NIC Bulletin

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Is A Professional Cosmetology/Esthetics

Education At Home Possible?

■ as your State Board office ever received $oldsymbol{\Pi}$ a request from someone to take the State Board Exam, claiming that they had graduated with a diploma from an institute that offered a cosmetology course that you could do within your own home or online? If not, I'm sure your board will be approached in the near future on this subject. Most states require that a cosmetology education has to be obtained in a licensed and accredited institute approved by the State Board or the State Department of Education, not by a "fly by night" company. I would like to share what I found out when I applied for some information to see what type of education one of these so-called institutes could provide.

It all started out by thinking how many times have we looked at magazines or newspapers, when an advertisement caught our attention by telling us that one could get a college or vocational degree. It also enlightens one to believe that this degree can be obtained by studying in the confines of one's home or by going on-line.

Curiosity had impelled me to contact such an institute for the information that one would need to become eligible to become a professional in cosmetology/esthetics. In a few weeks I got my answer telling me how to enroll in the program and what I would be offered.

To enroll all one needed to do was sign an agreement and pay a tuition fee of X amount of dollars. The quote was "The low tuition payment (one time) was far less than one might pay at the local beauty school." The program could take as little as six months or up to two years to graduate and then

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Kirby Morris, WY, Practical Examiner Trainer for NEC, was in Pierre, SD conducting an Examiner Trainers workshop for the South Dakota Cosmetology Commission. The Examiner's workshop was for recertification as NIC Examiners for the practical examination. From left to right: Susan Monge, Executive Director; Nora Slykhuis, Board Member; Jackie Dahlquist, Board Member; Lois Porch, Board Member; Kirby Morris, Examiner Trainer.

Leo Passage Receives Award

Leo Passage, founder and Chairman of Pivot Point International, was the recipient of the International Legends Award at the 3rd Annual International Legends Ball at Hairworld 2008, hosted by



NCA and American Beauty Show.

Coming from a family where Leo's father was a salon owner in Belgium, helped encourage him at the age of 17 to enroll in a apprentice program in Holland, starting a long career in cosmetology.

His first boss was involved in competitions and by seeing what fun it was to design hair, he was encouraged to enter the competition

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NIC 2007-2008

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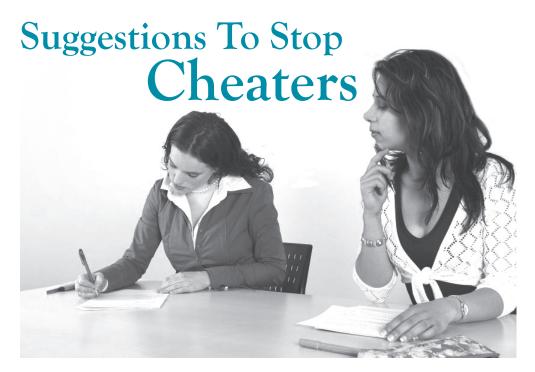
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State requirements vary from state to State on what disciplinary action can be used when a student is caught cheating when taking the State Board Theory and Written Exam.

The following suggestions are on some types of procedures that would help in detecting and preventing a student from cheating. The suggestive procedures were assembled by D.R. Roope Administration Inc. for NIC.

Licensed Schools in State

- Require schools to submit enrollment of student within 10 days of enrollment to the State Regulatory Entity.
- Enrollment form must include 2 passport pictures with a notarized statement and signature of school official.
- Board issues a notarized and sealed student permit with the students picture if applicable.
- Require schools to submit the student's final transcript of training hours within 10 days of graduation.
- Require schools to submit a termination form along with a transcript of the training hours completed within 10 days of termination or transfer.

Candidates From Out of State or Out of Country

- Require licensure in the state they are transferring from prior to consideration for licensure by examination or reciprocity in your state.
- Require licensure information be sent directly from the State Regulatory Entity to your state.

Requirements for Licensure

- Require a copy of the candidate's official result letter along with an application for licensure.
- Require the candidate to submit a form authorizing the State Regulatory Entity to perform a criminal history background check.
- Board issues a notarized and sealed license with the candidate's picture.
- Official result letters should contain a red watermark indicating that it is an "original" and should be transmitted directly to the State Regulatory Entity. Candidates should receive a copy of the result letter with a red watermark indicating that it is a copy.

