

COSMETOLOGIST

EXAM PREPARATION GUIDE



Introduction

Thank you for participating in the State of Washington licensing process. To obtain your license, the Washington State Department of Licensing requires you to pass a written and a practical exam after you complete your program.

Read this entire Exam Preparation Guide. It has information you need to complete the exam process. You can also find this information online at www.cosmetologywashington.com.

This Exam Preparation Guide includes written and practical exam information. There are checklists for your use on the last pages of this Exam Preparation Guide to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Washington. To submit a question, click the Contact Support link on www.cosmetologywashington.com.

EXAMINATION REQUIREMENTS

Requirements to Sign Up for an Exam	You must be at least 17 years of age and within 80 hours of completing your program to sign up for your exam.
Requirements on the Day of Your Exam	On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the www.cosmetologywashington.com website.
Required Identification	Two valid forms of government issued identification (see below) are required for admittance to exams. One piece of identification must include a current photo. Your name must match on both forms of identification unless you also bring documentation of name change (<i>for example, marriage certificate, official court document indicating name change, etc.</i>). Both pieces of identification must be originals. No copies are accepted.
Accepted as Identification	<ul style="list-style-type: none">• U.S. or Foreign Driver’s License – valid, or expired within one year• U.S. Armed Services ID Card - with photo and signature• U.S. or Foreign Passport – valid, or expired within one year• Federal or State Employee ID Card – valid, shows your signature and photo• State issued ID Card with photo – valid, or expired within one year• Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service• U.S. Certificate of Citizenship or Naturalization – with your signature and photo• U.S. Permanent Resident Card – valid, with your signature and photo
<u>Original Identification With Photo</u>	
<u>Original Identification Without Photo</u>	<ul style="list-style-type: none">• Department of Social and Health Services Children’s Administration (DSHS CA) ID letter or card• Certified Birth Certificate – original or certified document• Certified Washington Birth Registration Card• U.S. Visa – valid, or expired within one year• Voter’s Card• Social Security Card
Examples of Items Not Accepted as Identification	<ul style="list-style-type: none">• Copies not accepted• Credit cards not accepted• School ID not accepted• Bus passes not accepted• Candidate exam schedule printout with user ID not accepted

Getting Started

To take your written and practical exams, you need to be referred online at www.cosmetologywashington.com by your school, your apprenticeship program or by the Department of Licensing. A temporary username and password for you will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Exam Preparation Guide by the day of your exam.
- Use your temporary username and password to create your own personal username and password online given to you by your school or the referring agency.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

Exam Locations and Scheduling

Go to www.cosmetologywashington.com to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

Payments

The practical exam fee is \$110 and the written exam fee is \$50. You can pay by credit card online. If you cannot pay by credit card, log into your account at www.cosmetologywashington.com. Click on “Pay by Check” and print the form you need. Send the form along with your money order or cashier’s check to National Testing Network. In about two weeks you will receive a voucher you can use to go back online and schedule your exam.

SCHEDULING AND TAKING THE EXAMS

Special Accommodations Requests

For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You may request accommodations by completing the Request for Accommodations form (parts A, B and C) when you log into your account online for the first time.

Requests must be made in advance and supported by documentation from a physician. Requests must be made and accepted prior to scheduling your exams with accommodations. You will be notified of the result of your request.

Languages

The practical exam is only offered in English. The written exam is computerized and offered in English, Korean, Spanish and Vietnamese. You will select the language you prefer when you begin the exam. You can change the language anytime you want during the exam.

If you prefer your written exam in a language *other* than those listed above, submit your request for use of a dictionary during your exam to plssunit@dol.wa.gov. Requests must be made and accepted prior to scheduling your written exam. You will be notified of the result of your request.

Arrival Time

Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

Late Arrival Policy

Entrance to the examination closes at test time. No candidate who arrives late will be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to reschedule and pay for another exam at a later time.

Getting Your License After Passing

Once you have passed both the written and practical exams, you will be able to apply for your license and pay your license fee directly through www.cosmetologywashington.com. The fee for obtaining your license is \$30, which includes the \$25 license fee and a \$5 processing fee. After your payment is received, your application will be sent to the Washington Department of Licensing for processing. **You must receive your license before you can perform services on clients.**

Need Help?

If you need help with this process, contact us anytime by clicking the Contact Support link on www.cosmetologywashington.com.

