

MISSISSIPPI
COSMETOLOGY
PRACTICAL
STUDENT
HANDBOOK



MSBC
Updated

June 28, 2021

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INTRODUCTION

This handbook is for students who are pursuing licensure as cosmetologists, estheticians, manicurists and instructors in Mississippi. This handbook will specify the steps you, the student, must follow to apply for and test. ***Please read this handbook in its entirety.***

Questions may be directed to the MS State Board of Cosmetology whose contact information is provided on the last page of this handbook.

EXAM OVERVIEW

This overview will cover the practical examination required for licensure:

Practical Skills Examination

You must pass both the theory and practical examinations in order to be licensed.

Each student is given three attempts at each examination within **one year** of their completion date of their program. After three attempts, additional training (brush up hours) of no more than 10 percent of the prescribed course hours for the course of training will be required. Failure to receive licensure after one year of the completion (graduation) date will require 10 percent of brush-up hours.

Only on your first attempt at the Practical Examination will an approval letter be provided *without request*. All other attempts at examination, must have an approval letter requested for the specific examination.

Do not register for any test if you do not have the required Approval Letter.

Students will be turned away at the testing site if they do not have the required approval letter and all fees will be forfeited.

During the Practical Skills Examination you will be asked to implement selected practical skills in accordance with your program. You must complete all skills within the allotted time frame. Failure to complete any skill in the allotted time frame will be a failure. You will be rated on these skills by an evaluator. You must perform all of the skills correctly in order to pass the Practical Skills Examination. A complete listing of the skills is available on the subject matter outline for the Practical Skills Examination.

EXAM FEES

Examination fees will be collected at the time of reservation.
To schedule your examination, you can select the link below:

Practical Exam \$ 195.00 www.msbc.ms.gov

Practical Examination fees are paid at registration.

Accepted forms of payment:

Credit card

Debit card

Voucher

ADA ACCOMMODATIONS

MS State Board of Cosmetology complies with the provisions of the Americans with Disabilities Act, as amended. The purpose of accommodations is to provide candidates with full access to the test.

Accommodations are not a guarantee of improved performance or test completion. MS State Board of Cosmetology provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing rooms
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide proper documentation of their condition and how it is anticipated to affect their ability to take the test under standard conditions.

This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.
- A description of past accommodations the candidate has received.

All testing accommodations must be submitted to info@msbc.ms.gov

TESTING SITES

The Practical Examination will be given at the locations below:

Jackson

Robert E. Lee Building
239 North Lamar Street
2nd Floor Testing Room
Jackson, MS 39201

Biloxi

E.L. Bolton Building
1141 Bayview Avenue
1st Floor Testing Room
Biloxi, MS 39530

North MS

East MS Community College
1899 East TVA Road
West Point, MS 39773

Robert E. Lee Building Parking in behind the building in the parking garage in any space 7th Floor or above.

Students failing only one skill will be allowed to complete retake testing for that skill. Students failing more than one skill will be required to complete the entire examination.

CANCELLATION AND RESCHEDULING

If you cannot attend your Practical Skills Examination, you must contact MS State Board of Cosmetology at least five (5) calendar days before the day of the exam to reschedule. If you do not attend your examination and have not contacted MS State Board of Cosmetology at least five (5) calendar days before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date.

You may not transfer your exam date to another person.

ABSENCE POLICY

MS State Board of Cosmetology will consider excusing an absence from an exam.

Acceptable excuses are:

- Illness of yourself or an immediate family member
- Death in the family of an immediate family member
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing within fourteen (14) days following the day of the exam that you missed. This request must include proof of the reason you were absent.

For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor's note. MS State Board of Cosmetology's decision regarding whether an absence is excused is final.

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be contacted in the case of severe weather or natural disaster. If the exam is cancelled, you will be provided with a voucher to retake the exam on another day at no additional cost. If the exam is not cancelled, you must follow the absence policy.

EXAM DAY - WHAT TO BRING

You MUST bring the following items with you to the Practical Skills Examination test site:

- Two (2) forms of current (unexpired) signature-bearing identification
One MUST be a government-issued photo identification (example: driver's license)
PLEASE NOTE: Second form can be a supporting ID.

The signature and names must match. If you come to the test site without the proper ID, you will not be allowed to take the exam. Expired Identification will not be accepted.

- All candidates will be required to present an **approval letter** from the board for both initial exams and retakes. The letter must be printed on stock paper with an **embossed seal**. *If the letter is not presented, the candidate will be turned away from the examination.*

If all required documents are not presented at check-in on the examination day, you will be disqualified and forfeit all examination fees.

Once you have entered the testing room, there is no disqualification. You will only be given either a passing or failing score.

TESTING POLICIES

LATENESS

Arrive at the test center thirty (30) minutes before your scheduled examination begins. If you are late for your scheduled examination, or do not bring all of your required materials, you will NOT be allowed to test, you will be disqualified and your examination fee will be forfeited (see CANCELLATION for more details).

ATTIRE

All candidates **are required to wear scrub top and scrub bottoms** (any color, with no school or business name or logo - except manufacturer of scrub) and low heel, closed toe with rubber sole shoes at the practical examination. Scrubs must fit properly and have no visible undergarments.

Failure to do so, will result in immediate disqualification and forfeiture of fees.

ELECTRONIC DEVICES

Cellular phones, pagers, smartwatches or any other electronic devices are not permitted to be used and are not permitted in the testing site. There is no place for storage of personal belongings at the test centers. If your phone or your model's phone buzzes or rings during a practical examination, you will be given a failure and forfeit fees.

PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disruption of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Mississippi State Board of Cosmetology. Decisions regarding disciplinary measures are the responsibility of the Mississippi State Board of Cosmetology. You are not to bring anyone with you to the testing site other than the Esthetician model.

You are not permitted to share supplies with another candidate. Candidates found sharing supplies will be given a failure and forfeit fees.

Esthetician candidates may not speak to their models except in the case of skin analysis. Models must be at least 16 years of age and not affiliated with any form of Cosmetology or Barbering School.

GUESTS/VISITORS

Guests, visitors, pets, interpreters, or children **are NOT allowed** at the examination centers.

PRACTICAL SKILLS EXAM WHAT TO EXPECT

SETTING

When you sign in at the Practical site, you will be given a numbered sticker to wear on the left side of your scrub top. This number will coincide with your numbered workstation for the examination and your score reporting form.

The Practical Skills Examination is set up to resemble an actual work station. The Practical Skills Examination will be administered by an evaluator.

