



Arizona

Barbering and Cosmetology Board

Barber Instructor

Candidate Handbook

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology ("NIC")

Rev. 9/2024

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Written Practical and Theory Examinations with IQT

STEP THREE: Apply for Licensure with the Arizona State Board

- Once you pass your examinations, apply for your license.

Contact Information

Professional Credential Services (PCS)

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

Customer Service: (888) 822-3272

Arizona Barbering and Cosmetology Board

Regular Mailing Address

1740 W Adams Suite #4400

Phoenix, Arizona 85007

Telephone: (480) 784-4539 ext. 240

Website: www.bcb.az.gov

Email: azboard@azboc.gov

Theory Examination Scheduling

Iso-Quality (IQT), owned and operated by Prometric

www.IQTTesting.com

Toll-Free Telephone Support: (866) 773-1114 or

Email: SMT-OperationsTeam@prometric.com

Application Process

Candidate reviews license and examination requirements in Candidate Handbook available at <http://www.pcshq.com>

Candidate completes an online registration with PCS at <http://www.pcshq.com>

PCS reviews completed registration and approves candidate for the practical and theory examinations.

PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)

Candidate schedules a test date and location with IQT, owned and operated by Prometric

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at <http://www.bcb.az.gov>

Arizona State Board issues license to candidate

Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for Licensure and for scheduling your examination(s). The Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Instructor in the State of Arizona. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)

- A. An applicant for an instructor license shall file the following with the board:
1. A written application on a form prescribed by the board.
 2. Evidence satisfactory to the board that the applicant possesses the necessary qualifications.
- B. An applicant shall:
1. Be at least nineteen years of age.
 2. Hold a diploma from a high school or its equivalent as prescribed by the board in its rules.
 3. Pass an examination given under the direction of the board.
 4. Pay the prescribed fees.
 5. Have practiced barbering for at least two years.

Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit www.bcb.az.gov.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Instructor Barber Theory & Practical	\$ 177.00	\$ 177.00
Instructor Barber Theory	\$ 100.00	\$ 100.00
Instructor Barber Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration **will** not be considered complete until payment has been received.

! You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

Refund Policy

Please carefully review this handbook and your state laws, rules, and regulations prior to making payment. **All fees are non-refundable.**

! Candidates are especially encouraged to carefully review licensing requirements PRIOR to completing an online registration with PCS. If testing is not required fees are non-refundable.

Special Accommodations

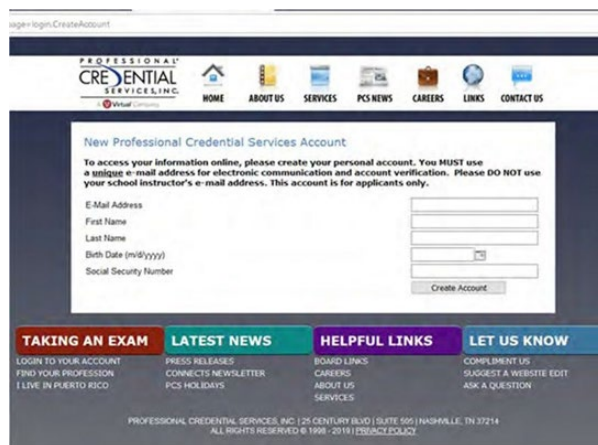
If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to www.pcsdq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account (First Time)**
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

! A unique email address must be provided to create a PCS Account (i.e., more than one user cannot provide the same email address).



The screenshot shows the 'Create Account' page for Professional Credential Services, Inc. The page has a dark blue header with the company logo and navigation links: HOME, ABOUT US, SERVICES, PCS NEWS, CAREERS, LINKS, and CONTACT US. The main content area is white and contains the following text: 'New Professional Credential Services Account. To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.' Below this text are input fields for 'E-Mail Address', 'First Name', 'Last Name', 'Birth Date (mm/dd/yyyy)', and 'Social Security Number'. A 'Create Account' button is located at the bottom right of the form. At the bottom of the page, there are four columns of links: 'TAKING AN EXAM' (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, LIVE IN PUERTO RICO), 'LATEST NEWS' (PRESS RELEASES, CONNECTS NEWSLETTER, PCS HOLIDAYS), 'HELPFUL LINKS' (BOARD LINKS, CAREERS, ABOUT US, SERVICES), and 'LET US KNOW' (COMPLIMENT US, SUGGEST A WEBSITE EDIT, ASK A QUESTION). The footer contains the company name, address (25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214), and copyright information (ALL RIGHTS RESERVED © 1998 - 2011 | 23255872323232).