EXAM RULES

No Study Materials	No textbooks or other study materials are allowed in exam rooms.
Personal Belongings	No purses, backpacks or other personal belongings are allowed in exam rooms. Such items may not be accessed during the exam. National Testing Network assumes no responsibility or liability for any personal items in the facility.
No Digital Devices	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, etc.) are allowed in exam rooms.
Talking	During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates, unless specifically directed or permitted to do so by a test proctor or evaluator. (Raise your hand if you need assistance during an exam.)
No Cheating	Cheating or falsifying information is not tolerated.
No Disruptions	No disruptive behavior or unnecessary noise is allowed.
No Drinking, Eating, Chewing, or Smoking	No eating, drinking, gum chewing, toothpick chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)
Stay Within Your Workstation	Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed.
Breaks	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
No Companions or Visitors	Candidates are not allowed to have companions or visitors in the exam.
Rule Violations	Any candidates who violate exam rules or who do not show respect for the professional exam setting, will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheets will be voided. A voided answer sheet will not be scored and the examination fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Some violations can result in the candidate not being allowed to retest for one year (see WAC 308-20-121 next page).
Appeals Process	Washington State examination appeals are addressed in WAC 308-20-123. The department will consider only appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact the department within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to plssunit@dol.wa.gov , or to P.O. Box 9026, Olympia, WA 98507.

**Examination Code of
Conduct**

WAC 308-20-121

- (1) Applicants will be required to refrain from:
 - (a) Talking to other examinees during the examination unless specifically directed or permitted to do so by a test monitor.
 - (b) Attempting to communicate or record any information by any means.
 - (c) Holding in their possession any unauthorized materials during any portion of the examination.
 - (d) Removing test materials and/or notes from the testing room.
 - (e) Disruptive behavior as determined by the department.

- (2) Applicants who participate in any activity listed in subsection (1) of this section will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided. A voided answer sheet will not be scored and the examination fee will not be refunded.

- (3) Any applicant who was removed from the testing site for any of the reasons listed in subsection (1) of this section will be denied for testing for one year.

FREQUENTLY ASKED QUESTIONS

How and when do I find out about my exam results?	Your exam results will be posted on your online account page within one week after you complete your exam. (The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.)
What is the passing score?	Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Washington. Passing score for the written exam is a scaled score of 75. Passing score for the practical exam is a scaled score of 75. Candidates scoring less than a scaled score of 75 on the written exam must take the entire written exam again. Candidates scoring less than a scaled score of 75 on the practical exam must retake the entire practical exam again.
When can I retake an exam?	You can go online and sign up to retake the written exam or practical exam at a later time. You must wait one day to take the exam again.
What is the cancellation and refund policy?	Exam fees are not refundable. Exams can be rescheduled by sending an e-mail to support@cosmetologywashington.com up until one week before your exam date. After that, schedule changes are not allowed.
What is the policy on extreme weather and emergency closure?	In case of extreme weather conditions or other emergency that warrants closure of any testing center, you will be notified by the testing center as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification from the testing center, e-mail support@cosmetologywashington.com with a weather re-schedule request.
Is my score valid in other states?	The State of Washington has no control over what is accepted in other states.
Do I have to take the exam for things that are not taught in my program?	This is your state licensing exam. The exam tests for state requirements and for ability to perform services listed in Washington State Law, as shown on the next page. You must be prepared in all areas shown.

Following is an overview of licensing requirements covered in the exam process.

Safety & Sanitation	The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary, including floors, reception area, dispensary, storerooms, bathrooms, that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.
Implements, Tools & Equipment	The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.
Chemical & Facility Management	The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals and understand proper and appropriate first aid procedures.
Hair Care & Product Use	The licensee/practitioner is required to properly recognize and identify hair and scalp disorders and diseases, including parasitic and contagious conditions, open wounds and other conditions that may preclude the performance of services, draping, and the use of tools and implements. Hair care services include haircutting, styling, chemical waving, chemical relaxers, hair coloring and lightening.
Skin & Facial Care & Product Use	The licensee/practitioner is required to properly recognize and identify diseases and disorders of the scalp, hair and skin, including parasites and contagious diseases, open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include esthetics limited to toning the skin of the scalp; stimulating the skin of the body by the use of preparations, tonics, lotions, or creams; and tinting eyelashes and eyebrows.
Nail Care & Product Use	The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring and pedicuring, limited to cleaning, shaping, polishing, decorating, and caring for and treatment of the cuticles and nails of the hands and feet, excluding the application and removal of sculptured or otherwise artificial nail.

Written Exam

INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the Milady textbook shown below and many of the professional knowledge questions are also covered in the Pivot Point textbook. All law items are covered in the Department of Licensing booklet shown below.

1. *Milady's Standard Textbook of Cosmetology*, Clifton Park, NY: Cengage Learning, 2008.
2. *Salon Fundamentals: A Resource for Your Cosmetology Career*, Chicago, IL: Pivot Point International, Inc., 2000.
3. Washington State Department of Licensing (2008, June 11). *Safety and sanitation standards: Cosmetologists, barbers, manicurists, and estheticians*. Retrieved December 22, 2009 from <http://www.dol.wa.gov/business/cosmetology/docs/SafetySanitationbooklet.pdf>.

WRITTEN TEST ADMINISTRATION

Written Exam Time	2 hours
Computerized Testing	The written exam is administered on computer. You will need to use a mouse and basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer.
Languages	The written exam is available in English, Korean, Spanish, or Vietnamese. You may switch between languages anytime during the exam.
All Testing Materials are Provided	All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed at the workstation where you take the exam.

