

# Illinois Barber, Esthetician and Teacher Examinations: PSI Computerized Testing Procedure Guide

The following information is intended to help you prepare for the computer-administered Illinois Barber, Esthetician and Teacher Examinations from the National Interstate Council for State Boards of Cosmetology (NIC). These tests are being administered in the same network of PSI test centers that give CTS exams for cosmetology and nail technicians.

## Part I General Information

### APPLY ONLINE

Complete the application online at [www.continentaltesting.net](http://www.continentaltesting.net) and submit all required transcripts and related documents. An application is not complete until it includes a valid email address and all fees have been paid. Credit card payment is available as part of the online application. Each approved candidate receives an email from PSI that provides instructions to schedule a testing appointment.

Part I of this guide provides information about test center locations and how to schedule examinations. Part II provides content outlines for these NIC examinations. Go to [www.nictesting.org](http://www.nictesting.org) for the most current candidate information bulletin for NIC examinations. Part III includes information about testing procedures on the day of your examination.

### TIME LIMIT

Each candidate schedules a PSI appointment to allow time to verify IDs and complete other check-in procedures. The time limit for each of these examinations is 90 minutes.

### SPECIAL ACCOMMODATION

#### REQUESTS

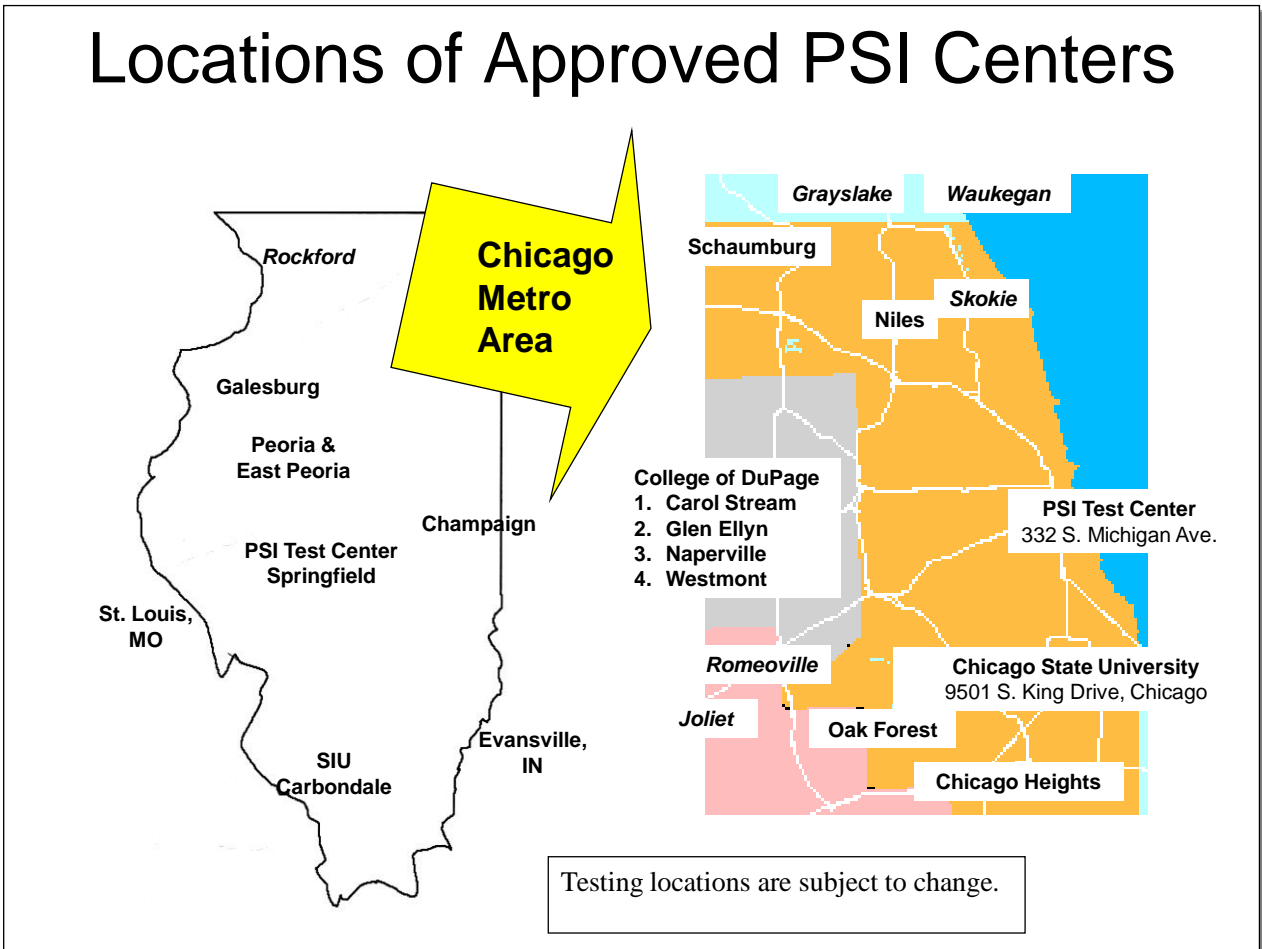
An application for special accommodations with appropriate documentation is required before any special arrangements can be completed. If approved, the candidate will receive an email from PSI with instructions to schedule a test date in a test center that has appropriate facilities. Candidates who are approved for special accommodations must schedule using the PSI Call Center. Testing appointments with special accommodations must be made at least two weeks prior to the desired test date.

