

# ESTHETICIAN

## 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](http://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](http://www.cosmetologywashington.com).

## EXAMINATION REQUIREMENTS

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<b>Requirements to Sign Up for an Exam</b>	You must be at least 17 years of age and within 80 hours of completing your program to sign up for your exam.
<b>Requirements on the Day of Your Exam</b>	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 <a href="http://www.cosmetologywashington.com">www.cosmetologywashington.com</a> website.
<b>Required Identification</b>	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.
<b>Accepted as Identification</b>	<ul style="list-style-type: none"><li>• U.S. or Foreign Driver’s License – valid, or expired within one year</li><li>• U.S. Armed Services ID Card - with photo and signature</li><li>• U.S. or Foreign Passport – valid, or expired within one year</li><li>• Federal or State Employee ID Card – valid, shows your signature and photo</li><li>• State issued ID Card with photo – valid, or expired within one year</li><li>• Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service</li><li>• U.S. Certificate of Citizenship or Naturalization – with your signature and photo</li><li>• U.S. Permanent Resident Card – valid, with your signature and photo</li></ul>
<b><u>Original Identification With Photo</u></b>	
<b><u>Original Identification Without Photo</u></b>	<ul style="list-style-type: none"><li>• Department of Social and Health Services Children’s Administration (DSHS CA) ID letter or card</li><li>• Certified Birth Certificate – original or certified document</li><li>• Certified Washington Birth Registration Card</li><li>• U.S. Visa – valid, or expired within one year</li><li>• Voter’s Card</li><li>• Social Security Card</li></ul>
<b>Examples of Items Not Accepted as Identification</b>	<ul style="list-style-type: none"><li>• Copies not accepted</li><li>• Credit cards not accepted</li><li>• School ID not accepted</li><li>• Bus passes not accepted</li><li>• Candidate exam schedule printout with user ID not accepted</li></ul>

### **Getting Started**

To take your written and practical exams, you need to be referred online at [www.cosmetologywashington.com](http://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](http://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](http://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

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### **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](mailto: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](http://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](http://www.cosmetologywashington.com).

## EXAM RULES

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<b>No Study Materials</b>	No textbooks or other study materials are allowed in exam rooms.
<b>Personal Belongings</b>	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.
<b>No Digital Devices</b>	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, etc.) are allowed in exam rooms.
<b>Talking</b>	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.)
<b>No Cheating</b>	Cheating or falsifying information is not tolerated.
<b>No Disruptions</b>	No disruptive behavior or unnecessary noise is allowed.
<b>No Drinking, Eating, Chewing, or Smoking</b>	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.)
<b>Stay Within Your Workstation</b>	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.
<b>Breaks</b>	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
<b>No Companions or Visitors</b>	Candidates are not allowed to have companions or visitors in the exam.
<b>Rule Violations</b>	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).
<b>Appeals Process</b>	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 <a href="mailto:plssunit@dol.wa.gov">plssunit@dol.wa.gov</a> , 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

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- 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](mailto: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](mailto: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.

## EXAM CONTENT OVERVIEW

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

<b>Safety &amp; Sanitation</b>	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.
<b>Implements, Tools &amp; Equipment</b>	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.
<b>Chemical &amp; Facility Management</b>	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.
<b>Skin &amp; Facial Care &amp; Product Use</b>	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 facials, massage, masks, manual extraction, tweezing, and waxing.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

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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. Gerson, Joel. *Milady's Standard Esthetics Fundamentals, 2009*. Clifton Park, NY: Cengage Learning.
2. *Salon Fundamentals: A Resource for Your Skin Care Career, 2004*. Evanston, IL: Pivot Point International, Inc.
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

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<b>Written Exam Time</b>	2 hours
<b>Computerized Testing</b>	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.
<b>Languages</b>	The written exam is available in English, Korean, Spanish, or Vietnamese. You may switch between languages anytime during the exam.
<b>All Testing Materials are Provided</b>	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

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<b>Read directions</b>	Avoid careless errors by understanding what you are to do before you start.
<b>Read questions thoroughly</b>	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.
<b>Read all answers before choosing</b>	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.
<b>Answer every question</b>	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.
<b>Don't spend too much time on one question</b>	If you have a hard time with a question, move on and make a note to come back to that question later.
<b>Double check answers</b>	If you finish early, use time left to review and check your answers.

DETAILED WRITTEN EXAM CONTENT: ESTHETICIAN

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**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/SafetySanitationbooklet.pdf>.

