

# National Electrology Practical Examination CIB

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## CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

*Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.*

The National Electrology Practical Examination is a licensure examination for Electrology, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Electrology Practical Examination content and administration for core services and additional sections and references.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

***BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!***

## IMPORTANT INSTRUCTIONS

### General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

### Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is

however, a section titled “Suggested Examination Supplies” provided for each section of the examination. Suggested Supplies can be found after the “Content Domains” section of this bulletin.

### **Standardized Administration**

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - “Do the best you can with what you have available.”
  - “Do as you were taught.”
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

### **Prohibited Items**

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat

will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

### **Safety**

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

### **NIC Model or Mannequin Requirements**

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

### **Special Attention**

The following information is vital and specific to the NIC National Electrology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled 'To be disinfected'
  - Container labeled 'Soiled linens'
  - Container labeled 'Trash'
  - Sharps containers will be provided on site.
- It is specified that there is more than one client set up required during this examination. A new client is introduced and must be prepared for during the course of the examination (see Electrology Practical

- Examination Content Domains Sections). Only bring one (1) live model.
- The following sections are new to the Electrology Practical Examination:
  - Blood Exposure Procedure (Content Domain Section 7)
- Candidates are expected to brace.
- Candidates are expected to bring a machine that is labeled in English by the manufacturer and capable of Thermolysis, Galvanic, Blend method, and Cataphoresis.
- Candidates are expected to bring a magnifying device and a light source.
- Candidates are not allowed to label products as single-use items.
  
- Use of single-use products may result in a failing score for the examination.
- Candidates will be provided with:
  - Three (3) armless banquet chairs, one of which can be used as a foot rest.
  - A 30"x96" table to be used as a workstation.
  
- Your model will be seated throughout the examination.

## ELECTROLOGY PRACTICAL EXAMINATION CONTENT OUTLINE

### Core Domain Sections

The scope of the National Electrology Practical Examination includes 7 (seven) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (15 minutes)
2. THERMOLYSIS (Two segments- 10 minutes, 5 minutes)
3. PREPARE WORK AREA FOR NEW CLIENT AND SET UP OF SUPPLIES (15 minutes)
4. BLEND METHOD (10 minutes)
5. GALVANIC METHOD (10 minutes)
6. CATAPHORESIS (5 minutes)
  
7. BLOOD EXPOSURE PROCEDURE (10 minutes)

### Domain Details

The following outlines the scope of content covered by the NIC National Electrology Practical Examination.

#### **1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (15 minutes) Proctor – Verbal Instructions: Read to the candidate:**

*“You will prepare your work area for your client.*

*You will set up the universal supplies and equipment you will use throughout the examination.*

*You will also set up the supplies for the Thermolysis section of the examination.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 15 minutes to complete this section.*

*You will be informed when you have 8 minutes remaining.*

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Raise your hand to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
  - **1.1 Disinfects all work areas and equipment completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
  - **1.2 Sanitizes hands with product labeled in English**
  - **1.3 Universal supplies and machine are labeled in English**

- **1.4 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if the candidate has raised their hand to indicate they have completed the section before timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination.*

*We will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before the candidate has raised their hand:**

*“Please stop working.”*

**2. THERMOLYSIS (Two segments- 10 minutes, 5 minutes) Proctor – Verbal Instructions: Read to the candidate:**

*“You will perform Thermolysis.*

*You will demonstrate on the upper lip.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will continue working for the entire 10 minutes.*

*You will be informed when you have 5 minutes remaining.*

*Do not conclude the treatment until instructed to do so.*

*Your model may be seated at this time.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
  - **2.1 Thermolysis supplies are labeled in English**
  - **2.2 Implements and supplies are visibly clean**
  - **2.3 Prepares model for service**
  - **2.4 Demonstrates hair removal on the upper lip using Thermolysis**
  - **2.5 Demonstrates safe use of implements and equipment**

**Proctor – Verbal Instructions: Read to the candidate when time has elapsed:**

*“Please stop working. Do nothing until the next verbal instructions are given.”*