### SCHEDULING

After CTS approves your application, you can schedule a test date at one of the approved PSI Test Centers by using PSI's online system at [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 1-800-733-9267. All regular testing appointments must be scheduled at least two business days prior to the desired test date. **You must complete your test within 60 days after CTS approves your application.**

## SCHEDULING

After CTS approves your application, you can schedule a test date at one of the approved PSI Test Centers by using PSI's online system at [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 1-800-733-9267. All regular testing appointments must be scheduled at least two business days prior to the desired test date. **You must complete your test within 60 days after CTS approves your application.**



PSI Test Centers in Carbondale, Champaign, downtown Chicago, East Peoria and Peoria, Galesburg, Glen Ellyn, Carol Stream, Naperville, Springfield, Westmont and Evansville, IN, are proctored by onsite personnel. Other locations use remotely proctored testing stations that monitor candidates with three digital cameras, an on-screen chat window and a sensitive built-in microphone. Proctors in these locations communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Each remotely proctored test station also is equipped with noise-cancelling headphones to help candidates screen out distractions if they wish to use them. All other rules are the same for examinations in on-site proctored and remotely proctored locations.

Directions and other information about each test location follow and are available on the PSI website. Testing locations are subject to change. Candidates should verify the location of each test center in their admission notice after they schedule an examination.

Remotely proctored test centers are indicated. All others are proctored by on-site personnel.		
City/State	Address	Driving Directions
Carbondale, Illinois	Southern Illinois University, 605 Agriculture Dr., MC 4722 Room 781 (7th floor)	Morris Library is in the center of campus. More information about parking for the new center in Morris Library is available online at <a href="http://lib.siu.edu/directions">http://lib.siu.edu/directions</a> .
Champaign, Illinois	Parkland College 2400 W Bradley Ave, U203	From I-72 East, take N Country Fair Drive. Turn left onto W Bradley Ave. RM U203
Chicago, Illinois	PSI Chicago 332 S. Michigan Avenue Suite 410	Take US-41S which becomes I-94E. Take the W Jackson Blvd exit (51F). Turn left on W Jackson Blvd. Turn right on S Michigan Ave.
Chicago, Illinois	Chicago State University, 9501 S. Martin Luther King Drive	<b>One remotely proctored test station.</b> Chicago State University is located at 9501 South Martin Luther King Drive in Chicago. The testing station is located in Room 202 on the 2nd floor Quiet Study Area of the New Library. Park on campus for \$5. Nearest CTS Station: 0.6 miles from 95th Street Station on Red Line; numerous bus routes to campus.
Chicago Heights, Illinois	Prairie State College 202 S. Halsted Street Room 3211	<b>One remotely proctored test station.</b> Prairie State College is located at South Halsted Street and Vollmer Road in Chicago Heights. The campus is about three miles south of Interstate 80 on Halsted. Testing is in room 3211 of the main building
Galesburg, Illinois	Carl Sandburg College 2400 Tom L Wilson Blvd	Exit Interstate 74 onto Hwy 34 West (toward Monmouth). Proceed to Hwy 150 West (Carl Sandburg College Exit toward Alpha). Turn left at stoplight onto South Lake Storey Road. 1 mile to CSC entrance on the left. The entrance to Carl Sandburg College will be to your left. Turn left onto Tom L. Wilson Blvd. Upon entering campus from Lake Storey Rd, turn right at the electronic marquee sign. Enter the door with the large B above it. Once in the lobby, turn right and go through glass door. The Testing Center check-in is immediately located to the right in room B-07.
Niles, Illinois	Real Estate Institute 6203 W Howard Street Exam Room	<b>Two remotely proctored test stations.</b> REI is located at the corner of Howard Street and Merrimac Avenue in Niles, between Caldwell and Lehigh.
Oak Forest, Illinois	South Suburban College - Oak Forest Center 16333 S. Kilbourn Avenue, Room 5130	<b>One remotely proctored test station.</b> Exit I-57 on 167 East to Kilbourn Avenue. Turn left on Kilbourn and drive three blocks to South Suburban College campus. Park in front of building. The campus also is served by bus routes 364-159th Street and 354 Harvey-Oak Forest Loop.
Rockford, Illinois	ROCKFORD OSF Center For Health, 5510 E. State St, Room 284 (back of the building)	<b>One remotely proctored test station.</b> From I-90 W, take the US-20 Bus/State St exit. Merge onto US-20 Bus W/E State St toward Rockford. The building is on the righthand side after passing the main hospital.
Schaumburg, Illinois	Schaumburg - Harper College Professional Center, 650 E. Higgins Road Suite 2W	<b>Two remotely proctored test stations.</b> North side of Higgins Rd, between Roselle and Plum Grove, just west of the McDonalds. When you enter the drive, turn right and park. Our new Suite 2W is on the northeast end of the building.

