



Candidate Information Bulletin State of Hawaii Cosmetologist Examinations

The State of Hawaii Board of Barbering and Cosmetology (the Board) has contracted with Prometric Inc. to conduct its examination program.

At a glance

This bulletin is your guide to the process of obtaining Hawaii cosmetology licenses. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1 Obtain an application from the Board. Mail your completed application and fee to the Board—Page 2.
Once the Board 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 6.
- 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 Cosmetology
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
Department of Commerce and Consumer Affairs, Board of Barbering and Cosmetology
P.O. Box 3469
Honolulu, HI 96801
Phone: 808.586.3000
www.hawaii.gov/dcca/areas/pvl

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Key

-  Overview information
-  Important note

Submitting your license application

You are not allowed to register for your exam until the Board approves your application and sends you a letter of approval and an examination registration form. Application forms can also be found online at www.hawaii.gov/dcca/areas/pvl/boards/barber.



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

Temporary permits. Upon request, a temporary permit will be issued to qualified applicants waiting to take the exam. The temporary permit will only be issued **once** and is good for a period covering three exams (approximately one year).

Registering and scheduling exams

Exams are offered on specific dates at five different 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 is available at www.prometric.com/hawaii.

Registering for your exam

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 Board.

Complete the registration form carefully. Missing or incorrect information can cause your registration to be rejected and returned. Mail the form and fee to Prometric at the address shown on the form.



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

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

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

Walk-in testing at the Oahu location. Walk-in testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled testing dates offered. For an appointment, call the Prometric office. A "walk-in" fee of \$50 is added to the basic exam fee. All other conditions in this bulletin apply.

Fees. The exam fee is \$90. Payment can be made by Visa or MasterCard, check, or money order. Prometric will charge a **\$20 fee** for any returned check.



Important Once you have paid the exam fees, you may not reschedule the exam. Exam registration fees are not refundable or transferable.

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. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application 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 accommodation. All exams are in English. If English is your second language, please note that a language barrier is not considered a disability.

Admission letters

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 testing 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 Board 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 testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again. You can use the content outlines in this bulletin (beginning on Page 6) to prepare for your exam. The exams are based on these content outlines.

Sample questions. A list of sample questions is included on Page 10 as an example of the type of questions that may be included in the exam.

What to bring on exam day

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

- Your admission letter from Prometric.
- A current, photo identification card with signature, such as a driver's license, passport, or school photo identification with signature. The photo and signature must be clearly recognizable. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have an

official photo identification, you must bring a picture of yourself to a notary public and have the picture notarized.

- 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.

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

- 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

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, 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 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 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.

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.

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 each 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"x11" 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 outlines

Following are the content outlines for the Board of Barbering and Cosmetology exams. All exams are closed book. They consist of multiple-choice questions, with all questions weighted equally.

Each outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the percentage of questions asked about each topic.

Exam references. The outlines list all references used to develop each exam. Some information found in the references does not apply to the exams.

**Hawaii NEC Approved Cosmetology Theory
Exam Content Outline
Closed Book, 100 questions, 2 hours**

I. General Concepts – 12%

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

II. Applied Anatomy - 13%

- A. Hair and Scalp
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Bone, Nerve and Muscle Function
 - 5. Analysis
- B. Skin
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Bone, Nerve and Muscle Function
 - 5. Analysis
- C. Nails
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Bone, Nerve and Muscle Function
 - 5. Analysis

III. Physical Services- 25%

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

5. Safety Precautions

6. Types

D. Manicuring and Pedicuring

- 1. Supplies, Implements and Equipment
- 2. Procedures
- 3. Purpose and Results
- 4. Related Chemistry
- 5. Safety Precautions
- 6. Types

IV. Chemical Services - 25%

- A. Chemical Relaxing
 - 1. Chemical Classifications
 - 2. Corrective Measures
 - 3. Supplies, Implements and Equipment
 - 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. Supplies, Implements and Equipment
 - 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. Supplies, Implements and Equipment
 - 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. Supplies, Implements and Equipment
 - 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 – 15%**
 - A. Hair Shaping
 - 1. Supplies, Implements and Equipment
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Procedures
 - B. Hair Styling (including Curl Formation)
 - 1. Supplies, Implements and Equipment
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Procedures
 - C. Wigs and Extensions
- VI. State Laws, Rules and Regulations – 10%**

References

References used to create the exam but not allowed in the exam room.

