



# Cosmetology Instructor State Board Cheat Sheet

## 1. Instructor Responsibilities

- Maintain a safe, clean, and professional learning environment.
- Ensure compliance with state board rules and sanitation laws.
- Provide equal learning opportunities for all students.
- Keep accurate student records, attendance, and progress reports.
- Demonstrate ethical and professional behavior at all times.

## 2. Teaching Methods

- **Lecture:** Present theory and concepts clearly.
- **Demonstration:** Show proper techniques step-by-step.
- **Discussion:** Encourage student participation and critical thinking.
- **Practical Application:** Supervise hands-on practice.
- **Evaluation:** Assess student performance through written, oral, and practical exams.

## 3. Lesson Planning

- Include objectives, materials, procedures, and evaluation methods.
- Align lessons with state curriculum requirements.
- Use visual aids, handouts, and technology to enhance learning.
- Adapt teaching methods for different learning styles (visual, auditory, kinesthetic).

## 4. Classroom Management

- Establish clear rules and expectations.
- Maintain discipline with fairness and consistency.
- Handle conflicts professionally and privately.
- Encourage respect, teamwork, and professionalism.

## 5. Student Evaluation

- **Written Tests:** Assess theory knowledge.
- **Practical Tests:** Evaluate technical skills.
- **Oral Exams:** Measure communication and understanding.
- **Attendance & Participation:** Track engagement and reliability.
- Provide constructive feedback and document progress.

## 6. Sanitation & Safety

- Disinfect tools and implements before and after each use.
- Wash hands before and after each client or demonstration.
- Store clean and soiled items separately.
- Follow proper procedures for blood exposure incidents.
- Maintain Material Safety Data Sheets (MSDS) for all chemicals.

## 7. State Board Regulations

- Know the required hours for each program (cosmetology, esthetics, nail tech, etc.).
- Understand renewal requirements for instructor licenses.
- Follow all laws regarding student supervision and client services.
- Display current licenses visibly in the classroom or clinic area.

## 8. Professional Ethics

- Maintain confidentiality of student and client information.
- Avoid favoritism or discrimination.
- Model professional appearance and behavior.
- Continue education to stay current with industry trends.

## 9. Record Keeping

- Maintain accurate attendance logs.
- Record grades and evaluations promptly.
- Keep copies of lesson plans and curriculum outlines.
- Submit reports to the state board or school administration as required.

## 10. Common State Board Exam Topics

- Teaching methods and learning styles
- Lesson planning and curriculum development
- Classroom management and communication
- Evaluation and grading techniques
- Sanitation, safety, and infection control
- State laws and regulations
- Professional ethics and conduct

## 11. Test Preparation Tips

- Review state laws and rules thoroughly.
- Study teaching theory and educational psychology basics.
- Practice writing lesson plans and objectives.
- Review sanitation and safety procedures.
- Take practice exams to identify weak areas.

## 12. Key Terms to Know

- **Pedagogy:** The art and science of teaching.
  - **Andragogy:** Teaching methods for adult learners.
  - **Bloom's Taxonomy:** Levels of learning objectives (knowledge, comprehension, application, analysis, synthesis, evaluation).
  - **Formative Evaluation:** Ongoing assessment during instruction.
  - **Summative Evaluation:** Final assessment at the end of instruction.
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**Note:** Always refer to the specific state's cosmetology board handbook for exact requirements, as regulations and testing criteria may vary.