Remotely proctored test centers are indicated. All others are proctored by on-site personnel.		
City/State	Address	Driving Directions
Skokie, Illinois	Oakton Community College 7701 North Lincoln Avenue Room A135	<b>One remotely proctored test station.</b> Oakton Colleges Skokie campus is between Howard and Niles Center Road on Lincoln in Skokie. Park in student lot in front of campus. Test center is Room A135.
Springfield, Illinois	PSI Springfield 3223 South Meadowbrook Road, Suite B	Follow I-55 south to I-72 toward Jacksonville, exit at IL 4 (Veterans Parkway) and go north to Wabash and turn Left on Wabash and then Left again on S. Meadowbrook Rd.
COLLEGE OF DUPAGE TEST CENTERS (4)		
Carol Stream, Illinois	College of DuPage Carol Stream Campus 500 N Kuhn Road	Center is on the west side of Kuhn Rd, north of North Ave and south of Lies Rd. From North or South: Exit from I-355 at Route 64/North Ave, and head west to Kuhn Rd (second stoplight past Gary Ave.) Turn right on Kuhn Rd north to the center on the west side of the street. From East or West: Exit from I-88 at Route 59 and go north to Route 64/North Ave. Turn right on Route 64/North Ave heading east to Kuhn Rd (next stoplight past County Farm Rd). Turn left heading north to the center located on the west side of the street. The center is also accessible from I-88 via I-355 North. Follow north/south directions above after exiting from I-88 to I-355 North.
Glen Ellyn, Illinois	College of DuPage Glen Ellyn Campus 425 Fawell Blvd, BIC 2A08	Enter the College of DuPage Main Campus on Fawell Blvd. Enter the Student Services Center (SSC) Building. Please go to the Berg Instructional Center (BIC) Specialized Testing Services - Room 2A08. The SSC and BIC buildings are attached.
Naperville, Illinois	College of DuPage Naperville Campus 1223 Rickert Drive	Naperville Center is located on the south side of Rickert Drive. Rickert Drive is accessed by turning north from 75th Street two miles west of Washington Street. From Route 59, travel east on 75th Street to Rickert Drive and turn north.
Westmont, Illinois	College of DuPage - Westmont Center 650 Pasquinelli Drive	Westmont Center is located on the west side of Pasquinelli Drive. Pasquinelli Drive is accessed by turning north from Ogden Ave one block west of Rout 83. The center entrance is immediately north of the bank.
COLLEGE OF LAKE COUNTY TEST CENTERS (2)		
Grayslake, Illinois	College of Lake County Grayslake Campus, 19351 West Washington Street Room B150	<b>One remotely proctored test station.</b> The Testing Center is located in Room B150 on the first floor of the Grayslake Campus.
Waukegan, Illinois	College of Lake County Waukegan Campus 33 N. Genesee Street	<b>One remotely proctored test station.</b> Take Belvidere (Route 120), Grand or Washington east to Genesee Street. The CLC Lakeshore Campus is on Genesee north of Washington and west of Sheridan Road. 2nd floor room N203.

Remotely proctored test centers are indicated. All others are proctored by on-site personnel.		
City/State	Address	Driving Directions
<b>ILLINOIS CENTRAL COLLEGE TEST CENTERS (2)</b>		
East Peoria, Illinois	Illinois Central College, 1 College Drive Room L220 in Library & Administration Building	East or West: Exit US 150/IL 116. Drive 3 miles to Centennial Drive. Turn right onto Centennial Drive and go up the hill to the stoplight; ICC is on the left. Park in Visitors lot. North-Exit I-55 onto US Rte 24. Drive 42 miles. At the College Drive stoplight, turn left. Park in Visitors lot. South-Take I-55 N towards Chicago. Take I-155 N on the left toward Peoria. Merge onto I-155 N. Take the I-74 W exit on the left at Morton toward Peoria. Merge onto I-74 W. Take US-150/IL-116 E exit 95 toward Metamora. Turn right onto US-150/IL-116E. Drive 3 miles to the stoplight at Centennial Drive. Turn right onto Centennial Drive. Park in Visitors lot.
Peoria, Illinois	Illinois Central College 5407 N University Drive Arbor Hall 103E	East or West-Exit I-74 at US-150 E/N War Memorial Drive. Turn left onto N University St. North-Exit I-55 onto I-74 W. Merge onto US-150 E/N War Memorial Drive 9. Turn left onto N University St. South-Exit I-55 N onto I-155 N/IL-121 N toward Peoria/ Hartsburg. Merge onto I-74 W via the exit-on the left-toward Peoria. Merge onto US-150 E/N War Memorial Drive. Turn left onto N University St. Look for Illinois Central College - North Campus.
<b>JOLIET JUNIOR COLLEGE TEST CENTERS (2)</b>		
Joliet, Illinois	Joliet Junior College 1215 Houbolt Road	<b>One remotely proctored test station.</b> Exit I-55 onto Route 52 East (Exit 253) to Houbolt. Turn right (South) to college entrance. Report to Academic Skills Center in A-1138.
Romeoville, Illinois	Joliet Junior College (Romeoville Campus) 1125 W 135th Street	<b>One remotely proctored test station.</b> The testing center is located in the Resource Center, room NC 80.
<b>PSI TEST CENTERS OUTSIDE ILLINOIS (2)</b>		
St. Louis, Missouri	PSI Test Center 11100 Mueller Road Suite 7 & 8	<b>One remotely proctored test station.</b> From St. Ann: Drive I-270 South and exit onto MO-21 (Tesson Ferry Rd). Drive east for about one and a half miles. From Tesson Ferry Rd, turn right onto US-50 (Lindbergh Blvd) for approximately a quarter mile. From Lindbergh Blvd, turn left onto Mueller Rd. The building is located behind McDonalds and a Mobile gas station.
Evansville, Indiana	Ivy Technical Community College, 3401 N First Ave	Testing is in the Workforce Certification and Assessment Center. From Kentucky (South): Take Hwy 41 N to the Diamond Ave exit. Exit, going West to First Avenue turn right going North. You will travel through 2 stoplights before reaching Wendy's restaurant. Turn right at Wendy's; our parking lot is immediately to the left. From the airport: Take a left on Hwy 57 To Hwy 41. Go left going South on Hwy 41 to the Diamond Avenue Exit, going West to First Avenue turn right going North.

