



*Prometric/Iso-Quality Testing, Inc. Candidate Registration,
Scheduling And Examination Administration Overview*

Alabama State Board of Cosmetology and Barbering Practical Examination Handbook

**ALABAMA STATE BOARD OF COSMETOLOGY AND
BARBERING
PRACTICAL CANDIDATE REGISTRATION, SCHEDULING
AND EXAMINATION ADMINISTRATION OVERVIEW**

Prometric/Iso-Quality Testing (IQT) is owned and operated by Prometric, LLC. Iso-Quality Testing services the Alabama State Board of Cosmetology and Barbering candidates, and is located in Clearwater, Florida. If you have any questions or need assistance, please be certain to see the “Contact Us” information located at the end of this manual.

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Alabama State Board of Cosmetology and Barbering Exam Registration Process

The Alabama Board must authorize and preregister candidates to schedule to sit for the NIC Alabama examinations. The preregistration includes the below candidate and examination information:

1. Candidate Name - The name which a candidate is registered and appears on the Candidate Admission Letter/Document, (first and last name), must match exactly to the first and last name on the government issued photo identification. Name differences **MUST** be resolved no later than five business days before the scheduled exam administration date, or the candidate will not be permitted to take their exam, will be considered a no-show and all fees will be forfeited. Under no circumstances will any name differences be resolved at the testing center on the day of the examination.
2. Candidate email address – The IQT secure exam delivery system requires that each candidate have a unique email address. This unique email address is used at various points and processes; from the point of the candidate is preregistered, exam scheduling, candidate login at the point of administration, score reporting, etc. Therefore, it is a critical requirement that all candidates at the point of preregistration are associated with a “unique” email address.
3. Mailing address – The candidate’s mailing address is referenced at various points throughout the exam delivery process, and assists in the identification of candidates.
4. Phone Number – The candidate’s current telephone number is very important to contact the candidate in the case of rescheduling, site closure due to inclement weather, etc.
5. Candidate Date of Birth (DOB) – The candidate’s date of birth may be used at various points throughout the process, including exam security and identity verification at the time of admission to the exam.
6. Candidate Potential License Number – This number is assigned to the candidate by ABOCB and will be used during the exam and post exam process.
7. Last Four Digits of Social Security Number – This number will be used during the exam and post exam process.

Candidate Registration and Exam Scheduling Experience

The information outlined in the following sections relates to the process practical candidates will experience when registering to take their examination.

Candidate Authorization to Test Notification

Once the candidate is authorized to test and is preregistered, an “Authorization to Test” email notification will be emailed to the email on file. A sample of the email is as follows:

From: registrations@isoqualitytesting.com
Sent: Tuesday, November 20, 2021 5:33 PM
To: Sample Candidate
Subject: Iso-Quality Testing: NIC Alabama Cosmetology Exam

AUTHORIZATION TO TEST

Tuesday, November 20, 2021

Dear Sample Candidate,

You have been approved by the Alabama Board to make an appointment to sit for your examination. Please proceed as follows:

- 1 -- Go to our home page: www.IQTTesting.com
- 2 -- Using the option "Examination Registration"
Enter your Username and Password to login. These are:

UserID: Samplecandidate@yahoo.com
Password: NZWwUWBKA

- 3 -- Select the Organization: National-Interstate Council Alabama
Select the Exam: NIC Cosmetology Practical AL

After logging in, please follow the on-screen instructions for making an appointment.

Please note that you must test within this date range: 01/23/2021 to 01/23/2022. Your 6-month temporary work permit will be mailed to you by ABOBC.

Should you require assistance, you can click on the "Contact Us" tab on the home page and then send a message to customer service, or you may call (toll free in USA and Canada) 877-977-3113.