All set up and take down of supplies and equipment is included in the skill timeframe. Candidates will be allowed to set up mannequin stand and mannequin (un-sectioned and uncombed) prior to the practical examination.

THE TASKS

The Practical Skills List contains all of the skills that you will be asked to demonstrate during the Practical Skills Examination. Each skill represents a task that you will be asked to perform in your job and has been broken down into a series of steps. Before your Practical begins, the Evaluator will provide you the skill to be performed and special instructions regarding that skill. Sanitation and safety components will be evaluated throughout all skills and will also be one of the individual skills to be performed.

Once you begin a new skill, you may not go back to correct a previous skill. The Evaluator will not answer questions during the Practical Skills Examination and will not tell you whether you performed a skill correctly. You shall not receive help from anyone during the Practical Skills Examination. If you do have any questions about the instructions of the skill, please ask them before the Practical Skills Examination begins.

You must successfully complete all of the skills in the skill form to pass the Practical Skills Examination. If you fail one skill of the practical examination, you will be allowed to complete a retake examination for that one skill. In the event, you fail more than one skill, the complete practical exam must be retaken. Examination fees remain the same.

TIPS FOR THE PRACTICAL SKILLS EXAMINATION

- You will be expected to perform the skills as you would in a work setting. When water is required in the instructions, you must use water. For all steps, you must actually perform the skill in order to receive credit. You may not simply tell the evaluator what you would do for simulating a step.
- In accordance with the Mississippi State Board of Cosmetology, all bottles and containers in use shall be distinctly and correctly labeled to disclose their contents (in English). All liquids, creams, and other preparations shall be kept in properly labeled, clean, and closed containers.
- All supplies used in the practical skill sets shall be distinctly labeled.
- You must bring your own equipment to the test site, as listed on the equipment list.

EQUIPMENT LIST

General Bag (All Candidates)

These items should be in a large container or separate container and labeled: "Disinfected".

Item	Label (if required)
Cleaner/Disinfectant	Cleaner/Disinfectant
Hand Sanitizer	Hand Sanitizer
Paper Towels	
Trash Bag/Gift Bag	Trash
Spray Bottle with Water	Water
First Aid Kit Containing Items Necessary for Blood Spill Procedures: Gloves Adhesive Bandages Gauze or Cotton Wipe Antiseptic Two (2) Small Ziploc Baggies	Antiseptic
Container That All Items That Are Reusable Go In After Skill Set	Soiled
Clips	
Carrying Case not to exceed: 20"H x 14"W x 9"D	

Other Items to Bring

Item	Label (if required)
Cosmetologist – Two (2) Mannequins (Mannequin hair no longer than 7 inches upon arrival)	
Manicurist – Hand Form (1) Nails Affixed to Entire Hand Polished with White Polish	
Esthetician – Live Model (At Least 16 Years of Age and Not Affiliated with any Form of Cosmetology or Barbering School)	

COSMETOLOGY EQUIPMENT LIST

Basic Layered Haircut (Razor or Shears) – Mannequin 1 (Mannequin hair no longer than 7 inches)	
Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Labeled: Water
Combs	
Razor or Shears/Scissors	
Clippies or Duck Bill Clips	

Permanent Wave – Mannequin 1	
Towels	
Cape for Chemical Service / All Purpose Cape	
Permanent Rods (6) six No Larger than White / No Smaller than Blue	
End Papers	
Combs	
Protective Cream or Cotton	Labeled: Protective Cream
Disposable Gloves	
Perm Bottle with Water Inside (no color bottles)	Labeled: Perm Wave Solution

Thermal Styling (Curling Iron) – Mannequin 2 (Mannequin hair no longer than 7 inches)	
Towel for Draping	
White Paper or White Towel	
Curling Iron – ½” to ¾”	
Non-Metal Combs	
Clippies / Hairspray (Optional)	

Thermal Pressing (Flat Iron or Pressing Comb) – Mannequin 2	
Towel for Draping	
White Paper or White Towel	
Flat Iron or Pressing Comb	
Non-Metal Combs	

Highlighting & Bleach Retouch – Mannequin 2	
Towels	
Chemical Cape	
Disposable Gloves	
Pintail Comb/Foil Comb	
Foils	
Comb	
Applicator Brush and Bowl	
Mock Bleach	Labeled: Bleach

Chemical Relaxer – Retouch – Mannequin 2	
Towels	
Chemical Cape	
Non-Metal Comb or Applicator Brush and Bowl	

Mock Base Cream	
Disposable Gloves	Labeled: Base Cream
Mock Relaxer	Labeled: Relaxer

MANICURIST EQUIPMENT LIST

Remove Polish (White Polish)	
Polish Remover	Labeled: Polish Remover
Cotton or Wipes	

Nail Tip Application	
Hand Sanitizer	Labeled: Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Nail Tips	
Files or Emery Boards	
Paper Towel, Cotton, or Manicure Brush	
Buffers	
Nail Glue	Labeled: Nail Glue

Acrylic – Over Form	
Hand Sanitizer	Labeled: Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Files or Emery Boards	
Buffers	
Paper Towel, Cotton, or Manicure Brush	
Nail Forms	
Primer	Labeled: Primer
Acrylic/Polymer	Labeled: Acrylic
Monomer	Labeled: Monomer
Acrylic Nail Brush	
Cuticle Oil	Labeled: Cuticle Oil

Acrylic Overlay on Natural Nail	
Hand Sanitizer	Labeled: Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Files or Emery Boards	
Buffers	
Paper Towel, Cotton, or Manicure Brush	
Primer	Labeled: Primer
Acrylic/Polymer	Labeled: Acrylic
Monomer	Labeled: Monomer
Acrylic Nail Brush	
Cuticle Oil	Labeled: Cuticle Oil

Acrylic Overlay with Tip	
Hand Sanitizer	Labeled: Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Nail Tips	
Tip Cutters (Optional)	
Files or Emery Boards	
Buffers	
Paper Towel, Cotton or Manicure Brush	
Primer	Labeled: Primer
Acrylic/Polymer	Labeled: Acrylic
Monomer	Labeled: Monomer
Nail Glue	Labeled: Nail Glue
Acrylic Nail Brush	
Cuticle Oil	Labeled: Cuticle Oil

Shape, Push Cuticle with Orangewood Stick, Remove with Nippers	
Hand Sanitizer	Labeled: Hand Sanitizer
Emery Boards and Nail Files	
Cuticle Remover	Labeled: Cuticle Remover
Orangewood Stick	
Cuticle Nippers	
Manicure Brush, Cotton or Wipes (Optional)	