## Instructions for scheduling a test using PSI's 800 number

PSI provides an automated system to schedule your test via the telephone without having to speak with a Customer Service Registrar.

1. Call 800-733-9267, then Press 5
2. Stay on the line until the you hear the system begin (about 30 seconds)
3. You will be asked what you want to do: schedule, confirm, or retake a test
4. You will be asked if you know your ID# (this is your social security number)
5. The system will find your record and confirm the first few letters of your last name
6. The system will confirm the test
7. You will be asked what you want to do: schedule or request a bulletin
8. The system will use your zip code to find the closest test center
9. You will be given the closest test center
10. You will be given the available dates and times when you could take the test
11. You will select the date and time and the system will schedule you
12. You will be emailed a confirmation including the date and time of your testing appointment; the email includes directions to the PSI Test Center

If you prefer to speak to a Customer Service Registrar, they are available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time.

- Call 800-733-9267, Select 5, then select \* (star).
- A PSI staff member will answer to help you schedule your CTS exam.

### Instructions for scheduling a test online at [www.psiexams.com](http://www.psiexams.com)

1. Go to [www.psiexams.com](http://www.psiexams.com).

The screenshot shows the PSI website's login interface. It is divided into two main sections: 'New Users' and 'Returning Users'. The 'New Users' section offers three options: 'Create an account', 'Register for an examination', and 'Schedule an examination'. The 'Returning Users' section contains a 'Sign in' form with fields for 'Email Address' and 'Password', a 'Start in' dropdown menu set to 'Home page', a 'Remember me' checkbox, and 'Sign in' and 'Clear' buttons. Below the form are links for '[Forgot Password?]', '[Update email address]', and '[Create an Account]'. Annotations with arrows point to the 'Create an Account' link in the New Users section and the 'Email Address' input field in the Returning Users section.

If you are a new user at PSI,  
click on "*Create an Account*".

If you have already created an account in the PSI  
system, type in your email address and password.

**VERY IMPORTANT STEP** You must enter your email address, your password and the spelling of your name in these screens **EXACTLY** as you have submitted them on your application to CTS because that is what CTS sent to PSI.

2. If you already have an account in the PSI system, check the box “*Check here to attempt to locate existing records for you in the system*”.

Fields indicated with an asterisk (\*) are mandatory.

**Step 1**

**Your Details**

Email Address:\*

First Name:\*  Last Name:\*

Middle Name:  Generation(Jr.,Sr.,etc.)

If you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you, Please check the box below:

☒ Check here to attempt to locate existing records for you in the system.

**Step 2**

**Enter a password for your account and select your security question and answer.**

Create a password:\*  (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :\*  Retype to confirm your password.

Choose a Security Question :\*

Security Answer :\*

3. Complete the following steps as shown below.

**Select Organization**

**Select Jurisdiction**

**Select Account**

**Enter your SSN**

-  -

Select Government/State Licensing Agencies under *Select Organization*.

Select Illinois in *Select Jurisdiction*.

Select IL Cosmetology in the box marked *Select Account*.

Enter your Social Security Number.

Click on Submit.

4. You are now ready to schedule. Click on **Schedule for a test.**

**Account Activity**

If you see no activities on this page, it may be because we have not matched your account to a record in the system. This could be because you have not yet been pre-approved for a particular exam or you have not entered your Candidate ID or Social Security Number.

Please [Click Here](#) to find your records.

**Registered records**

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
IL Cosmetology Examination - English	IL Cosmetology Examination - English	ILLINOIS COSMETOLOGY	01/01/2012	<a href="#">Schedule for a test</a>

**Scheduled records**

Test Name	Sponsor	Portion Name(s)	Schedule Date / Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

**Past activity (last 10 records)**

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

[Back to welcome page](#)

5. Enter your zip code or the city where you live. Click on the **Search** button.

**Test Center Selection**

Country:  Zip or City:  [Search](#) [?](#)

Distance	Testcenter Name	Address
<input type="checkbox"/> 4.3 miles	SPRINGFIELD, ILLINOIS	3223 South Meadowbrook Road, Suite B, Springfield, Illinois, 62711
<input type="checkbox"/> 178.5 miles	CHICAGO (ROOM A)	332 S. Michigan Avenue, Suite 410, Chicago, Illinois, 60604
<input type="checkbox"/> 88.5 miles	Galesburg - Carl Sandburg College*	2400 Tom L Wilson Blvd, Galesburg, Illinois, 61401
<input type="checkbox"/> 145.6 miles	Carbondale - Southern Illinois University*	900 S Normal Ave, Woody Hall, Rm B228, Carbondale, Illinois, 62901
<input type="checkbox"/> 163.5 miles	Westmont - College of DuPage*	650 Pasquinelli Drive, Westmont, Illinois, 60559

1 2 [Next](#) 1 - 5 of 6  [Go](#)

[Continue](#) [Cancel](#)

You will see a list of the testing sites, starting with the one that is closest to you. Select the *Test center* you prefer from the list, then click on **Continue**.



6. You will now see a list of available test dates and times based on your eligibility expiration date. Click on the date and time of your choice and select **Schedule**.

Please choose the date and month (or date range) to check the available sessions.


From:

Test Center	Available Date	Available Session
<input type="radio"/> SPRINGFIELD, ILLINOIS, Illinois	10/15/2011	10:00 AM - 12:00 PM
<input type="radio"/> SPRINGFIELD, ILLINOIS, Illinois	10/15/2011	12:30 PM - 2:30 PM
<input type="radio"/> SPRINGFIELD, ILLINOIS, Illinois	10/17/2011	10:00 AM - 12:00 PM
<input type="radio"/> SPRINGFIELD, ILLINOIS, Illinois	10/17/2011	12:30 PM - 2:30 PM

7. A confirmation will appear that you can print by clicking on the **Print Details** button. This message also includes directions to the test center.