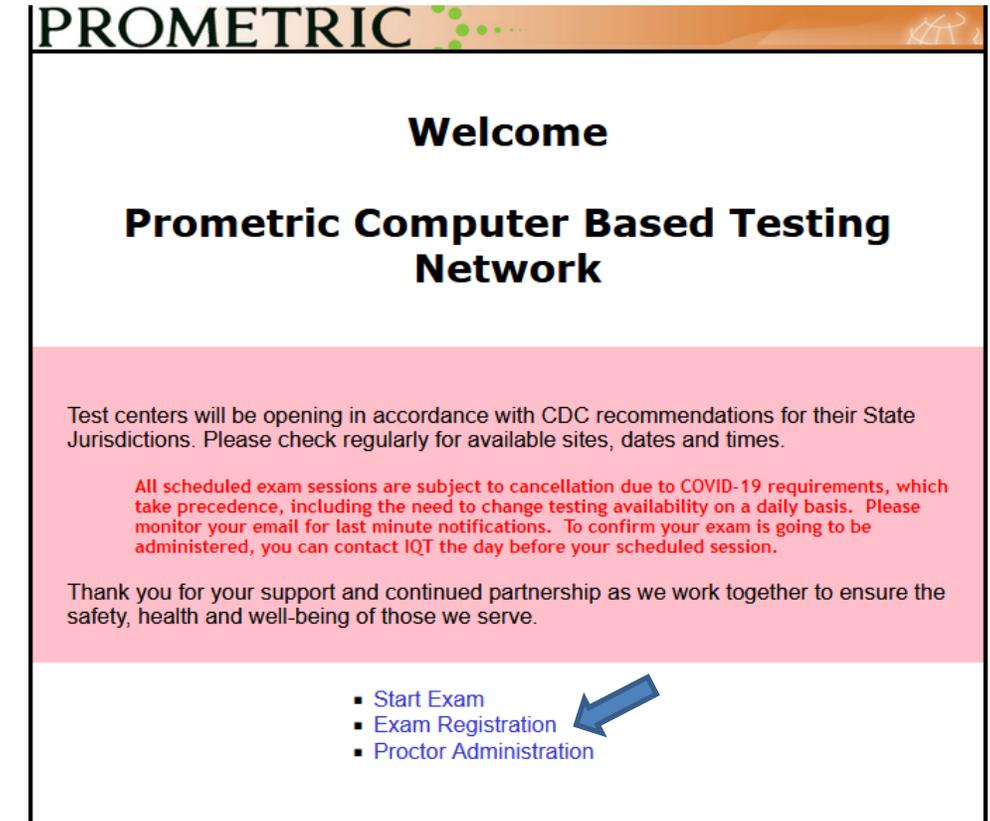
Sincerely,

Registrations@isoqualitytesting.com
Iso Quality Testing, Inc.

Candidate Exam Scheduling Process

Once the candidate receives their email authorization to test, the candidate will go online to schedule their NIC practical examination, select the date and time for when they want to sit using the following processes:

1. Go to www.IQTTesting.com and select the option “Exam Registration”



2. Enter the “User ID” and “Password”, located on the “Authorization to Test” email.

EXAM REGISTRATION

Welcome To IQT Testing!

Login

UserID: NICSample@Sample.com

Password: [masked]

Login

If you do not have a login, click [Register](#).
If you have misplaced your login, please call ISO Quality Testing at 866-773-1114.
Note that your password must be entered with the correct case.
If you have forgotten your password please click [Here](#)

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3. Click “Login”. This will redirect to the “Organization” and “Exam” screen. The candidate specific “Organization” and “Exam” will automatically populate in the drop-down fields.

EXAM REGISTRATION

Please select your Organization and Exam.

Organization Show All Organizations

NIC AL Theory... National-Interstate Council Alabama

Exam

NIC Cosmetology AL

Next

IQT Home

4. Click on “Next”, which will complete the log in process. The system will automatically redirect to the candidate profile information screen.

5. Candidate Profile Information: The “Candidate Profile Information Screen” will automatically populate with the candidate specific information uploaded by the Alabama board. All candidate information must be verified correct before proceeding:

EXAM REGISTRATION
CANDIDATE PROFILE INFORMATION

This information is provided to your organization and may be used for official correspondence and certificates.
This information must also exactly match the identification you will be required to show the test center administrator prior to testing.

Required Field

First Name	Sample	Home Phone	555-555-1212
Middle Name		Work Phone	
Last Name	Sample	Email Address	Sample1234@smtest.com
Address1	123 Sample		
Address2			
City	Sample		
State/Province	Alabama		Log Out Change Login
Country	United States		
Postal Code	27526		

Please make sure the above information is correct before clicking Next.