Polish Application	
Base Coat	Labeled: Base Coat
Dark Polish	Labeled: Nail Polish
Top Coat	Labeled: Top Coat
Manicure Brush, Cotton or Wipes (Optional)	
Corrector Pen / Orangewood Stick with Cotton with Remover / Cotton Swab with Remover	

ESTHETICS EQUIPMENT LIST

Skin Analysis	
Magnifying Glass	
Sheets (2) Twin Size 1-Fitted, 1 Top	

Facial – Skin Cleansing	
Head Drape (Headband, Cap or Towel)	
Cleanser	Labeled: Cleanser
Cotton, Gauze or Esthetic Wipes	
Spatulas	

Manipulations	
Massage Cream	Labeled: Massage Cream
Spatulas	
Cotton Rounds, Gauze or Cotton	
Toner or Astringent	Labeled: Toner or Astringent
Moisturizer	Labeled: Moisturizer

Masque Application, Masque Removal and Moisturizing	
Pre-Moistened Eye Pads in a Baggie	Labeled: Eye Pads
Masque	Labeled: Masque
Cream Masque (Evaluator Must Be Able to See It)	
Applicator Brush	
Spatulas	
Toner or Astringent	Labeled: Toner or Astringent
Moisturizer	Labeled: Moisturizer
Gauze or Cotton Rounds	
Towels	

Hair Removal - Eyebrow Tweezing or Threading	
Antiseptic	Labeled: Antiseptic
Disposable Gloves	
Tweezers or Thread	
Gauze, Cotton or Cotton Rounds	

Hair Removal - Wax Eyebrow and Wax Entire Upper Lip	
Antiseptic	Labeled: Antiseptic
Cotton Rounds or Gauze	
Disposable Gloves	
Spatulas	
Strips	
Mock Wax	Labeled: Wax

Makeup Application	
Concealer / Highlighter	Labeled: Concealer / Highlighter
Foundation	Labeled: Foundation
Eye Shadow	Labeled: Eye Shadow
Eyebrow Pencil	Labeled: Eyebrow Pencil
Pencil Sharpener	
Mascara	Labeled: Mascara
Powder Blush	Labeled: Blush
Lip Color	Labeled: Lip Color
Disposable Applicators	

PRACTICAL SKILLS EXAMINATION CONTENT OUTLINE

COSMETOLOGIST

- I. Station Set Up
- II. Basic Fully Layered Haircut
- III. Permanent Wave
- IV. Thermal Styling – Curling Iron
- V. Thermal Pressing – Flat Iron or Pressing Comb
- VI. Highlighting & Bleach Retouch
- VII. Chemical Relaxer – Retouch (No Base)
- VIII. Sanitation

MANICURIST

- I. Station Set Up
- II. Remove Polish – 5 Fingers (White Polish)
- III. Nail Tip Application – Middle Finger Only
- IV. Acrylic – Over Form – Index Finger Only
- V. Acrylic Overlay on Natural Nail – Ring Finger Only
- VI. Acrylic Overlay with Tip – Pinky Finger Only
- VII. Shape, Push Cuticle with Orangewood Stick, Remove with Nippers – Thumb Only
- VIII. Polish Application – 5 Fingers – Base Coat, 2 Coats of Polish, Topcoat
- IX. Sanitation

ESTHETICIAN

- I. Station Set Up and Prepare Client
- II. Skin Analysis
- III. Facial – Skin Cleansing
- IV. Manipulations
- V. Masque Application, Masque Removal and Moisturizer Application
- VI. Hair Removal – Eyebrow Tweezing or Threading
- VII. Hair Removal – Wax Eyebrow
- VIII. Hair Removal – Wax Entire Upper Lip
- IX. Makeup Application – Daytime
- X. Sanitation

PRACTICAL SKILLS

COSMETOLOGY

STATION SET UP – 5 MINUTES	
1	Set up mannequin stand and mannequin – Haircut Mannequin not cut true to form – General Bag Only No longer than (7) Seven inches

SANITATION	
1	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English
2	Sanitizes hands (One time before test unless the hands become unsanitary)
3	Sanitizes work area (One time before test unless the table becomes unsanitary)
4	Universal precautions shall be utilized to clean blood and body fluids
5	Implements dropped on the floor shall not be used until demonstrating mock disinfection
6	Places disposable materials in trash after use
7	Places used implements in container separate from disinfected implements
8	Sanitizes work area after completing tasks (One time after the end of ALL tasks)

BASIC FULL LAYERED HAIRCUT (1" CUT MINIMUM (SHEARS OR RAZOR) - 90° ELEVATION – ALL PERIMETERS CUT AT 0°) - 45 MINUTES	
1	Drape client
2	Wets and sections hair
3	Establishes control of tools throughout haircut
4	Establishes and follows Guideline
5	Removes a minimum of 1" of hair throughout haircut
6	Executes full layered hair with 90° Elevation – All Perimeters Cut at 0°
7	No tags, gaps or windows – must be blended
8	Uses cutting tools safely
9	Clean up and sanitize
10	Completes skill in the allotted time

PERMANENT WAVE – 30 MINUTES	
1	Drapes client for chemical service
2	Sections hair for permanent wave (minimum 6 sections – maximum 9 sections)
3	Sub-section in correlation with the diameter of the rod size
4	Partings are straight and clean
5	Wraps 6 rods (½ off base) – Center back section
6	Hair is wrapped around rods evenly and smoothly
7	Fastens the band along the top of the rod verifying it is not twisted
8	Applies cream or cotton around rods
9	Wears disposable gloves during application of mock solution only
9	STOP FOR EVALUATOR CHECK – RAISE SOLUTION BOTTLE
10	Applies mock solution evenly for processing
11	Demonstrates test curl
12	Verification of no fish hooks
13	Completes skill in allotted time

THERMAL STYLING – CURLING IRON (1/2” TO 3/4”) – 20 MINUTES	
1	Drape client
2	Check temperature of iron on white paper or towel
3	Subsections the back crown in correlation to the diameter of the iron
4	Demonstrates 1 on base curl
5	Demonstrates 1 half off base curl
6	Demonstrates 1 off base curl
7	Places comb between iron and scalp to prevent burns
8	Partings for sub-section are straight and consistent in size
9	Hair is free of fishhooks
10	Hair is free of ridges
11	Completes skill in allotted time

