



# Candidate Information Bulletin State of Vermont

## National Nail Technician 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 nail technician 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 Nail Technician Theory Exam**, the **Vermont Law Exam** and the **Vermont Nail Technician 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](http://www.prometric.com/vermont).
- 2 Once your application is approved, you will receive an admission letter.
- 3 Prepare for your exam, using this bulletin and the content outlines starting on Page 5.
- 4 Appear for your exam on the scheduled day and bring appropriate identification and materials—Page 9.
- 5 Upon completion of all licensure requirements, including passing all required exams, the Vermont Board of Barbers and Cosmetologists will issue your license.



#### To get answers not provided in this bulletin

##### For questions about exams:



Prometric  
1260 Energy Lane  
St. Paul, MN 55108  
Phone: 800.280.3926  
[www.prometric.com/vermont](http://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 Nail Technician licensing exams are set by the Vermont Legislature and the Vermont Board of Barbers and Cosmetologists.

To apply for these exams, you must complete the Application for Examination form. You can obtain a copy of the form at [www.prometric.com/vermont](http://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.

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## *What to bring on exam day*

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

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



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

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

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## *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.

**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.

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## *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 Nail Technician 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 Nail Technician 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. Anatomy and Physiology
  - 1. Nails, Hands and Feet
    - a. Structure, Composition and Growth
    - b. Diseases and Irregularities
  - 2. Skin
    - a. Structure, Function and Regeneration
    - b. Disorders
    - c. Blood Supply, Bone, Nerve and Muscle Function

#### III. Chemical Concepts – 25 Items

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

#### IV. Physical Concepts and Services- 50 Items

- A. Massage
- B. Manicure
- C. Pedicure
- D. Gel Nails
- E. Nail Artistry
- F. Nail Wraps
- G. Nail Tips
- H. Sculptured Nails
- I. Repair Techniques

#### **For all of the above:**

- 1. Purpose and Results
- 2. Preparation
- 3. Supplies and Equipment

- 4. Procedures
- 5. Care, Safety and Sanitation

**References**

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

- 1. *Milady's Standard Nail Technology*, Fourth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toeppen Drive, Independence, KY 41051, www.milady.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. Each task in this exam is performed using a 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.

**Supply kit**

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

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

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.



**Important** Two mannequin hands are required and must be prepared **prior to arriving** at the test site. Each hand must have a full set of nails. The nails must have a free-edge no longer than 1/4 inch.

### 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 9). These materials are also required for **all** retake exams. All products used during a blood spill must be applied with an applicator. Every attempt must be made to ensure that articles do not come in contact with the skin or the wound.

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

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

#### If you are cut during the examination, you must:

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

#### 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 Nail Technician Practical Exam** consists of actual demonstrations. You will have approximately one hour and 55 minutes to complete the exam. The exam is **closed book**, and includes five sections. The content outline below shows the areas that will be tested and the amount of time allowed for each area.

Please reference the “Practical exam supply list” on Page 9 for instructions about preparing your mannequin hand **prior** to arriving for the exam.

**Vermont Nail Technician Practical Exam Content Outline**

**I. Manicure Service – 30 minutes**  
 Three minutes will be allowed to set up all supplies and equipment for this service. If you do not complete the set-up within three minutes, you will be allowed to finish when the service begins but any additional time used for set-up will be part of your exam time. **Note:** You are to do a plain manicure.

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.

**II. Sculptured Nail Service – 25 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 but any additional time used for set-up will be part of your exam time. **Note:** Do not polish your sculptured nail.

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

For this service, you will:

- Prepare your second mannequin hand..
- Apply a sculptured nail on one finger.

**III. Nail Tip Service – 13 tasks, 25 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 but any additional time used for set-up will be part of your exam time. **Note:** No overlays or press-on nails are permitted. Do not polish the nail tip.

You will be scored on safety, sanitation and infection control, application, filing and appearance of the finished nail.

For this service, you will:

- Use the mannequin hand to which you just applied the sculptured nail, using a different nail.
- Perform a nail tip application, using a clear nail.

**IV. Nail Wrap Service – 25 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 but any additional time used for set-up will be part of your exam time. **Note:** A precut wrap is not permitted. Do not polish the nail wrap.

You will be scored on safety, sanitation and infection control, application of the nail wrap, filing and final appearance of the finished nail.

For this service you will:

- Apply a nail wrap to the nail you used for the Nail Tip Service.
- Demonstrate cutting the wrap to fit the nail.

**V. Blood Spill Safety - CRITICAL SECTION – 10 minutes**  
 For this service, you must follow Prometric’s Blood Spill Procedures on Page 7. The procedure will also be posted at the testing site.

For this demonstration, you will:

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

**References**

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

1. *Milady’s Standard Nail Technology*, Fourth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.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.**

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** Each mannequin hand must have a full set of nails. The nails must have a free-edge no longer than one-fourth inch. The mannequin hands **must be prepared prior** to arrival at the test site.

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

**General Supplies**

- 1 Two mannequin hands
- 2 Bag(s) for disposal of waste materials and Scotch tape to attach the bag to work area
- 3 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(s) for disposal of waste materials and Scotch tape
  - 9 Complete manicuring supplies (all products must be odorless or odor-free)
  - 10 Red polish
  - 11 One bottle of cuticle remover
  - 12 Nail clippers (optional)
  - 13 File(s) (natural nail)
  - 14 Manicure sticks/Orangewood sticks
  - 15 Cuticle pusher
  - 16 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")
  - 17 Base coat \*
  - 18 Top coat \*
- \* Or a product that can be used as both a base and top coat*

**Sculptured Nail Service**

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Wet sanitizer jar
- 3 Hand sanitizer
- 4 Cotton towels or paper towels
- 5 Nail antiseptic
- 6 Cuticle pusher
- 7 Manicure sticks/Orangewood sticks
- 8 Emery boards

**Sculptured Nail Service**

- 9 Nail brush
- 10 One powder container
- 11 Acrylic nail file (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 box. 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")

**Nail Tip Service**

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Wet sanitizer jar
- 3 Hand sanitizer
- 4 Cotton towels or paper towels
- 5 Nail antiseptic
- 6 Cuticle pusher
- 7 Manicure sticks/Orangewood sticks
- 8 Emery boards
- 9 Buffer
- 10 Nail tip that is clear or the natural color of the nail (not pre-polished with a colored polish)
- 11 Adhesive
- 12 Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

**Nail Wrap Service**

- 1 Disinfectant (EPA registered, hospital grade)
- 2 Wet sanitizer jar
- 3 Hand sanitizer
- 4 Cotton towels or paper towels
- 5 Nail antiseptic
- 6 Cuticle pusher
- 7 Manicure sticks/Orangewood sticks
- 8 Emery boards
- 9 Buffer

PRACTICAL EXAM SUPPLY LIST

**Nail Wrap Service**

- 10** Nail wrap (can use any type of material for wrap; should not be pre-cut)
- 11** Scissors for cutting nail wrap
- 12** Adhesive
- 13** Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

**Blood Spill Safety Critical Section**

- 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** Additional gloves to continue service after a blood spill.
- 8** Disinfectant (EPA registered, hospital grade)