The State of Hawaii Board of Barbering and Cosmetology (the Board) has contracted with Prometric Inc. to conduct its examination program.

This bulletin is your guide to the process of obtaining a Hawaii cosmetology license. The steps below summarize the process. For information about a step, go to the page listed.

To obtain your license
1. Obtain an application from the Board. Mail your completed application and fee to the Board—Page 2.
   Once the Board approves your application, you will be sent a letter of approval with an exam registration form.
2. Submit your exam registration form and the ($90) exam fee to Prometric by the deadline date.
   In return, you will receive an admission letter and exam appointment—Page 3.
3. Prepare for your exam, using this bulletin and other materials—Page 6.
4. Present your admission letter and required identification; then take the exam—Page 4.

To get answers not provided in this bulletin
For questions about exams:
Prometric
Attn: HI Cosmetology
354 Uluniu Street, Suite 308
Kailua, HI 96734
Phone: 808.261.8182
www.prometric.com/hawaii

For questions about eligibility requirements and licensing:
State of Hawaii
Department of Commerce and Consumer Affairs, Board of Barbering and Cosmetology
P.O. Box 3469
Honolulu, HI 96801
Phone: 808.587.3222
www.cca.hawaii.gov/pvl
You are not allowed to register for your exam until the Board approves your application and sends you an approval letter and an examination registration form. The Board’s application forms can be found online at www.cca.hawaii.gov/pvl.

**Important** If you take an exam without Board approval, your test scores will be invalid and you will be subject to possible disciplinary sanctions.

Temporary permits. Upon request, a temporary permit will be issued to qualified applicants waiting to take the exam. The temporary permit will only be issued once and is good for a period covering three exams (approximately one year).

Exams are offered on specific dates at five different locations. Exam appointments are assigned according to availability and preference you indicate on the registration form. An exam schedule with testing locations, exam dates and registration deadline dates is available at www.prometric.com/hawaii.

Registering for your exam
When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric will treat your Social Security number as confidential. It will be used only as an identification number in maintaining your record and reporting your score to the Board.

Complete the registration form carefully. Missing or incorrect information can cause your registration to be rejected and returned. Mail the form and fee to Prometric at the address shown on the form.

**Note** Your registration form must be received by Prometric on or before the registration deadline date. No exceptions will be made to this policy. Seating is limited, so submit your registration form early.

After receiving and processing your registration, Prometric will send you an admission letter (see Page 3) confirming the date, time and place of your exam.

If you are unable to take the exam on the scheduled testing dates offered because of religious restrictions, submit a letter of explanation with your exam registration form.

**Walk-in testing at the Oahu location.** Walk-in testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled testing dates offered. For an appointment, call the Prometric office. A "walk-in" fee of $60 is added to the basic exam fee. All other conditions in this bulletin apply.

**Fees.** The exam fee is $90. Payment can be made by Visa, MasterCard, money order or cashier’s check. Personal checks and cash are not accepted. Fees are nonrefundable.

**Important** Once you have paid the exam fees, you may not reschedule the exam. Exam registration fees are not refundable or transferable.
Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. All exams are in English. If English is your second language, please note that a language barrier is not considered a disability.

Admission letters

If your registration form and payment are received by the registration deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You must present this letter at the test center or you will not be allowed to test.

You should receive your admission letter approximately five days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 808.261.8182.

Be sure to notify Prometric and the Board of any change of address.

Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing can help you pass your exam and possibly save time and money needed to take it again. You can use the content outlines in this bulletin (beginning on Page 6) to prepare for your exam.

All exams are closed book. They consist of multiple-choice questions. Three different multiple-choice formats are used on the test. Each format is shown in the following examples. An asterisk (*) indicates the correct answer in each sample question.

**What is the major physical component of the hair?**

* (A) Cortex
  (B) Cuticle
  (C) Follicle
  (D) Medulla
The strength, brightness, or vividness of a color is its

(A) contributing pigment.
(B) depth.
*C (C) intensity.
(D) tonality.

Which of the following should be discarded after every manicure?

(A) Cuticle pusher
* (B) Emery boards
(C) Finger bowl
(D) Nail polish remover

What to bring on exam day

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

- Your admission letter from Prometric.
- A current, photo identification card with signature, such as a driver’s license, passport, or school photo identification with signature. The photo and signature must be clearly recognizable. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have an official photo identification, you must bring a picture of yourself to a notary public and have the picture notarized.
- Two sharpened No. 2 pencils.

*Important* Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment or arrive late, you forfeit your fees.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

- You **must not** bring any personal/unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

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.