TIPS FOR TAKING THE WRITTEN EXAM

Read directions	Avoid careless errors by understanding what you are to do before you start.
Read questions thoroughly	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
Read all answers before choosing	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
Answer every question	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then go ahead and make a choice.
Don't spend too much time on one question	If you have a hard time with a question, move on and make a note to come back to that question later.
Double check answers	If you finish early, use time left to review and check your answers.

DETAILED WRITTEN EXAM CONTENT: COSMETOLOGY

Washington State Laws and Rules Laws and Rules contained in the following publication:
 Washington State Department of Licensing (2008, June 11). *Safety and sanitation standards: Cosmetologists, barbers, manicurists, and estheticians*.
 Retrieved December 22, 2009 from:
<http://www.dol.wa.gov/business/cosmetology/docs/SafetySanitationbooklet.pdf>.

Safety, Sanitation & Infection Control	Methods of infection control: Sanitation Antiseptics Disinfection Sterilization Solutions and formulations Prohibited practices Types of bacteria	Products and chemicals use and storage: Labeling Removal from containers Hazardous waste disposal Immunity Viruses Parasites
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First Aid	Federal regulations and standard (universal) precautions Blood spill procedures Bodily fluids contact procedures
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Implements, Tools & Equipment	Combs Shears Clippers Razors Paraffin wax machines Roller receptacles Foot spas Facial steam machines Facial rotary brushes Tweezers Foot spas Nippers Nail brush Nail clipper Nail files Cuticle pusher	Foot paddle Toe separator Nail rasp Pedicure cart Water bath or spa Finger bowls Implements, tools and storage: Use and manipulation Care and maintenance Prohibited Implements
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Anatomy & Physiology	Histology of the skin: Structure of the skin Skin disorders Primary & secondary lesions Melanin Skin cancer Histology of the nails: Nail structure Nail growth Nail disorders	Histology of the hair and scalp: Trichology Hair structure Hair growth Hair color Hair disorders Hair loss Scalp disorders Nail diseases
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DETAILED WRITTEN EXAM CONTENT: COSMETOLOGY

Hair Care & Services	Treatment of the hair and scalp: <ul style="list-style-type: none">Hair analysisScalp analysisHair and scalp treatments	Chemical waving and curl reformation: <ul style="list-style-type: none">Chemical waving procedureCurl reformation procedureRod sizes and shapesWrappingChemistryTest curls
	Haircutting and styling: <ul style="list-style-type: none">Design elements:<ul style="list-style-type: none">Facial shapesForm and textureProfilesMethods and procedures:<ul style="list-style-type: none">ShearsClippersRazorsElevations and cross-checkingFinger wavesPin curlsRoller settingBack-combingBlow-dryingPressingThermal curling (curling iron)BraidingWigs: synthetic vs. human hairHairpieces	Chemical hair relaxers: <ul style="list-style-type: none">Retouch applicationVirgin application Hair color and lightening: <ul style="list-style-type: none">Temporary hair colorsSemi-permanent hair colorsDemi-permanent hair colorsPermanent hair colorsToners and fillersLightenersDeveloperPredisposition/patch testStrand testClient recordsApplication proceduresColors:<ul style="list-style-type: none">PrimarySecondaryTertiaryWarm vs. cool

Skin Care & Services	Skin analysis	Hair removal
	Skin care services: <ul style="list-style-type: none">DrapingClean-up facialDeep facial with moist heat and massageMassage movements	Client records

Nail Care & Services	Manicure	Paraffin wax treatments
	Pedicure	Massage movements

Product Knowledge & Chemistry

Water
pH and the pH scale
Hair care products:
 Shampoos and conditioners
 Styling aids
 Chemical waves
 Curl reformation
 Chemical relaxers
Hair color and lightening:
 Temporary hair colors
 Semi-permanent hair colors
 Demi-permanent hair colors
 Permanent hair colors
 Toners & fillers
 Lighteners
 Developer
 Predisposition/patch test

Skin care products:
 Toners, astringents and refreshers
 Humectants and emollients
 Masks and packs
 Sunscreen
 Aromatherapy
 Exfoliants
Nail care products:
 Polish remover
 Cuticle remover
 Nail conditioner
 Base and top coat
 Nail polish
 Nail dryer

PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test in English, Korean, Spanish, or Vietnamese, is available online at www.cosmetologywashington.com.

1. Hair roller storage receptacles and their contents must be

- a. cleaned once a month.
- b. stored in open containers.
- c. kept out of reach of clients.
- d. disinfected and free of foreign material.

2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is

- a. an acid.
- b. a neutral product.
- c. an alkaline.
- d. a flammable product.

3. The skin

- a. is the largest organ of the body.
- b. is the smallest organ of the body.
- c. has an average pH of 3.0 – 4.5.
- d. has an average pH of 6.0 – 7.0.