PCS Registration


Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**
5. Click the PCS Logo to return to the Homepage



6. Click **Applicants & Candidates**
7. Click **Cosmetology & Barbering**
8. Select **Arizona**
9. Click the **Pre-register and pay for your Exams (after you logged in)** link at Step 3
10. You are now in the online application; select appropriate license type (i.e., Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. Select Payment Option.

! You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e., Driver's License).

Active Applications.										
Arizona Cosmetology and Barbering, Instructor Aesthetician by Examination Valor Act: Most recent application: 01/05/2023										
<table border="1"><thead><tr><th colspan="2">Cosmetology</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Registration</td></tr><tr><td><input type="checkbox"/></td><td>Upload 2x2 inch Passport Style Photo</td></tr><tr><td><input type="checkbox"/></td><td>Upload Copy of Government Issued I.D.</td></tr><tr><td><input type="checkbox"/></td><td>Final Coordinator Review</td></tr></tbody></table>	Cosmetology		<input checked="" type="checkbox"/>	Registration	<input type="checkbox"/>	Upload 2x2 inch Passport Style Photo	<input type="checkbox"/>	Upload Copy of Government Issued I.D.	<input type="checkbox"/>	Final Coordinator Review
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<table border="1"><thead><tr><th colspan="2">Exams Completed</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td></tr></tbody></table>	Exams Completed		<input type="checkbox"/>							
Exams Completed										
<input type="checkbox"/>										
 VIEW APPLICATION FORM										
Pending Examinations										
Arizona Instructor Aesthetician Theory Status Pending WAITING FOR APPLICATION APPROVAL										
Arizona Instructor Aesthetician Practical Exam Date: TBD Testing at: ARCHIVE WAITING FOR APPLICATION APPROVAL										

PCS Candidate Homepage

Logging into your Homepage

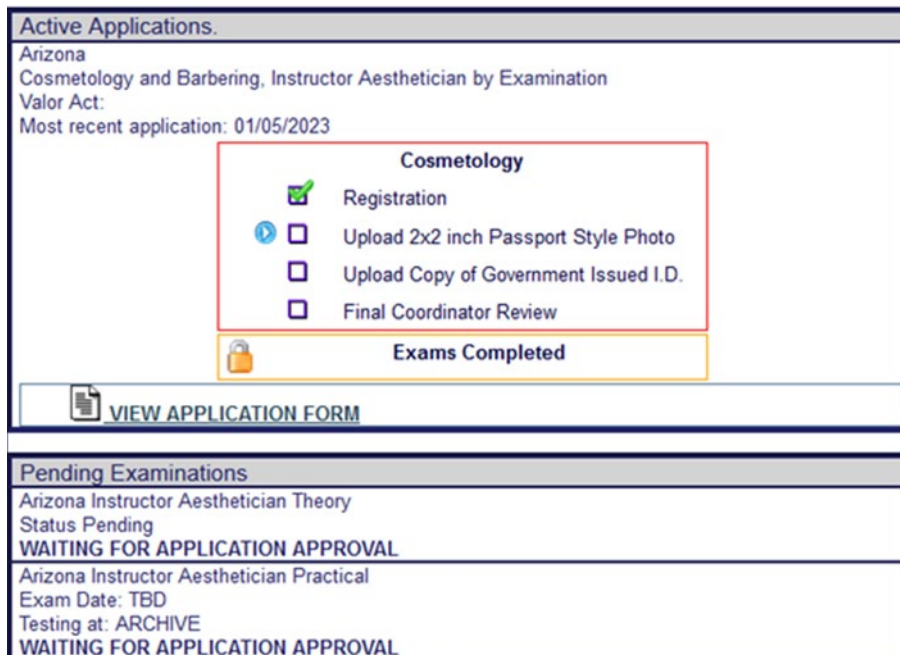
1. Go to <http://www.pcshq.com>
2. Click Client Portal
3. Enter email address and password
4. Click Log In



The screenshot shows the login page for Professional Credential Services, Inc. (PCS). At the top, the logo reads "PROFESSIONAL CREDENTIAL SERVICES, INC.". Below the logo, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, a note states: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.