Next

- a. Candidate Name and Email address: These fields are locked and cannot be changed by the candidate. If the candidate needs to make changes to this information they will need to contact the Alabama Board to be changed **a minimum of 5 days** prior to the scheduled exam, as this information must match when presented during the check-in process on the day of their exam.
- b. Candidate Address and Telephone Number(s): These fields are not locked and can be changed by the candidate. It is recommended that the candidate provide their phone number in the event they need to be contacted the day of their exam.
- c. Once the candidate profile information is confirmed, click “Next”.

EXAM REGISTRATION
CANDIDATE PROFILE INFORMATION

This information is provided to your organization and may be used for official correspondence and certificates.
This information must also exactly match the identification you will be required to show the test center administrator prior to testing.

Required Field

First Name	Sample	Home Phone	555-555-1212
Middle Name		Work Phone	
Last Name	Sample	Email Address	Sample1234@smtest.com
Address1	123 Sample		
Address2			
City	Sample		
State/Province	Alabama		Log Out Change Login
Country	United States		
Postal Code	27526		

Please make sure the above information is correct before clicking Next.

Next

6. Exam Location, Date and Time Selection screen: The exam site will default to the closest testing center with availability based on the candidate’s Zip Code. The start date, zip code or city can be changed by typing the information into the applicable field and clicking on “go”. It is a requirement to choose the desired exam date and time, based on the dates and times available. Once the desired date and time is selected, the candidate will click “Next”

EXAM REGISTRATION

Exam - NIC Cosmetology AL

Test Centers: 4.6 miles - Montgomery - Lomac St MONTGOMERY AL USA // 4240 Lomac St

Exam Times: 23 Nov 2021 - Tue 8:00am - (Eastern Standard Time)

Search Parameters

Start Date: 11/15/2021

From Start Date, the next 50 days of a test center's available exam times are shown in the Exam Times box above.
Filter the results by using this section. Click the button GO immediately after the input area to refresh the results.

Country: United States USA State: Alabama

Zip Code: 36104 City: Montgomery

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7. The terms must be agreed and click “submit”

EXAM REGISTRATION

Confirm Your Registration Selections
NIC Cosmetology AL

Candidate: Sample Sample 123 Main Montgomery, AL 36104 United States Sample123@smt.com 555-555-1212 (home)	Exam Time: Monday, November 29, 2021 8:00 AM (90minutes)
Location: Montgomery - Lomac Street 4240 Lomac St MONTGOMERY, ALABAMA 36106 USA	

I agree to the: IQT Agreement.

Note: This examination may not be rescheduled or cancelled after Nov 23 2021.

I understand by clicking on "Submit" that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

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8. Candidate Exam Registration Receipt and Admission Document: Once the exam is scheduled, an “Admission Letter” will be simultaneously generated and automatically pops up onto the screen to be printed. **The admission letter must be printed and submitted along with the proper credentials at the time of the examination.**

SAMPLE EXAM REGISTRATION RECEIPT:



9. In addition to the admission letter popping up on the screen, an email is simultaneously sent and includes a link to the admission letter, receipt and instructions.

From: registrations@isoqualitytesting.com [registrations@isoqualitytesting.com]
Sent: Sunday, November 20, 2021 5:10 PM
To: [Sample](#) Candidate
Subject: IQT Examination Registration Receipt: NIC Cosmetology

Sunday, November 20, 2021

Dear Sample Candidate,

You have successfully registered for the NIC Cosmetology AL examination. Please use the hyperlink below to display and print your receipt and Candidate Admission Letter.

!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!
You must bring your Candidate Admission Letter with you on the day of your exam. If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

In order to be admitted to the examination, you will need admission letter provided on the receipt below.

https://www.iqtesting.com/Default.aspx?Function=Receipt&ID=SampleCandidate_814170_R8ZJCyep9FjU

Note that if your email program has broken the hyperlink, clicking it will no longer work to take you to your receipt. To fix this:

- 1) Copy and paste the full hyperlink into Window's Notepad program.

- 2) Edit the link so that it is one line again.
- 3) Paste the repaired hyperlink into the browser's address box and press Enter on your keyboard.

Should you require assistance, you may call (toll-free in USA and Canada) 1-877-977-3113

Sincerely,

Iso-Quality Testing, Inc.

Reschedule/Cancellation and No-Show Policies

Reschedule/Cancellation Policy:

You may cancel and reschedule an examination appointment if we receive your cancellation notice five (5) calendar days before your scheduled date. The deadline date is provided to you when scheduling your exam and is also listed on your admission letter.