4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain

- a. aniline derivative.
- b. hazardous substances.
- c. hydrogen peroxide.
- d. disinfectant solutions.

5. The outermost layer of skin is the

- a. epidermis.
- b. medulla.
- c. dermis.
- d. subcutaneous tissue.

Answers: 1. d. 2. c. 3. a. 4. b. 5. a.

Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Test administrators will evaluate you on your ability to successfully and professionally perform these services in a safe, sanitary, and legal manner, following steps in this exam preparation guide, without detracting from exam administration. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at www.cosmetologywashington.com.

Examination Setting	Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. Do not assume that any other salon facilities are available.
Video Instructions and Timer	Practical exam instructions and a countdown timer showing time remaining for each timed portion are presented on a video screen in the exam room. Scripts are available to read online or download at www.cosmetologywashington.com .
Professional Techniques	No specific professional techniques are required. The professional techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the steps listed in this exam preparation guide for each service in a way that is professionally effective, safe, sanitary, and legal and does not detract from exam administration.
Workstations	Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36' tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.
Kit Requirements	<p>You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. The checklist at the end of this exam preparation guide has a complete list of what your kit must contain. You may bring other items if they meet requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to check the kit and assure it is complete.</p> <p>Kits must be stored under the workstation. Candidates may put things in and get things out of kits during the exam, without an evaluator's permission. Kits and their contents are considered sanitary, unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam, including while items are stored and during any movement of items. Kits are considered as part of the work area and must be clean and be kept closed except when removing or replacing items.</p>

Head Mannequins

Candidates are required to bring two mannequin heads, without beard, both with clean, dry hair, with no product in the hair, in sanitary containers or packaging. Candidates are responsible that mannequins they bring are clean, effective, and appropriate for the services, for the amount of space allotted and for the exam facility. Do not apply makeup to the mannequin. No makeup is required for the exam.

- **Mannequin Head #1**
 - Mannequin Head #1 is used for thermal curling, haircut, chemical wave, and facial services.
 - Mannequin Head #1 must a minimum of 7" of hair all over.
 - Mannequin Head #1 must be pre-curled with a curling iron (no rollers), without product, prior to the exam, with:
 - three off-base curls on one side.
 - three on-base curls on the top of the head.
- **Mannequin Head #2**
 - Mannequin Head #2 is used for hair coloring and lightening and chemical relaxer services.
 - Mannequin Head #2 must have at least 5" of hair all over.
- Mannequins that have been pre-sectioned or marked by colors and/or notches to indicate sections are prohibited and will be disqualified for practical examination use.
- Stands are required for mannequin heads.
- Candidates must firmly stabilize mannequin heads, using a clamp, vacuum stand or other effective stabilizing method appropriate for the service being performed and for the exam facility.
- A mannequin that lies down is acceptable, if appropriate for a service.

Hand Mannequin

- Hand mannequin may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this exam preparation guide.
- Hand mannequin must be clean and unstained without polish on the nails or skin.
- Nails must be attached to the nail beds of hand mannequin and remain attached during services.
- Hand mannequin may be stabilized with a pillow if the candidate desires.

10 Minute Initial Setup

- During a 10 minute initial setup, each candidate sets up linens, papers and products stored in clear, sealed plastic bags or containers, and other items that will be out for the entire exam. The candidate also sets up mannequin head #1 and sanitized containers.
- Time is provided between services when switching of mannequins is required.
- Do not drape during 10 minute initial setup.

2 Minute Service Setup

- During a 2 minute setup at the beginning of each service, implements, products, and tools for that service are set up and may remain out for that service.
- During the 2 minute setup, candidates are expected to ensure the workstation is clean, sanitized and disinfected for the start of the service.
- Do not drape during the 2 minute setup.

Draping

- Draping is not performed during either the 10 minute or the 2 minute setup. It is performed during the timed service.
- Drapes must be effective, safe, sanitary, legal and appropriate for the type of service.
- If the same drape is being used for more than one service, candidates are told to leave drapes in place.

Labels in English

- All labels on all items must be legible, visible to evaluators and in English.

Product Requirements

- Candidates must bring all product or mock product needed for services.
- The only water needed for the exam is the spray bottle of water. (Some dry towels should be packaged and labeled "Steamed Towels". The fingerbowl will be empty and used as if it had water in it.)
- Safe, non-toxic, non-aerosol products or mock products are required.
- All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents. For instance, a container filled with water may be labeled, "Chemical Waving Solution."
- Mock product containers can only represent one item and can only be used for one service. Each product must be in a separate labeled container.
- Ingredient lists from actual products or mock ingredient lists are not required.
- The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

Tools and Implements

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Haircut Service” and contain all haircut service tools/products/implements that will be set out at the time of the haircut service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

Linens and Paper Requirements

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels, and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- Some dry towels must be in a sealed plastic container marked, “Steamed Towels” and used as if they were wet.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

Personal Safety and Sanitation

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate’s methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize and disinfect the work area (including the optional stool for candidate, if used).
- Candidates’ hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.
- Candidates must use infection control procedures, as needed, for example, blood spill procedure must be used if a cut is sustained.

