The National Cosmetology practical examination is the licensure examination for Cosmetologist, which is developed by the National Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration.

Please review all information carefully!

Eligibility and Application Requirements

Eligibility requirements for the Cosmetology licensure examinations are set by the Montana Board of Barbers and Cosmetologists (Board). To apply for this examination you must submit a completed application and cashier’s check or money order to DL Roope Administrations Inc.

Montana School Candidates

If you graduated from a licensed school in the state of Montana, you must obtain an application from your school. You may apply for your practical examination once you have completed 90% of the required training hours. If you apply online your school will be notified electronically that you have applied.

Student final record of instruction must be submitted to the Montana Board of Barbers and Cosmetologists. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before the Board will issue a license.

Reinstatement, Out of State & Out of Country Candidates

If your license has lapsed or if you did not graduate from a school licensed by the Montana Board of Barbers and Cosmetologists you may visit the Board’s website at http://www.cosmetology.mt.gov or e-mail the Board office at dlbdsdcos@mt.gov for information regarding requirements for licensure. If you do not have internet access you may contact the Board office at 1-406-841-2300.

Please visit our website at www.DL Roope.com for the appropriate application. If approved, the Board will issue a Verification of Eligibility form (VOE) that must be submitted with your examination application to DL Roope Administrations Inc.

DL Roope Administrations Inc. Contact Information

To request examination information you may write, phone, or visit our website:
D.L. Roope Administrations Inc. ~ P.O. Box 631 ~ Hampden, ME 04444-0631
Toll Free: 1-888-375-2020 ~ Fax (207) 848-5511 ~ www.DLRoope.com

Online Exam Applications

Online exam applications are available on our website at www.dlroope.com. Exam fees may be paid by credit card when applying online and there is a $10 processing charge.

Paper Exam Applications

If you are a recent graduate a paper exam applications must be obtained from your school. If you graduated in another state you may visit our website at www.dlroope.com to print a paper exam application.
AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact DL Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to DL Roope Administrations Inc. by the application deadline date.**

APPLICATION PROCEDURES

**Complete** applications must be received by DL Roope Administrations by the deadline date indicated next to the requested exam week. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested examination week is full, you will be scheduled for the next available examination week. Practical exam admission letters will be mailed after the deadline date. This letter will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for 6 months from date of receipt. You must request a practical examination week on your application prior to the 6 month expiration of your examination fee. If no examination week is indicated on the application you will be scheduled for the next available examination week.

If you do not attend your scheduled examination, cannot be admitted, or if you arrive late, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation you must provide written documentation. The following situations may be considered for rescheduling:

- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- You have a medical emergency - documentation from a medical professional is required.
- A death in your immediate family – a copy of the obituary indicating your relation or a letter from the funeral home stating your relation to the deceased.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination for review. If approved, you will be rescheduled to the next available examination week. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

ADMISSION TO THE PRACTICAL EXAMINATION

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays en route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver’s license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter PRIOR to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to DL Roope Administrations Inc. PRIOR to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.
GENERAL INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE. Candidates are not allowed visitors or to receive messages during the examination.
- Recommended kit size is no larger than 30” x 30”. For safety reasons all kits must be able to fit completely under the work area.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

IMPORTANT INSTRUCTIONS

- 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- Manufacturer’s labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

MANNEQUIN INFORMATION

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. It is suggested that one mannequin be curled prior to the examination, please do not use any gels or sprays. This is suggested for the purpose of simulating thermal curling with a cold iron. The mannequin’s hair must be brushed straight back prior to the thermal curling section of the examination.

Mannequin heads that have been purchased presectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be instructed by the examination coordinator that they are not permitted and it must be put away.

Candidates must also bring a mannequin hand for the manicure section of this examination. Prior to reporting to the examination candidates MUST apply a nail to each finger. The artificial nails must cover the entire nail bed of each finger. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examination.
COSMETOLOGY EXAMINATION SECTIONS

National Cosmetology Practical Examination

The duration of this examination is approximately 4 hours and consists of the following sections:

SET UP AND CLIENT PROTECTION
(10 minutes)

Proctor Verbal Instructions: Read to all candidates:

“You will now set up the general supplies that you will use throughout your examination.”
“You will also set up the thermal curling supplies.”
“You will be observed for client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished this section.”
(1) “The instructions will be repeated.”
(2) “You may begin set up.”