The screenshot displays the "Active Applications" section of the PCS candidate account. It lists an application for "Arizona Cosmetology and Barbering, Instructor Aesthetician by Examination" with a "Valor Act" and a "Most recent application" date of 01/05/2023. A red-bordered box highlights the "Cosmetology" section, which includes a "Registration" status with a green checkmark, and three other items: "Upload 2x2 inch Passport Style Photo", "Upload Copy of Government Issued I.D.", and "Final Coordinator Review", all with empty checkboxes. Below this, a yellow-bordered box labeled "Exams Completed" contains a lock icon. At the bottom of the application card is a "VIEW APPLICATION FORM" button with a document icon. Below the application card is the "Pending Examinations" section, which lists two exams: "Arizona Instructor Aesthetician Theory" (Status Pending, WAITING FOR APPLICATION APPROVAL) and "Arizona Instructor Aesthetician Practical" (Exam Date: TBD, Testing at: ARCHIVE, WAITING FOR APPLICATION APPROVAL).

Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your written practical and theory examinations.

Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

! If you do not receive any emails within the time frame listed above, it is **your responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is **your responsibility** to contact PCS at (888) 822-3272.

How do I know if my registration is approved?

If a registration has been approved, a green check will appear in the Final Review Box under Active Applications.

The screenshot displays two sections of the PCS website. The top section, titled "Active Applications", shows details for an Arizona Cosmetology application. It includes the text "Cosmetology, Cosmetology by Examination", "Valor Act:", and "Most recent application: 11/12/2019". A green checkmark icon is visible next to the word "Cosmetology". Below this, a red-bordered box contains the text "Exams Completed" and two unchecked checkboxes: "All Exams Passed" and "License Ready". A "VIEW APPLICATION FORM" button is located at the bottom of this section. The bottom section, titled "Pending Examinations", lists two items: "Arizona Cosmetology Theory" with status "Pending" and "In Review", and "Arizona Cosmetology Practical" with "Exam Date: TBD", "Testing at: ARCHIVE", and "In Review".

Examination Scheduling

Theory and Written Practical Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at www.IQTTesting.com. Select **SCHEDULE/RESCHEDULE AN EXAM** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at SMT-OperationsTeam@prometric.com.

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage

Example:

- Click the **Print Score Notice** option next to the item you wish to reprint.
- Click the **ATT Letter** option next to the item you wish to reprint

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS
PRINT SCORE NOTICE
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS
PRINT SCORE NOTICE

- Click the **Reprint** option next to the item you wish to print.

Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021
REPRINT

Examination Rescheduling

Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice from PCS by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have missed, canceled, or failed an examination, please email cosandbar@pcshq.com to have the account reset for re-exam payment. You may reschedule online if you have failed an examination and received your official scores from PCS.

- To reschedule your written practical examination, click **Written Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.

! DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

Examination Day Requirements

What do I need to take with me to the examination?

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature (see below)

! If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

Acceptable Forms of Identification

Both forms of identification must be listed under the name in which you applied. **Photocopies will not be accepted**

Primary ID (current, non-expired Government-issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e., if you have a Driver's License, you can bring your US Passport as a Secondary ID)

! Student ID and employment ID are NOT acceptable forms of Identification.

! If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required.

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a scheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during the theory or written practical test administrations, such as an act of impersonation, creating a disturbance, giving, or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books, or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculators, watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An unofficial pass or fail notice will be provided to you by IQT after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and written practical examination is 75. If you fail an examination, PCS will provide a strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver's License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The written complaint must include the following information:

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

- Professional Credential Services Inc. - cosandbar@pcshq.com

Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.