**Your Schedule Details**

Exam:	IL Cosmetology Examination - English
Sponsor:	ILLINOIS COSMETOLOGY
Confirmation Number:	C4390499
Test Center:	SPRINGFIELD, ILLINOIS
Address:	3223 South Meadowbrook Road Suite B, Springfield, Illinois
Test Schedule Date:	10/15/2011
Test Schedule Time:	10:00 AM
You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.	
Directions to Test Center:	Follow I-55 south to I-72 toward Jacksonville, exit at IL 4 (Veteran's Parkway) and go north to Wabash and turn Left on Wabash and then Left again on S. Meadowbrook Rd. Follow I-55 south to I-72 toward Jacksonville, and exit at Wabash exit, and turn right on Wabash then turn right again on to S. Meadowbrook Rd.

 **Print Details**

8. You also will receive an email from PSI to confirm the test center, date and time you have selected to take your test.

**PSI CONFIRMS  
BY EMAIL**

PSI sends each candidate an email to confirm the date and time of his/her testing appointment; the email includes directions to the PSI Test Center.

**RESCHEDULING**

A testing appointment may be rescheduled up to two business days before the scheduled test date. Candidates who fail this examination must reapply after complying with the requirements for retesting based on the number of their prior attempts.

**MISSING AN  
APPOINTMENT**

Candidates who miss a testing appointment forfeit all fees and must reapply before they are eligible to schedule a new test date.

**TEST SCORES**

Candidates will receive an unofficial score report before they leave the PSI Test Center. ***All candidates will receive their official score reports from CTS one to two weeks after their test date.*** Candidates who pass will receive an application to apply for licensure with their CTS score report. Candidates who fail will receive a diagnostic report in their CTS score report indicating content areas in which they need to improve their scores.

**NIC Candidate Information Bulletins**

Additional information is available in Candidate Information Bulletins on the NIC website at <http://NICtesting.org>. Summaries of information from these Bulletins follows.

## Part II Test Content and Recommended Study Materials

### NIC Barber Theory Examinations – English and Spanish

Topics on the test are as indicated below.

#### A. Scientific Concepts

- Infection Control and Safe Practices
- Tools, Implements and Equipment
- Anatomy and Physiology
- Chemistry
- Electricity and Light
- Skin Histology
- Hair and Scalp

#### B. Facial and Shaving Services □ Draping Procedures

- Facial Hair, Facial and Skin Care Treatments
- Shaving Procedures and Facial Hair Design
- Chemistry

#### C. Hair Care Services

- Client Consultation
- Draping Procedures
- Haircutting and Styling
- Haircutting Methods and Procedures
- Treatment of the Hair and Scalp

#### D. Chemical Services

- Draping Procedures
- Safety Procedures
- Client Consultation
- Chemical Texture Services
- Haircolor and Lightener

### Barber Examination References

Questions in this examination are supported by the following references.

*Milady's Standard Professional Barbering* 5<sup>th</sup> Edition, (2011)

Publisher: Milady Publishing Company

Website: [www.milady.com](http://www.milady.com)

*NIC Infection Control and Safety Standards*

Adopted 1998, Revised August 2014

National Interstate Council of State Boards of Cosmetology

Website: [http://nictesting.org/membership/NIC Health & Safety Standards-Aug 2014.pdf](http://nictesting.org/membership/NIC_Health_Safety_Standards-Aug_2014.pdf)

## **NIC Esthetics Theory Examination**

Topics on the test are as indicated below.

### **A. Scientific Concepts**

- Sanitation and Infection Control
- Human Physiology and Anatomy
- Integumentary System and Skin Histology
- Disorders of the Sebaceous and Sudoriferous Glands
- Skin Conditions, Disorders and Diseases
- Basic Chemistry
- Skin Care Products
- Factors that Affect the Skin

### **B. Skin Care and Services**

- Skin Analysis and Implementation Procedures
- Product Application and Removal Procedures
- Cleansing, Steaming, Exfoliation and Extraction Procedures
- Massage Manipulations and Their Effects
- Electricity and Use of Electrical Devices
- Hair Removal Procedures
- Color Theory and Makeup Application
- General Knowledge of Specialized Procedures

## **Esthetics Examination References**

Questions in this examination are supported by the following references.

*Milady's Standard Esthetics: Fundamentals*, 11<sup>th</sup> Edition, (2013)

Publisher: Milady Publishing Company

Website: [www.milady.com](http://www.milady.com)

*Salon Fundamentals Esthetics*, 2<sup>nd</sup> Edition, (2013)

Publisher: Pivot Point International

Website: [www.pivot-point.com](http://www.pivot-point.com)

*NIC Infection Control and Safety Standards*

Adopted 1998, Revised August 2014

National Interstate Council of State Boards of Cosmetology

Website: <http://nictesting.org/membership/NIC> Health & Safety Standards-Aug 2014.pdf

## National Instructor Written Examinations

Topics are as indicated below.

### A. Instructional Planning

- Understanding the Curriculum Delivery Process
- Understanding Student Learning Styles
- Understanding the Advantage and Purpose of Materials
- Understanding Assessment Methods of Student Learning

### B. Instructional Methods

- Utilize Methods of Instruction
- Recognize Obstacles to Learning
- Apply Communication Skills (e.g., lesson delivery)
- Utilize Time Management Techniques
- Assess Student Learning

### C. Classroom and Clinic Management

- Manage Learning Environment
- Understand Instructor Responsibilities

### D. Maintain a Safe Learning Environment

## NIC Instructor Examination References

Questions in this examination are supported by the following references.

