contouring to include concealer, foundation, powder, cheek color, eye shadow (shader, contour, highlight), eyebrow color, eye liner to upper eyelid, mascara to upper lashes and lip color.
- X. Blood Spill Safety - CRITICAL SECTION – 7 tasks, 10 minutes**
For this service, you must follow Prometric's Blood Spill Procedures on Page 7. The procedure will also be posted at the testing site.
- XI. Final Clean Up – 1 task**

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 525 Busse Road, Elk Grove, IL 60007, www.pivot-point.com.

Practical exam supply list

You are responsible for bringing your own supply kit to the exam. You are required to bring a sufficient quantity of supplies, in sanitary condition, including the required instruments in proper working order. **All bottles, jars and containers must be labeled.**

The kit will be used during the examination as a dry sanitizer. You may not borrow from another candidate or from the test site location.

Please review the following list closely to be sure you bring all necessary supplies.

General Supplies

- 1 Applicators, disposable brushes, cosmetic wedge, cotton swabs/cotton, disposable sponges, etc.
- 2 Astringent/toner
- 3 Bag(s) for disposal of waste materials
- 4 Body cloth and head band (optional)
- 5 Cheek color
- 6 Cleansing cream
- 7 Cold wax material or product for mock wax
- 8 Contour pencil or cream
- 9 Cosmetician bowl
- 10 Cotton/cotton pads in clean closed container
- 11 Eye liner
- 12 Eye shadow (shader, contour, highlighter)
- 13 Facial cleansing cream
- 14 Facial tissue and paper towels
- 15 Lip color
- 16 Liquid base
- 17 Mascara
- 18 Mask or pack
- 19 Massage cream, (emollient cream)
- 20 Moisturizer
- 21 Powder

General Supplies

- 22 Rubber gloves
- 23 Sanitizer for candidate's hands
- 24 Spatula, applicators, toothpicks, etc.
- 25 Towels – five minimum
- 26 Tweezers
- 27 Wet sanitizer
- 28 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Blood Spill Supplies

- 1 Antibacterial soap
- 2 Antiseptic/styptic
- 3 Applicator to apply antiseptic/styptic
- 4 Band-aid or some type of adhesive dressing
- 5 Disinfectant (EPA registered, hospital grade)
- 6 Double bag marked with a BIOHAZARD LABEL
- 7 Gloves
- 8 Finger guard or additional gloves to use before proceeding with service