

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.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- 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, please 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 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.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. 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** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and 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 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 Domains Sections).
- The following sections are **new** to the Esthetics Practical Examination:
 - Blood Exposure Procedure (Content Domain Section 9)

Candidates are expected to brace any time they are working around the eye and mouth areas.

- 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.

ESTHETICS PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Esthetics Practical Examination includes 9 (nine) core domain services. The Core Domain Sections are based on the national job analysis.

1. **Work Area and Client Preparation, and Set Up of Universal Supplies** (First client) (15 minutes)
2. **Cleansing of the Face with Product** (10 minutes)
3. **Exfoliating the Face with Product, Using Implement or Materials, and Including Towel Steaming** (10 minutes)
4. **Massaging the Face with Product** (10 minutes)
5. **Work Area and NEW Client Preparation, and Set Up of Supplies** (Second client) (15 minutes)
6. **Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax** (Untimed)
7. **Facial Mask and Conclusion of Facial Service** (10 minutes)
8. **Facial Makeup** (20 minutes)
9. **Blood Exposure Procedure** (10 minutes)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 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 following sections of the examination:

Cleansing the Face with Product,

Exfoliating the Face with Product, using Implement or Materials, and Including Towel Steaming,

Massaging the Face with Product.”

Additional verbal instruction specific to state guidelines

“Plug your wax pot in at this time.” (Review your state examination guidelines)

“You will prepare your client for services.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 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, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Applies protective covering to model’s hair and body**
- 1.5 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. CLEANSING OF THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform cleansing of the face.”

“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:

- 2.1 **Cleansing of the Face with Product** supplies are labeled in English
- 2.2 **Implements and supplies** are visibly clean
- 2.3 **Cleanses eye area** completely
- 2.4 **Cleanses lips** completely
- 2.5 **Distributes cleanser** over face
- 2.6 **Removes residual cleanser**
- 2.7 **Applies toner/astringent**
- 2.8 **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 read the following statement to all candidates:

“Please stop working.”

3. EXFOLIATING THE FACE WITH PRODUCT, USING IMPLEMENT OR MATERIALS, INCLUDING TOWEL STEAMING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform exfoliating the face.”

“You will apply exfoliating product to the entire face and manipulate using an implement or material and include towel steaming.”

“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:

3.1 Exfoliating the face supplies are labeled in English

3.2 Implements and supplies are visibly clean

3.3 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth

3.4 Steam towel is applied and removed

3.5 Removes residual product

3.6 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. MASSAGING THE FACE WITH PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform massaging the face.”

“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:

- 4.1 Massaging the face supplies are labeled in
- 4.2 Implements and supplies are visibly clean
- 4.3 Distributes massage product over face
- 4.4 Demonstrates effleurage movement
- 4.5 Demonstrates petrissage movement
- 4.6 Demonstrates tapotement movement
- 4.7 Demonstrates friction movement
- 4.8 Removes residual massage 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 they have completed this section of the examination. 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.”

Proctor – Verbal Instructions: Read to all candidates:

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

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

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

NIC Esthetics Practical Examination – Massaging the Face with Product (continued)

Candidates will be evaluated on the following tasks:

4.9 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.”

5. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“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 Eyebrows by Tweezing and Using Simulated Soft Wax,

Facial Mask,

Facial Makeup.”

Additional verbal instruction specific to state guidelines

“Plug your wax pot in at this time.” (Review your state examination guidelines)

“You will prepare your client for services.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 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:

- 5.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 5.2 Sanitizes hands with product labeled in English

NIC Esthetics Practical Examination – Work Area and NEW Client Preparation, and Set Up of Supplies (continued)

- 5.3 Universal supplies are labeled in English
- 5.4 Applies new protective covering to model's hair and body
- 5.5 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. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform hair removal of the eyebrows by tweezing and using simulated soft wax.”

“You will demonstrate hair removal from one eyebrow by tweezing.”

“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”

“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 tweezing and soft wax procedures.”

“This is an untimed section.”

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

(1) “The instructions will be repeated.”

HAIR REMOVAL OF EYEBROWS - TWEEZING

Candidates will be evaluated on the following tasks:

- 6.1 Hair removal of the eyebrows supplies are labeled in English
- 6.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal of the eyebrow by tweezing.”

NIC Esthetics Practical Examination – Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (continued)

- 6.3** Candidate wears gloves
- 6.4** Applies antiseptic to eyebrow area
- 6.5** Holds skin taut
- 6.6** Demonstrates tweezing of hair in direction of hair growth
- 6.7** Applies antiseptic to treated area

HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate hair removal of the eyebrow using simulated soft wax.”

- 6.8** Applies antiseptic to eyebrow area
- 6.9** Uses absorbent material or product to dry eyebrow area
- 6.10** Tests temperature of simulated soft wax product on wrist
- 6.11** Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 6.12** Smooths wax strip over simulated soft wax product
- 6.13** Holds skin taut
- 6.14** Removes wax strip in opposite direction of hair growth
- 6.15** Applies antiseptic to treated area
- 6.16** Applies post-epilation product to treated area

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

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

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

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

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

7. FACIAL MASK AND CONCLUSION OF FACIAL SERVICE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will apply a facial mask and conclude the facial service.”

“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:

- 7.1 Facial mask supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Applies mask to cover face excluding eyes and lips
- 7.4 Removes mask
- 7.5 Applies toner/astringent
- 7.6 Applies moisturizer
- 7.7 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.”

8. FACIAL MAKEUP (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will apply facial makeup.”

“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.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

8.1 Facial makeup supplies are labeled in English

8.2 Implements and supplies are visibly clean

8.3 Applies protective covering to shoulders

8.4 Secures hair off face

8.5 Applies foundation to cover face

8.6 Applies powder to face

8.7 Applies blush

8.8 Grooms eyebrows

8.9 Applies eyeshadow

8.10 Applies eyeliner

8.11 Applies mascara

8.12 Applies lip liner

8.13 Applies lip color

8.14 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.”

9. 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 forehead. 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:

9.1 Blood exposure supplies and materials are labeled in English

9.2 Removes materials from first aid kit

9.3 Supplies and materials are visibly clean

9.4 Candidate wears gloves

9.5 Cleans injured area with antiseptic

9.6 Covers with dressing that is absorbent and secured

9.7 Disposes of all contaminated supplies

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

Information related to labeling of supplies:

- ALL supplies 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)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "to be disinfected"
- bag or container labeled "soiled linens"
- bag or container labeled "trash"
- head and body drapes
- bowl and/or container of water (if used)
- paper towel, tissues
- tissues, gauze pad, cotton rounds, sponges
- applicators, spatula(s)
- first aid kit

CLEANSING OF THE FACE

- cleanser
- astringent or toner

EXFOLIATING AND STEAMING THE FACE SUPPLIES

- exfoliation product
- implement or material to exfoliate
- wet steam towel(s)

MASSAGING THE FACE SUPPLIES

- massage product

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

- gloves
- tweezers
- antiseptic
- wax applicator(s)
- wax strip(s)
- simulated soft wax
- post-epilation product

FACIAL MASK SUPPLIES

- mask product (product should have color)
- toner/astringent
- moisturizer
- mask applicator

FACIAL MAKEUP SUPPLIES

- head band and body drape
- palette
- make up applicator(s)
- tissue, gauze, or cotton rounds
- foundation, powder, and blush
- eye shadow, eyeliner, and mascara
- lip liner and lip color

BLOOD EXPOSURE PROCEDURE SUPPLIES

- bag for disposal of blood-contaminated materials