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *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.
5. *Milady's Standard Cosmetology*, 2008, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
6. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

**Hawaii Hairdresser Theory Exam
Content Outline
Closed Book, 100 questions, 2 hours**

- I. General Concepts – 26%**
 - A. Infection Control/Bacteriology
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Safety
- II. Applied Anatomy - 10%**
 - A. Hair and Scalp
 - 1. Structure, Composition, and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions and Disorders
 - 4. Blood Supply, Bone, Nerve, and Muscle Function
 - 5. Analysis

- 6. Irregularities
- III. Physical Services - 4%**
 - 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
- IV. Chemical Services – 36%**
 - 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

EXAM CONTENT OUTLINES

V. Hair Styling and Shaping – 14%

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

VI. Laws, Rules and Regulations – 10%

References

References used to create the exam but not allowed in the exam room.

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *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.
5. *Milady's Standard Cosmetology*, 2008, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
6. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

Hawaii NEC Approved Nail Tech/Manicurist Theory Exam Content Outline Closed Book, 100 questions, 2 hours

I. General Concepts – 20%

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

II. Applied Anatomy - 15%

- A. Anatomy and Physiology
 - 1. Nails, Hands and Feet
 - 2. Skin

III. Chemical Concepts Services – 10%

- A. Product Knowledge
- B. Ingredients and Usage of Materials
- C. EPA and OSHA Requirements

IV. Physical Concepts Services – 45%

- A. Massage
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- B. Manicure
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- C. Pedicure
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- D. Acrylic Nails
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- E. Gel Nails
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- F. Nail Wraps
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- G. Nail Tips
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- H. Sculptured Nails
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation
- I. Maintenance and Repair Methods
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Procedures
 - 4. Care, Safety and Sanitation

V. State Laws and Rules – 10%

References

References used to create the exam but not allowed in the exam room.

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.

3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *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.
5. *Milady's Standard Nail Technology*, Fifth Edition, 2007, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
6. *Salon Fundamentals Nails: A Resource for Your Nail Care Career*, 2007, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

**Hawaii NEC Approved Esthetician
Theory Exam Content Outline
Closed Book, 100 questions, 2 hours**

- I. General Concepts – 15%**
 - A. Infection Control/Bacteriology
 - B. Client Protection/Consultation
 - C. Professional Ethics and Appearance
 - D. Establishment Safety
 - E. Business Management
 - F. EPA and OSHA Requirements
- II. Applied Anatomy and Physiology – 25%**
 - A. Structure, Composition and/or Function
 - B. Growth and Regeneration
 - C. Conditions, Disorders and Diseases
 - D. Circulatory System, Nervous System and Muscular/Skeletal System
 - E. Analysis of the Skin
 - F. Nutrition
- III. Chemical Concepts – 15%**
 - A. Product Knowledge
 - B. Ingredients and Usage of Materials
 - C. EPA and OSHA Requirements
- IV. Physical Concepts – 35%**
 - A. Facials
 1. Benefits
 2. Analysis
 3. Massage
 4. Purpose and Results
 5. Supplies, Implements and Equipment
 6. Procedures
 7. Safety Measures/Contraindications
 - B. Hair Removal
 1. Waxing
 2. Tweezing
 3. Depilatories
 4. Purpose and Results
 5. Supplies, Implements and Equipment
 6. Procedures
 7. Safety Measures/Contraindications
 - C. Makeup
 1. Purpose and Results
 2. Supplies, Implements and Equipment
 3. Procedures
 4. Safety Measures/Contraindications

V. State Laws and Regulations – 10%

References

References used to create the exam but not allowed in the exam room.