If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless the following four situations have occurred:

- Jury Duty
- Death in the immediate family
- Military Deployment
- Sickness

The immediate family is defined as a person's grandparents, parents, spouses, siblings and children. If you experience any of the above, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. Documentation must be submitted to IQT within 10 calendar days of your missed examination or it will not be considered for a reschedule.

If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your scheduled exam date, then you will not be allowed to reschedule or cancel your exam and if you do not show up, you will be considered a "No Show", your examination fees will be forfeited, and you will be required submit new application and fees to ABOCB prior to sitting for the exam.

If it is necessary to cancel or reschedule your exam, it is recommended that you log into your account.

- Go to www.IQTTesting.com
- Click "EXAM REGISTRATION"
- Enter your "UserID" and "Password" which is located on the "Authorization to Test" email
- Confirm the correct Organization and Exams are correct and click "next"
- Candidate Profile – Confirm all information is still correct and click "next"
- On the right hand side of the Registration page, click edit or cancel.

EXAM REGISTRATION

Your Examination is Already Registered: NIC Cosmetology AL

Candidate:

Sample Sample

123 Main
Montgomery, AL 36104
United States
Sample123@smt.com
555-555-1212 (home)

[edit](#)

Exam Time:

Monday, November 29, 2021 8:00 AM
(90minutes)

Location:

Montgomery - Lomac Street
4240 Lomac St
MONTGOMERY, AL 36106
United States



[edit](#)
[cancel](#)

[View IQT Examination Agreement](#)

Note: This examination may not be rescheduled or cancelled after Nov 23 2021.

[View Receipt](#)

[Home](#)

If you are unable to reschedule online, please email us at SMT-OperationsTeam@prometric.com or call 877-977-3113. Please note, emails and voicemails are not acceptable methods of cancellation.

No Show Policy

You will be considered a "No-Show", you will not be allowed to sit for your exam, examination fees will be forfeited, and you will be required to submit new application and fees to ABOCB prior to sitting for the exam under the following circumstances:

- Failure to arrive and check in for your examination at the scheduled time
- Do not cancel your appointment 5 days prior to the exam date (as listed on your admission letter)
- You do not provide proper valid non-expired identification as listed on your admission letter
- Do not have your admission document

Candidate Exam Preparation

Candidate Information Bulletins (CIBs) and References

Candidate Information Bulletins (CIBs) have been specifically developed to encompass the content outlines of the NIC Alabama practical examinations. To access the Alabama Candidate Information Bulletins (CIBs), please click onto the following website:

<https://www.prometric.com/test-takers/search/nical>

Practical Candidate Testing Experience

The information outlined in the following sections relates to the process the candidates will experience when taking their practical examination.

Reporting to the Test Center

- Report to the practical examination site on the date and time indicated on your admission letter.
- Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee.

Secure Candidate Check-in Process

At the point of check-in, the candidates' appearance and identity is documented and validated to include:

- Candidate must bring printed admission letter
- Candidate must bring two forms of valid ID as outlined in the admission letter
- Candidate's picture will be taken at the testing center
- Candidate will need to follow the individual test center policies and procedures, which may include a security wand check.

Identification Requirements

All candidates must present a valid, government-issued photo ID with a signature to be admitted to the exam. To be valid, the ID may not be expired, and the photo must match the candidate as well as the name in the Roster/Admission Letter.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) proofs of identity to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.

PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION – Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

Unacceptable ID's:

- Digital Picture of ID
- Library Card or Gym Membership
- School ID
- ID with only photo OR signature
- Social Media

Candidate Admission Letter

Every candidate must have a printed copy of their Admission Letter as previously noted.

Electronic copies that they may pull up on their phone or tablet not acceptable. It is the candidate's responsibility to be aware of the testing requirements found in the admission letter, prior to his/her arrival to the scheduled examination. The admission letter includes:

- Candidate's name, address and contact information
- Exam facilities location
- Scheduled date and time
- Prometric/IQT's policies on:
 - Changing candidates information
 - No shows and rescheduling
 - Valid form of identification
 - Inclement weather
 - Examination security
- Exam Registration receipt

Due to security issues, Prometric/IQT will not send the admission letter to any email other than the address listed on the candidate's account. It is the responsibility of the candidate to provide their admission letter on the day of testing. The Admission letter provides clear instructions on the Candidate's responsibilities. If a candidate forgets the letter, he/she will not be permitted to test.