Application Requirements

- Require photo identification number and date of birth on application and merge this information onto the candidate's admission letter and the signature roster.
- Assign a unique candidate number to protect the candidate's social security number from being transmitted electronically. Print this number on their admission letter and the signature roster.
- Require notarized signature of school official with the following information:
 - 1. Printed name of school official
 - 2. Course of study

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Memories From Aurie Gosnell



Citting in my easy chair watching a movie On TV, I am reminded of how important friends are in life. It was a story of a group of women that met together once a week at the beauty shop. They ranged from a young gal to a "older than dirt" character who had been in a bad mood for over 40 years. They shared joys and sorrows throughout the years. Later, I was reminded again about the importance of friendships while reading through the pile of Christmas cards that came last December. Since I read them too quickly during the holiday season, there were many letters and notes to read before putting them away (remember I don't discard anything.) Many of the words spoke of friendships that have lasted through the years and across many states.

The subject intrigued me, so I decided to ask a few ladies here in the apartment complex on "How they would each define friendship and what is it based on!" They told me that through church, activities, organizations and work often are when friendships begin.

One change they noted was that as one grows older, friends become even more important. They explained it is sometimes difficult to start over with making friends.

And the history of ones friendships are important. It takes time to have close friends with whom you can share everything and still like each other... warts and all.

The great opportunity that I've had to make friends was when I became involved in NIC over "a hundred years ago." It has been through this decade of my life that I have gotten to value some of the most wonderful friendships.

One special person whom I developed a lasting friendship with came to mind is Leo Passage. I heard that he was given a highly commemorative recognition for his many years of dedication to the cosmetology industry. The friendship that we began to share goes back many years ago when he came to the states to further his career.

In later years we would always seem to meet at the same events and during those times we'd share conversation on what was happening within the industry. I would always ask for his opinion on different things with the testing program. Very ably Leo would give me good advice on what to do and not to do. He was such a strong supporter of the testing program, that I felt his advice was well given and by the support we received it was well taken. Today I can say Leo's words of wisdom helped along with his many contributions with the success of the NIC testing program.

Leo was instrumental with the International China Testing program for NIC. He had everyone meet in Chicago with the China delegation. He was responsible for bringing the delegation over here and his suggestions

on how to handle the program and by following his advice in how to go through the process was indeed very helpful.

We (NIC) also played a small part when Leo decided that his company, Pivot Point, would publish a cosmetology theory book for schools. We so graciously shared our expertise and worked with him and his staff in putting the contents and information for the textbook together. Even though we only played a small part in helping with the textbook and school program, I'm happy to say that many of the schools today are using the program nationally as well as internationally. Leo's recognition by the industry was so well deserved to such an honorable person whose successful endeavours were recognized.

By being a member of NIC for over "a hundred years", I've had the opportunity to acquire many, many friendships. There are so many, that it won't be fair to list any of them. Some friendships have changed through the years but many still remain.

I'm aware it sometimes is difficult to start over with making friends when you've moved and left the people who we're so close to for several decades. I really consider everyone in my heart as my special dear friends for life.

Friendship
Time goes so fast
Life asks so much
No wonder friends
Get out of touch,
But in our hearts
Deep, true, unseen
Friendships stays
Forever green.

By Unknown

Did You Know?

In 1957 the Georgia House of Representatives voted during their legislative session to do a feasibility study of having a separate Board of Cosmetology, because of the alleged inadequacy of the combined Barber-Beautician Examiners Board.

1957 - Each Board member in South Dakota received while in the discharge of their duties the sum of \$10.00 per day and .07 cents a mile for necessary traveling expense and maintenance while on official business not to exceed a total of \$11.00 a day.

Role As SME Rewarding Experience

Not so long ago, I had the privilege to participate as a "subject matter expert" (SME) for the NIC National Exam committee (NEC) and the item writing committee on the development of the NIC written theory exams. I would like to share a small portion of the role that an SME plays by being a part of the Item Writing Committee and how the exams development process works.

First I would like to explain who and what a Subject Matter Expert (SME) is. This is a licensed professional who is invited by the NEC Committee to help with the item/question development for the NIC Exam. The selected professionals are experienced in various fields such as: Nail Technician, Cosmetology (as a whole) Estheticians, Instructors, Barbering or other areas that NIC offers the exams in. The SME's are selected from a diversity in geographic locations that they are from, by having representatives from different regions.

