



Candidate Information Bulletin State of Vermont National Cosmetology 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 a cosmetologist 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 Cosmetology Theory Exam**, the **Vermont Law Exam** and the **Vermont Cosmetology 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 11.
- 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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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 the Vermont Cosmetology 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 11 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 Cosmetology 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 Cosmetology 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 – 10 Items

- A. Hair and Scalp
 - 1. Structure, Composition and/or Function

- 2. Growth and Regeneration
- 3. Conditions, Disorders and Diseases
- 4. Blood Supply, Nerve and Muscle Function
- 5. Analysis
- 6. Irregularities
- B. Skin
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Nerve and Muscle Function
 - 5. Analysis
 - 6. Irregularities

- C. Nails
 1. Structure, Composition and/or Function
 2. Growth and Regeneration
 3. Conditions, Disorders and Diseases
 4. Blood Supply, Nerve and Muscle Function
 5. Analysis
 6. Irregularities

III. Physical Services – 25 Items

- A. Shampoo and Rinses
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Results
 4. Related Chemistry
 5. Safety Precautions
 6. Types
- B. Scalp and Hair Care
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Results
 4. Related Chemistry
 5. Safety Precautions
 6. Types
- C. Skin, Facials and Temporary Hair Removal
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Results
 4. Related Chemistry
 5. Safety Precautions
 6. Types
- D. Manicuring and Pedicuring
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Results
 4. Related Chemistry
 5. Safety Precautions
 6. Types

IV. Chemical Services - 30 Items

- A. Chemical Relaxing
 1. Chemical Classifications
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Results
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- B. Chemical Waving
 1. Chemical Classifications
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Results
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- C. Hair Coloring
 1. Chemical Classifications
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Results
 6. Related Chemistry

- 7. Safety Precautions
- 8. Scalp and Hair Analysis
- 9. Special Effects
- 10. Special Hair Problems
- D. Hair Lightening
 1. Chemical Classifications
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Results
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems

V. Hair Styling and Shaping - 20 Items

- A. Hair Shaping
 1. Materials, Implements and Supplies
 3. Purposes and Results
 3. Safety Precautions
 4. Techniques
- B. Hair Styling (including Curl Formation)
 1. Materials, Implements and Supplies
 2. Purposes and Results
 3. Safety Precautions
 4. Techniques
- C. Wigs and Extensions

References

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

1. *Milady's Standard Textbook of Cosmetology*, First Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 525 Busse Road, Elk Grove, IL 60007, www.pivot-point.com.

Vermont Law Exam Content Outline

I. 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. This exam is performed using a mannequin head and mannequin hand. 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 mannequin 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**. There is no talking allowed; hand, eye or foot gestures between you and other candidates are not allowed.



Note Please review the following information closely.

Supply kit

You are responsible for bringing your own supplies and equipment in sufficient quantities (see the "Practical exam supply list" on Page 11). 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.

Candidates must have at least one mannequin hand for the manicure service and the sculptured nail service. Mannequin's nails must be at least one-eighth inch free edge, clean and with old polish removed. The hand must be prepared with artificial nails **prior to arriving** at the test site.

For the sculptured nail demonstration, all liquid and powder products must be in the original manufacturer's container and **unopened**. Each product must be labeled either odorless, low odor or odor-free. If the products do not meet these requirements, you will not be allowed to test in the sculptured nail section of the exam.

Chemicals for coloring and relaxing will be simulated. Thick cream or gel may be used to simulate all chemicals other than disinfectants. Be prepared to demonstrate any required tests related to the use of chemicals. Vaseline or petroleum jelly is not allowed.



Important Pre-sectioned mannequins are **not allowed**. It is necessary that you bring a mannequin stand or clamp for your mannequin head. You will not be allowed to test if you do not have a stand or clamp.

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 the "Practical exam supply list" on Page 11). 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

Although you will be using a mannequin during the examination, 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 Cosmetology Practical Exam** consists of actual demonstrations, and includes 141 scored tasks. The content outline below shows the areas that will be tested and the number of tasks within each area. You will have four hours to complete the exam.

Vermont Cosmetology Practical Exam Content Outline

I. Draping - 5 tasks, 10 minutes

You will be scored on safety, sanitation and infection control, and the two types of draping.

