



2009 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 at the address below.
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 (\$80) 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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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.



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 \$80. 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.

Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section:

- Lists what to bring with you on exam day.
- Indicates regulations that will be enforced at the testing center.

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 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.

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.

If you think there is an error in a question, follow the process outlined in the "Appeals process" section on Page 5.

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. These outlines are the basis of the exams and list all subjects covered by each exam.

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 number of items asked about each topic.

Cosmetologist, Hair Dresser, Nail Technician, Esthetician and Instructor licensing exams are currently available. All are closed book. They consist of multiple-choice questions, with all questions weighted equally. 10 questions on each exam cover state laws, rules and regulations.

Exam references. The outlines list all references used to develop the exams.

Some information found in the references does not apply to the exams.

**Hawaii Cosmetologist
 Exam Content Outline
 Closed Book, 110 questions, 2-1/2 hours**

I. General Concepts - 10 Items

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

II. Applied Anatomy - 20 Items

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

III. Physical Services- 20 Items

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

IV. Chemical Services - 30 Items

- A. Chemical Relaxing
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies

4. Procedures
5. Purpose and Affects
6. Related Chemistry
7. Safety Precautions
8. Scalp and Hair Analysis
9. Special Effects
10. Special Hair Problems
- B. Chemical Waving
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- C. Hair Coloring
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- D. Hair Lightening
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 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
 2. Purpose and Affects
 3. Safety Precautions
 4. Techniques
 - B. Hair Styling (including Curl Formation)
 1. Materials, Implements and Supplies
 2. Purpose and Affects
 3. Safety Precautions
 4. Techniques
 - C. Wigs and Extensions
- VI. **Laws, Rules and Regulations - 10 Items**
 - A. State Laws and Regulations

2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology)*, Current Edition, 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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
5. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626, www.pivot-point.com.
6. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.

Hawaii Hair Dresser Exam Content Outline
Closed Book, 100 questions, 2 hours

- I. **General Concepts - 26 Items**
 - A. Infection Control and Bacteriology
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Safety
- II. **Applied Anatomy - 10 Items**
 - A. Hair and Scalp
 1. Structure, Composition, and/or Function
 2. Growth and Regeneration
 3. Conditions and Disorders
 4. Blood Supply, Nerve, and Muscle Function
 5. Analysis
 6. Irregularities
- III. **Physical Services - 4 Items**
 - A. Shampoo and Rinses
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Affects
 4. Related Chemistry
 5. Safety Precautions
 6. Types
 - B. Scalp and Hair Care
 1. Materials, Implements and Supplies
 2. Procedures
 3. Purpose and Affects
 4. Related Chemistry
 5. Safety Precautions
 6. Types
- IV. **Chemical Services - 36 Items**
 - A. Chemical Relaxing
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis

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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.

EXAM CONTENT OUTLINES

9. Special Effects
10. Special Hair Problems
- B. Chemical Waving
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- C. Hair Coloring
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- D. Hair Lightening
 1. Chemical Classification
 2. Corrective Measures
 3. Materials, Implements and Supplies
 4. Procedures
 5. Purpose and Affects
 6. Related Chemistry
 7. Safety Precautions
 8. Scalp and Hair Analysis
 9. Special Effects
 10. Special Hair Problems
- V. **Hair Styling and Shaping - 14 Items**
 - A. Hair Shaping
 1. Materials, Implements and Supplies
 2. Purpose and Affects
 3. Safety Precautions
 4. Techniques
 - B. Hair Styling (including Curl Formation)
 1. Materials, Implements and Supplies
 2. Purpose and Affects
 3. Safety Precautions
 4. Techniques
 - C. Wigs and Extensions
- VI. **Laws, Rules and Regulations - 10 Items**
 - A. State Laws and Regulations

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)*, Current Edition, 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)*, Current Edition, 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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626 www.pivot-point.com.
5. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
6. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.