THERMAL PRESSING – FLAT IRON OR PRESSING COMB – SOFT PRESS (1 TOP/1 BOTTOM) – 15 MINUTES	
1	Drape client
2	Check temperature of iron or comb on white paper or towel
3	Parts sub-sections straight and consistent in size
4	Protects from burns
5	Demonstrates Pressing Comb – Presses hair using back of comb OR Demonstrates Flat Iron – Free of creases (Utilizing three (3) curls from Thermal Styling Skill)
6	Hair is free of ridges
7	Completes skill in allotted time

HIGHLIGHTING & BLEACH RETOUCH – 20 MINUTES	
1	Drape client for chemical service
2	Section utilizing top front half of head
3	Wears disposable gloves during application
4	Completes 3 foils (weave or slice – leaving hair between foils) – Utilizing ½ of the section
5	Demonstrates clean partings
6	Using a brush and a bowl - Applies product evenly to the hair strand not extending to scalp area
7	Check mannequin’s skin for bleach and removes product
8	Bleach retouch – Utilizing remaining ½ of the section
9	Using brush and bowl, applies product at the scalp completely covering ½” to 1” of regrowth
10	Cross-checks section to ensure complete coverage
11	Removes excess product from the skin
12	Avoids overlapping of product on previously lightened hair
13	Completes skill in allotted time

CHEMICAL RELAXER – RETOUCH (1/2” REGROWTH) – 15 MINUTES	
1	Drape client for chemical service
2	Utilizes right front side of head
3	Applies base cream to hairline and ears
4	Wears disposable gloves during application
5	Applies mock relaxer to regrowth in ¼” to ½” subsections
6	Verifies complete coverage
7	Smooths hair with back of non-metal comb or application brush
8	Verifies mid-shaft and ends are free from product
9	Verifies unprotected area free from product
10	Completes skill in allotted time

MANICURIST

STATION SET UP – 5 MINUTES	
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1	Set up station and hand form – All products and tools to complete all skills.
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SANITATION	
1	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English
2	Sanitizes hands (One time before test unless the hands become unsanitary)
3	Sanitizes work area (One time before test unless the table becomes unsanitary)
4	Universal precautions shall be utilized to clean blood and body fluids
5	Implements dropped on the floor shall not be used until demonstrating mock disinfection
6	Places disposable materials in trash after use
7	Places used implements in container separate from disinfected implements
8	Sanitizes work area after completing tasks (One time after the end of ALL tasks)

REMOVE POLISH – 5 FINGERS – WHITE POLISH – 10 MINUTES	
1	Saturate a cotton ball or gauze pad with polish remover
2	Remove existing polish
3	Verify no polish smears on fingers
4	Verify no polish on cuticle
5	Verify no polish remaining on nail plate
6	Completes skill in allotted time

NAIL TIP APPLICATION – MIDDLE FINGER ONLY – 15 MINUTES	
1	Sanitizes client's hand
2	Pushes cuticles back
3	Without cutting, demonstrates the ability to trim excess cuticle using nipper
4	Selects appropriate tip for client's nail
5	Trim and shape the artificial nail tip before application
6	Etches nail surface gently to remove shine
7	Removes nail dust from nail surface with paper towel or cotton
8	Applies glue to nail or tip
9	Applies nail tip to free edge
10	Blends and shapes tip without cutting or abrading the skin around the nail
11	Removes nail dust from nail surface with paper towel or cotton after tip is applied
12	Completes skill in allotted time

ACRYLIC – OVER FORM – INDEX FINGER ONLY – 25 MINUTES	
1	Sanitizes client's hand
2	Pushes cuticles back
3	Without cutting, demonstrates the ability to trim excess cuticle using nipper
4	Etches nail surface gently to remove shine
5	Removes nail dust from nail surface with paper towel or cotton
6	Places nail form under free edge without gaps between form and nail
7	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
8	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
9	Allows nail mixture to dry
10	Removes nail form
11	Files and refines the nail and nail surface without cutting or abrading the skin around the nail
12	Buff nail
13	Applies oil to cuticle
14	Completes skill in allotted time

ACRYLIC OVERLAY ON NATURAL NAIL – RING FINGER ONLY – 20 MINUTES	
1	Sanitizes client's hand
2	Pushes cuticles back

3	Without cutting, demonstrates the ability to trim excess cuticle using nipper
4	Etches nail surface gently to remove shine
5	Removes nail dust from nail surface with paper towel or cotton
6	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
7	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
8	Allows nail mixture to dry
9	Files and refines the nail and nail surface without cutting or abrading the skin around the nail
10	Buff nail
11	Applies oil to cuticle
12	Completes skill in allotted time

ACRYLIC OVERLAY WITH TIP – PINKY FINGER ONLY – 25 MINUTES	
1	Sanitizes client's hand
2	Pushes cuticles back
3	Without cutting, demonstrates the ability to trim excess cuticle using nipper
4	Selects appropriate tip for client's nail
5	Trim and shape the artificial nail tip before application
6	Etches nail surface gently to remove shine
7	Removes nail dust from nail surface with paper towel or cotton
8	Applies glue to nail or tip
9	Applies nail tip to free edge
10	Blends and shapes tip without cutting or abrading the skin around the nail
11	Removes nail dust from nail surface with paper towel or cotton after tip is applied
12	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
13	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
14	Allows nail mixture to dry
15	Files and refines the nail and nail surface without cutting or abrading the skin around the nail
16	Buff nail
17	Applies oil to cuticle
18	Completes skill in allotted time

SHAPE, PUSH CUTICLE WITH ORANGEWOOD STICK, REMOVE WITH NIPPERS – THUMB ONLY – 10 MINUTES	
1	Shape the nail using a medium grit abrasive board.
2	Filed from one side to the center of the free edge.
3	Apply cuticle remover
4	Using orangewood stick, gently push and lift cuticle tissue off nail plate
5	Without cutting, demonstrates the ability to trim excess cuticle using nipper
6	Clean under free edge
7	Completes skill in allotted time

POLISH APPLICATION – 5 FINGERS – 10 MINUTES	
1	Removes traces of oil with polish remover.
2	Applies base coat to nails.
3	Applies two coats of dark-colored polish from base to free edge.
4	Applies topcoat.
5	Removes excess polish on skin.
6	Completes skill in allotted time.