For this service you will:

- Set up all supplies and equipment that will be used during this task.
- Demonstrate draping the mannequin for a wet service.
- Demonstrate draping the mannequin for a chemical service.

II. Thermal Curling - 14 tasks, 10 minutes

Eight minutes will be allowed to set up all supplies and equipment for the Thermal Curling Service and Hair Shaping Service. This will also allow the curling iron to heat up. If you do not complete the set-up within eight minutes, you will be allowed to finish when the Thermal Curling Service or Hair Shaping Service begins. Note that any additional time used for set-up will be part of your exam time.

You will be scored on safety, sanitation and infection control, sectioning of hair, iron-testing technique and formation of curls.

On the mannequin you will form:

- One curl that is placed on-base.
- One curl that is placed off-base.
- One curl that is placed half off-base.
- One curl that is placed in a figure 8 (two loop curl) or a spiral curl.

III. Hair Shaping (Critical Area) - 15 tasks, 40 minutes

You will be scored on safety, sanitation and infection control, hair sectioning, handling of implements, safe cutting of the hair, and blood spill.

On the mannequin, you will:

- Use a razor and scissors to perform a haircut.
- Remove at least one inch of hair by performing a 90° uniformly layered haircut.
- Establish a horizontal guideline using a razor at the nape area only.
- Clean your work area. You will be instructed to do this after the examiner has rated you.

Note: After completing this service, the hair should be four to six inches long, allowing sufficient length for you to complete the remaining services.

IV. Chemical Waving (Critical Area) - 16 tasks, 15 minutes

Three minutes will be allowed to set up all supplies and equipment for the Chemical Waving Service. If you do not complete the set-up within three minutes, you will be allowed to finish when the Chemical Waving Service begins. Note that any additional time used for set-up will be part of your exam time.

During the exam, you will be referred to the illustration marked "Permanent Waving" that will be provided at your work station.

You will be scored on safety, sanitation and infection control; the use of appropriate size rods for the length and width of the hair to be wrapped, consistency of rod placement, application of the waving lotion, and unwrapping the rod to demonstrate a test curl.

On the mannequin, you will:

- Section only the center back of the head, from the crown to the nape area.
- Place not less than 10 rods in the center back section of the head, starting from the crown and moving toward the nape area:
 - The first three rods in the crown will be wrapped on-base.
 - The next three rods in the midsection of the back will be wrapped half off-base.
 - The last four rods moving towards the nape will be wrapped off-base.
- Prepare the head for applying the waving lotion.
- Apply waving lotion (using water), when instructed by the examiner.
- Unwrap the rod to demonstrate a test curl, when instructed by the examiner.

Note: Do not remove any rods or take down any sections until you are instructed to do so. Applying the waving lotion and conducting a test curl are not included in the 15-minute allotted time for this service. You will have additional time to perform this task.

V. Blow Dry - 7 tasks, 10 minutes

Three minutes will be allowed to set up all supplies and equipment for the Blow Dry Service. If you do not complete the set-up within three minutes, you will be allowed to finish when the Blow Dry Service begins. Note that any additional time used for set-up will be part of your exam time.

You will be scored on safety, sanitation and infection control.

On the mannequin, you will:

- Dampen the hair as necessary.
- Blow-dry the top and at least one side section until completely dry.
- Use a brush or comb while blow-drying the hair.

VI. Hair Lightening and Hair Coloring (Critical Area) - 16 tasks, 20 minutes

Three minutes will be allowed to set up all supplies and equipment for the Hair lightening and Hair Coloring Service **and** three minutes for the Chemical Relaxer Service. If you do not complete the set-up within three minutes, you will be allowed to finish when the service begins. Note that any additional time used for set-up will be part of your exam time.

Divide the hair into four equal sections:

- Right front section
- Right rear section
- Left rear section
- Left front section

Important: These four sections will be referred to throughout these services as if you are standing directly behind the mannequin. While performing the tasks, you **do not** need to stand behind the mannequin, however, be aware that the sections are referred to from this standpoint.

During the exam, you will be referred to the illustration that will be provided at your work station for each of these tasks.

Virgin Hair Lightening (first time) – 10 minutes

You will be scored on safety, sanitation and infection control, sectioning of the hair and the application of simulated product.

- Apply a virgin hair-lightening product to the right front section.
- Use a bowl and brush or a bottle to apply the simulated product.

