



Candidate Information Bulletin State of Hawaii Electrologist Examination

At a glance

The State of Hawaii Department of Commerce and Consumer Affairs (DCCA), Electrologist Program has contracted with Prometric to conduct its examination program.

This bulletin is your guide to the process of taking the Hawaii Electrology Theory exam. The steps below summarize the process. For information about a step, go to the page listed.



To take the Electrology Theory exam

- 1** Obtain an application from the DCCA. Mail your completed application and fee to the DCCA—Page 2.
Once the DCCA approves your application, you will be sent a letter of approval with an exam registration form.
- 2** Submit your exam registration form and the (\$90) exam fee to Prometric by the deadline date.
In return, you will receive an admission letter and exam appointment—Page 3.
- 3** Prepare for your exam, using this bulletin and other materials—Page 5.
- 4** Present your admission letter and required identification; then take the exam—Page 3.



To get answers not provided in this bulletin

For questions about exams:



Prometric
 Attn: HI Electrologist
 354 Uluniu Street, Suite 308
 Kailua, HI 96734
 Phone: 808.261.8182
www.prometric.com/hawaii

For questions about eligibility requirements and licensing:

State of Hawaii
 DCCA, Electrologist Program
 King Kalakaua Building
 335 Merchant Street, Room 301
 Honolulu, HI 96813
 Phone: 808.586.3000
<http://hawaii.gov/dcca/pvl/programs/electrologist>

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Key

-  Overview information
-  Important note

Submitting your license application

You are not allowed to register for your exam until the DCCA approves your application and sends you an approval letter and an examination registration form. The application form can be found online at <http://hawaii.gov/dcca/pvl/programs/electrologist>.



Important If you take an exam without DCCA approval, your test scores will be invalidated and you will be subject to possible disciplinary sanctions.

Registering and scheduling exams

Once you receive approval from the DCCA, you should:

- 1** Complete the exam registration form.
When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to the DCCA.
- 2** Attach one approval letter to the registration form.
- 3** Mail the registration form, approval letter **and** exam fee (\$90 per exam) to Prometric at the address shown on the form.
Payment can be made by Visa or MasterCard, check or money order.
Once you pay the exam fees, you may not reschedule your exam or receive a refund.



Note Prometric **must** receive your registration form and fee **on or before** the deadline date. No exceptions will be made to this policy. Seating is limited, so submit your registration form early.

Exam dates and registration cutoff dates. Exams are offered on specific dates each month at several locations. Exam appointments are assigned according to availability and preference you indicate on the registration form. An exam schedule with testing locations, exam dates and registration deadline dates will be sent with your approval information and is available for viewing online at www.prometric.com/hawaii.

If you are unable to take the exam on the scheduled test date because of religious restrictions, submit a letter of explanation with your exam registration form.

After receiving and processing your registration, Prometric will send you an admission letter (see Page 3) confirming the time and place of your exam.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. This form must be submitted, along with written professional verification of your disability, **before** you schedule your exam. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

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

Admission letter

If your registration form and payment are received by the registration deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the test center or you will not be allowed to test.

You should receive your admission letter approximately five days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 808.261.8182.

Be sure to notify Prometric and the DCCA of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams.

If this occurs, Prometric will attempt to contact you by phone or e-mail.

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 test center is open for testing and you choose not to appear for your appointment, you will forfeit your fee.

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, such as a passport, driver's license, or military identification card.
- Two sharpened No. 2 pencils.



Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment or arrive late, you forfeit your fees.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test 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

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

- You **must not** bring any personal/unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

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, 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 test center.



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

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your exam results

A score report will be mailed to you approximately 10 business days after your exam date. Your score report will provide you with information regarding your next step in the licensure process. To ensure confidentiality, scores will **not** be disclosed over the phone.

Passing score. A score of 75 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Retake information. If you do not pass the exam, you will receive a retake exam registration form with your score report.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. All passing candidates receive an order form. The cost is \$15.

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.

Exam content outline

The **Hawaii Electrology Theory Exam** is a closed-book exam that consists of 100 questions. All questions are multiple-choice. You will have two hours to complete the exam.

The content outline below lists the content areas covered in the exam and the percentage of questions asked from each subject area.

Exam references. The outline lists all references used to develop the exam. Some information found in the references does not apply to the exams.

Hawaii Electrology Theory Exam Content Outline

- I. General Concepts – 20%**
 - A. Infection Control
 - B. Client Protection
 - C. Safety
- II. Applied Anatomy and Physiology – 15%**
- III. Endocrinology – 20%**
- IV. Electricity – 5%**
- V. Basic Electrology – 23%**
- VI. Machines and Equipment – 7%**
- VII. State Laws, Rules and Regulations – 10%**

References

The following references were used to create the exam questions but **are not allowed** in the test center.

1. *Hawaii Administrative Code, Title 4, Department of Agriculture, Chapter 66: Pesticides*, Current Edition, Hawaii Department of Agriculture, Pesticides Branch, 1428 South King Street, Honolulu, HI 96814, www.hawaiiag.org/hdoa/pi_pest.htm.
2. *Hawaii Administrative Rules Title 11, Chapter 11: Sanitation*, Effective December 26, 1981, Hawaii Department of Health, Sanitation Branch, 591 Ala Moana Blvd., Honolulu, HI 96813, www.hawaii.gov/health/environmental/sanitation/index.html.
3. *Hawaii Administrative Rules, Chapter 16-113: Electrologists*, Effective January 13, 1994, Hawaii Department of Commerce and Consumer Affairs, Division of Professional and Vocational Licensing, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Hawaii Revised Statutes, Chapter 448F (Electrologists)*, Hawaii Department of Commerce and Consumer Affairs, Division of Professional and Vocational Licensing, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
5. *Electrolysis, Themolysis, and the Blend: The Principles and Practices of Permanent Hair Removal*, A.R. Hinkel Company, 8751 White Oak Avenue, Northridge, CA 91325, www.arhinkel.com.
6. *Modern Electrology: Excess Hair, Its Causes and Treatments*, Third Edition, 2000, Hair Publishing, Inc., 15 Bond Street, Great Neck, NY 11021, www.electrolysisreferral.com.