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

THERMAL CURLING
(10 minutes)

Proctor Verbal Instructions: Read to all candidates:

“You will now perform the thermal curling section of this examination.”
“You will form three curls on the top of the head and four curls on one side of the head.”
“You will be observed for client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished this section.”
(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Demonstration of Curling

- Tests temperature of iron PRIOR to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked
THERMAL CURLING CONTINUED

Safety and Infection Control
- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

HAIRCUTTING
(30 minutes)

Proctor - Verbal Instructions for Set Up: Read to all candidates:
“You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”
“Step back to indicate you have finished.”
“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:
“You will now perform the haircutting section of this examination.”
“You will complete a basic layered, 90º haircut using shears and a razor.”
“You will cut the nape section with a razor.”
“You will complete the haircut using the shears.”
“Please do not sweep the hair from the floor until you are instructed.”
“You will be observed for client protection, safety and infection control procedures.”
“You will have 30 minutes to complete this section.”
“You will be informed when you have 15 minutes remaining.”
“Step back to indicate you have finished this section.”
(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation
- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Haircutting
- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times
HAIRCUTTING CONTINUED

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed:

“May I please use your comb to check your haircut?”

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

Safety and Infection Control

Examiner – Verbal Instructions: Read to each candidate individually after checking their haircut

“You may clean up only your hair at this time.”

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed this section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CHEMICAL WAVING

(20 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will now perform the chemical waving section of this examination.”

“You will wrap the center back section of the head, from crown to nape.”

“Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl.”

“You will be instructed to demonstrate saturation.”

“You will be instructed to demonstrate a test curl.”

“Do not remove the perm rods until the examiner instructs you to remove them.”

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate you have finished this section.”

(1) “The instructions will be repeated.”
(2) “You may begin.”
CHEMICAL WAVING CONTINUED

Candidates will be evaluated on the following tasks:

**Preparation**
- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

**Demonstration of Chemical Waving**
- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:  
“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:  
“Please stop working.”

**Examiner – Verbal Instructions:** Read to each candidate individually after all candidates have stepped back or timing has elapsed:  
“Please demonstrate saturation.”
- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

**Examiner – Verbal Instructions:** Read to each candidate individually:  
“Please demonstrate a test curl.”
- Unwraps rod at least 1 1/2 turns and hair is held to relax

**Examiner – Verbal Instructions:** Read to each candidate individually:  
“Please step back and do not remove the perm rods until instructed to do so.”

**Safety and Infection Control**
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Proctor – Verbal Instructions:** Read the following to the entire group of candidates after examiners have finished checking all candidates:  
“Please remove all rods from the head and brush the hair straight back.”

**Proctor – Verbal Instructions:** Do not continue until all candidates have removed all of their rods. If necessary, read the following statement to the entire group:  
“We cannot continue until all candidates have removed all rods from the hair and brushed the hair straight back.”
VIRGIN HAIR LIGHTENING APPLICATION AND HAIR COLOR RETOUCH
(20 minutes, in two 10 minute segments)

Proctor – Verbal Instructions for Set Up:
“You have 2 minutes to remove the supplies from your kit for the hair lightening and hair color retouch section of this examination.”
“You may begin sectioning the head into 4 equal sections.”
“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”
“Step back to indicate you have finished.”
“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

Proctor - Verbal Instructions: Read to all candidates:
“You will now perform the virgin hair lightening application section of this examination.”
“You will be observed for client protection, safety and infection control procedures.”
“You will have 10 minutes to complete the virgin hair lightening.”
“You will be informed when you have 5 minutes remaining.”
“Upon completion, you will step back until instructed to apply the haircolor retouch.”
“You will have 10 minutes to complete the haircolor retouch.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished.”
(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation
• Sets up implements that are visibly clean and sanitary
• Sets up work area with supplies labeled in English
• Sanitizes hands
• Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
• Divides head into four equal sections
• Applies protective cream around hairline
• Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application (10 minutes)
• Subsections hair 1/8 inch wide or less
• Applies simulated product 1/2 inch from scalp
• Applies simulated product up to but not including last 1 inch of hair
• Completely covers subsections with simulated product

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

DEMONSTRATION OF HAIR COLOR RETOUCH

Proctor – Verbal Instructions:
“You have 10 minutes to complete the hair color retouch section.”
“You will be informed when you have 5 minutes remaining.”
“You may begin.”
VIRGIN HAIR LIGHTENING APPLICATION AND HAIR COLOR RETOUCH CONTINUED

Demonstration of Hair Color Retouch (10 minutes)
- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control
- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