ESTHETICS

STATION SET UP AND CLIENT PREPARATION– 5 MINUTES

1	Set up station and prepare client – All products and tools to complete all skills.
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SANITATION	
1	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English
2	Sanitizes hands (One time before test unless the hands become unsanitary)
3	Sanitizes work area (One time before test unless the table becomes unsanitary)
4	Universal precautions shall be utilized to clean blood and body fluids
5	Implements dropped on the floor shall not be used until demonstrating mock disinfection
6	Places disposable materials in trash after use
7	Places used implements in container separate from disinfected implements
8	Sanitizes work area after completing tasks (One time after the end of ALL tasks)

SKIN ANALYSIS – 5 MINUTES	
1	Uses magnifying glass to analyze condition of skin of face
2	Uses magnifying glass to analyze condition of skin of neck
3	Uses magnifying glass to analyze condition of skin of shoulders
4	Describes client's skin type to client
5	Recommends services or products for client's skin type
6	Completes skill in allotted time

FACIAL – SKIN CLEANING – 10 MINUTES	
1	Drape client to protect clothing and hair
2	Applies cleanser to face avoiding eye area
3	Applies cleanser to neck
4	Applies cleanser to shoulders
5	Spread cleanser using upward motions
6	Removes cleanser
7	Prevents cross-contamination
8	Completes skill in allotted time

MANIPULATIONS – 15 MINUTES	
1	Drape client to protect clothing and hair
2	Applies product using upward motions
3	Performs facial manipulations with a slow, even rhythm
4	Performs facial manipulations with upward movements
5	Uses cushions of fingertips, palms or back of hands for facial manipulations
6	Demonstrates effleurage, petrissage, and tapotement on entire face without breaking contact
7	Demonstrates effleurage on neck
8	Demonstrates effleurage on chest area
9	Maintains hand contact with client's skin throughout manipulations
10	Removes product
11	Applies toner or astringent to skin
12	Applies moisturizer
13	Prevents cross-contamination
14	Completes skill in allotted time

MASQUE APPLICATION, MASQUE REMOVAL AND MOISTURIZER APPLICATION – 30 MINUTES	
1	Drape client to protect clothing and hair
2	Applies masque
3	Places eye pads on client's eyes
4	Avoids lips and eye area when applying masque
5	Removes masque
6	Applies toner or astringent to skin
7	Applies moisturizer

8	Prevents cross-contamination
9	Completes skill in allotted time

HAIR REMOVAL – MOCK EYEBROW TWEEZING OR THREADING – ONE (1) EYEBROW – 5 MINUTES	
1	Cleanses eyebrow with antiseptic
2	Wears disposable gloves
3	Tweezes brow in same direction of hair growth while holding skin tightly OR Thread brow in opposite direction of hair growth AND properly disposes of hair
4	Cleans tweezed / threaded area with antiseptic
5	Completes skill in allotted time

HAIR REMOVAL – MOCK EYEBROW WAXING – ONE (1) EYEBROW – 5 MINUTES	
1	Cleanses eyebrow with antiseptic
2	Dries eyebrow area
3	Wears disposable gloves
4	Test temperature of wax by applying to arm or wrist with disposable applicator
5	Applies wax to eyebrow in direction of hair growth
6	Applies strip in direction of hair growth
7	Holds skin tightly during removal of strip
8	Removes waxing strip in the opposite direction of hair growth
9	Cleanses waxed area with antiseptic
10	Prevents cross-contamination
11	Completes skill in allotted time

HAIR REMOVAL – MOCK ENTIRE UPPER LIP WAXING – 5 MINUTES	
1	Cleanses upper lip with antiseptic
2	Dries upper lip
3	Wears disposable gloves
4	Test temperature of wax by applying to arm or wrist with disposable applicator
5	Applies wax to upper lip in direction of hair growth
6	Applies strip in direction of hair growth
7	Holds skin tightly during removal of strip
8	Removes waxing strip in the opposite direction of hair growth
9	Cleanses waxed area with antiseptic
10	Prevents cross-contamination
11	Completes skill in allotted time

MAKEUP APPLICATION – DAYTIME – 15 MINUTES – RECOMMENDED ORDER ONLY	
1	Applies concealer and/or highlighter evenly
2	Applies foundation evenly
3	Applies eye shadow
4	Sanitizes eyebrow pencil by sharpening (before and after use)
5	Applies eyebrow pencil
6	Applies mascara
7	Applies blush
8	Applies lip color
9	Prevents cross-contamination by using disposable applicators
10	Completes skill in allotted time

INSTRUCTOR PRACTICAL EXAMINATION

The instructor practical examination will consist of two parts:

LECTURE EVALUATION

One (1) week prior to the exam, you will be e-mailed the one (1) topic that you will need to present. You will select one (1) of the three (3) options provided for that topic (example: A, B or C). You will need to prepare an outline and instructional aids for your selected topic to bring to test (bring two (2) copies). Visual aids may include textbooks, handouts, flip charts, posters, prepared mannequins, or other aids.

The lecture requires the use of adequate instructional aids. The outline and lesson plan will be collected by the evaluator at the end of the exam.

You will have 20 minutes to develop a lesson plan for conducting a class using the appropriate principles of learning, motivation, presentation, application, and evaluation. The lecture requires the use of adequate instructional aids.

You will have 10 minutes to prepare for the lecture, and up to 30 minutes to execute it.

DEMONSTRATION EVALUATION

In the Demonstration evaluation, you will perform three (3) basic, field-related tasks as you would in a classroom. You will be evaluated according to procedure, technical skill content, and delivery. You will be expected to bring two (2) hard copies of the lesson plans for the demonstration topics. These lesson plans will be collected by the evaluator at the end of the exam. You will be expected to bring all equipment needed to perform demonstrations.

You will have 10 minutes to prepare for each demonstration, and up to 50 minutes to execute each demonstration. You will be expected to perform techniques for teaching manipulative skills as you would in front of a classroom, discussing the steps of the procedure as you perform them. These skills will all be performed on mannequins or hand forms.

LECTURE EVALUATION CRITERIA

In your introduction of material, you must clearly state an objective and a purpose, and explain the knowledge, skills, and abilities that students are to acquire within the context of the lesson.

You must demonstrate that you are clearly prepared to give the lecture. In order to accomplish this task, you must begin your lecture on time. The subject matter of the lesson must be clearly stated, accurate, presented in a linear fashion, and it must relate directly to

the assigned topic. All necessary, relevant materials must be prepared in advance, and visual aids must be legible. You must not second-guess yourself as you are presenting the material.

As with any valuable lesson, you must discuss the theory of the subject and the practical application. At the conclusion of the lesson, you must summarize the subject. As an instructor would do in a classroom setting, you must describe some assessment methods that will be used to determine your students' retention of the subject matter. List several student assignments that will be used to reinforce subject matter.