Blood Spill Kit and Procedure

A *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, follow these blood spill procedure steps as outlined in WAC 308-20-110 (18):

- Put on gloves.
- Clean the wound with an antiseptic solution.
- Cover the wound with a sterile bandage.
- If the wound is on the practitioner hand in an area that can be covered by a glove or a finger cover, the practitioner must wear a clean, fluid proof protective glove or finger cover.

Waste and Disposal

- Candidates must manage waste and soiled materials in a sanitary manner, maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of two waste disposal receptacles that must be kept on the floor underneath the candidate's assigned workstation.
- One container must be labeled, "Soiled Implements and Linens." The other must be labeled, "Waste."
- Waste receptacles must be plastic lined and freestanding. Paper grocery bags/ shopping bags lined with plastic garbage bags, are acceptable. Plastic garbage bags that do not stand up are not allowed.

Apparel Restrictions

- Candidates must wear appropriate footwear that covers the feet with no cutouts or open toes. (Flip flops or sandals are not acceptable.)
- A candidate's jewelry may not inhibit the performance of services.
- A candidate's hair may not inhibit safe and sanitary performance of services.



SERVICES PERFORMED DURING THE PRACTICAL EXAM

Practical exam instructions are presented by DVD. (See scripts at www.cosmetologywashington.com.) Order of exam components is shown below. On the following pages, steps for each service are described along with many of the criteria on which you will be evaluated. These are not complete lists of all criteria or elements being graded. You should use techniques you were taught or that you prefer. Your performance will be acceptable if you perform each step listed in a way that is professionally effective, safe, sanitary and legal. You will be evaluated at all times.

	Service	Setup Time	Timed Service
Initial Setup	Disinfection and Setup	10 Minutes	
Service 1	Thermal Curling (mannequin #1)	2 Minutes	10 Minutes
Service 2	Haircut (mannequin #1)	2 Minutes	50 Minutes
Service 3	Chemical Waving (mannequin #1)	2 Minutes	20 Minutes
Service 4	Hair Coloring and Lightening (mannequin #2)	2 Minutes	20 Minutes
Service 5	Chemical Relaxer (mannequin #2)	2 Minutes	20 Minutes
Service 6	Facial (mannequin #1)	2 Minutes	20 Minutes
Service 7	Manicure (hand mannequin)	2 Minutes	20 Minutes

IMPORTANT

- You are responsible for all of your supplies.
- Review your checklist and supplies before you arrive at the testing facility.



TEN MINUTE SETUP OF WORKSTATION

10 Minute Setup of Items that Remain Out for Entire Service

1. Sanitize the top of your work station.
2. Set out the following items, which will remain on your station throughout the exam:
 - a. All sanitizers and disinfectants
 - b. General supplies (towels, cotton, etc.)
 - c. Spray bottle filled with water
 - d. Blood spill/first aid kit
3. Set up your 2 waste disposal receptacles on the floor underneath your assigned workstation for the exam.
4. Set up mannequin clamp.
5. Place mannequin head #1 on clamp, but *do not drape* yet.

Notes:

- Do not drape your mannequin during 10 minute setup.
- Do not put out tools and implements for services during 10 minute setup.
- You will be able to get in and out of your kit during the exam without permission from the evaluator.



THERMAL CURLING REQUIRED STEPS

THERMAL CURLING STEPS

Note:

Mannequin head #1 is used for the thermal curling service and must be pre-curled prior to arrival at the exam.

2 minute setup:

Sanitize your station and set up with thermal curling implements, products and tools.

10 minute timed service:

1. Drape with cape and neckstrip and brush out the pre-curls.
2. Use a curling iron with barrel no larger than 1". The curling iron is cool for the entire thermal curling service, however, it should be handled as if it were hot. Simulate testing the curling iron temperature.
3. Demonstrate 3 off-base curls on one side of the mannequin's head:
 - a. Curled subsections are to be the same width as the barrel of the iron.
 - b. Simulate pre-heating the strand.
 - c. Distribute hair evenly around the iron.
 - d. Place comb between iron and scalp.
 - e. Completed curls must be smooth, without fishhooks.
4. Demonstrate 3 on-base curls on the top of the head:
 - a. Curled subsections are to be the same width as the barrel of the iron.
 - b. Simulate pre-heating the strand.
 - c. Distribute hair evenly around the iron.
 - d. Place a comb between the iron and scalp.
 - e. Completed curls must be smooth, without fishhooks.
5. Clear thermal curling items from your station and clean your station.
6. Stand back from your station, raise your hand and an evaluator will check your work.
7. Leave mannequin head #1 set up and draped for next service.