VIRGIN RELAXER APPLICATION AND RELAXER RETOUCH
(20 minutes, in two 10 minute segments)

Proctor – Verbal Instructions for Set Up:
“You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination.”
“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”
“Step back to indicate you have finished.”
“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

Proctor - Verbal Instructions: Read to all candidates:
“You will now perform the chemical relaxing section of this examination.”
“You will be observed for client protection, safety and infection control procedures.”
“You will have 10 minutes to complete the virgin relaxer application section.”
“You will be informed when you have 5 minutes remaining.”
“When completion, you will step back until instructed to apply the relaxer retouch.”
“You will have 10 minutes to complete the relaxer retouch section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished.”
(1) “The instructions will be repeated.”
(2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation
- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product
Demonstration of Virgin Relaxer Application (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

DEMONSTRATION OF RELAXER RETOUCH

Proctor – Verbal Instructions:
“You have 10 minutes to complete the relaxer retouch section.”
“You will be informed when you have 5 minutes remaining.”
“You may begin.”

Demonstration of Relaxer Retouch (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- Completely covers subsections with simulated product

Examiner – Verbal Instructions: Read to each candidate individually after timing is completed or all candidates have stepped back:
“Please demonstrate smoothing the relaxer retouch product.”

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read to entire group if the timer goes off:
“Please stop working.”
**BASIC FACIAL**  
*(10 minutes)*

**Proctor – Verbal Instructions for Set Up:**  
“"You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."”  
“"Step back to indicate you have finished your set up."”  
“"You may begin set up."”

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:  
“"All candidates have indicated that they have completed this section of the examination, we will now proceed."”

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:  
“"Please stop working."”

**Proctor - Verbal Instructions:** Read to all candidates:  
“"You will now perform the basic facial section of this examination."”  
“"You will be observed for client protection, safety and infection control procedures."”  
“"You will have 10 minutes to complete this section."”  
“"You will be informed when you have 5 minutes remaining."”  
“"Step back to indicate you have finished this section."”  
(1) “"The instructions will be repeated."”  
(2) “"You may begin."”

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

**Preparation**  
- Disinfects work area or uses protective covering  
- Sets up work area with supplies labeled in English  
- Sanitizes hands  
- Applies hair drape to completely cover hair  
- Re-sanitizes hands

**Demonstration of Facial**  
- Removes cleanser from container using infection control procedures and applies it to the entire face safely  
- Removes cleanser from face without dragging or pulling skin  
- Removes massage product from container using infection control procedures and applies it to entire face safely  
- Distributes massage product over entire face safely  
- Demonstrates massage maintaining continuous contact  
- Removes massage product from face without dragging or pulling skin  
- Removes all residual massage product safely  
- Applies toner/astringent safely

**Safety and Infection Control**  
- Maintains hair drape throughout service  
- Disposes of soiled materials using infection control procedures  
- Disposes of items to be disinfected in properly labeled receptacle  
- Practices infection control procedures safely throughout service  
- Maintains work area in a safe manner throughout service

**Proctor – Verbal Instructions:** Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:  
“"All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination."”

**Proctor – Verbal Instructions:** Read to entire group if the timer goes off:  
“"Please stop working."”
MANICURE
(20 minutes)

Proctor – Verbal Instructions for Set Up:
"You have 2 minutes to remove the supplies from your kit for the manicure section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."
"Step back to indicate you have finished."
"You may begin set up."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
"All candidates have indicated that they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
"Please stop working."

Proctor - Verbal Instructions: Read to all candidates:
"You will now perform the manicure section of this examination."
"You will be observed for client protection, safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
"Turn the hand toward the examiner to indicate you have finished this section."
(1) "The instructions will be repeated."
(2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation
• Disinfects work area or uses protective covering
• Sets up work area with supplies labeled in English
• Sanitizes hands
• Sanitizes hand to be manicured

Demonstration of Filing
• Shapes free edge safely
• Establishes uniform length and shape

Demonstration of Cuticle Care
• Immerses fingers in bowl of water
• Dries hand completely
• Applies cuticle cream or remover using infection control procedures
• Pushes back cuticle safely
• Cleans under free edge safely
• Buffs nail safely
• Applies cuticle oil using infection control procedures

Demonstration of Hand Massage
• Applies massage product using infection control procedures
• Massages palm, back of hand, and fingers while maintaining continuous contact
• Cleanses massage product from each nail plate

Application of Polish
• Applies base coat to cover nail plate
• Applies red polish to cover nail plate
• Applies top coat to cover nail plate