Prohibited Items / Articles

Possession and/or access to the following items are strictly prohibited and will NOT be permitted in the testing room:

1. Wrist watches or any other type of time keeping device;
2. Electronic devices of any kind;
3. Headphones, headsets, ear phones, ear buds, or Blue Tooth capable devices;
4. Notes, papers, books, exam review, or other study materials in any format or media;
5. Electronic media;
6. Handbags, purses, backpacks, briefcases, tote bags, or bags of any kind;
7. Pens, pencils, markers, or highlighters of any kind;
8. Hats, baseball caps, or visors (religious apparel that does not contain a brim or obscure the applicant's facial features is permitted).

Prometric will not be responsible for any personal items. It is recommended that you do not bring personal items or leave them locked in your car out of view.

Visitors

Candidates are not allowed to receive any kind of visitors or receive messages during the examinations, under any circumstances. People who are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated on your admission letter. Your driver should wait in their vehicle until you are done and have exited the building.

Candidates Needing ADA Accommodations

Reasonable accommodations as covered under the Americans with Disabilities Act (ADA) shall be addressed by the Board with guidance from the individual's education plan. The Board shall qualify ADA candidates.

All Alabama Cosmetology candidates requiring ADA accommodations must be processed through the specific Alabama ADA process. All ADA documentation must be approved by the Alabama State Board of Cosmetology and Barbering and submitted to IQT prior to the candidate being preregistered for their exam.

Practical Exam Languages

The practical examination is only offered in English.

Practical Examination General Information

The following is general information for all NIC Practical examinations:

➤ NIC Examinations: The Barber Styling, Cosmetology, Nail Technology, Esthetics, Instructor, Nail Technology and Natural Hair examinations administered in the State of Alabama are the national licensure examinations, which are developed by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references, go to www.nictesting.org. Copying or communicating the NIC examination content is strictly prohibited and is a violation of NIC security policy and State Law. Either one may result in the disqualification of examination results and may lead to legal action.

➤ Exam Attire: Dress appropriately on exam day in the same manner as you would when working in your profession. Hair should be controlled (pulled back) and jewelry limited. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Practical Examination Set-Up and Administration Information

The following is general set-up and administration information for all NIC Practical examinations:

Supplies:

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A suggested supply list is included in the NIC Candidate Information Bulletin (CIB).

- Practical Exam Kits: Recommended kit size is no larger than 30” x 30”. For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.
- ALL containers and products should be clearly labeled.
- Aerosol products are NOT permitted. This includes disinfectant, Clippicide, toner, shaving cream etc.
- Disinfectant MUST have complete manufacturer’s label. Examiners MUST be able to read all information on the manufacturer’s label. Disinfectant MUST demonstrate bactericidal, fungicidal, and virucidal properties as explained in the CIBs and MUST be used.
- Hand Sanitizers must have a manufacture label and original product must be used. Any type of hand sanitizer is acceptable with the exception of those propelled by aerosols.
- Any bottle or container that contains a product MUST be CLEARLY labeled (cleanser, toner, waving lotion, water etc.). Any item that does not “contain” a product does not need to be labeled (e.g. cape, comb, hair clips, shears, etc.).
- Supply bags may have only the title of the exam area, and cannot list the supplies or steps to be demonstrated. This is considered cheating and will result in dismissal from the examination.
- Monomer must be low odor/less-odor and factory sealed in its original container with the manufacturer’s label. Polymer and primer must be in its original container with manufacturer’s label.

- First Aid Kit should be labeled as the First Aid Kit, not Blood Exposure Kit. Biohazard labels are no longer needed in the first aid kit.

Mannequins:

Mannequins are required for all practical examinations. Live models are not permitted.

- Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. The mannequin's hair must be brushed straight back prior to the thermal curling section of the examination. It is suggested that one mannequin be curled prior to the examination for the purpose of simulating thermal curling with a cold iron. The mannequin's hair must be brushed straight back prior to the thermal curling section of the examination.

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be informed that they are not permitted and cannot be used.

