National Instructor Practical Examination
CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

This bulletin contains IMPORTANT INFORMATION regarding National Instructor 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 for Theory, Practical, Written Practical, and Additional Sections 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 products 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. No labels indicating order of use when performing the service are allowed.
- 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:

- All practical examinations are administered in English. 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 candi-

dates 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.

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- 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 unsafe conditions, they 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 for services or presectioned are not allowed for any part of the practical examination.
- Mannequin heads MUST be a full-size head, “minikin” or “junior” mannequin heads are NOT permitted.
- 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 Instructor Practical Examination:

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned ONE (1) topic. You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The Lecture Lesson Plan MUST include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
- The lesson plans must be typed, not handwritten.
- Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
  - Three (3) copies of the Lecture Lesson Plan
  - Three (3) copies of the Demonstration Lesson Plan
- You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.

- Candidates will be evaluated on proper designation of materials that are disposed. You 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”
- Candidates are not allowed to label products as single-use items.
- In accordance with manufacturer’s guidelines, gloves MUST be worn during disinfection procedures.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Instructor Practical Examination includes 3 (three) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. Lesson Plan
2. Theory Lecture
3. Demonstration

Domain Details

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

Proctor–Verbal Instructions: Read to all candidates: *"Please go to your assigned station and do nothing until instructed by the Proctor."*

1. Lesson Plan

1. LESSON PLAN (10 Minutes)Proctor Verbal Instruction- Read to candidate:

"*You will turn in your Classroom Theory Lecture and Demonstration lesson plans at this time.*

Please retain one set of lesson plans for yourself and provide the rest to the proctor.

The examiner will have 10 minutes to review your lesson plans.

Do nothing until the next verbal instructions are given."

- **Note to proctor- Provide examiner with a set of lesson plans**

Note to examiner: You have 10 minutes to complete your evaluation of the theory lecture lesson plan.

"*Note to examiner: You have 10 minutes to complete your evaluation of the theory lecture lesson plan.*"

- **The lesson plan will be evaluated on the following elements:**
- **1.1Lesson plan introduction**
- **1.2 Lesson plan content**
- **1.3 Teaching aids**
- **1.4 Closing**

Proctor Verbal Instruction - Read once the examiner has indicated the lesson plans have been reviewed or the timing has elapsed:

"*We will now proceed.*"

2. Theory Lecture

2. CLASSROOM THEORY LECTURE Proctor Verbal Instruction - Read to candidate:

"*You will present your classroom theory lecture on .*

You will be observed for client protection, safety, and infection control procedures throughout the examination.

You will have 5 minutes to set up for your classroom theory lecture.

You will be informed when you have 2 minutes remaining.

When you are finished, please be seated until the next verbal instructions are given (1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.1 Sets up area for classroom theory lecture**

Proctor Verbal Instruction - Read if the candidate has indicated they have finished before the timing has elapsed:

"*The candidate has indicated they have finished.*

We will now proceed."

Proctor Verbal Instruction - Read if the timer goes off before the candidate has indicated they have finished:

"*Please stop working.*

We will now proceed."

Proctor Verbal Instruction - Read to candidate:

"*You will now begin the classroom theory lecture.*

Your lecture must be at least 15 minutes but must not exceed 20 minutes.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.2 Introduction to lecture**
- **2.3 Content of lecture**

- **2.4 Lectures on Blood Exposure Procedure**
- **2.5 Use of teaching aids**
- **2.6 Use of communication skills**
- **2.7 Classroom interaction**
- **2.8 Closing of lecture**
- **2.9 Safety and Infection Control**

Proctor Verbal Instruction - Read if candidate has indicated they have completed the section before the timing has elapsed:

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

We will now proceed."

Note to Proctor:Stop lecture at 20 minutes

"*Note to Proctor:Stop lecture at 20 minutes*"

Proctor Verbal Instruction- Read if the timer goes off before the candidate has indicated they have completed the section:

"*Please stop lecturing.*

We will now proceed."

3. Demonstration

3. DEMONSTRATION Proctor Verbal Instruction- Read to candidate:

"*You will be presenting your demonstration on _____.*

You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.

You will be informed when you have 5 minutes remaining.

Do not begin your demonstration until instructed to do so.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.1 Sets up area for demonstration**

Proctor Verbal Instruction- Read if the candidate has indicated they have finished before the timing has elapsed:

"*The candidate has indicated they have finished.*

We will now proceed."

Proctor Verbal Instruction- Read if the timer goes off before the candidate has indicated they have finished:

"*Please stop working.*

We will now proceed."

Proctor Verbal Instruction - Read to candidate:

"*You will now begin the demonstration .*

Your demonstration must be at least 25 minutes but must not exceed 30 minutes.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**

- **3.2 Introduction to demonstration**
- **3.3 Content of demonstration**
- **3.4 Performance of demonstration**
- **3.5 Demonstrates Blood Exposure Procedure**
- **3.6 Classroom interaction**
- **3.7 Closing of demonstration**

Proctor Verbal Instruction- Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

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

We will now proceed."

- **Note to Proctor:Stop demonstration at 30 minutes**

Proctor Verbal Instruction - Read if the timer goes off before the candidate has indicated they have completed the demonstration:

"*Please stop demonstration.*

Do nothing until the next verbal instructions are given."

Proctor Verbal Instruction- Read to candidate:

"*You will have 5 minutes to clean up your work area.*

You will be informed when you have 2 minutes remaining.

You will be observed for client protection, safety, and infection control procedures.

Verbally indicate to the proctor when you have finished.

For example, Im ready, Im finished, or Im done.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **3.8 Places items to be disinfected, soiled linens, and trash in correct containers**

Proctor Verbal Instruction - Please read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

"*Please do nothing until the next verbal instructions are given.*"

Proctor Verbal Instruction - Please read if the timer goes off before the candidate has indicated they have completed the clean-up:

"*Please stop working.*"

CANDIDATE CLEANUP AND FINAL SUMMARY Proctor - Verbal Instructions: Read to all candidates at the conclusion of the examination:

"*All examiners have 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 Hair Design 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.
- 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

Suggested Supplies
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Container Labeled "items to be Disinfected"
* Container Labeled "soiled Linens"
* Container Labeled "trash"
* EPA-Registered Disinfectant Wipes with Manufacturer's Label that Demonstrates Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
* First Aid Kit
* Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
* Paper Towels

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.

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Standard

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