National Instructor Theory Examination CIB

Effective July 01, 2022

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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 Theory 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 Theory Examination content and references.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory 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 Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

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

IMPORTANT INSTRUCTIONS

General

- 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.

Standardized Administration

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

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

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.

INSTRUCTOR THEORY EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Instructor Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 85 items, of which 75 items are weighted and contribute to the candidate's final score.

- I. INSTRUCTIONAL PLANNING (33%)
 - A. Instructional Planning - Manage the curriculum delivery process
 - 1. Syllabus
 - 2. Course Outline
 - 3. Development of lesson plans
 - 4. Delivery of course content
 - 5. Instructional outcomes
 - 6. Performance assessment
 - B. Instructional Planning - Identify student learning styles and needs
 - 1. Learning types
 - 2. Instruction adaptations
 - C. Instructional Planning - Utilize instructional materials
 - 1. Printed
 - 2. Audiovisual
 - 3. Demonstration
 - 4. Technology
 - D. Instructional Planning - Determine application of assessment
 - 1. Written
 - 2. Practical
 - 3. Oral
- II. INSTRUCTIONAL METHODS (33%)
 - A. Instructional Methods - Employ methods of instruction
 - 1. Lecture
 - 2. Demonstration

- 3. Group learning
- B. Instructional Methods - Recognize obstacles to learning
 - 1. Obstacle identification
 - 2. Instructional practice adaptations
- C. Instructional Methods - Employ communication skills
 - 1. Verbal
 - 2. Non-verbal
 - 3. Listening
- D. Instructional Methods - Demonstrate time management techniques
- E. Instructional Methods - Assess student learning
 - 1. Assessment implementation
 - 2. Evaluation of results
 - 3. Reliability and validity
- III. THEORY AND PRACTICAL CLASSROOM (34%)
 - A. Theory and Practical Classroom - Manage physical and virtual learning environments
 - 1. Organization and layout
 - 2. Conditions of the environment
 - 3. Instructional practice adaptations
 - 4. Inventory and supplies
 - B. Theory and Practical Classroom - Demonstrate instructor professional responsibilities
 - 1. Professional conduct
 - 2. Student academic advising and remediation
 - 3. Administrative responsibilities
 - 4. Self-evaluation and continuing education
 - C. Theory and Practical Classroom - Maintain a safe learning environment
 - 1. Characteristics of a safe learning environment
 - 2. Safety hazards in the learning environment
 - 3. Infection control and prevention procedures

NATIONAL INSTRUCTOR THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Instructor Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. Which of the following should be recorded in an educator's time utilization log?
 - A. Planned work
 - B. Clocked hours
 - C. Students' grades
 - D. Disciplinary actions
2. To ensure educational content is kept current, the educator would utilize which of the following materials
 - A. Workbook
 - B. Dictionary
 - C. Reference book
 - D. Social network
3. Which of the following conveys visual integrity when presenting to the class?
 - A. Vocabulary
 - B. Introduction
 - C. Gestures
 - D. Tone
4. When a large group of students is divided for group discussions, an effective arrangement is the
 - A. cluster.
 - B. chevron.
 - C. theatre.
 - D. boardroom.
5. An educator informs a student that the electrical cord is sitting in water and needs to be moved . Whose responsibility is it to correct the situation?
 - A. Maintenance
 - B. Instructor
 - C. Administrator
 - D. Student
6. Students who benefit the MOST from processing tactile information and movement are
 - A. kinesthetic learners.

- B. auditory learners.
 - C. visual learners.
 - D. disruptive learners.
7. When teaching theory before presenting related practical skills, which of the following can benefit certain learners?
- A. Theory concepts are always more interesting.
 - B. Practical skills cannot be learned without theory concepts.
 - C. Theory provides the basic concepts.
 - D. Practical skills always take longer to present than theory.
8. Which of the following grading methods is used for organizing and interpreting data gathered by observing students' performance?
- A. Cut score
 - B. Rubric
 - C. Rating scale
 - D. Point grading

Table 1: Answer Key

Item	Key
1	A
2	D
3	C
4	A
5	B
6	A
7	C
8	B

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 National Instructor 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 test material.