Hawaii Nail Technician Exam Content Outline Closed Book, 110 questions, 2-1/2 hours

- I. **General Concepts - 10 Items**
 - A. Infection Control
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Safety
- II. **Applied Anatomy - 20 Items**
 - A. Anatomy and Physiology
 1. Nails, Hands and Feet
 - a. Structure, Composition, and Growth
 - b. Diseases and Irregularities
 2. Skin
 - a. Structure and Function, Regeneration
 - b. Disorders
 - c. Bones, Muscles, Nerves, and Blood
- III. **Chemical Concepts Services - 20 Items**
 - A. Product Knowledge
 - B. Ingredients and Usage Materials
 - C. EPA and OSHA Requirements
- IV. **Physical Concepts Services - 50 Items**
 - A. Massage
 1. Purpose and Affects
 2. Preparation
 3. Supplies and Equipment
 4. Procedures
 5. Care, Safety, and Sanitation
 - B. Manicure
 1. Purpose and Affects
 2. Preparation
 3. Supplies and Equipment
 4. Procedures
 5. Care, Safety, and Sanitation
 - C. Pedicure
 1. Purpose and Affects
 2. Preparation
 3. Supplies and Equipment
 4. Procedures
 5. Care, Safety, and Sanitation
 - D. Gel Nails
 1. Purpose and Affects
 2. Preparation
 3. Supplies and Equipment

- 4. Procedures
 - 5. Care, Safety, and Sanitation
 - E. Nail Artistry
 - 1. Purpose and Affects
 - 2. Preparation
 - 3. Supplies and Equipment
 - 4. Procedures
 - 5. Care, Safety, and Sanitation
 - F. Nail Wraps
 - 1. Purpose and Affects
 - 2. Preparation
 - 3. Supplies and Equipment
 - 4. Procedures
 - 5. Care, Safety, and Sanitation
 - G. Nail Tips
 - 1. Purpose and Affects
 - 2. Preparation
 - 3. Supplies and Equipment
 - 4. Procedures
 - 5. Care, Safety, and Sanitation
 - H. Sculptured Nails
 - 1. Purpose and Affects
 - 2. Preparation
 - 3. Supplies and Equipment
 - 4. Procedures
 - 5. Care, Safety, and Sanitation
 - I. Repair Techniques
 - 1. Purpose and Affects
 - 2. Preparation
 - 3. Supplies and Equipment
 - 4. Procedures
 - 5. Care, Safety, and Sanitation
- V. Laws and Rules - 10 Items**

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)*, Current Edition, 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)*, Current Edition, 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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
5. *Milady's Art and Science of Nail Technology*, Second Edition, 1997, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
6. *Milady's Standard Nail Technology*, Fourth Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.

7. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
8. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626 www.pivot-point.com.

Hawaii Esthetician Exam Content Outline
Closed Book, 110 questions, 2-1/2 hours

- I. General Concepts - 20 Items**
 - A. Infection Control
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Management
- II. Applied Anatomy - 30 Items**
 - A. Histology of Skin, Cell, and Tissue
 - 1. Structure of Skin and Glands
 - 2. Functions of Skin and Glands
 - 3. Conditions of Skin and Glands
 - 4. Characteristics of Skin
 - 5. Nutrition
 - 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
- III. Skin Treatments- 35 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
 - D. Safety
- V. Makeup - 10 Items**
 - A. Purpose and Effects
 - B. Supplies and Implements
 - C. Preparation
 - D. Procedures
 - E. Safety Measures
- VI. Laws, Rules and Regulations - 10 Items**

References

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

1. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78 (Cosmetology)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439 (Beauty Culture)*, Current Edition, 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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
5. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
6. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
7. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626 www.pivot-point.com.
8. *Milady's Standard Textbook for Professional Estheticians*, Eighth Edition, 1999, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.

Hawaii Instructor Exam Content Outline

Closed Book, 60 questions, 2 hours

- I. **Motivation and Learning - 10 Items**
 - A. Learning Process
 - B. Curriculum
 - C. Course Study
 - D. Individual Differences
- II. **Teacher Preparation - 10 Items**
 - A. Methodology
 - B. Presentation
 - C. Objectives
- III. **Teaching Methods- 15 Items**
 - A. Communication Techniques
 - B. Course Development
 - C. Instructional Aids
 - D. Discussion
 - E. Lecture
 - F. Demonstration
 - G. Performance
- IV. **Classroom Management - 5 Items**
 - A. Safety
 - B. Discipline
 - C. Supervision
- V. **Testing - 5 Items**
 - A. Purpose
 - B. Methods
 - C. Test Construction
 - D. Administration
- VI. **Instructor Evaluation - 5 Items**
 - A. Effects on Students
 - B. Teaching Plans
 - C. Performance
 - D. Student Evaluation
- VII. **Laws, Rules and Regulations - 10 Items**