- **2.6 Assessment of model’s skin after treatment**

**Proctor – Verbal Instructions: Read to the candidate:**

*“The examiner has indicated they have completed their assessment.*

*We will now proceed.”*

**Proctor – Verbal Instructions: Read to the candidate:**

*“You will conclude the Thermolysis treatment and dispose of supplies used in the previous section of the examination.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 5 minutes to complete this section.*



*You will be informed when you have 2 minutes remaining.*

*Raise your hand to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **2.7 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if the candidate has raised their hand to indicate they have completed the section before timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination.*

*We will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before the candidate has raised their hand:**

*“Please stop working.”*

**Proctor – Verbal Instructions:**

*“The model may now stand up and step aside.”*

### **3. PREPARE WORK AREA FOR NEW CLIENT AND SET UP OF SUPPLIES (15 minutes)**

**Proctor – Verbal Instructions: Read to the candidate:**

*“You will prepare your work area for a NEW client.*

*You will set up the universal supplies and equipment you will use for the remainder of the examination.*

*You will also set up the supplies for the following sections of the examination-*

*- Blend Method*

*- Galvanic Method*

*- Cataphoresis*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 15 minutes to complete this section.*

*You will be informed when you have 8 minutes remaining.*

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Raise your hand to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
  - **3.1 Disinfects all work areas and equipment completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
  - **3.2 Sanitizes hands with product labeled in English**
  - **3.3 Universal supplies and machine are labeled in English**
  - **3.4 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read if the candidate has raised their hand to indicate they have completed the section before timing has elapsed:

*“The candidate has indicated they have completed this section of the examination. We will now proceed.”*

**Proctor – Verbal Instructions:** Read if the timer goes off before the candidate has raised their hand:

*“Please stop working.”*

**4. BLEND METHOD (10 minutes) Proctor – Verbal Instructions:** Read to the candidate:

*“You will perform the blend method.*

*You will demonstrate on the leg.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will continue working for the entire 10 minutes.*

*You will be informed when you have 5 minutes remaining.*

*Do not conclude the treatment until instructed to do so.*

*Your model may be seated at this time.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **4.1 Blend supplies are labeled in English**
- **4.2 Implements and supplies are visibly clean**
- **4.3 Prepares model for service**
- **4.4 Demonstrates hair removal on the leg using Blend method**
- **4.5 Demonstrates safe use of implements and equipment**

**Proctor – Verbal Instructions:** Read to the candidate:

*“Please stop working. Do nothing until the next verbal instructions are given.”*

- **4.6 Assessment of model’s skin after treatment**
- **4.7 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions:** Read to the candidate once examiner has completed assessment for this section:

*“The examiner has indicated they have completed their assessment. We will now proceed.”*

**5. GALVANIC METHOD (10 minutes) Proctor – Verbal Instructions:** Read to the candidate:

*“You will perform the Galvanic method.*

*You will demonstrate on the arm.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will continue working for the entire 10 minutes.*

*You will be informed when you have 5 minutes remaining.*

*Do not conclude the treatment until instructed to do so.*

(1) *The instructions will be repeated.*

(2) *You may begin.*”

- **Candidates will be evaluated on the following tasks:**
- **5.1 Galvanic supplies are labeled in English**
- **5.2 Implements and supplies are visibly clean**
- **5.3 Prepares model for service**
- **5.4 Demonstrates hair removal on the arm using Galvanic current**
- **5.5 Demonstrates safe use of implements and equipment**

**Proctor – Verbal Instructions: Read to the candidate when time has elapsed:**

*“Please stop working. Do nothing until the next verbal instructions are given.”*

- **5.6 Assessment of model’s skin after treatment**
- **5.7 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read to the candidate once examiner has completed assessment for this section:**

*“The examiner has indicated they have completed their assessment. We will now proceed.”*