HAIRCUT REQUIRED STEPS

HAIRCUT STEPS

Note:

Continue using Mannequin #1, still draped from previous service.

2 minute setup:

Sanitize your station and set up with haircutting implements, products and tools.

50 minute timed service:

1. Wet and section all hair.
2. Cut perimeter at 0 degrees with no holes.
3. Establish a guide and follow the guide.
4. Perform a uniform layered haircut using shears:
 - a. Cut 1" or more throughout the head.
 - b. Leave enough hair length to wrap rods in the next service.
 - c. Demonstrate proper combing technique.
 - d. Use consistent subsections.
 - e. Maintain proper tension with fingers.
 - f. Palm shears and comb during the entire haircut.
 - g. Lengths must be even on both sides, with no ear holes.
 - h. All hair must blend evenly.
 - i. Cross check haircut.
5. Remove drape.
6. Remove all hair clippings from mannequin, workstation and floor.
7. Clear haircutting items from your station and clean your station.
8. Set out comb for evaluator to use to check your work.
9. Stand back, raise your hand and an evaluator will check your work.
10. Leave mannequin head #1 set up.



CHEMICAL WAVING REQUIRED STEPS

CHEMICAL WAVING STEPS

Note:

Continue using mannequin head #1 for chemical waving.

2 minute setup:

Sanitize your station and set up with chemical waving implements, products and tools. Rods must be standard length, size 1/2" diameter (grey) or 5/8" diameter (white).

20 minute timed service:

1. Drape mannequin for chemical service using a towel and chemical cape.
2. Wet all hair and section the entire head. The number of sections is your choice, but must correspond to the length of the rod.
3. Wrap at least 4 rods in the center section, beginning at the top of the crown.
 - a. Subsections created for wrapping individual rods must fit the size of the rod.
 - b. Subsections must be straight and consistent.
 - c. Each subsection must be wet and then wrapped smoothly and evenly around rod at least 1½ times.
 - d. End papers must extend beyond the ends of the hair. Hair ends must be wrapped around the rod without forming fishhooks.
 - e. Bands must be smooth and straight across the rod without binding the hair.
 - f. Wave rods must be rolled at 90 degrees, with proper tension and balance, and sit properly on head.
4. Prepare for application of mock chemical waving solution:
 - a. Apply protective skin cream around the entire hairline.
 - b. Apply cotton around the entire hairline.
 - c. Put on disposable gloves to wear during solution application.
 - d. Stop working, stand back and raise your hand to request an evaluator.
5. With the evaluator observing:
 - a. Apply effective amount of mock solution to the wrapped rods without excessive dripping.
 - b. Perform a test curl.
6. After your work is checked, clean your station.

Switching Mannequins:

Time is provided between services for switching mannequin heads.

- Store mannequin head #1 for later use.
- Your evaluator will instruct you when to set up mannequin head #2 for next service.



HAIR COLORING & LIGHTENING REQUIRED STEPS

HAIR COLORING & LIGHTENING STEPS

Note:

Mannequin head #2 is used for hair coloring and lightening.

2 minute setup:

Sanitize your station and set up with hair coloring and lightening implements, products and tools.

20 minute timed service (total for both services):

(Hair coloring retouch 10 minutes; Virgin hair lightener 10 minutes)

1. Drape for chemical service with towel and chemical cape.
2. Section the head into four quadrants. Cotton is not required for this service.
3. Apply protective skin cream around the entire hairline.
4. Wear disposable gloves and use an applicator bottle OR bowl and brush to apply mock hair coloring product.
5. Perform hair coloring retouch application on front right quadrant:
 - a. Apply mock hair coloring product from the scalp up to 1 inch on the hair shaft.
 - b. Use straight and appropriate sized subsections.
 - c. Crosscheck.
 - d. Clear hair coloring tools and implements from your station.
6. After performing the retouch, immediately begin virgin hair lightener application on back right quadrant:
 - a. Apply mock hair lightener starting ½ inch from the scalp up to, but not including, the last 1 inch of hair.
 - b. Use straight and appropriate sized subsections.
 - c. Crosscheck.
7. Keep mock hair product off the mannequin's face, ears and neck.
8. When you have finished both applications (retouch and virgin), clear hair lightening implements and tools from your station and clean your station.
9. Leave out your applicator bottle or tint brush for evaluator to use to check your work.
10. Stand back, raise your hand and an evaluator will check your work.
11. Leave protective cream and drape in place on mannequin head #2 for next service.



CHEMICAL RELAXER REQUIRED STEPS

CHEMICAL RELAXER STEPS

Note:

Continue using mannequin head #2, still draped and with protective cream in place from previous service.

2 minute setup:

Sanitize your station and set up with chemical relaxing implements, products and tools.

