

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org), for the most current bulletin prior to testing.

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

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Instructor Practical Examination content and administration for Instructor 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.

- **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.
- 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 Procedures.

**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](http://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-manufacturer-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.

**SPECIAL ATTENTION**

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

For the NIC National Instructor Practical Examination, prior to the administration, you will be assigned **ONE (1)** topic.

You must prepare a Theory Lecture Lesson Plan and a Demonstration Lesson Plan for the assigned topic. The **Lecture Lesson Plan** **MUST** include the following elements:

- Blood exposure procedure

Please note the following additional requirements:

- You must develop an original theory lecture and demonstration lesson plan.
  - The lesson plans must be typed; not handwritten.
  - Each lesson plan must be originally developed by you. Any lesson plan submitted that is not your original work may be considered plagiarism.
- You must bring a set of lesson plans for yourself, the proctor, and the examiner.
  - Three (3) copies of the Lecture Lesson Plan
  - Three (3) copies of the Demonstration Lesson Plan
  - You will keep one (1) copy and one (1) copy will be provided to the proctor and one (1) copy to the examiner.
- It is your responsibility to bring anything you will need to complete all sections (i.e., lesson plan, theory lecture, and demonstration) of the examination. You are not allowed to use electronics for the theory lecture lesson or demonstration lesson.
- 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”
- Candidates are not allowed to label products as single-use items.

**INSTRUCTOR PRACTICAL EXAMINATION  
CONTENT DOMAIN SECTIONS**

The scope of the National Instructor Practical Examination includes three (3) core domain services. The Core Domain Sections are based on the national job analysis.

- 1. Lesson Plan**
- 2. Theory Lecture**
- 3. Demonstration**

**INSTRUCTOR PRACTICAL EXAMINATION  
TASK LINES AND VERBAL INSTRUCTIONS**

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**1. LESSON PLAN**

**Proctor Verbal Instruction – Read to candidate:**

*“Please retain one set of lesson plans for yourself and provide the rest to the proctor. Do nothing until the next verbal instructions are given.”*

**Proctor Verbal Instruction – Read to candidate**

*“You will be presenting your theory lecture on \_\_\_\_\_.”*

*“You will have 10 minutes to set up for your lecture.”*

*“You will be informed when you have 5 minutes remaining.”*

*“When you are finished, please be seated until the next verbal instructions are given.”*

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

*(2) “You may begin.”*

**The lesson plan will be evaluated on the following elements:**

- 1.1 Lesson plan introduction**
- 1.2 Lesson plan content**
- 1.3 Teaching aids**
- 1.4 Closing**

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the set up:**

*“Please stop working. We will now proceed to the theory lecture section of the examination.”*

## 2. THEORY LECTURE

**Proctor Verbal Instruction – Read to candidate:**

*“You will now begin the theory lecture.”*

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

*“Your lecture must be at least 15 minutes but must not exceed 20 minutes.”*

*“Verbally indicate to the proctor when you have finished.”*

*“For example, I’m ready, I’m finished, or I’m done.”*

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

(2) *“You may begin.”*

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

- 2.1 Introduction to lecture
- 2.2 Use of teaching aids
- 2.3 Use of communication skills
- 2.4 Classroom interaction
- 2.5 Closing of lecture
- 2.6 Content of lecture
- 2.7 Evaluation of lecture
- 2.8 Safety and infection control procedures

**Proctor Verbal Instruction – Read if candidate has indicated they have completed the section before the timing has elapsed:**

*“The candidate has indicated they have completed this section of the examination, we will now proceed.”*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have completed the section:**

*“Please stop lecturing. We will now proceed to the demonstration section of the examination.”*

### 3. DEMONSTRATION

#### **Proctor Verbal Instruction – Read to candidate:**

- “You will be presenting your demonstration on \_\_\_\_\_.”*  
*“You will be observed for client protection, safety, and infection control procedures.”*  
*“You will have 10 minutes to remove any materials that you no longer need from the previous section and set up for your demonstration.”*  
*“You will be informed when you have 5 minutes remaining.”*  
*“Do not begin your demonstration until instructed to do so.”*  
*“Verbally indicate to the proctor when you have finished.”*  
*“For example, I’m ready, I’m finished, or I’m done.”*

- (1) *“The instructions will be repeated.”*  
(2) *“You may begin.”*

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

##### **3.1 Sets up area for demonstration**

**Proctor Verbal Instruction – Read if the candidate has indicated they have finished before the timing has elapsed:**

*“The candidate has indicated they have finished. We will now proceed.”*

**Proctor Verbal Instruction – Read if the timer goes off before the candidate has indicated they have finished:**

*“Please stop working. We will not proceed to the demonstration.”*

#### **Proctor Verbal Instruction – Read to candidate:**

- “You will now begin the demonstration.”*  
*“You will be observed for client protection, safety, and infection control procedures.”*  
*“Your demonstration must be at least 25 minutes but must not exceed 30 minutes.”*  
*“Verbally indicate to the proctor when you have finished.”*  
*“For example, I’m ready, I’m finished, or I’m done.”*

- (1) *“The instructions will be repeated.”*  
(2) *“You may begin.”*

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

- 3.2 Introduction to demonstration**
- 3.3 Use of teaching aids**
- 3.4 Use of communication skills**
- 3.5 Classroom interaction**
- 3.6 Closing of demonstration**
- 3.7 Content of demonstration**
- 3.8 Evaluation of demonstration**
- 3.9 Safety and infection control procedures**

**NIC Instructor Practical Examination –Demonstration (continued)**

**Proctor Verbal Instruction** – Read if candidate has indicated they have completed the demonstration before the timing has elapsed:

*“The candidate has indicated they have completed this section of the examination, we will now proceed.”*

**Proctor Verbal Instruction** – Read if the timer goes off before the candidate has indicated they have completed the demonstration:

*“Please stop demonstration. Do nothing until the next verbal instructions are given.”*

**Proctor Verbal Instruction – Read to candidate:**

*“You will have 5 minutes to clean up your work area.”*

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

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

*“Verbally indicate to the proctor when you have finished.”*

*“For example, I’m ready, I’m finished, or I’m done.”*

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

(2) *“You may begin.”*

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

**3.10 Items to be disinfected, soiled linens and trash are disposed of in a correct manner**

**Proctor Verbal Instruction** – Read if the candidate has indicated they have completed the clean-up before the timing has elapsed:

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

**Proctor Verbal Instruction** – Read if the timer goes off before the candidate has indicated they have completed the clean-up:

*“Please stop working.”*

**CANDIDATE SUMMARY AND FINAL CLEAN-UP**

**Proctor Verbal Instruction** – Read to candidate at the conclusion of the examination:

*“The examiner has indicated they have completed their assessment.”*

*“Make sure that all supplies and disposable materials are taken with you.”*

*“This concludes the National-Interstate Council of State Boards of Cosmetology Instructor Practical Examination.”*

*“Thank you for your participation.”*

## ***SUGGESTED EXAMINATION SUPPLIES***

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### **Suggested supply list:**

- This is 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 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
- **NO ELECTRIC OR ELECTRONIC DEVICES MAY BE UTILIZED IN ANY PORTION OF THE INSTRUCTOR EXAMINATION (i.e., projectors, computers, pad devices, etc.)**

### **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 "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

### **BLOOD EXPOSURE PROCEDURE SUPPLIES**

- bag for disposal of blood-contaminated materials

**Be sure to bring any additional supplies needed to complete the examination**