**6. CATAPHORESIS (5 minutes) Proctor – Verbal Instructions: Read to the candidate:**

*“You will perform Cataphoresis.*

*You will demonstrate Cataphoresis on the area previously treated in the Galvanic method section.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 5 minutes to complete this section.*

*You will be informed when you have 2 minutes remaining.*

*Raise your hand to indicate you have finished.*

(1) *The instructions will be repeated.*

(2) *You may begin.*”

- **Candidates will be evaluated on the following tasks:**
- **6.1 Cataphoresis supplies are labeled in English**
- **6.2 Implements and supplies are visibly clean**
- **6.3 Demonstrates Cataphoresis**
- **6.4 Items to be disinfected, soiled linens, trash and sharps disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if the candidate has raised their hand to indicate they have completed the section before timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination. We will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before the candidate has raised their hand:**

*“Please stop working.”*

**7. BLOOD EXPOSURE PROCEDURE (10 minutes) Proctor – Verbal Instructions: Read to the candidate: You will demonstrate the blood exposure procedure. You will imagine the following scenario:**

*“- During a service, your client has sustained a minor cut to the back of the hand. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 10 minutes to complete this section.*

*You will be informed when you have 5 minutes remaining.*

*Raise your hand to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **7.1 Blood exposure supplies are labeled in English**
- **7.2 Removes materials from first aid kit**
- **7.3 Supplies and materials are visibly clean**
- **7.4 Candidate wears gloves**
- **7.5 Cleans injured area with antiseptic**
- **7.6 Covers with dressing that is absorbent and secured**
- **7.7 Disposes of all contaminated supplies**

**Proctor – Verbal Instructions: Read if the candidate has raised their hand to indicate they have completed the section before timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination. We will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before the candidate has raised their hand:**

*“Please stop working.”*

**Proctor – Verbal Instructions:**

*“Your model is excused at this time.”*

- **CANDIDATE CLEANUP AND FINAL SUMMARY**

**Proctor – Verbal Instructions: Read to the candidate at the conclusion of the examination:**

*“The examiner has indicated they have completed their assessment.*

*Make sure that all kit supplies and disposable materials are taken with you.*

*This concludes the National-Interstate Council of State Boards of Cosmetology, National Electrology Practical Examination.*

*Thank you for your participation.”*

Table 1: Suggested Supplies

* Additional Bag for Blood Contaminated Materials (Must be Closeable)
* Antiseptic
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Conducting Fluid
* Container Labeled “items to be Disinfected”
* Container Labeled “soiled Linens”
* Container Labeled “trash”
* Electrology Machine (MUST be Capable of Galvanic, Thermolysis, and Blend Methods As Well as Cataphoresis Machine)
* EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal and Virucidal
* First Aid Kit
* Gauze and or Cotton
* Gloves
* Hand Sanitizer with Manufacturer’s Label (Must be Actual Hand Sanitizer)
* Light Source
* Magnification Source
* Needles/Probes (Prepackaged by Manufacturer)
* One (1) Live Model
* Paper Towels
* Probe Caps
* Protective Covering (Cloth Towels, Cape, Etc )
* Tweezers

## ***SUGGESTED EXAMINATION SUPPLIES***

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present in English
- All other created labels must be only English

## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

### **Standard**

*Milady's Hair Removal Techniques: A Comprehensive Manual*

Copyrighted 2004

1st Edition

ISBN: 9781401815554

Milady [www.Milady.com](http://www.Milady.com)

[Info@Milady.com](mailto:Info@Milady.com);

*Salon Fundamentals Esthetics*

Copyrighted 2013

2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc. [www.pivot-point.com](http://www.pivot-point.com)

[info@pivot-point.com](mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

### **Supplemental**

*Milady Standard Esthetics Fundamentals + Foundations*

Copyrighted 2020

12th Edition

ISBN: 9780357263792

Milady [www.Milady.com](http://www.Milady.com)

[Info@Milady.com](mailto:Info@Milady.com);

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

Copyrighted 2007

10th printing, 2nd Edition, September 2012

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