Retouch Hair Coloring – 10 minutes

You will be scored on safety, sanitation and infection control and the application of simulated product.

- Assume there is a one-inch regrowth for this task.
- Apply a tint retouch with a hair-lightening product to the right rear section.
- Use a bowl and brush or a bottle for applying the simulated product.

VII. Chemical Relaxer and Relaxer Retouch (Critical Area) - 14 tasks, 20 minutes

During the exam, you will be referred to the illustration that will be provided at your workstation for each of these tasks.

Virgin Chemical Relaxer (first time) – 10 minutes

You will be scored on safety, sanitation and infection control, sub-sectioning of the hair and application of the simulated product.

- Apply a no-base relaxer to the left rear section.
- Use a bowl and brush or bottle for applying your simulated product.

Retouch Relaxer – 10 minutes

You will be scored on safety, sanitation and infection control, sub-sectioning of the hair and application of the simulated retouch relaxer product

- Assume there is a one-inch regrowth for this task.
- Standing anywhere you choose, apply a no-base relaxer retouch to the left front section.
- Use a bowl and brush or bottle for applying your simulated product.

VIII. Cosmetology Facial - 14 tasks, 15 minutes

Three minutes will be allowed to set up for this service. If you do not complete the set-up within three minutes, you will be allowed to finish when the service begins. Note that any additional time used for set-up will be part of your exam time.

You will be scored on safety, sanitation and infection control, head draping and the three types of facial massage manipulations.

On the mannequin, you will:

- Apply massage cream.
- Demonstrate one set of each of the following facial massage manipulations:
 - Effleurage
 - Petrissage
 - Tapotement

IX. Manicure - 17 tasks, 30 minutes

Three minutes will be allowed to set up for the manicure service. If you do not complete the set-up within three minutes, you will be allowed to finish when the service begins. Note that any additional time used for set-up will be part of your exam time.

You will be scored on safety, sanitation and infection control, cuticle pushing, filing and polish application.

For this service you will:

- Prepare your mannequin hand for a basic manicure. **Note:** You will not be allowed to use nippers for this procedure.
- Apply a dark polish.

Note: You are to do a plain manicure.

X. Sculptured Nail; - 16 tasks, 25 minutes
 Three minutes will be allowed to set up for the sculptured nail service. If you do not complete the set-up within three minutes, you will be allowed to finish when the service begins. Note that any additional time used for set-up will be part of your exam time.

You will be scored on safety, sanitation and infection control, filing and appearance.

For this service you will:

- Prepare your mannequin hand.
- Apply a sculptured nail on one finger. Do not polish your sculptured nail.

Note: You may bring a *second* mannequin hand for this service. If you choose to bring only *one* mannequin hand for both the Manicure Service and Sculptured Nail Service, you must remove the polish from one nail after you have performed the Manicure Service. However, be advised that this preparation time will be considered part of the 25-minute allotted time for the Sculptured Nail Service.

XI. Blood Spill Safety (Critical Area) – 7 tasks, 10 minutes

For this service, you must follow Prometric’s Blood Spill Procedures on Page 8. The procedure will also be posted at the testing site.

For this demonstration, you will:

- Use the mannequin to demonstrate the safe handling of a mock blood spill.

References

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

1. *Milady’s Standard Textbook of Cosmetology*, First Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, 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.

Mannequin hands are available from Burmax, 28 Barretts Avenue, Holtsville, NY 11742, 800.645.5118, e-mail sales@burmax.com. Stock #BX916-1. Cost: \$14.90 each; 12 or more \$14.69.



Note Please review the following list closely.

General Supplies	
1	One mannequin head and stand (clamp)
2	One mannequin hand is required and must be prepared prior to arriving at the testing site. The hand must have a full set of nails. The nails must have a free-edge no longer than 1/4 inch. (Should you prefer to bring a second mannequin hand, please reference Sculptured Nail Service.)
3	Wet sanitizer
4	Disinfectant (EPA registered, hospital grade)
5	Hand sanitizer
6	Combs (tail and haircutting, hard rubber)
7	Protective drape(s) for mannequin (Chemical and Wet drape)
8	Supplies to demonstrate a chemical and wet draping for the draping section of the exam. All other services will be demonstrated without the use of a drape on the mannequin head.
9	Blow Dryer
10	Hair clips or clamps (for sectioning)
11	Protective cream