Clearly states lesson plan, including topic, objective and time required.
Objective explicitly states purpose of lesson.
Objective delineates the knowledge, skills and abilities students should acquire within the lesson.
Subject matter of lesson plan is directly correlated to selected topic.
Brings all necessary, relevant materials.
Presents material in a linear manner.
Visual aids are clear and easily legible.
Begins lesson on time.
Does not second-guess information being presented.
Information presented is accurate.
Describes safety and sanitation procedures of subject matter.
Discusses theory of assigned subject.
Discusses practical application of assigned subject.
Summarizes subject at conclusion of lesson.
Describes assessment methods that will be used to determine student's retention of subject matter.
List students' assignment(s) to reinforce subject matter.

COSMETOLOGY INSTRUCTOR LECTURE

PROPERTIES OF THE HAIR

- A. Structure of the Hair**
This lesson should include a demonstration of the layers of the hair and the importance of each.
- B. Structures Associated with the Hair Root and Follicle**
This lesson should include the correct pronunciation and function of each structure thereof.
- C. Disorders of the Hair**
This lesson should introduce to the class the disorders and a brief discussion of each.

PROPERTIES OF THE SCALP

- A. The Scalp and Various Treatments Thereof**
This lesson should include a brief discussion concerning a healthy scalp, structure of the hair and how it is managed; along with the importance of being able to recognize the various irregularities and the required treatments.
- B. Scalp Manipulations**
This lesson should include the introduction of each movement along with a discussion of each.
- C. Irregularities of the Scalp**
This lesson should introduce the irregularities of the scalp and a brief discussion of each.

SANITATION AND DISINFECTION

- A. Contamination Control**
Introduce contamination control and how to identify common salon contaminants.
- B. Sanitation and Disinfection**
Introduce sanitation and disinfection and how to know when each is appropriate. Explain why sterilization is not important in the professional salon.
- C. Disinfectants**
Introduce the effective use of disinfectants on implements and hard surfaces; discuss how to perform universal disinfection procedures in the salon.

MANICURIST INSTRUCTION LECTURE

BACTERIA AND OTHER INFECTIOUS AGENTS

A. Define and Understand Bacteria

Introduce bacteria and other infectious agents; assist them to find and understand bacteria. Explain the difference between pathogenic and non-pathogenic bacteria.

B. Pathogenic Bacteria

Introduce the main groups of pathogenic bacteria; assisting the class to identify and describe same. Give examples of common infections caused by viruses and bacteria.

C. Types of Infections

Introduce the types of infections that are likely to occur on the fingernail. Discuss the various types of immunities. Introduce some common sources of infection in the salon.

SANITATION AND DISINFECTION

D. Contamination Control

Introduce contamination control and how to identify common salon contaminants.

E. Sanitation and Disinfection

Introduce sanitation and disinfection and how to know when each is appropriate. Explain why sterilization is not important in the professional salon.

F. Disinfectants

Introduce the effective use of disinfectants on implements and hard surfaces; discuss how to perform universal disinfection procedures in the salon.

ANATOMY AND PHYSIOLOGY

A. Anatomy and Physiology

Introduce anatomy and physiology and why understanding will help them to become better nail technicians. Describe the purpose of cells within the human body. Introduce cell metabolism.

B. Body Tissue

Introduce the different types of body tissue and explain the function of each type. Introduce the most important organs of the body and explain the function of each organ. Introduce the systems that make up the human body and explain the function of each system.

C. Muscles

Introduce the ways in which muscles are stimulated. Name the types of muscles that are affected by massage. Discuss the divisions of the nervous system and explain the functions of each division; identify the chief functions of the blood.

ESTHETICIAN INSTRUCTOR LECTURE

INTRODUCTION TO ESTHETICS

A. The Study of Esthetics

Introduce the study of Esthetics. When using proper terminology, give the definition thereof. Explain the opportunities for the licensed Estheticians in the cosmetic industry, education, specialized careers and salons.

B. Professional Image

Introduce the professional image. This lesson should introduce the importance of personal and public hygiene, correct posture for standing and sitting, good human relations, professional attitude and professional ethics.

C. Skin Care and the Use of Cosmetics

Introduce the history of skin care and the use of cosmetics; explaining the benefits derived from health and beauty habits of past cultures comparing the past to the present.

BACTERIOLOGY

A. Bacteria and Their Classifications

Introduce the different types of bacteria and their classifications; using professional terminology and their definitions.

B. Bacteria Growth and Reproduction

Introduce how bacteria can grow, reproduce and discuss bacterial infections.

C. Methods to Prevent Spread of Bacteria

Introduce the methods used to prevent the spread of bacteria in the salon and the lines of defenses.

NUTRITION AND HEALTH OF THE SKIN

A. Nutrition and Food Groups

Introduce nutrition including what it is and why it is important to the health of the skin. List the three basic food groups and describe their importance.

B. Important of Water

Introduce the importance of water to the health of skin. Discuss how hormones, medications and habits can affect the skin.

C. Allergies

Introduce the different causes of allergies; discuss the different vitamins used in cosmetics; explain their properties.

COSMETOLOGY INSTRUCTOR DEMONSTRATION

HAIRCUT

You will be expected to explain while demonstrating a haircut on a mannequin. As an introduction, you must list equipment, implements, products, and materials that are used during a haircut and explain and demonstrate correct safety and client protection procedures. After the introduction, you must orally review the procedure for performing a haircut service. You will be expected to demonstrate the correct procedures for preparing the hair and have knowledge of correct area(s) to begin procedure. Explain professional terminology throughout the entire demonstration. Describe and demonstrate how to section hair for the procedure. During the demonstration you must discuss and demonstrate the correct procedures for haircutting as well as demonstrate the correct process for performing the procedure. You will explain and demonstrate symmetry. You will be expected to conclude by summarizing the demonstration with an explanation of criteria that can be used to judge a quality haircutting service. During the demonstration, you must maintain sanitary conditions at all times.