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *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.
5. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
6. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

**Hawaii NEC Approved Instructor
Theory Exam Content Outline
Closed Book, 75 questions, 1-1/2 hours**

- I. Motivation and Learning – 10%**
 - A. Learning Process
 - B. Individual Differences (Diverse Learners)
 - C. Communication Techniques
- II. Planning Instruction – 21%**
 - A. Course of Study (Program of Study)
 - B. Syllabus Writing
 - C. Lesson Planning
- III. Instructional Strategies – 25%**
 - A. Instructional Aids
 - B. Teaching Methods (i.e. discussion, lecture, demonstration)
- IV. Classroom Management – 21%**
 - A. Safety
 - B. Student Behavior
 - C. Supervision
 - D. Recordkeeping
- V. Assessment – 15%**
 - A. Student
 1. Purpose
 2. Types
 3. Test Construction
 4. Test Administration
 - B. Instructor (i.e. self, student, supervisor, peers)

EXAM CONTENT OUTLINES

VI. State Laws, Rules and Regulations – 8%

References

References used to create the exam but not allowed in the exam room.

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *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.
5. *Milady's Master Educator Exam Review*, First Edition, 2001, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
6. *Milady's Master Educator Exam Review*, Second Edition, 2009, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.

Sample Questions

The following samples may be useful to review for the type of questions that may be included in the exam.

1. What is the main reason for the need for infection control?
(A) Prevent Hair Damage
(B) Reduce the cost of supplies
(C) Prevent the spread of disease
(D) Ensure successful chemical services
2. What part of the nail provides continuing nourishment to the growing nail?
(A) The nail bed
(B) The lunula
(C) The mantle
(D) The root
3. When should a cosmetologist refuse to give a client a permanent wave?
(A) When the client's hair is too short
(B) When the client's scalp is irritated
(C) When the client's hair has split ends
(D) When the client's hair was recently colored
4. Which permanent wave solution causes the least amount of swelling to the hair shaft?
(A) Cold
(B) Exothermic
(C) Alkaline
(D) Acid
5. The strength, brightness, or vividness of a color is its
(A) intensity.
(B) tonality.
(C) contributing pigment.
(D) depth.

Answers to sample questions:

1-C; 2-A; 3-D; 4-D; 5-A.

Vocabulary list

The following is a list of vocabulary words intended to assist non-English speaking candidates to prepare for a Cosmetology licensing exam. It contains words considered to be difficult for non-English speaking candidates to find in their translating dictionaries. It is not a complete vocabulary list for the exam, and not all words on this list are used on any one exam.

absorption	glycerine	polypeptide
acetate	glyceryl monothioglycolate	porous
acidity	hair bulb	potassium hydroxide
acid mantle	hair root	processor
alkaline	hangnail	protein conditioner
alopecia	highlights	protoplasm
amino acid	hormone	pterygium
ammonium thioglycolate	humectant	pusher
aniline derivative	hydrogen bonds	pustule
antibacterial	hydrogen peroxide	quaternary ammonium compounds
antiseptic	hygiene	QUATS
arrector pili	hyponychium	radiation
astringent	infrared light	resistance
bacilli	keratin	ringworm
blackhead	keratinization	root
blocking	lanolin	sanitation
boric acid	lesion	sanitize
bulb	lymph glands	scabies
canities	massage	sebaceous glands
centrosome	matting	sebum
chemical action	medulla	semi-permanent tints
chemical burn	melanin	shaft
chemical hair relaxer	metallic salts	shears
compounds	mineral oil	slithering
congenital	molecule	sodium bromate
contour	monilethrix	sodium hydroxide
cortex	muscle	sodium hypochlorite
crown	nape	soluble
curl	negative	solute
cuticle	neurology	solution
cystine	neutralizer	solvent
cysteine cross-bonds	nitric acid	spirilla
dandruff	nitrogen	stabilizer
dermabrasion	ontology	sterilization
dermatitis	onychomycosis	stroking
dermatology	onychorrhexis	subcutaneous
depilatory	organism	sudoriferous glands
disinfectant	oxygen	sulphur
disulfide	papilla	supercilia
elasticity	papilloma	sycosis
elevation	parasites	tight curl
epidermis	patch test	tinea
facial treatment	pathogenic	tint
follicle	pediculosis	trichology
formaldehyde	permanent wave	ultraviolet
formalin	peroxide rinse	vesicle
french lacing	pigment	virgin hair
fumigant	pigmentation	virus
fumigation	pituitary glands	zinc oxide
germinative	polyethylene glycol	