*Milady's Master Educator student Course Book*, 2<sup>nd</sup> Edition, (2009)

Publisher: Milady Publishing Company

Website: [www.milady.com](http://www.milady.com)

*Pivot Point's Mindful Teaching Program*, 2002-2005

Publisher: Pivot Point International

Website: [www.pivot-point.com](http://www.pivot-point.com)

*NIC Infection Control and Safety Standards*

Adopted 1998, Revised August 2014

National Interstate Council of State Boards of Cosmetology

Website: [http://nictesting.org/membership/NIC Health & Safety Standards-Aug 2014.pdf](http://nictesting.org/membership/NIC_Health_Safety_Standards-Aug_2014.pdf)

## Part III      Testing Procedures

**YOU WILL NOT BE ALLOWED TO TAKE THE EXAM IF YOU DO NOT HAVE ONE OF THESE FORMS OF ID. ALL CANDIDATE IDS ARE SUBJECT TO SECURITY SCREENING TO VERIFY THEIR AUTHENTICITY.**

- **A valid US Driver's License or State ID issued by one of the 50 states or US Territories.**
- **A valid US Passport.**
- **A valid consular ID**

All candidates must agree to abide by PSI Test Center Rules:

- Video monitoring of each candidate occurs throughout the test.
- Video tapes may be reviewed if suspicious behavior occurs during a test.
- Name and address on the candidate ID must match the CTS application and PSI candidate registration records.
- **ALL NAME OR ADDRESS CHANGES MUST BE SUBMITTED TO CTS IN WRITING AT LEAST 10 DAYS BEFORE THE TESTING APPOINTMENT.**

No candidate may take this test if he/she:

- Does not present required photo ID when asked
- Refuses to sign the PSI Examinee Agreement
- Does not follow all PSI Test Center rules
- Tries to use prohibited items, including but not limited to books, notes, cell phones, cameras, pagers or other electronic devices during a test
- Gives or receives help during a test or test breaks
- Tries to record or copy any test questions
- Fails to follow PSI Test Center staff instructions
- Disrupts testing for other candidates

Test Center check-in procedures include:

- Cell phones, pagers or other electronic devices are **NOT PERMITTED** in the testing room.
- Personal items (purses, coats, etc.) **MUST** be secured outside the testing room.
- A digital photograph and a digital fingerprint will be taken during check-in.
- Candidates must sign in and out of the test center for all personal breaks during testing.
- The test timer continues during any candidate's personal breaks.

Before you start the test, you will be asked to enter your social security number. It must be identical to the social security number you submitted in your application to take this examination.

You will be required to read and agree to the security agreement before the test will begin.

**PSI SECURITY AGREEMENT FOR EXAMINATIONS**

Test Center Location: \_\_\_\_\_ State: \_\_\_\_\_

**SECURITY AGREEMENT:**

I HAVE READ THE FOLLOWING PSI SECURITY AGREEMENT AND CONSENT TO TAKE THE LICENSING EXAMINATION UNDER THE CONDITIONS STATED HEREIN:

- \* I will not give or receive assistance while taking the test, including the use of unauthorized study material or unauthorized notes. I acknowledge that I have not taken any unauthorized study material or unauthorized notes into the testing area.
- \* I will maintain the confidentiality of the test.
- \* I will not have in my possession a cell phone, pager, or other unauthorized materials.
- \* I will inform the proctor when needing to use the rest room, but I understand that leaving the building at any time before completing the exam is prohibited.
- \* I understand that violating the confidential nature of the licensing test can result in severe civil or criminal penalties, invalidation of test scores, reports to the authorized agency.

**Note:** If a candidate refuses to consent to the conditions of this PSI Security Agreement, the proctor will notify the candidate that he/she will not be authorized to take the examination. PSI Headquarters will be so informed. This form is retained as a permanent part of the candidate file.

---

You will be asked to confirm your name, social security number and the examination for which you are registered before you can begin.

**Before you start your examination, an introductory tutorial to the computer will be available on the computer screen. The time you spend on this tutorial DOES NOT count as part of your examination time. Candidates may repeat the tutorial as many times as they like until they are ready to start the test.**

### Examination Screen

Test: SAMPLE TEST ( Total Portions : 1 )

Mark ! Comments Goto ? Help End

Question: 3 of 40   Answered: 2   Unanswered: 1   Marked: 0   View: All   Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

- ☐ 1. Presidents
- ☐ 2. Colonies
- ☐ 3. States
- ☐ 4. Wars

<< Back   Next >>

## The Status Bar

Question: 3 of 40	Answered: 2	Unanswered: 1	Marked: 0	View: All	Time Left(Min): 359
-------------------	-------------	---------------	-----------	-----------	---------------------

The Status Bar at the top of the examination screen gives the status of the test.

- “Question 3 of 40” indicates that you are on QUESTION 3 out of 40 total questions.
- “Answered” and “Unanswered” indicate that you have answered 2 questions and left one question unanswered.
- “Marked” means that you have marked 0 questions to review later.
- “View” indicates that all questions on the test are available to you for VIEWING. (See GOTO Button)
- “Time Left” indicates how many minutes the candidate has remaining on this exam.

## The Item or Question

Each question or test item appears on the screen ONE ITEM AT A TIME.