Identifies implements, supplies, equipment and set up required to perform a haircut.
Explains and demonstrates correct safety and client protection during demonstration.
Identify the safe and proper use of the various tools of hair cutting.
Correctly identify reference points on the head form and understand their role in haircutting.
Discuss and demonstrate angles, elevations and guidelines.
Demonstrates correct procedures to section hair for a basic haircut.
Identify and demonstrates a stationary guide.
Identify and demonstrates a traveling guide.
Discuss three basic haircuts.
Define cross-checking.
Give a summary of demonstration.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

CHEMICAL RELAXING: SODIUM HYDROXIDE, VIRGIN

You will be expected to demonstrate a chemical relaxing service: (sodium hydroxide) on virgin hair on a mannequin. As an introduction, you must list equipment, implements, products, and materials that are used during a chemical relaxing service and explain and demonstrate correct safety and client protection procedures. After the introduction, you must orally review the procedure for performing a chemical relaxing service. You will be expected to demonstrate the correct procedures for preparing the hair and have knowledge of correct area(s) to begin procedure. Describe and demonstrate how to determine hair porosity and elasticity tests as well as demonstrate how to section hair for the procedure. During the demonstration you must discuss and demonstrate the correct procedures for using and applying the base cream and sodium hydroxide solution, as well as, demonstrate the correct process for performing periodic strand tests during the procedure. You will be expected to demonstrate correct procedures to rinse, shampoo, and condition hair after treatment and correctly use and explain professional terminology throughout the entire demonstration. You must discuss the importance of following manufacturer's directions for determining processing times and consistently reinforce the demonstration with oral explanations. You will be expected to conclude the demonstration by summarizing the demonstration with an explanation of criteria that can be used to judge a quality chemical relaxing service. During the demonstration, you must maintain sanitary conditions at all times.

Identifies implements, supplies, equipment and set up required to perform chemical hair relaxer service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare hair for service.
Discusses and demonstrates correct procedures to determine hair porosity and elasticity tests.
Demonstrates correct procedures to section hair for procedure.
Discusses importance of process to apply protective base cream to hairline and ears.
Demonstrates correct procedure for applying protective base cream to hairline and ears.
Demonstrates knowledge of correct area(s) to begin procedure.
Demonstrate correct process and procedure for application of relaxer to hair and scalp.
Demonstrates correct knowledge of steps needed for finalizing the application of relaxer cream.
Demonstrate correct process needed for performing periodic strand tests during procedure.
Discusses the importance of following manufacturer's directions for determining correct processing time.
Demonstrates correct process and procedure to rinse, shampoo and condition hair after treatment.
Correctly uses and explains professional terminology in discussing proper procedures throughout entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

PERMANENT WAVING: BASIC WRAP

You will be expected to demonstrate a permanent wave on a mannequin using a basic wrap. As an introduction, you must list equipment, implements, products, and materials that are used during a permanent waving service and explain and demonstrate correct safety and client protection procedures. Before beginning the procedure, you must orally review the procedures for this service. You must demonstrate the correct procedures for preparing hair for this service, including the knowledge of how to perform a preliminary test curl process. Correctly demonstrate how to subdivide the hair for the procedure and demonstrate and discuss the wrapping procedure using end paper and permanent wave rod. You will be expected to discuss and demonstrate the proper angles necessary for wrapping hair sections. During the demonstration you must explain the importance of application of barrier cream and cotton and correctly demonstrate the process and procedure for application of the perm solution. You will be expected to demonstrate and discuss the correct procedures for determining processing time for product used. Application of final neutralizer to processed hair should be discussed and demonstrated as well as stating the steps needed for finalizing the permanent waving procedure. Professional terminology should be used throughout the entire demonstration. You must discuss the importance of following manufacturer's directions for determining final rinsing procedures and consistently reinforce the demonstration with oral explanations. You will be expected to conclude the demonstration by summarizing the demonstration with an explanation of criteria that can be used to judge a quality permanent waving service. During the demonstration, you must maintain sanitary conditions at all times.

Identifies implements, supplies, equipment and set up required to perform basic permanent wave service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare hair for service.
Discusses and demonstrates correct procedures for preliminary test curl process.
Demonstrates correct procedures for subdividing hair.
Correctly demonstrates wrapping procedure using end papers and rods.
Demonstrates correct angle necessary for wrapping remaining sections.
Discusses importance of application of barrier cream and/or cotton.
Demonstrate correct process and procedure for application of perm solution.
Demonstrates and discusses the correct procedure(s) for determining processing time.
Demonstrates correct knowledge of steps needed for finalizing the processing procedure.
Demonstrate correct process and procedures needed for application of neutralizer to processed hair.
Demonstrates and discusses the importance of following manufacturer's directions for final rinsing procedure.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

MANICURIST INSTRUCTOR DEMONSTRATION

BASIC MANICURE

You will be expected to demonstrate a basic manicure on a hand form. As an introduction, you must identify the list of equipment, implements, cosmetics, and materials that are used during a manicure and set up the manicure table. After setting up the manicure table, you must review the procedure for performing a basic manicure. Following this introduction, you will be expected to demonstrate a basic manicure. This includes a discussion of the proper procedure for the sanitation of equipment and implements. You must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. You must conclude the demonstration with an explanation of criteria that can be used to judge a quality manicure. During the demonstration, you must maintain sanitary conditions at all times.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform a basic manicure service.
Sets up manicure table.
Reviews procedure for giving a manicure.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality manicure.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

ACRYLIC OVERLAY WITH TIP

You will be expected to demonstrate an acrylic overlay with tip on a hand form. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during an acrylic overlay with tip and set up the table. After setting up the table, you must review the procedure for performing an acrylic overlay with tip. Following this introduction, you will be expected to demonstrate an acrylic overlay with tip. This includes a discussion of the proper procedure for the sanitation of equipment and implements. You must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. You must conclude the demonstration with an explanation of criteria that can be used to judge a quality acrylic overlay with tip. During the demonstration, you must maintain sanitary conditions at all times.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform an acrylic overlay with tip.
Sets up manicure table.
Reviews procedure for performing an acrylic overlay with tip.
Demonstrate procedure for performing acrylic overlay with tip.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality acrylic overlay with tip.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

ACRYLIC OVER FORM

You will be expected to demonstrate an acrylic over form on a hand form. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during an acrylic over form and set up the table. After setting up the table, you must review the procedure for performing an acrylic over form. Following this introduction, you will be expected to demonstrate an acrylic over form. This includes a discussion of the proper procedure for the sanitation of equipment and implements. You must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. You must conclude the demonstration with an explanation of criteria that can be used to judge a quality acrylic over form. During the demonstration, you must maintain sanitary conditions at all times.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform an acrylic over form.
Sets up manicure table.
Reviews procedure for performing an acrylic over form.
Demonstrate procedure for performing acrylic over form.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality acrylic over form.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

BASIC FACIAL

You will be expected to demonstrate a facial on a mannequin. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during a facial procedure. You must demonstrate how to use equipment that may be unfamiliar to students and demonstrate how to properly prepare a client to receive a facial service. Before beginning the procedure, you must orally review the procedures for performing a basic facial. Then, you must demonstrate the procedure while describing safety procedures that the students must follow. Make sure to stress proper direction while conducting manipulations. In conclusion, you must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. You will be expected to establish a set of criteria with which a quality facial can be judged. During the demonstration, you must maintain sanitary conditions at all times.