The Schroeder Measurement Technologies (SMT) headquarters are located in Dunedin, Florida and this is where the item writing workshops are held. We (SME's) all arrived the day before in Dunedin to get settled. On that first day we all met early in the morning in the hotel lobby. This was to allow everyone to get to know each other and go to the SMT headquarters together. There can be as few as three SME's or how many the workshops would require in accordance to the amount of exams being worked on. That day there were 15 SME's in attendance because we were working on more than one exam. Usually the workshops are on weekends so the building is closed to the public. The security on the weekend is the same as a weekday because the building is a pass key facility.

When we arrived, along with our NEC Chairman Larry Walthers, the group was met by SMT's Team of three personnel who were our coordinators and would be working with us. There are only certain rooms

that we were allowed to use, so we all were ushered to our assigned rooms. Once in the room we were given instructions on how to use the pass key, if needed, to get back in the room if we left for any personal reasons.

After being seated in our assigned rooms, the SME's are required to sign a non-disclosure form and fill out paper work on one's licensed credentials along with personal information on one's professional background.

The SME's were there to work on what is called multi-modalities, such as Cosmetology and some SME's were allowed to write for the three modalities – Hair, Nails and Esthetics. For example, the ones that were only licensed as nail technicians could only work on the nail exam and were not eligible to work on any other test.

The SMT Coordinators were in charge of each group. They gave us a set of instructions to follow on how to write an item question. This was for the new item questions that the SME's would be working on for the written theory exams and the item bank questions that are selected when more questions are needed. The SME's are allowed to use all the Cosmetology/Barbering textbooks available that the questions can be referenced. Each SME must make sure that each item writing question must be specific to the outline and subject matter.

The SMT Coordinators worked along with us, the SME's, as we worked in producing questions. After an item question is written by the SME, it is entered into a computer so all the SME's could view the questions on the screen. This allowed each question to be reviewed and discussed by the SME's. This is to make certain that the questions are clear, consistent and correctly written. As a group everyone worked together when any changes were necessary to make sure the question is accurate. The time spent on each question can take from a few minutes to an hour or more. Some areas have harder



questions and each SME group tries to write as many questions as one is allowed. The SME's worked straight through from 9-5 each day, breaking only for lunch or a snack and a quick stretch break. Between the NEC Chairman and SMT Coordinators, the group was instructed on what areas needed additional questions.

We were then allowed to review the current exams to make sure that no questions were duplicated or there were no hints or clues to other questions. We were told to keep with the current terminology being used and try to produce good questions. From these questions only 10% were chosen for field-questions on each exam and the rest are filed for further use in the pre-test file. All the questions needed to fit within the matter scope to be applicable for the subject matter.

The security required by SMT after we were done with the questions was that we had to hand in the draft of questions and make sure everyone's material was picked up. This is to make sure that no material is to be taken out of the building. The drafts of the field-test item questions were all numbered and corrected. The security being used was remarkable when even the SMT Coordinators had to sign a non-disclosure form even though they were actual staff working. No one was allowed to share questions or information. We could just share the procedure of being an SME because our job was such a small part of the whole large process that is used to develop a complete exam.

The subject matter that we worked with was from the results of the selected job analysis

that were done by NIC. Every five years a new job analysis is conducted among many licensed practitioners from all over the nation. The practitioners are people who are working in the field of cosmetology or whatever area of the profession they are licensed in. They answered the complete form of questions in the related area that they are skilled in. One example is like the use of curling iron with the skills that are currently used in the salons today. The most responses that are the same would help determine the question and the content for the exam. When some type of services are no longer being used, they are then eliminated from being a part of the content area. All licensed practitioners are encouraged to participate in the job analysis whenever they become available.

The content of the exams is determined by the job task analysis. SME's determine the number of questions in each category. They also set up the initial material used to make up the exam and what criteria is needed. This is their expertise and training in today's technology.

The challenge of all the questions wasn't an easy task. All the answers had to be possible but couldn't be confusing. They couldn't be all right nor all wrong. That is why the reference of the question must be in all the current textbooks. SMT relies on the knowledge of the SME's and we are guided by the SMT Coordinators for proper

construction of items to meet all the testing measurement guidelines.

