



NATIONAL ELECTROLOGY
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

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

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Electrology Practical Examination content and administration for Electrology core services.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents. Go to www.nictesting.org for a current downloadable copy of each of the following:

- **Important Instructions and Examination Core Domain Content** – 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.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.
The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- 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.**
- 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 (e.g., lid tightly 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.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**

NIC National Electrology Practical Examination

- 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, the proctors are not allowed to communicate with candidates.
 - Examiners are not allowed to speak with 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, please notify the proctor by raising your 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 should indicate as directed (i.e., raise hand, step back, turn hand, or verbally).
 - 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 IMMEDIATELY.
 - 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 the NIC Blood Exposure Procedure.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums to, the NIC Blood Exposure Procedure OR go to www.nictesting.org for a current downloadable copy.*
 - **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.**
 - The following provides examples of materials and actions that are prohibited 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.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *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 the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
 - **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 manufacturer’s 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.

- **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS OR DISINFECTANT SPRAYS** are allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided following the “Content Domains” section of this bulletin for items that a candidate may *possibly* utilize in a section.

SPECIAL ATTENTION

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

- Candidates will be evaluated on 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 DOMAIN SECTIONS**

The scope of the National Electrology Practical Examination includes 7 (seven) core domain sections.

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)

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.”

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.

Information related to labeling of supplies:

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- One (1) live model
- Candidate supply kit to serve as dry storage area (**must be closeable**)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant wipes**)
- Hand sanitizer with manufacturer's label (**must be actual hand sanitizer**)
- Electrology machine (**MUST be capable of Galvanic, Thermolysis, and Blend methods as well as Cataphoresis. Machine MUST be labeled in English by manufacturer.**)
- Light source
- Magnification source
- Protective covering (**cloth towels, cape, etc.**)
- Gloves
- Container labeled "items to be disinfected"
- Container labeled "soiled linens"
- Container labeled "trash"
- First aid kit
- Additional bag for blood contaminated materials (**must be closeable**)
- Paper towels
- Gauze and or cotton
- Tweezers
- Needles/probes (**prepackaged by manufacturer**)
- Probe caps
- Antiseptic
- Conducting fluid

*Sharps container will be provided at the site.