General Supplies	
12	Sanitary neck strips
13	Cotton towels (approximately 15 for all services)
14	Disposable gloves
15	Bag(s) for disposal of waste materials
16	Spray bottle for water
17	Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled “disinfected/sanitized implements”)

Thermal Curling Section	
1	Curling iron (only electric Marcel irons are permitted)
2	Tissue to demonstrate iron testing
3	Disinfectant (EPA registered, hospital grade)
4	Hand sanitizer
5	Combs
6	Hair clips or clamps (for sectioning)
7	Bag(s) for disposal of waste material

Thermal Curling Section

- 8 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Hair Shaping Section

- 1 Haircutting scissors and razor
- 2 Disinfectant (EPA registered, hospital grade)
- 3 Hand sanitizer
- 4 Combs
- 5 Hair clips or clamps (for sectioning)
- 6 Bag(s) for disposal of waste materials
- 7 Spray bottle for water
- 8 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Chemical Waving Section

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Hand sanitizer
- 3 Combs
- 4 Hair clips or clamps (for sectioning)
- 5 Protective cream
- 6 Cotton towels
- 7 Disposable gloves
- 8 Bag(s) for disposal of waste materials
- 9 Spray bottle for water
- 10 End Papers
- 11 Permanent wave rods—must have a minimum of 10 rods to wrap hair (bring additional rods in case of breakage, dropping, etc.)
- 12 Cotton
- 13 One permanent wave lotion applicator bottle containing simulated perm wave lotion
- 14 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Hair Lightening and Hair Coloring Section

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Hand sanitizer
- 3 Combs
- 4 Hair clips or clamps (for sectioning)
- 5 Protective cream
- 6 Cotton towels
- 7 Disposable gloves
- 8 Bag(s) for disposal of waste materials
- 9 Sanitary neck strips
- 10 Cholesterol cream or gel (color optional)
- 11 Tint brush(s)
- 12 Tint bowl(s) *or* applicator bottle(s) for color/lightening containing simulated product
- 13 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Hair Relaxing Section

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Hand sanitizer
- 3 Combs
- 4 Hair clips or clamps (for sectioning)
- 5 Protective cream
- 6 Cotton towels
- 7 Disposable gloves
- 8 Bag(s) for disposal of waste materials
- 9 Sanitary neck strips
- 10 Cholesterol cream or gel (color optional)
- 11 Tint brush(s)
- 12 Tint bowl(s) *or* applicator bottle(s) for relaxer simulated product
- 13 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Facial Section

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Hand sanitizer
- 3 Cotton towels / Paper towels
- 4 Disposable gloves (optional)
- 5 Facial Massage cream
- 6 Bag(s) for disposal of waste material
- 7 Head drape covering, cape or covering for mannequin
- 8 Cotton/cotton pads in clean closed container
- 9 Spatula(s)
- 10 Paper towels and facial tissue
- 11 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Manicure Section

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Wet sanitizer Jar
- 3 Hand sanitizer
- 4 Cotton towels or Paper towels
- 5 Cotton
- 6 Cuticle remover/cream
- 7 Massage or hand cream
- 8 Bag for disposal of waste materials, scotch tape
- 9 Complete manicuring supplies – all products must be odorless or odor-free
- 10 Red polish
- 11 Paper towel
- 12 Base coat
- 13 Top coat *or* product that can be used as both the base and top coat
- 14 One bottle of cuticle remover
- 15 Nail clippers (optional)
- 16 File(s) (natural nail)
- 17 Manicure sticks/Orangewood sticks
- 18 Cuticle pusher
- 19 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Sculptured Nail Service

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Hand sanitizer
- 3 Wet sanitizer jar
- 4 Cotton towels or paper towels
- 5 Nail Antiseptic
- 6 Cuticle pusher
- 7 Manicure sticks/Orangewood sticks
- 8 Emery boards
- 9 Nail brush
- 10 One powder container
- 11 Acrylic Nail File(s) (artificial nails)
- 12 Buffer
- 13 Sculptured nail brush
- 14 Primer or primer replacement product
- 15 Nail forms
- 16 Sculptured nail powder and sculptured nail liquid.
All products must be odorless or odor-free and in their original unopened container. The seal will be broken at the test site.
- 17 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Blood Spill Safety Critical Service

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