The process may sound simple but in reality it's three days of deep concentration and much responsibility is given to a workshop of intense measures. It turned out to be a very rewarding experience by remembering that we were all working with the idea to help confirm the expectations the industry has for today's entry level employee. The technology that supports both the written and practical examination gives me the utmost confidence that our exams are constructed fairly to create a very reliable and legally defensible examination.

Jackie Dahlquist

Jackie has been a member of the South Dakota Cosmetology Commission for over 17 years and has served as Chairman of the Commission for numerous years. Jackie has attended many NIC Conferences and has been a NIC officer for five years. Serving as Region 3 Director two years, Secretary/Treasurer two years and is currently Vice President.

Jackie has also served as president of the South Dakota Cosmetology Association, President of the Rapid City Zonta Club and was a city council member in her home town of New Underwood for eight years.

She is currently a licensed cosmetologist and instructor. Jackie was an instructor for ten years and currently works in a salon.

New Executive Board Members

The NIC Executive Board met in Salt Lake City, UT, during the Region 3 and Region 4 meeting. At this time the board had the challenging job of filling a couple of vacancies that had occurred on the board.

The following were appointed to fill the following positions:

Secretary/Treasurer: Steve Colarusso, AZ

Region 4 Director: Fran Brown, UT

Board Administrator Rep: Eddie Jones, SC Ken Young, OK, had resigned from the Secretary/Treasurer position to accept a seat on the National Accrediting Commission of Cosmetology Arts and Sciences. Daniel Jones, UT, Board Administrator Rep. was promoted to a different position within the Utah State Department that he was employed in. Fran Brown, UT, was appointed to fill the empty position of Region 4 Director that was created when Mr. Colarusso moved up to the Secretary/Treasurer position.

The new appointed officers will serve until the next elections at the 2008 Conference in Jackson Hole, WY.

Know Your Officers

Betty J. Leake Region II Director

1. How long have you been a member of your board and what part of the profession do you represent? Two



years and I represent the Estheticians.

- 2. What inspired you most for wanting to be a board member? The positive changes that a Board member can do for the profession as a whole.
- 3. How long have you been an NIC officer? Two years.
- 4. What offices have you held and what experience did you gain from each office? Region II Director for two years. Gave me the opportunity to see how a national organization and state board work together.
- 5. What has been your most challenging part of being a NIC officer? Organizing the regional meetings to provide education and information to all members of each region.
- 6. What other activities are you involved in that had helped you prepare to be an NIC officer? Being on the State Board has given me and taught me to listen to people to hear all sides before making a judgement call.
- 7. What area or other areas do you see NIC strongly focusing on in the future? Stronger involvement in the safety and infection control.
- 8. What is your biggest pet peeve? Liars people who can look you in the eye and lie to you.

Betty is currently a member of the Missouri State Board of Cosmetology.

State Happenings

The South Carolina Governor signed a bill that was passed by the Legislative House and Senate that allows cosmetologists to supervise someone without a cosmetology license to shampoo hair in a salon.

LEO PASSAGE.... CONTINUED FROM PAGE 1

field. By 1958 Leo was a master at competition by winning the Champion of Holland. Because of his awards he was hired to work in a salon in Chicago, bringing him to the United States in 1958. By 1963 he had won most of the awards in the United States.

His knowledge in hair design to create artistic creativity in form, texture and color, made him believe that training people the right concepts on how to be a winner by education was what he wanted to achieve. This was the founding of Pivot Point International in 1962. He started with a school of five students and one classroom. Today there are 2000 Pivot Point member schools in 70 countries teaching his "scientific approach" to cosmetology. His concepts are based on a harmony between science, technology and art that comes from the theory continued on next page



Left: Leo Passage receiving the International Legends award from Marlene Bridge, NCA President.

Below: NIC members with Paula Kent Meehan, International Legends award recipient. Larry Walters, NV; LaFaye Austin, OK, NIC President; Paula Kent Meehan; Marlene Bridge, NCA President; Kirby Morris, WY; Michael Hill, AR.



HOME EDUCATION....

CONTINUED FROM PAGE 1

one would be on your way with a diploma and on to a new career. I was assured the institute would teach one the skill needed by training at home in one's spare time and you could still maintain your current job by studying at your convenience.

The text books and training aids were to be included in the tuition price. You would receive instructions by videos or online on the topics from hairstyling basics to manicure and pedicure and from make up applications to working with customers.