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<b>Safety, Sanitation &amp; Infection Control</b>	Prohibited practices Types of bacteria Immunity Viruses Parasites	Methods of infection control: Sanitation Antiseptics Disinfection Sterilization Solutions and formulations Products and chemicals use and storage: Labeling Removal from containers Hazardous waste disposal
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<b>First Aid</b>	Federal regulations and standard (universal) precautions Blood spill procedures Bodily fluids contact procedures
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<b>Implements, Tools &amp; Equipment</b>	Paraffin wax machines Cosmetic pencil sharpeners Facial steam machines Facial rotary brushes	Tweezers Use and manipulation Prohibited implements Care and maintenance
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<b>Anatomy &amp; Physiology</b>	Histology of the skin: Structure of the skin Skin disorders Primary & secondary lesions Melanin Skin cancer
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<b>Skin Care &amp; Services</b>	Skin analysis Skin care services: Draping Clean-up facial Deep facial with moist heat & massage Massage movements	Hair removal Client records
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<b>Product Knowledge &amp; Chemistry</b>	Water pH and the pH scale	Skin care products: Toners, astringents & refresheners Humectants & emollients Masks & packs Sunscreen Aromatherapy Exfoliants
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## PRACTICE QUESTIONS

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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](http://www.cosmetologywashington.com).

1. The pigment that gives skin its natural color is
  - a. sebum.
  - b. keratin.
  - c. collagen.
  - d. melanin.
  
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. Creams must be stored in
  - a. the facial area.
  - b. the dispensary.
  - c. closed containers.
  - d. open containers.
  
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. c. 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 evaluators 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 chapter 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](http://www.cosmetologywashington.com).

<b>Examination Setting</b>	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.
<b>Video Instructions and Timer</b>	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 <a href="http://www.cosmetologywashington.com">www.cosmetologywashington.com</a> .
<b>Professional Techniques</b>	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.
<b>Workstations</b>	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.
<b>Kit Requirements</b>	<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 a clean mannequin head, without beard, in a sanitary container or packaging. Candidates are responsible that the mannequin they bring is effective, 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.

- The following types of mannequins are acceptable:
  - Standard cosmetology mannequin and clamp
  - Mannequin with or without shoulders that lies down
- 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.

**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 the mannequin head and sanitized containers.
- 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.
- Candidates will continue using the same drape for all services.

**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.
- Water is not needed for the exam. Some dry towels are to be packaged and labeled “steamed towels.” Sponges may be dry or pre-moistened. They are to be packaged and labeled “moist sponges.” See exam checklist.
- Safe, non-toxic, non-aerosol products or mock products are required.
- All liquids and creams must be in containers and labeled in English stating what the container represents. For instance, a container filled with water may be labeled, “Toner.”
- Mock product containers can only represent one item. 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 labeled containers or bags (for example, the label may say “Facial Service” and contain all facial tools/products/implements that will be set out at the time of the facial 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. (Flipflops 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

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Practical exam instructions are presented by DVD. (See scripts at [www.cosmetologywashington.com](http://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.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>
<b>Initial Setup</b>	<b>Disinfection and Setup</b>	<b>10 Minutes</b>	
<b>Service 1</b>	Facial	2 Minutes	20 Minutes
<b>Service 2</b>	Facial Mask	2 Minutes	10 Minutes
<b>Service 3</b>	Manual Extraction	2 Minutes	10 Minutes
<b>Service 4</b>	Tweezing and Waxing	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

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### **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. Towels, cotton, etc.
  - c. General supplies
  - 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 head, 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.



## FACIAL REQUIRED STEPS

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### FACIAL STEPS

**Note:**

The mannequin represents a real person, the same person for all services.

**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. This same drape will remain in place throughout the exam.
2. Cleanse entire face, including lips and eye area.
3. Remove cleanser, using outward and upward movements.
4. 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.
5. Apply massage cream.
6. When you apply massage cream, raise your hand, stand back and wait for the evaluator who will observe your massage demonstration.
7. With the evaluator observing, demonstrate these massage techniques:
  - a. Perform effleurage over the face once.
  - b. Perform petrissage over the face once.
  - c. Perform tapotement over the face once.
8. After your massage demonstration, finish the facial service by removing massage cream, using upward and outward movements.
9. Clear facial items from your station, clean your station, stand back and raise your hand to indicate you are finished.



## FACIAL MASK REQUIRED STEPS

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### **FACIAL MASK STEPS**    **2 minute setup:**

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

### **10 minute timed service:**

1. Maintain towel and linen positions during service.
2. Apply facial mask product evenly and smoothly over the chin, cheeks, nose and forehead, not including eyes, nasal passages or lips.
3. Stand back, raise your hand to indicate your mask is drying. The evaluator will tell you when to continue.
4. Use a "Steamed Towel" to thoroughly remove all facial mask product, using upward and outward movements. (Test the temperature of the "Steamed Towel" before using it on the face.)
5. Apply toner or astringent to the chin, cheeks and forehead with cotton ball or other disposable cotton product.
6. Apply moisturizer to the chin, cheeks, nose and forehead.
7. Clear facial mask items from your station and clean your station.
8. Stand back, raise your hand to indicate you are finished.