20 minute timed service: (For 2 services: Retouch 10 minutes; Virgin 10 minutes)

1. Wear disposable gloves and use a bowl and brush to apply mock chemical relaxer product.
2. Chemical relaxer retouch application on front left quadrant of mannequin:
 - a. Apply mock chemical relaxer product $\frac{1}{2}$ inch from the scalp up 2 inches on the hair shaft.
 - b. Use straight and appropriate sized subsections.
 - c. Crosscheck.
 - d. Smooth hair with fingers or back of a non-metallic comb.
 - e. Clear retouch tools and implements from your station.
3. After performing the retouch, immediately begin the virgin chemical relaxer application on back left quadrant. There is no pause between these services. The same bowl of product and brush used in the retouch may **not** be used for the virgin chemical relaxing:
 - a. Apply mock chemical relaxer product $\frac{1}{2}$ inch from the scalp up to, but not including, the last 1 inch of hair.
 - b. Use straight and appropriate sized subsections.
 - c. Smooth the hair to the ends with fingers or the back of a non-metallic comb as you apply solution to each section.
4. Keep mock chemical hair relaxer off the mannequin's face, ears and neck.
5. When you have finished both applications (retouch and virgin), clear chemical relaxer items from your station and clean your station.
6. Leave out your tint brush for evaluator to use to check your work.
7. Stand back, raise your hand and an evaluator will check your work.

Switching Mannequins:

Time is provided between services for switching mannequin heads.

- Store mannequin head #2.
- The evaluator will instruct you when to set up mannequin head #1 for next service.



FACIAL REQUIRED STEPS

FACIAL STEPS

Note:

- Mannequin #1 is used for the facial service.
- Facial demonstration is performed on face only, not neck.
- No removal of makeup is required. No makeup is required for the exam.

2 minute setup:

Sanitize your station and set up with facial implements, products and tools.

20 minute timed service:

1. Drape the mannequin, including hair and chest coverings.
2. Cleanse the face:
 - a. Cleanse entire face, including lips and eye area.
 - b. Remove cleanser, using outward and upward movements.
3. Steam the face:
 - a. Wring "Steamed Towel," and simulate checking towel temperature before applying to the face.
 - b. Cover the face with the "Steamed Towel," keeping the nose and mouth uncovered.
4. Apply massage cream.
5. When you apply massage cream, raise your hand, stand back and wait for the evaluator who will observe your massage demonstration.
6. With the evaluator observing, demonstrate massage techniques as listed below:
 - a. Perform effleurage over the face once.
 - b. Perform petrissage over the face once.
 - c. Perform tapotement over the face once.
7. After your massage demonstration, perform these finishing steps:
 - a. Remove massage cream using upward and outward movements.
 - b. Apply toner or astringent to the chin, cheeks, nose and forehead using cotton ball or other disposable cotton product.
 - c. Apply moisturizer to the chin, cheeks, nose and forehead using upward and outward movements.
 - d. Clear facial items from your station and clean your station.

Switching to Hand Mannequin:

Time is provided between services for switching to hand mannequin.

- Store mannequin head #1.
The evaluator will instruct you when to set up hand mannequin for next service.



MANICURE REQUIRED STEPS

MANICURE STEPS

Note:

- The hand mannequin is used for the manicure service.
- The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

2 minute setup:

Sanitize your station and set up with manicure implements, products and tools.

20 minute timed service:

1. Sanitize the hand.
2. File the nails:
 - a. from corner to center.
 - b. into even lengths and shapes.
3. Simulate soaking by placing fingertips in dry fingerbowl.
4. Simulate drying of hand and nails.
5. Apply cuticle cream/remover and demonstrate pushing cuticle back with cuticle pusher or cotton-tipped orangewood stick.
6. Cleanse the nail, removing cuticle cream/remover.
7. Use massage cream and massage the hand and fingers for approximately one minute, demonstrating the direction of massage movements. Do not call the evaluator over to observe the massage.
8. Remove the massage cream from the nails.
9. Apply polish evenly and smoothly:
 - a. base coat,
 - b. two coats dark colored polish,
 - c. top coat.
10. Remove any polish from mannequin's skin.
11. Clear manicure items from your station and clean your station.
12. Stand back, raise your hand and an evaluator will check your work.

Clean up:

After the manicure service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- Do not leave or dispose of anything at the exam site.
- You will be evaluated on how clean and sanitary you leave your workstation.