Identify the list of equipment, implements, cosmetics and materials that are used to perform a basic facial service.
Demonstrates use of equipment.
Demonstrates preparation of client.
Reviews basic facial procedure.
Demonstrates giving a facial.
Describes safety procedure(s).
Demonstrates appropriate procedures to follow in case of accident.
Stresses proper direction while conducting the manipulations.
Reviews proper use of implements, cosmetics, and materials.
Establishes criteria to evaluate a quality facial.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

HAIR REMOVAL – WAXING EYEBROW

You will be expected to demonstrate a wax on a mannequin with cholesterol used as mock wax. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during a waxing procedure. You must demonstrate how to use equipment that may be unfamiliar to students, and demonstrate how to properly prepare a client to receive a waxing service. Before beginning the procedure, you must orally review the procedures for performing a basic wax. Then, you must demonstrate the procedure while describing safety procedures that the students must follow including testing temperatures of heated wax and correctly demonstrate procedures for applying wax to eyebrow and lip area. Demonstration and oral discussion must be given during the process of application and removal of fabric strip to waxing area and the importance of applying the proper pressure and direction while conducting this service must be stressed. Professional terminology must be used throughout the entire demonstration. In conclusion, you must summarize the demonstration and review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident, outlining the steps of Universal Safety Precautions. During the demonstration, you must maintain sanitary conditions at all times.

Identify the list of equipment, implements, cosmetics and materials that are used to perform hair removal service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare area for hair removal service.
Discusses and demonstrates correct procedures for testing temperature of heated wax.
Demonstrates correct procedures for applying wax to eyebrow area.
Correctly demonstrates application of fabric strip to waxing area.
Discusses importance of applying correct pressure to skin when removing fabric strip.
Demonstrate correct process and procedure for removal of fabric strip.
Demonstrates correct procedure for applying antiseptic to treated area.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

You will be expected to demonstrate the application of makeup on a mannequin. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during makeup application. You must demonstrate how to use equipment that may be unfamiliar to students and demonstrate how to properly prepare a client to receive this service. Before beginning the procedure, you must orally review the procedures for a quality makeup application. Then, you must demonstrate the procedure while describing safety procedures that the students must follow. Discuss and demonstrate the correct procedures for cleansing and preparing skin and demonstrate the correct procedure for the application of appropriate makeup.

Orally discuss the proper way to apply needed products such as concealer and foundation as you perform the demonstration. You must also correctly discuss and demonstrate the procedures for applying appropriate products to the eye, cheek and lip areas. During the entire demonstration you must use and explain professional terminology in discussing all procedures. In conclusion, you must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. You will be expected to establish a set criteria with which a quality makeup application can be judged. During the demonstration, you must maintain sanitary conditions at all times. You will be graded on these criteria, as well as your ability to communicate your intentions as you demonstrate the field related task.

Identify the list of equipment, implements, cosmetics and materials that are used to perform makeup application.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare face for procedure.
Discusses and demonstrates correct procedures for application of cleansing creams or lotion to facial areas.
Discusses and demonstrates correct procedures for application of astringents and/or toners to facial area.
Demonstrates correct procedures for application of appropriate foundation.
Correctly demonstrates application and use of concealer products.
Demonstrates correct procedures for applying products to eye area (including eye color, eye liner, eyebrow color and mock mascara).
Discusses and demonstrates correct procedures for application of cheek color.
Demonstrates correct procedures for application of lip liner and color.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Establishes criteria to evaluate a quality makeup application.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

SAMPLE LESSON PLAN

Subject:

Topic:

Learning Objective:

Pre-requisites of the Learner:

Tools and Materials:

- A. Instructor:
- B. Student:

References:

Introduction:

Demonstration/Lecture:

I.

- A.
- B.
 - 1.
 - 2.

II.

- A.
 - 1.
 - 2.
- B.
- C.

III.

- A.
- B.

Summary:

Application:

Evaluation:

Assignment:

PRACTICAL EXAM RESULTS

MS State Board of Cosmetology will provide you with your official examination results on the day of testing. If you lose your examination results and need to obtain another copy, please contact MS State Board of Cosmetology at (601) 359-1865.

Examination results will not be given over the telephone nor can they be sent to your employer or to another third party.

SCORE REPORTING

You must successfully complete all of the skills in the skill form to pass the Practical Skills Examination. You must successfully complete the skill in the allotted time and score 70 or above to pass a skill. If you fail one skill of the practical examination, you will be allowed a retake examination of just that skill. If you fail more than one skill of the practical examination, the complete practical exam must be retaken. Examination fees remain the same.

LICENSURE

Once you have successfully passed both the theory and the practical exams, please contact the Mississippi Cosmetology Board for licensure.

FAILING AND RETAKING AN EXAMINATION

Any applicant failing to pass the required examination after three (3) attempts is not eligible for re-examination until he or she has returned to a school for additional training and met whatever criteria is deemed necessary by the school to prepare applicant for successful examination. After one year from completion date, the minimum 10% brush up hours are required.

PRACTICAL EXAM

GRIEVANCE PROCESS

All complaints regarding the practical examination MUST be submitted in writing directly from the candidate and should contain as much detail as possible.

Complaints will not be accepted from any other person or entity without the express written permission of the candidate.

The complaint must be sent to info@msbc.ms.gov

All complaints are required to be submitted no more than ten (10) business days after the examination.

Upon receipt of the complaint, MS State Board of Cosmetology will acknowledge receipt and conduct an investigation. Within ten (10) business days of receipt of the complaint, the candidate will be mailed a written response from MS State Board of Cosmetology that will detail the outcome of the investigation and remedy, if any.

Oral complaints or complaints by parties other than the candidate will not be accepted.

Once an investigation is completed and a final decision is made, MS State Board of Cosmetology will consider the case closed.

MS State Board of Cosmetology
Post Office Box 55689
Jackson, MS 39296

Physical Address:
239 North Lamar Street, Suite 301
Jackson, MS 39201

(601) 359-1820
(601) 354-6639 Fax

To change or reschedule a testing date:

RLowery@msbc.state.ms.us

For testing accommodations:

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