- Nail Services - A mannequin hand is required for all nail services. Prior to reporting to the examination candidates MUST apply a nail to each finger. The artificial nail must cover the entire nail bed of each finger. Mannequin hands must be an entire hand and cannot have removable digits. Hands with digital fingers (trainer hands) are NOT permitted during the examinations. If you are unable to use a mannequin hand, you will not receive credit for this section. Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.
- Instructor Exams - A mannequin head is required for all instructor topics.

Exam Administration:

- NO conversing or any other form of communication among candidates is permitted, once you enter the examination area.
- Eating, drinking and smoking in the testing center is prohibited.
- Candidates are not allowed to exit the building during the examination.
- Stop and listen when instructions are given.
- During all phases of the examination, candidates MUST follow all appropriate public protection and infection control procedures and maintain a safe work area. 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.
- Proper disinfection of the entire work area MUST be performed before placing supplies on the work area. When setting up for a "new client", disinfect the work area, move the universal/general supplies to disinfect where they were placed previously, and then wipe the bottom of the universal supplies with disinfectant and place them back on the disinfected area and then disinfect the remainder of the work area. This is done in the same manner as it is done when disinfecting for a new client in the salon.

- The practical examinations require separate bags or containers and should be set up first when beginning to set up the work area. They **MUST** be labeled as follows:
 - ❖ Items to be Disinfected
 - ❖ Soiled Linens
 - ❖ Trash
- Hands **MUST** be sanitized before removing gloves from the bag. Unless hands have become contaminated, hands do not need to be sanitized before putting on gloves as it is not necessary and makes it very difficult to get the gloves on.
- Paper towels may be set up on the work area as a Universal Supply. Cloth towels should be in a closed container.
- A flat bottom bag (paper grocery bag, gift bag, etc.) may be used for “items to be disinfected, soiled linens and trash” and placed on the floor, under the work area and clearly labeled. It is best to line paper bags with garbage bags or plastic so liquids do not leak out. NIC discourages candidates from taping bags to the work area because it is unsanitary. The bags or containers on the floor must be open during the examination so that items may be dropped as appropriate into each bag. Bags or containers **MUST** be kept under the work area and cannot be placed in the walking areas. If placing a container with “Items to be Disinfected” on the work area, it **MUST** have a cover.
- Products or simulated products **MUST** be removed from containers using infection control procedures in a manner that is appropriate for a product that would be used for a future client. This is the case regardless of the size of the container, even if it is a “disposable” cup with a cover, it **MUST** be treated as if the product is being removed from a full size container. There are no single use items used in the exam. Everything is considered backbar.
- Items dropped or spilled on the floor **MUST** be picked/cleaned up **IMMEDIATELY** and discarded in appropriate container. If it is an implement that only one was required, it may be wiped with disinfected, (e.g. shears, razor etc.) and continue to be used. Anything dropped or spilled and left on the floor is a safety hazard and may cause a candidate to fail the remaining tasks in that section of the exam.
- Nothing can go back into the kit during the examination. This includes extra supplies that were not used. Once anything is placed on the work area, it is considered supplies for that candidate. If switching mannequin heads, the mannequin head may be placed on the floor next to the kit or on top of the kit.
- Soiled items or used bags should always be placed in the “trash”.
- Blood exposure **MUST** be demonstrated using the supplies in the first aid kit that is on the work area and is part of the universal supplies. Bring enough blood exposure supplies in the first aid kit to perform a blood exposure procedure in the event a cut is sustained and also enough to demonstrate the blood exposure procedure.

Examination Site Closing For Emergencies

In the event that an emergency forces the closure of an examination site on the day of your examination, your exam will be rescheduled at no cost to you. We will make every effort to contact you, or you may email us at SMT-OperationsTeam@prometric.com or call 877-977-3113.

Contact Us

Prometric/Iso-Quality Testing (IQT)/SMT is owned and operated by Prometric, LLC. The office that services the Alabama State Board of Cosmetology and Barbering candidates is Iso-Quality Testing, which is located in Clearwater, Florida. If you need assistance, please be sure to refer to our direct contact information below.

Schedule a Candidate's Exam:

To access the link to schedule a candidate's exam, please click onto the following website: WWW.IQTTESTING.COM. For candidates needing assistance to schedule an exam, please email us at SMT-OperationsTeam@prometric.com or call 877-977-3113.