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

This kit content checklist is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

Identification	<input type="checkbox"/>	Two valid forms of government issued identification (one with photo, see page 3)	
Initial Setup Items that Remain Out for Entire Exam	<input type="checkbox"/>	Paper towels in labeled plastic bags	<input type="checkbox"/> Labeled spray bottle filled with water
	<input type="checkbox"/>	Non-aerosol spray disinfectant	<input type="checkbox"/> Blood spill kit/first aid
	<input type="checkbox"/>	Protective Cream	
	<input type="checkbox"/>	Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.	<input type="checkbox"/> At least 2 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
General and Extra Items that Should Be Available in Your Kit	<input type="checkbox"/>	Recommended: extra combs and brushes / extra capes	<input type="checkbox"/> Neck strips
	<input type="checkbox"/>	Cotton balls or other disposable cotton product	<input type="checkbox"/> Hair clips/clamps (for sectioning the hair)
	<input type="checkbox"/>	Spatulas	<input type="checkbox"/> Protective skin cream
	<input type="checkbox"/>	Disposable gloves	<input type="checkbox"/> Protective cotton
	<input type="checkbox"/>	10 or more hair or hand-sized cloth towels	



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

Mannequin Requirements

- Two mannequin heads without beard, with dry hair and no product in the hair. (Mannequin heads that lie down are acceptable if appropriate for a service.)
- Mannequin #1 must have a minimum of 7" of hair all over. Mannequin #1 must be pre-curled as follows without any product:
 - three off-base curls on one side,
 - three on-base curls on the top of the head.

Mannequin #2 must have at least 5" of hair all over.
- One table clamp or other effective and appropriate method of stabilizing mannequin heads for the service.
- One hand mannequin with a full set of nails attached to the entire nail bed. (A pillow is allowed for stabilizing the hand mannequin.)

Stabilizing Mannequins

Methods used for stabilizing head or hand mannequins may not detract from exam administration, such as by taking up too much space.

Thermal Curling Service Items

- | | |
|--|--|
| <input type="checkbox"/> Neck strips | <input type="checkbox"/> Curling iron (no larger than 1") |
| <input type="checkbox"/> Cape | <input type="checkbox"/> Combs |
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> Material for testing iron temperature |

Haircut Service Items

- | | |
|--|--|
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> Combs |
| <input type="checkbox"/> Hair cutting shears | <input type="checkbox"/> Spray bottle with water |

Chemical Waving Service Items

- | | |
|--|--|
| <input type="checkbox"/> Chemical wave rods, standard length, size 1/2" diameter (grey) or size 5/8" diameter (white). No short or concave rods. | <input type="checkbox"/> Applicator bottle with mock waving lotion (water) |
| <input type="checkbox"/> Hair clips/clamps (for sectioning the hair) | <input type="checkbox"/> End papers |
| <input type="checkbox"/> Non-metallic combs | <input type="checkbox"/> Disposable gloves |
| <input type="checkbox"/> Cotton | <input type="checkbox"/> Spray bottle with water |
| <input type="checkbox"/> Chemical cape | <input type="checkbox"/> Towels |



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

Hair Coloring & Lightening Service Items	<input type="checkbox"/>	Mock product labeled "Hair Color" (thick gel or cholesterol)	<input type="checkbox"/>	Hair clips/clamps (for sectioning the hair)
	<input type="checkbox"/>	Mock product labeled "Lightener" (thick gel or cholesterol)	<input type="checkbox"/>	Applicator bottle
	<input type="checkbox"/>	Non-metal combs	<input type="checkbox"/>	Tint brushes and bowl
	<input type="checkbox"/>	Towels	<input type="checkbox"/>	Disposable gloves
			<input type="checkbox"/>	Chemical cape
Chemical Relaxer Service Items	<input type="checkbox"/>	Mock product labeled "Retouch relaxer" (cholesterol or thick gel)	<input type="checkbox"/>	Hair clips/clamps (for sectioning the hair)
	<input type="checkbox"/>	Mock product labeled "Virgin relaxer" (cholesterol or thick gel)		
	<input type="checkbox"/>	Disposable gloves	<input type="checkbox"/>	Non-metallic combs
	<input type="checkbox"/>	Applicator brushes and bowls		
Facial Service Items	<input type="checkbox"/>	Hair covering/drape (example: headband and cap)	<input type="checkbox"/>	Dry towels packaged and labeled as "Steamed Towels"
	<input type="checkbox"/>	Cotton balls or other disposable cotton product	<input type="checkbox"/>	Massage cream
	<input type="checkbox"/>	Chest drape	<input type="checkbox"/>	Cleansing cream
	<input type="checkbox"/>	Spatulas (unless mock product is in squeeze bottles)	<input type="checkbox"/>	Toner or astringent
	<input type="checkbox"/>	Towels	<input type="checkbox"/>	Moisturizer
Manicure Service Items	<input type="checkbox"/>	Finger bowl	<input type="checkbox"/>	Nail polish remover
	<input type="checkbox"/>	Cuticle pusher OR cotton-tipped orangewood sticks	<input type="checkbox"/>	Base coat
	<input type="checkbox"/>	Cuticle cream or remover	<input type="checkbox"/>	Top coat
	<input type="checkbox"/>	Nail brush	<input type="checkbox"/>	Dark colored nail polish
	<input type="checkbox"/>	Massage cream	<input type="checkbox"/>	Nail files and optional buffers
	<input type="checkbox"/>	Mannequin hand with artificial nails attached	<input type="checkbox"/>	Towels
			<input type="checkbox"/>	Cotton balls or other disposable cotton product