Weapons

- Weapons are not allowed at the test center.
• Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Important
Before an exam begins, the test center administrator will inspect briefcases, purses, and so on to ensure that you are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results
A score report will be mailed to you approximately 10 business days after your exam date. Your score report will provide you with information regarding your next step in the licensure process. To ensure confidentiality, scores will not be disclosed over the phone.

Passing score. A score of 75 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Retake information. If you do not pass the exam, you will receive a retake exam registration form with your score report.

Certificate of achievement
Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. All passing candidates receive an order form. The cost is $15.

Appeals process
Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you would like to submit an appeal concerning examination content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting www.prometric.com/contactus.

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.
Exam content outlines

Following are the content outlines for the Board of Barbering and Cosmetology exams. Each outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the percentage of questions asked about each topic.

Exam references. The outlines list all references used to develop each exam. Some information found in the references does not apply to the exams.

Hawaii NEC Approved Cosmetology Theory
Exam Content Outline
Closed Book, 100 questions, 2 hours

I. General Concepts – 15%
A. Infection Control/Bacteriology
B. Client Protection
C. Salon Ethics
D. Salon Safety

II. Applied Anatomy – 10%
A. Hair and Scalp
   1. Structure, Composition and/or Function
   2. Growth and Regeneration
   3. Conditions, Disorders and Diseases
   4. Blood Supply, Bone, Nerve and Muscle Function
   5. Analysis
B. Skin
   1. Structure, Composition and/or Function
   2. Growth and Regeneration
   3. Conditions, Disorders and Diseases
   4. Blood Supply, Bone, Nerve and Muscle Function
   5. Analysis
C. Nails
   1. Structure, Composition and/or Function
   2. Growth and Regeneration
   3. Conditions, Disorders and Diseases
   4. Blood Supply, Bone, Nerve and Muscle Function
   5. Analysis

III. Physical Services – 25%
A. Shampoo and Rinses
   1. Supplies, Implements and Equipment
   2. Procedures
   3. Purpose and Results
   4. Related Chemistry
   5. Safety Precautions
   6. Types
B. Scalp and Hair Care
   1. Supplies, Implements and Equipment
   2. Procedures
   3. Purpose and Results
   4. Related Chemistry
   5. Safety Precautions

IV. Chemical Services – 25%
A. Chemical Relaxing
   1. Chemical Classifications
   2. Corrective Measures
   3. Supplies, Implements and Equipment
   4. Procedures
   5. Purpose and Results
   6. Related Chemistry
   7. Safety Precautions
   8. Scalp and Hair Analysis
   9. Special Effects
   10. Special Hair Problems
B. Chemical Waving
   1. Chemical Classifications
   2. Corrective Measures
   3. Supplies, Implements and Equipment
   4. Procedures
   5. Purpose and Results
   6. Related Chemistry
   7. Safety Precautions
   8. Scalp and Hair Analysis
   9. Special Effects
   10. Special Hair Problems
C. Hair Coloring
   1. Chemical Classifications
   2. Corrective Measures
   3. Supplies, Implements and Equipment
   4. Procedures
   5. Purpose and Results
   6. Related Chemistry
   7. Safety Precautions
   8. Scalp and Hair Analysis
Hawaii Cosmetology Theory Examination

D. Hair Lightening
1. Chemical Classifications
2. Corrective Measures
3. Supplies, Implements and Equipment
4. Procedures
5. Purpose and Results
6. Related Chemistry
7. Safety Precautions
8. Scalp and Hair Analysis
9. Special Effects
10. Special Hair Problems

V. Hair Styling and Shaping – 15%
A. Hair Shaping
1. Supplies, Implements and Equipment
2. Purpose and Results
3. Safety Precautions
4. Procedures
B. Hair Styling (including Curl Formation)
1. Supplies, Implements and Equipment
2. Purpose and Results
3. Safety Precautions
4. Procedures
C. Wigs and Extensions

VI. State Laws, Rules and Regulations – 10%

References
References used to create the exam but not allowed in the exam room.
1. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
2. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
3. Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
Hawaii Cosmetology Theory Examination

C. Hair Coloring
   1. Chemical Classifications
   2. Corrective Measures
   3. Materials, Implements and Supplies
   4. Procedures
   5. Purpose and Results
   6. Related Chemistry
   7. Safety Precautions
   8. Scalp and Hair Analysis
   9. Special Effects
  10. Special Hair Problems