## Choosing an Answer

Use the mouse to click on the option you believe is the best answer to the question. The answer you select will show a check mark or a filled button. Your answer is recorded when you click on NEXT. The computer then moves you to the next question. Since there is no penalty for wrong answers, you should answer every question by choosing what you think is the best response.

The screenshot shows a web browser window titled "Test: SAMPLE TEST ( Total Portions : 1 )". The status bar at the top displays: "Question: 3 of 40", "Answered: 2", "Unanswered: 1", "Marked: 0", "View: All", and "Time Left(Min): 359". Above the question, there are buttons for "Mark" (with a red 'm' icon), "Comments", "Goto", "Help", and "End". The question text is "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States" (which is selected with a checkmark), and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

## Mark Button



The candidate may choose to mark a question to review later with the **Mark** button above the Status Bar. The candidate can review marked items by clicking on the **GoTo** button.



## Comments Button

The **Comments** button offers the option to give a comment or feedback about the question in the screen that appears below.



Comments

Enter your comments about this question

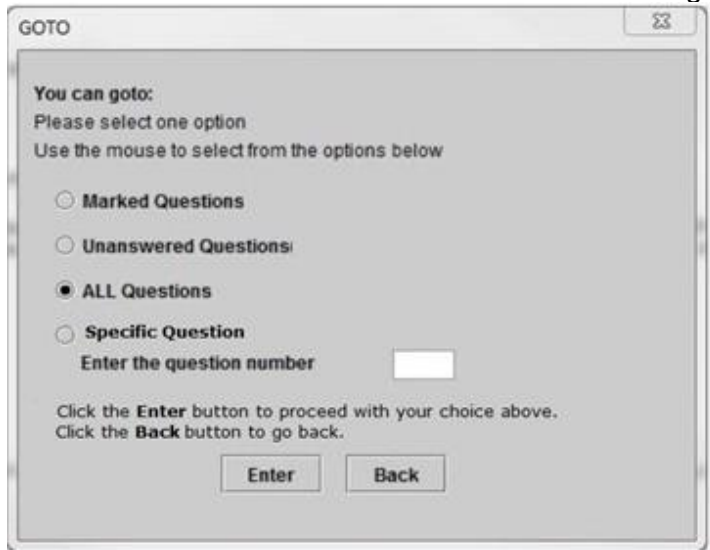
Type your comments here

Press 'Enter' key or Click 'Enter' button to enter comments  
Press 'Back' key or Click 'Back' button to go back to the question

Enter Back

## GoTo Button

The **GoTo** Button takes the candidate to the following screen.



GOTO

You can goto:  
Please select one option  
Use the mouse to select from the options below

☐ Marked Questions

☐ Unanswered Questions

☒ ALL Questions

☐ Specific Question  
Enter the question number

Click the **Enter** button to proceed with your choice above.  
Click the **Back** button to go back.

Enter Back

The candidate may use this screen to find:

- Marked questions
- Unanswered questions
- All questions
- A specific question identified by question number

**View** on the Status Bar will change to indicate which questions the candidate is viewing: For example, if the candidate chooses Marked Questions on the GoTo screen, the status will change to **View: Marked**.



Question: 2 of 8      Answered: 1      Unanswered: 7      Marked: 3      **View: Marked**

## Help Button

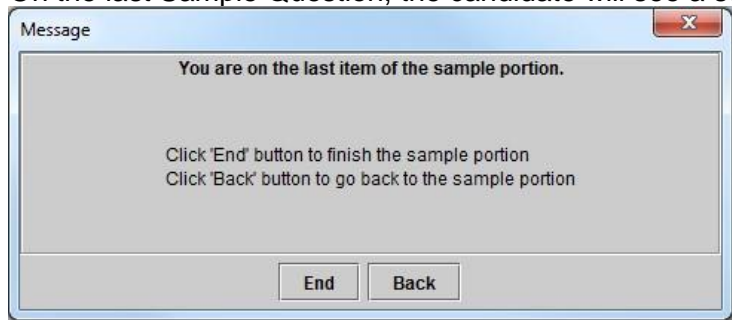


The **HELP** Button provides summary of each button's functions. The candidate can click on **HELP** at any time.

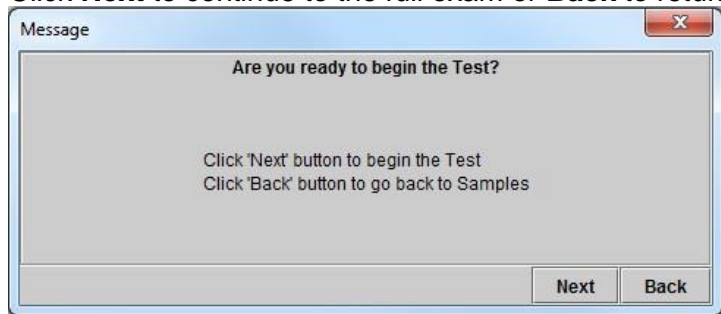
## Practice Questions or Sample Test

The Sample Test provides a few questions to help the candidate confirm how to mark answers to questions on the test. Sample Items are not scored and do not count toward the final result. They are provided for the candidate to become familiar with the computer prior to starting the scored portion of the exam.