References

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

1. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78 (Cosmetology)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439 (Beauty Culture)*, Current Edition, 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)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Milady's Master Educator Student Course Book*, First Edition, 2001, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.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 is the technique performed by using the opposite parting pattern than was used to cut the hair to ensure balance and accuracy?
 - a Base texturizing
 - b Cross checking
 - c Elevating
 - d Beveling
- 3 Which permanent wave solution causes the least amount of swelling to the hair shaft?
 - a Cold
 - b Exothermic
 - c Alkaline
 - d Acid

- 4 What is necessary to add to shampoos to help remove oils from the hair?
- a Water
 - b Surfactants
 - c Hydrophilies
 - d Ointment
- 5 Which roller base will give you the least amount of volume?
- a Off-base
 - b Half-base
 - c On-base
 - d Overdirected

- 6 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-B; 3-D; 4-B; 5-A; 6-A.

Vocabulary list

The following is a list of important vocabulary words intended to assist non-English speaking candidates to prepare for a Cosmetology licensing exam. The list contains only 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	cerebellum	disinfectant	hair bulb	leukonychia
acidity	cerebrospinal system	disulfide	hair papilla	lightener
acid rinse	cerebrum	efferent	hair relaxing chemical	Lysol
alkaline	cervical	elasticity	hair root	magnetism
alopecia	cervical bones	electric curling iron	hair straightening	malignant
amino acid	chemical change	elevation	hangnail	mandible
ammonium thioglycolate	chemical hair relaxer	emollient	hard water	massage
aniline	chlorine	emulsion	henna, compound	medulla
antibacterial	cilia	end bonds (peptide bonds)	highlighting shampoo	melanin
antiseptic	circuit breaker	end papers	hirsutism	metallic dyes
arrector pili	coating	enzyme	histology	metallic salts
aseptic	coating tint	epicranium	hormone	microbe
astringent	cold waving	epicranus	hydrogen bond	micro-organism
atrophy	compound dye	epidermis	hydrogen peroxide	milliampere
automatic nervous system	compounds	esophagus	hygiene	milliamperemeter
axons	congenital	extensor	immune	mineral salts
base	contour	facial	immunity, acquired	molecule
blackhead	cortex	facial nerve	immunity, natural	monilethrix
bleaching solution	crown	flexor	index	muscle
blister	curl	follicle	infection/infectious	nape
block	cuticle	formaldehyde	infrared light	negative
blocking	dandrificide	formalin	ingredient	neurology
blow dryer	dandruff	frosting	inoculation	neutralizer
boric acid	derivative	fumigant	insoluble	nitrogen
bulb	derma	genetic	ionization	nutrition
carbohydrate	dermatology	germicide	keratin	occipito-frontalis
carbon dioxide	dermis, derma	gland	keratinization	ointment
carbuncle	diaphragm	glossopharyngeal	kilowatt	organism
cardiac	digits	glycerin, glycerine	lanolin	oxygen
caustic	depilatory	ground wire	lanugo	oxymelanin
centrosome	depilatories		lesion	para-phenylene-diamine

VOCABULARY LIST

pancreas	quats	solvent	urea
papilla, hair	quinine	spinal column	vegetable tints
papillary layer	conditioning	spinal cord	vermin
patch test	secretion	sterile absorbent	vesicle
pathogenic	reflex	sterilization	vibrator
penetrating tint	resistance	stroking	violet-ray
peptide bonds	retina	styptic	virgin hair
permanent wave, acid balanced	rheostat	sulphur	virus
peroxide of hydrogen	ringworm	supercilia	viscosity
peroxide rinse	root	supra-trochlear	wattage
pH number	saline	swirl	weft
physiology	sanitation	sympathetic	wen
pigment	sanitize	nervous system	whorl
pigmentation	S-bonds	symptom,	wrinkle
pliability	scabies	subjective	x-ray
pneumogastric	scalp	systematic	zinc sulphate
polypeptide	sebaceous glands	systemic	zygomatous
pomade	sebum	tensile	
porosity/porous	solute	tepid	
potassium hydroxide	semi-permanent tints	textometer	
predisposition test	shaft	therapy	
pre-lightening	shampoo	thermal	
pre-softening	shaping, haircutting	thorax	
prickly heat	shaping, hairstyling	tight curl	
processes	shears	tincture	
prong	shell	tinea	
properties	slicing	tint	
protein	slithering	T-pin	
protoplasm	sodium hydroxide	trachea	
pusher	sodium hypochlorite	trapezius	
quaternary ammonium compounds	sodium sulfite	trichoptilosis	
	softening	ultra	
	solubility	ultra-violet	
	solution	United States Pharmacopeia	