D. Hair Lightening
   1. Chemical Classifications
   2. Corrective Measures
   3. Materials, Implements and Supplies
   4. Procedures
   5. Purpose and Results
   6. Related Chemistry
   7. Safety Precautions
   8. Scalp and Hair Analysis
   9. Special Effects
  10. Special Hair Problems

V. Hair Styling and Shaping – 20%
   A. Hair Shaping
      1. Materials, Implements and Supplies
      2. Purpose and Results
      3. Safety Precautions
      4. Techniques
   B. Hair Styling (including Curl Formation)
      1. Materials, Implements and Supplies
      2. Purpose and Results
      3. Safety Precautions
      4. Techniques
   C. Wigs and Extensions

VI. Laws, Rules and Regulations – 10%

References

References used to create the exam but not allowed in the exam room.
1. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
2. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
3. Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.

Hawaii NEC Approved Nail Technician Theory Exam Content Outline
Closed Book, 100 questions, 2 hours

I. General Concepts – 20%
   A. Infection Control/Bacteriology
   B. Client Protection
   C. Salon Ethics
   D. Salon Safety

II. Applied Anatomy – 10%
   A. Anatomy and Physiology
      1. Nails, Hands and Feet
      2. Skin

III. Chemical Concepts and Services – 15%
   A. Product Knowledge
   B. Ingredients and Usage of Materials
   C. EPA and OSHA Requirements

IV. Physical Concepts and Services – 45%
   A. Massage
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   B. Manicure
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   C. Pedicure
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   D. Acrylic Nails
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   E. Gel Nails
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   F. Nail Wraps
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Care, Safety and Sanitation
   G. Nail Tips
      1. Purpose and Results
      2. Supplies, Implements and Equipment
Hawaii NEC Approved Esthetician Theory Exam Content Outline

I. General Concepts – 15%
   A. Infection Control/Bacteriology
   B. Client Protection/Consultation
   C. Professional Ethics and Appearance
   D. Establishment Safety
   E. Business Management
   F. EPA and OSHA Requirements

II. Applied Anatomy and Physiology – 25%
   A. Structure, Composition and/or Function
   B. Growth and Regeneration
   C. Conditions, Disorders and Diseases
   D. Circulatory System, Nervous System and Muscular/Skeletal System
   E. Analysis of the Skin
   F. Nutrition

III. Chemical Concepts – 15%
   A. Product Knowledge
   B. Ingredients and Usage of Materials
   C. EPA and OSHA Requirements

IV. Physical Concepts – 35%
   A. Facials
      1. Benefits
      2. Analysis
      3. Massage
      4. Purpose and Results
      5. Supplies, Implements and Equipment
      6. Procedures
      7. Safety Measures/Contraindications
   B. Hair Removal
      1. Waxing
      2. Tweezing
      3. Depilatories
      4. Purpose and Results
      5. Supplies, Implements and Equipment
      6. Procedures
      7. Safety Measures/Contraindications
   C. Makeup
      1. Purpose and Results
      2. Supplies, Implements and Equipment
      3. Procedures
      4. Safety Measures/Contraindications

V. State Laws and Regulations – 10%

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

1. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
2. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
3. Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.
Hawaii Cosmetology Theory Examination

Hawaii NEC Approved Instructor Theory Exam Content Outline
Closed Book, 75 questions, 1-1/2 hours

I. Motivation and Learning – 10%
   A. Learning Process
   B. Individual Differences (Diverse Learners)
   C. Communication Techniques

II. Planning Instruction – 18%
   A. Course of Study (Program of Study)
   B. Syllabus Writing
   C. Lesson Planning

III. Instructional Strategies – 24%
   A. Instructional Aids
   B. Teaching Methods (i.e. discussion, lecture, demonstration)

IV. Classroom Management – 18%
   A. Safety
   B. Student Behavior
   C. Supervision
   D. Recordkeeping

V. Assessment – 15%
   A. Student
      1. Purpose
      2. Types
      3. Test Construction
      4. Test Administration
   B. Instructor (i.e. self, student, supervisor, peers)

VI. State Laws, Rules and Regulations – 15%

References
References used to create the exam but not allowed in the exam room.
1. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.

2. Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 439, (Beauty Culture), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.

3. Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-78, (Cosmetology), P.O. Box 3469, Honolulu, HI 96801, www.cca.hawaii.gov/pvl.


## Vocabulary list

The following is a list of vocabulary words intended to assist non-English speaking candidates to prepare for a Cosmetology licensing exam. It contains words considered to be difficult for non-English speaking candidates to find in their translating dictionaries. It is not a complete vocabulary list for the exam, and not all words on this list are used on any one exam.

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