

NORTH DAKOTA BOARD OF COSMETOLOGY

PRACTICAL EXAMINATION

CANDIDATE INFORMATION BROCHURE

THE MANICURE PRACTICAL EXAMINATION

The North Dakota Practical Examination is the licensure examination for manicurists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC) and administered by the N.D. State Board of Cosmetology. **This Information Bulletin only includes State Guidelines regarding this practical examination. For the NIC Candidate Information Bulletin, please go to www.ndcosmetology.com under the "Exams" tab to download.** Please review all information carefully.

ELIGIBILITY AND APPLICATION REQUIREMENTS

The North Dakota Board of Cosmetology sets eligibility requirements for the manicurist licensing examinations. To apply for this examination you must submit a completed application and the appropriate fee. For applications, contact your school or the Board Office at 701-224-9800. The application may also be found at www.ndcosmetology.com, under the "Exams" tab.

ADMISSION TO THE PRACTICAL EXAMINATION

Upon approval of your application you will be sent an admission notice. This notice will confirm the category and type of practical examination you will be taking, as well as the date, time and location of the examination you have been scheduled for. Report to the test center on the date and time indicated on your notice. **Persons arriving after the examination has begun will not be admitted.**

You must present the admission notice and a photo ID for admittance to the examination. No candidate will be admitted without the required documents. No walk-in candidates will be admitted.

If your name has changed since you received your examination notice, you must bring legal documentation showing your previous name and current name. The name submitted on the application must match the ID presented for admittance to the examination.

EXAMINATION CONTENT AREAS

The Manicure examination consists of three (3) sections:

1. National Manicure Theory Examination. This examination is offered via computer.
2. North Dakota Manicure Laws, Rules & Regulations Law. This examination is offered via computer.
3. Manicure Practical Examination. This examination will consist of the six (6) NIC core domain services:
 - Work area and client preparation, and set up of supplies
 - Manicure and polish application
 - Work area and **new client** preparation. And set up of supplies
 - Nail tip application and blending
 - Sculptured nail
 - Blood exposure procedure

The manicure practical examination covers the professional tasks licensed manicurists can be expected to perform in his or her profession.

GENERAL INSTRUCTIONS

- All work will be done on mannequins, no live models will be allowed.

SCORING

Your score report will identify the results of your practical examination as pass or fail.

EXAMINATION RESULTS

Examination results will be mailed to you. No results will be given over the phone.

If you have passed your examination you will receive a score report and a license.

An applicant who fails the practical examination shall be required to retake the entire practical examination over.

You will receive an application for re-examination and must submit it to:

**North Dakota Board of Cosmetology
4719 Shelburne St.; Suite #1
Bismarck, ND 58503**

Practical Re-examination Fee: \$25.00

WRITTEN EXAMINATION INFORMATION

PSI Services LLC (PSI) will be offering computer based testing for the North Dakota State Board of Cosmetology. You will receive results immediately following the examination. You may pay and schedule for your examination without prior approval from the Board.

Follow the instructions in the Candidate Information Bulletin (CIB) from www.psiexams.com to register and pay for your examination. **IMPORTANT NOTE:** You will not be able to schedule an examination date until payment has been received.

Applicants may schedule for an examination using one of the following methods:

- via the internet 24 hours a day at www.psiexams.com
- with a PSI registrar at (800) 733-9267, available Monday through Friday, from 7:00 am to 7:00 pm and Saturday from 8:00 am and 4:30 pm, Central Time.

A passing score of at least 75% is required on the written portions of the examination.

If you fail an examination, you may reschedule as soon as the next day. To retake a written examination, contact PSI Services.

NIC BLOOD EXPOSURE PROCEDURE

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

Client

1. Stop service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic and adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

Licensee

1. Stop service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic and adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.