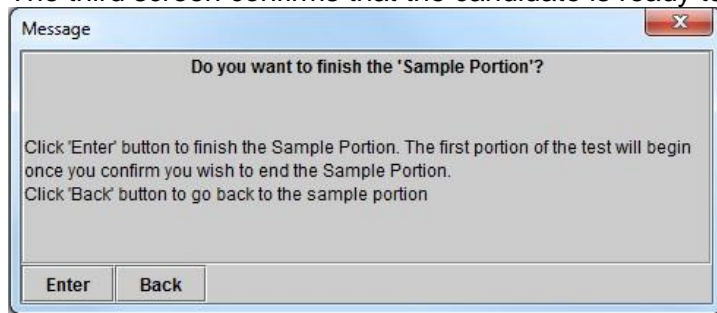
On the last Sample Question, the candidate will see a series of messages.



Click **Next** to continue to the full exam or **Back** to return to sample questions.



The third screen confirms that the candidate is ready to begin the full exam.

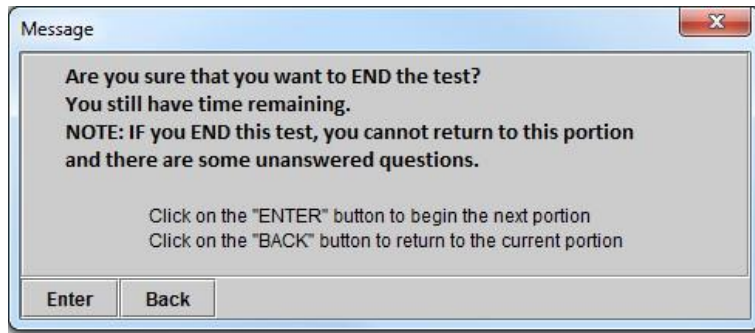


## Ending the Exam



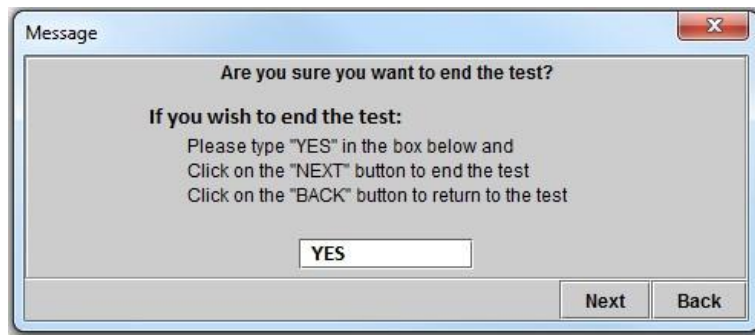
The **End** button starts the sequence for ending either the sample items or the full exam.

Candidates will see the following screens at the end of the examination.



### IMPORTANT

Once the candidate has confirmed that they would like to end the test, they CANNOT go back to change any of their answers.



## Part IV Sample Questions

All questions on the Illinois Cosmetology Test are multiple-choice, with one correct answer. The answer key for this sample test appears after these questions. These are provided for information purposes only to illustrate the types of questions that will appear on each test.

**Question 1** A general infection

- ☐ 1. is found in most of the general population.
- ☐ 2. attacks both clients and staff at the same time.
- ☐ 3. spreads throughout the body in the bloodstream.
- ☐ 4. combines virus, bacteria and fungus germs at once.

**Question 2** The purpose of sanitizing implements and equipment is to

- ☐ 1. remove all offensive odors.
- ☐ 2. destroy or prevent the growth of terms.
- ☐ 3. eliminate scratches and blemishes.
- ☐ 4. resist staining and fading.

**Question 3** When giving a client with dry hair a scalp treatment, you should select preparations that contain

- ☐ 1. mineral oil or sulfonated oil base.
- ☐ 2. a high alcohol content.
- ☐ 3. guar gum or carnuba wax.
- ☐ 4. moisturizing or emollient materials.

**Question 4** When using a thermal iron, what should you do to protect the client's scalp from being burned?

- ☐ 1. Make sure the client's hair is very wet.
- ☐ 2. Place a comb between the scalp and the iron.
- ☐ 3. Apply a protective cream to the scalp.
- ☐ 4. Keep the thermal iron setting on low at all times.

**Question 5** Which of these is the **LEAST** common cause of over-processing hair?

- ☐ 1. Leaving lotion on too long
- ☐ 2. Improperly analyzing the hair
- ☐ 3. Wrapping the hair too loosely
- ☐ 4. Testing curls too infrequently

**Question 6** What are the three basic steps used in chemical hair relaxing?

- ☐ 1. Processing, neutralizing and conditioning
- ☐ 2. Shampooing, neutralizing and heating
- ☐ 3. Processing, conditioning and wrapping
- ☐ 4. Waving, conditioning and neutralizing

**Question 7** The allergic reaction of some clients to depilatory waxes is due mainly to

- ☐ 1. the temperature of the cold wax.
- ☐ 2. the temperature of the hot wax.
- ☐ 3. pulling out hairs.
- ☐ 4. beeswax.

**Question 8** The use of a mechanical vibrator during a massage

- ☐ 1. is used mainly on a woman's face.
- ☐ 2. can be applied for a long time in one spot.
- ☐ 3. will produce muscular contractions.
- ☐ 4. should never be used.

**Question 9** Cleanup of the manicure table should be done

- ☐ 1. after the completion of each client.
- ☐ 2. as frequently as possible.
- ☐ 3. once at the end of each day.
- ☐ 4. once at midday and again at the end of the day.

**Question 10** In a nail wrap, the wrapping material is applied with

- ☐ 1. 70% alcohol.
- ☐ 2. warm soapy water.
- ☐ 3. a disinfectant.
- ☐ 4. a mending adhesive.

### Answers to Sample Questions

Question 1	3	Question 6	1
Question 2	2	Question 7	4
Question 3	4	Question 8	3
Question 4	2	Question 9	1
Question 5	3	Question 10	4