Once I had digested the given information, I decided to go another step further. I called the institute to see what really was involved. Some of the questions I asked and the answers I received were the following:

- What text books and materials do you teach from? The answer was a little surprising when I found out that they use some nationally recognized text books and materials, including the distance learning course offered for esthetics.
- 2. Who would determine if you were really studying and were there any exams involved and if so who would monitor them? I was told that "Exams would be given online and there was unlimited access to qualified instructors by e-mail or phone." When I asked "Could they

- tell me who the instructors were?" I was told "That there were so many from many different states that they couldn't give me any names."
- When would one get their practical experiences? I was told "That would happen when you entered the work force."

I was wondering to what advantages would the student have by taking this so-called cosmetology/esthetics course. I proceeded to ask more questions. When I asked "What the advantages would be?" I was told "You could buy a salon and hire qualified people," "You could do hair on your family and friends in your home" and "You could maybe go work for a salon and get a couple years of experience." Those answers still left me with questions about the material I received.

The only thing that gave any indication on the agreement that it was only an introduction or enhancement of the knowledge that is required for the application on being the subject of cosmetology. This was written in a small paragraph that was hard to read (even with the best reading glasses.) It also stated "That it is not intended as a substitute for licensing or certification requirements, which may include an apprenticeship or additional training, as required by state law."

I again wasn't totally satisfied with what I had found out, so I contacted a couple of State Board offices to see if they ever had someone contact them to see if they could sit for the State Board exam with this degree. Sure enough one board had been contacted by an individual who had taken the course and had gotten a diploma. Because they had graduated, she believed that she was eligible to become licensed. Sadly to say, she was completely misled thinking that they would be able to launch a new career and would be making a lot of money.

In the Service guarantee I noticed in small print there was a sentence to make the student aware that they couldn't assume that the credits earned at the institute would be transferable to any college or university. The Education Licensure Commission in the state that the program is launched from, prohibits private institutes from promising employment as a result of such a training program.

These types of programs of such spurious information directs attention to board regulations, creating just another area of concern that all boards need to be aware of. Sadly to say a program of this type will mislead a student to believe they are going to get an education or trade fast and cheap.

By Lois Wikur

of the Bauhaus Art School. Leo continues working today, by training students to elevate their skills to a higher level of artistic creativity.

Leo has been a great supporter of NCA by still working with student competitions in building an interest for contest among the younger stylists.

Leo's passion for education and his devoted interest to the states' regulation of the industry has made him a true icon with NIC. His

many years of contributions of help support NIC, its concepts, and the National Testing program as well as licensed cosmetologist and cosmetology schools are immeasurable. Leo's many endeavours on behalf of cosmetology education has evoked the admiration among NIC and its members.

NIC's everlasting gratitude will be always given to this honorable individual, Leo Passage, for his devoted services to NIC. Leo is a gentleman, who's ideals have made him so deserving of such an outstanding award.

NCA is to be commended for their recognition in honoring Leo as a recipient of this prestigious award.

Also receiving the International Legends Award at the same time was Pavla Kent Meehan, founder of Redken. NIC would like to congratulate Ms. Meehan for her outstanding award and for her many years of contributions to the beauty industry.

Source of information: NCA-Pivot Point.

SUGGESTIONS TO STOP CHEATERS....

- 3. Course start date
- 4. Course completion date
- 5. Number of hours completed
- Require notarized signature of candidate with the following information:
 - 1. Printed name of candidate
 - 2. Signature of candidate
 - 3. Photo identification number (e.g. drivers license, passport etc.)
 - 4. Date of birth

Exam Site Requirements

- Exam coordinator and proctors should be trained to carefully inspect photo ID when registering candidates. Look for any irregularities in the photo ID such as thickness to indicate the ID has been altered and re-laminated. Also inspect the photo ID using a UV light to verify the presence of a holigraphic image imbedded in the ID.
- Photocopy the photo ID and instruct the candidate to sign below the copy of the ID at the examination site. Verify the signature, photo and date of birth match the candidate.
- Do not permit anyone into the testing area unless they are scheduled for an examination.
- Do not permit candidates to bring purses, cell phones or electronic devices into the testing rooms. Allow them to bring one clear plastic ziplock bag with their personal items (e.g. car keys, photo identification, admission letter, etc.) into the examination rooms. Give instructions that they must place their personal items under the table and they may not

be touched during the examination. If they have medication that they may need during the examination, raise their hand and a proctor will assist them.