Final Appearance of Nails
• Final appearance of polish is smooth and even
• Cuticle and surrounding skin remain free of polish

Safety and Infection Control
• Disposes of soiled materials using infection control procedures
• Disposes of items to be disinfected in properly labeled receptacle
• Practices infection control procedures safely throughout service
• Maintains work area in a safe manner throughout service
MANICURE CONTINUED

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read to entire group if the timer goes off:
“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEANUP

Proctor - Verbal Instructions: Read at the conclusion of the examination:
“All examiners have indicated they have completed their assessment.”
“This concludes the National Cosmetology Practical Examination.”
“Make sure that all kit supplies and disposable materials are taken with you.”
“Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

RECOMMENDED GENERAL SUPPLIES

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked mannequins are NOT permitted)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. (non-aerosol)
- container/bag for soiled/trash items
- container/bag for items to be disinfected
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- masking tape (scotch tape is not permitted)

THERMAL CURLING SUPPLIES

- thermal curling iron
- comb(s)
- material for testing temperature of iron

HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)
### HAIR LIGHTENING AND HAIR COLORING SUPPLIES
- tint brush and bowl or bottle applicator
- thick gel or cholesterol
- comb(s)
- hair clips

### CHEMICAL RELAXING SUPPLIES
- tint brush and bowl or bottle applicator
- thick gel or cholesterol
- comb(s)

### BASIC FACIAL SUPPLIES
- hair drape
- cleansing cream
- massage cream
- toner or astringent

### MANICURE SUPPLIES
- mannequin hand(s) with artificial nails attached (Trainer hands are **NOT** permitted.)
- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil
- base coat
- top coat
- red polish
- polish remover

### REFERENCES
Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.
MONTANA SCORING INFORMATION

A scaled score of 75.00 is required on practical examination. Candidates must achieve an overall passing score on the practical examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

MONTANA EXAMINATION RESULT INFORMATION

If you indicated on your application that you will download a copy of your result letter from our website, our web address is www.DL Roope.com. A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. Do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter.

Please print a copy of your result letter as you will not receive an additional copy in the mail. Result letters are only available on the webscore system for 2 weeks after posting. Your original result letter will be sent directly to the Board.

If you are unable to log onto our website please check the message center to see if a message has been posted that the results are available, you will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at www.DL Roope.com.

If you do not have access to the internet and you need your result letter mailed to you please check the appropriate box on the application. If your result letter is mailed to you it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board.

If you have failed your examination you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to D.L. Roope Administrations Inc. at the address listed on the form.
INFECTION CONTROL AND SAFETY STANDARDS

NIC Infection Control

WET DISINFECTION and STORAGE STANDARD

1) Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer’s directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.

2) Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer’s label to be effective.

3) All disinfectant solution must be changed per the manufacturer’s label or sooner if contaminated.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants. At no time can these items come into contact with used/dirty items.

HAND WASHING

Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC practical examinations.

NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.
NIC BLOOD EXPOSURE PROCEDURE

IF A BLOOD EXPOSURE SHOULD OCCUR, THE FOLLOWING STEPS MUST BE FOLLOWED:

- When possible injured party should go to a sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items). This is the responsibility of the candidate/student/licensee and should be executed as follows:

CANDIDATE/STUDENT/LICENSEE INJURY

PROTECTION – If a cut is sustained, stop the service, put on gloves (if appropriate) and clean the injured area.
- APPLY antiseptic to the injured area.
- DRESSING - Cover the injury with the appropriate adhesive dressing.
- COVER injured area with finger guard or glove if appropriate.
- BAG and dispose of all contaminated single use items.
- REMOVE gloves and wash hands.
- CLEAN model/client.
- CLEAN AND DISINFECT implements and station.
- CLEAN hands
- RETURN to the service.

MODEL/CLIENT INJURY

STOP service.
- GLOVE hands of candidate/student/licensee.
- CLEAN injured area.
- APPLY antiseptic.
- COVER the injury with the appropriate dressing to prevent further blood exposure.
- BAG and dispose of all contaminated single use items.
- CLEAN and disinfect any implements or surfaces contaminated
- CLEAN hands
- RETURN to service.

EXAMINATIONS:

- EXAMINER IS TO USE NEW DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH WASHING HANDS.
- DOCUMENT INCIDENT IN BLOOD EXPOSURE LOG.

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC CONTAINER TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR.

Adopted 1998; Revised October 2002/ Revised August 2014