Standard

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition

Copyrighted 2014

2014, 14th Edition

Milady www.Milady.com

Milady Contact: Info@Milady.com;

Milady Professional Educator

Copyrighted 2022

2022, 4th Edition

ISBN: 9781337786836

Milady www.Milady.com

Contact: Info@Milady.com;

Mindful Teaching Pro eBook (101.1 – 701.6)

Copyrighted 2013

Pivot Point International, Inc. www.pivot-point.com

Contact: info@pivot-point.com; 847-886-0500, Ext. 7399

Supplemental

Milady Master Educator

Copyrighted 2013

2013, 3rd Edition

ISBN: 9781133693697

Milady www.Milady.com

Contact: Info@Milady.com;

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition

Copyrighted 2013

2011, 13th Edition

Milady www.Milady.com

Contact: Info@Milady.com;

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National Instructor Written Practical Examination CIB

Effective: June 01, 2024

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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 Written 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 Written Practical Examination content and administration for core services and additional sections and references.

This bulletin contains information applicable to the 2024 update of this exam.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Written 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 Written Practical examination and information about the scope of content covered in the Written Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

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

IMPORTANT INSTRUCTIONS

General

- 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.

Standardized Administration

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

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

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.

INSTRUCTOR WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Instructor Written Practical Examination. The percentages represent the percentage of items from each domain. The examination contains 55 items, of which 45 items are weighted and contribute to the candidate's final score. The Core Domain Sections are based on the national job analysis.

1. Lesson Plan(19%)
2. Theory Lecture(43%)
3. Demonstration(38%)

The following outlines the scope of content covered by the NIC National Instructor Written Practical Examination. The steps covering procedures you are expected to know are listed for each section. The lesson plan topic is Infection Control and includes the Blood Exposure Procedure. You are tested on your knowledge of instruction of the topic, infection control procedures, and the blood exposure procedure throughout the exam.

- I. Lesson Plan (19%)
 - A. Lesson plan elements:
 1. Lesson plan introduction
 2. Lesson plan content
 3. Teaching aids
 4. Closing
- II. Theory Lecture (43%)
 - A. Lecture elements:
 1. Sets up area for classroom theory lecture
 2. Introduction to lecture
 3. Content of lecture
 4. Lectures on Blood Exposure Procedure
 5. Use of teaching aids
 6. Use of communication skills
 7. Classroom interaction
 8. Evaluation of lecture

9. Closing of lecture
10. Safety and infection control
- III. Demonstration (38%)
 - A. Demonstration elements:
 1. Sets up area for demonstration
 2. Introduction to demonstration
 3. Content of demonstration
 4. Performance of demonstration
 5. Demonstrates Blood Exposure Procedure
 6. Classroom interaction
 7. Closing of demonstration
 8. Places items to be disinfected, soiled linens, and trash in correct containers

NATIONAL INSTRUCTOR WRITTEN PRACTICAL EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Instructor Written Practical Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. What should be included in a lesson plan?
 - A. Syllabus
 - B. Grading methods
 - C. Course outline
 - D. Teaching aids
2. Put the following steps of a draping for a haircut in order.
 - A. Lean client back, place towel over neck, secure cape, place towel over cape
 - B. Place towel over neck, secure cape, place towel over cape lean client back
 - C. Secure cape, place towel over cape, place towel over neck, lean client back
 - D. Place towel over neck, secure cape, lean client back, place towel over cape

Table 1: Answer Key

Item	Key
1	D
2	A
3	C
4	B

3. Where should used combs be placed?



4. Which first aid supplies are ready to use?

A



C



B



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 National Instructor 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 test material.

Standard

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition

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Milady Professional Educator

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Mindful Teaching Pro eBook (101.1 – 701.6)

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Pivot Point International, Inc. www.pivot-point.com

Contact: info@pivot-point.com; 847-886-0500, Ext. 7399

Supplemental

Milady Master Educator

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