



NATIONAL *ESTHETICS*
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

The NIC National Esthetics Practical Examination is the licensure examination for Esthetics, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Esthetics Practical Examination content and administration for Esthetics core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents. Go to www.nictesting.org for a current downloadable copy of each of the following:

- **Important Instructions and Examination Core Domain Content** – This contains information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This is a list of references used to develop and support the content covered in NIC examinations.
The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!
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. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.

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- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
 - Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
 - Examiners are not allowed to speak with candidates.Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, they should step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums to, the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions*

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reported to the proper authorities.

- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers' created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the "*Suggested Examination Supplies*" section to see any further state specific requirements for supplies and products.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - **NO AEROSOLS OR DISINFECTANT SPRAYS** are allowed in the testing environment.
 - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "*Suggested Examination Supplies*" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into the examination.

SPECIAL ATTENTION!

The following information is vital and specific to the
National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "to be disinfected"
 - Container labeled "soiled linens"
 - Container labeled "trash"
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domain Sections). All additional services (varies by state) will be performed on Client 2.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- **In accordance with manufacturer's guidelines, gloves MUST be worn during disinfection procedures.**

**ESTHETICS PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Esthetics Practical Examination includes 6 (six) core domain services. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation and Set Up of Supplies** (First client) (10 minutes)
2. **Client Preparation and Basic Facial** (25 minutes)
3. **Work Area Preparation for New Client and Set Up of Supplies** (Second client) (10 minutes)
4. **New Client Preparation and Hair Removal of the Eyebrows Using Simulated Soft Wax and Tweezing** (5 minute set-up, Untimed procedure)
5. **Facial Makeup** (20 minutes)
6. **Blood Exposure Procedure** (10 minutes)
7. Particle Microdermabrasion on the Forehead (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*
8. Eyelash Enhancement (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*
9. Hair Removal of the Upper Lip Using Hard Wax (10 minutes) *+ADDITIONAL SECTION (Performed on Client 2)+*

CONTENT DOMAINS

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your WORK AREA for your client.”

“You will set up the universal supplies you will use throughout the examination.”

“You will also set up the supplies for the Basic Facial section of the examination.”

“You will be expected to follow all 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.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“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:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

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 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.”

2. CLIENT PREPARATION AND BASIC FACIAL
(25 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your CLIENT for services.”

“You will perform a Basic Facial.”

“The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 25 minutes to complete this section.”

“You will be informed when you have 12 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:

- 2.1 Basic facial supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Cleanses entire face**
- 2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips**
- 2.5 Steams the face with towel and removes residual product completely**
- 2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements**
- 2.7 Demonstrates facial mask application and concludes the service**
- 2.8 Maintains drape throughout section**
- 2.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

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

“All candidates have indicated 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.”

**3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES
(10 minutes)**

Proctor – Verbal Instructions: Read to all candidates:

“You will break down your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare your WORK AREA for a NEW client.”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will also set up for the following sections of the examination:

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,
Facial Makeup.”*

“You will be expected to follow all 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.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

Additional verbal instruction specific to state guidelines for hard wax:

“Plug in your wax pot at this time.” (If additional hard wax section is administered)

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 3.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- 3.2 Sanitizes hands with product labeled in English**
- 3.3 Universal supplies are labeled in English**
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

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

“All candidates have indicated 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.”

**4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING
SIMULATED SOFT WAX AND TWEEZING
(5 minute set up, Untimed procedure)**

Proctor – Verbal Instructions: Read to all candidates:

“You have 5 minutes to prepare your CLIENT for the following sections of the examination:

*Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,
Facial Makeup.”*

“Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

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

“All candidates have indicated 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 perform hair removal of the eyebrow using simulated soft wax and tweezing.”

“You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.”

“This is an untimed section.”

“Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

Candidates will be evaluated on the following tasks:

4.1 Hair removal of the eyebrow supplies are labeled in English

4.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.”

4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow

Examiner – Verbal Instructions: Read to each candidate individually:

“Please tweeze three hairs from the same eyebrow and conclude the service.”

4.4 Demonstrates tweezing procedure

4.5 Maintains drape throughout section

4.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:

“Please step back and do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

5. FACIAL MAKEUP
(20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Facial Makeup.”

“You will be expected to apply facial makeup in the following order: foundation, powder, blush, eyeshadow, eyeliner, mascara, and lip color.”

“You are expected to brace when working around the eye and mouth areas.”

“You will be expected to follow all 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.”

Additional verbal instruction specific to state guidelines for Hard Wax:

“Please check the temperature of your wax pot at this time.” (if additional Hard Wax section is administered)

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Facial makeup supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Applies foundation to cover face**
- 5.4 Applies powder**
- 5.5 Applies blush**
- 5.6 Applies eyeshadow**
- 5.7 Applies eyeliner**
- 5.8 Applies mascara**
- 5.9 Applies lip color**
- 5.10 Maintains drape throughout section**
- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

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

“All candidates have indicated 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.”

6. BLOOD EXPOSURE PROCEDURE
(10 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the chin. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all 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.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English**
- 6.2 Removes materials from the first aid kit**
- 6.3 Supplies and materials are visibly clean**
- 6.4 Candidate wears gloves**
- 6.5 Cleans injured area with antiseptic**
- 6.6 Covers with dressing that is absorbent and secured**
- 6.7 Disposes of all contaminated supplies**

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

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

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

“Please stop working. Please do nothing until the next verbal instructions are given.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is ONLY a list of SUGGESTED supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL simulated products must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- bag or container labeled "to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- head and body drapes
- gloves
- bowl or container of water (if used)
- paper towels
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit
- disposable bag for blood contaminated materials

CLIENT 1

- cleanser
- toner
- manual exfoliation product
- implement or material to exfoliate
- wet steam towel(s)
- massage product
- mask product with color (not clear)
- mask applicator
- moisturizer/sun protection

CLIENT 2

- tweezers
- pre-epilation product
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product
- empty makeup palette

- disposable makeup applicator(s)
- foundation
- powder
- blush
- eye shadow
- eyeliner
- sharpener
- mascara
- lip color