## MANUAL EXTRACTION REQUIRED STEPS

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### MANUAL EXTRACTION STEPS

#### **2 minute setup:**

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

#### **10 minute timed service:**

1. Maintain towel and linen positions during service.
2. Provide eye protection for the client.
3. Wear disposable gloves throughout the extraction.
4. Apply toner or astringent to the forehead.
5. Stand back and raise your hand and an evaluator will come to observe your demonstration of a manual extraction.
6. With the evaluator observing, gently apply pressure to both sides of the pore and perform extraction. Use cotton or tissue with astringent during extraction.
7. Evaluator will instruct you to continue.
8. Apply toner to extracted areas.
9. Clear manual extraction items from your station and clean your station.
10. Stand back and raise your hand to indicate you are finished.



## TWEEZING AND WAXING REQUIRED STEPS

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### **TWEEZING and WAXING STEPS**

#### **2 minute setup:**

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

#### **20 minute timed service:**

1. Maintain towel and linen positions during service.
2. Wear disposable gloves for both tweezing and waxing procedures.
3. Tweezing procedure:
  - a. Apply antiseptic to eyebrow area.
  - b. Dry the eyebrow area.
  - c. When you are ready to tweeze, stand back, raise your hand and an evaluator will come to observe.
  - d. With the evaluator observing, hold skin taut and demonstrate the removal of hair in the direction of its natural hair growth.
4. When the evaluator instructs you to continue, finish the service by reapplying antiseptic to the area.
5. Clear facial tweezing items from your station and stand back.
6. When you are instructed to do so, begin the waxing procedure:
  - a. Apply antiseptic to eyebrow area.
  - b. Dry the eyebrow.
  - c. When you are ready to apply wax, stand back, raise your hand and an evaluator will come to observe.
7. With an evaluator observing:
  - a. Test the wax temperature on your forearm.
  - b. Apply simulated wax product OR professional pre-waxed strip under the eyebrow in the direction of the hair's natural growth.
  - c. Hold skin taut and pull fabric strip in opposite direction of the natural hair growth.
8. When the evaluator instructs you to continue, finish the service by applying waxing finishing product to the area.
9. Clear waxing items from your station, clean your station and stand back.

#### **Clean up:**

After the waxing 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. Other tools or implements are acceptable if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. Other items, including tripods or alternate types of containers, are acceptable to bring and use as long as they are appropriate and effective for the service, appropriate for the exam facility and do 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 assure it is complete.

<b>Identification</b>	<input type="checkbox"/>	Two valid forms of government issued identification (one with photo)		
<b>Initial Setup Items that Remain Out for Entire Exam</b>	<input type="checkbox"/>	Dry towels packaged and labeled as "Steamed Towels"	<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.
	<input type="checkbox"/>	Dry or pre-moistened sponges labeled as "Moist Sponges"	<input type="checkbox"/>	Blood spill kit/first aid
	<input type="checkbox"/>	Non-aerosol spray disinfectant	<input type="checkbox"/>	Cotton balls or other disposable cotton product
	<input type="checkbox"/>	Liquid hand sanitizer	<input type="checkbox"/>	Toner or astringent
	<input type="checkbox"/>	Paper and cloth towels		
<b>General and Extra Items that Should Be Available in Your Kit</b>	<input type="checkbox"/>	Spatulas	<input type="checkbox"/>	Paper and cloth towels
	<input type="checkbox"/>	Disposable gloves	<input type="checkbox"/>	Cotton balls or other disposable cotton product
<b>Mannequin Requirements</b>	<input type="checkbox"/>	Candidates must bring one mannequin head without makeup and without beard.		
	<input type="checkbox"/>	Clamp or other effective method of stabilizing mannequin.		
<b>Facial Service Items</b>	<input type="checkbox"/>	Chest drape	<input type="checkbox"/>	Hair covering/drape (example: headband and cap)
	<input type="checkbox"/>	Spatulas	<input type="checkbox"/>	Cleansing cream
	<input type="checkbox"/>	Optional squeeze bottles	<input type="checkbox"/>	Massage cream
	<input type="checkbox"/>	Moisturizer		



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

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**Facial Mask Service  
Items**

Facial mask product

Facial mask brush

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**Manual Extraction  
Service Items**

Disposable gloves

Client eye protection

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**Tweezing & Waxing  
Service Items**

Disposable gloves

Tweezers

Fabric strips

Mock soft wax (such as honey) OR  
professional pre-waxed strips.

Applicator sticks

Waxing finishing product (such as  
soothing cream)