- Pre-assign seat numbers for the written examination and station numbers for the practical examination to ensure candidates are not next to another candidate from their school.
- Complete a seating chart with the candidate's identification number. Note on the seating chart if a candidate is moved for any reason.
- Require candidates to sign out when going to the restroom and to sign back in when they return. Confirm the signatures on the restroom roster when they return to ensure that they match
- If the candidate's signature, photo identification number, date of birth or picture does not match the candidate when registering at examination site:
 - 1. Fax a copy of the photo identification and the signature roster for verification of information provided on the candidate's application. If it does not match, do not permit the candidate to test and complete an incident report.
- If a proctor or examiner observes a candidate with notes in the examination room or if the candidate is taking notes during the examination:
 - 1. Have a second proctor or examiner witness the incident and alert the examination coordinator of the incident.
 - 2. Examination coordinator should ask candidate to step out of the room.

CONTINUED FROM PAGE 2

- One proctor should secure the candidate's test materials and a second proctor should step out of the room with the candidate and the examination coordinator.
- 3. Complete an incident report with a minimum of 2 signatures.
- 4. The examination coordinator should complete the incident report to determine if the candidate should be dismissed from the examination.
- 5. A copy of the incident report and the action taken should be sent to the State Regulatory Entity.
- If a candidate is talking to other candidates during the practical examination:
 - 1. Make an announcement to the entire room to please refrain from talking. If it continues, the examination coordinator should speak directly to the offending candidate. Candidate should be dismissed from the examination by the coordinator if they continue to talk after 2nd warning.
- If a candidate is talking to other candidates during the written examination:
 - 1. Make an announcement to the entire room to please refrain from talking. If it continues, the examination coordinator should move the offending candidate to a different seat. The seat change should be noted on the seating chart. The candidate should be dismissed from the examination by the coordinator if they continue to talk after 2nd warning.

Make plans to attend
NIC'S
ANNUAL CONFERENCE

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October 25-27, 2008 Jackson Hole, Wyoming

Bulletin

Published five times a year, the NIC Bulletin is the official newsletter of the National Interstate Council of State Boards of Cosmetology, Inc., 7622 Briarwood Circle, Little Rock, AR 72205.

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The Jackson Hole Chamber of Commerce declares Jackson Hole as "Respecting the Power of Place." It means "What is the power of this place, Jackson Hole?" Experiencing its true meaning will be the delegates at the 2008 Conference, October 24-27, 2008. To truly acknowledge the duty of stewardship to help preserve this very special place on earth, the Jackson Hole resort community compels to keep a necessary balance between commerce and conservation for the land that makes it so famous.

Jackson Hole is a gateway to both the Grand Teton and Yellowstone National Parks. Tourists like to visit to capture its beautiful scenery, wildlife, recreational opportunites, geographic features and a little bit of romance of the American West. Perfect Old West days for cowpoke wannabes – to the encountering of animals from bears to bison in the wild – to a chair lift ride up the mountains for an awe-inspiring view or the cultural arts are just a few of the fun things that will be available to enjoy. The Jackson Hole Town Square offers a unique shopping experience like no other with its collection of galleries, gift shops and boutiques. With

a western flair the dining options are from a five course meal in an elegant, candle lit dining room to an old fashioned diner. A wide variety of nightlife is available from a trendy wine bar to a dance and billiard hall with live music.

The beautiful Snow King resort is located at the base of Snow King Mountain, minutes from the historical Jackson Town Square. From atop the resort, views of the breathtaking snow capped Teton Mountain Range are magnificent. The resort offers free shuttle service to the Town Square area daily. They also offer complementary services for transportation to and from the airport.

For Conference reservations call 1-800-522-5464 or www.snowking.com. Room rates are \$115.00 for a single or \$125.00 for a double, plus applicable taxes.

Even though the Conference is during the resort's mild season, there are numerous recreational opportunities available for the delegates. Tours can be arranged by the resort.

For more conference information call Debra Norton 501-227-8262 or email at debranorton@sbcglobal.net

The articles provided are for informational purposes only and are not a position or endorsement of NIC. All articles written by the Editor unless otherwise noted.