

Cosmetology
Certificate
2017/2018

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COSMETOLOGY

Certificate

Minimum of 62 Credit Hours

Program Goals

Cosmetology is a personal service occupation. The Cosmetology program is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. Upon successful completion of 1600 clock hours as required by the State Board of Cosmetology, students are eligible to take the State Board examination for licensure as a cosmetologist. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in New Mexico. Additionally, graduates can apply for licensing by reciprocity in other states.

2015/18 Curriculum Profile

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Program Map([click to follow link](#))

The program map marks courses that are scheduled by semester in order to complete this degree within two years (or one year if applicable). Refer to Appendix A for the program map.



Professional Development

Instructors completed professional development as follows:

Clarice Bonney-SpaGirl PowerDerm Kinetic Dermabrasion System, Shear Tool Educational Class, Hair Extensions Class, Pretty in a Minute Keratin Smoothing Treatment, Pretty in a Minute Master Styling Technique Course.

Germaine Sandoval-SpaGirl Professional Skin Care Consultation, SpaGirl Epidermal Anatomy & Physiology, SpaGirl Alpha-Hydroxy Acid & Chemical Peel, SpaGirl PowerDerm Kinetic Dermabrasion System, Hair Extensions Class, Shear Tool Educational Class.

Both instructors also renewed their NM Barbering and Cosmetology Licenses, and instructor licenses.

Courses Offered by Semester

Fall 2017

CSMT109	01	4.0	CSMT118	01	4.0	CSMT123	01	4.0
Cosmetology Theory I			Shampoo, Rinses & Scalp Trtmnts			Steril, Sanitation & Bacteriology		
CSMT126	01	5.0	CSMT126	30	5.0	CSMT139	30	4.0
Hair Cutting			Hair Cutting			Cosmetology Theory II		
CSMT152	30	5.0						
Chemical Rearranging								

Spring 2018

CSMT109	30	4.0	CSMT118	30	4.0	CSMT139	01	4.0
Cosmetology Theory I			Shampoo, Rinses & Scalp Trtmnts			Cosmetology Theory I		
CSMT143	01	4.0	CSMT148	01	4.0	CSMT152	01	5.0
Facials			Manicuring and Pedicuring			Chemical Rearranging		
CSMT229	01	4.0	CSMT239	01	4.0	CSMT243	01	2.0
Cosmetology Externship			Cosmetology Theory IV			Salon Business and Retail Sales		
CSMT254	01	2.0	CSMT260	01	3.0			
Personal and Community Health			Cosmetology Clinic Practice					

Summer 2018

No classes were offered	
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Retention Rates Fall to Spring

	Total Fall Enrollment #*	Spring Enrollment
2015-16	99	113
2016-17	138	131
2017-18	115	93

Program Student Enrollment (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
173	166	168

Fall By Course

Course	Credit	# Students Enrolled	Student Credit Hours
CSMT109 01 4.0 Cosmetology Theory I	4	13	52
CSMT118 01 4.0 Shampoo, Rinses & Scalp Trtmnts	4	13	52
CSMT123 01 4.0 Steril, Sanitatio n & Bacteriology	4	13	52
CSMT126 01 5.0 Hair Cutting	5	13	65
CSMT126 30 5.0 Hair Cutting	5	3	15
CSMT139 30 4.0 Cosmetology Theory II	4	3	12
CSMT152 30 5.0	5	11	55

Chemical Rearranging			
CSMT209 01 4.0 Cosmetology Theory III	4	10	40
CSMT209 30 4.0 Cosmetology Theory III	4	11	44
CSMT217 01 4.0 Hair Coloring and Bleaching	4	10	40
CSMT222 01 5.0 Hairstyling	5	10	50

Spring By Course

Course	Credit	# Students Enrolled	Student Credit Hours
CSMT109 30 4.0 Cosmetology Theory I	4	7	28
CSMT118 30 4.0 Shampoo, Rinses & Scalp Trtmnts	4	7	28
CSMT139 01 4.0 Cosmetology Theory II	4	10	40
CSMT143 01 4.0 Facials	4	10	40

CSMT148 4.0 Manicuring and Pedicuring	01	4	5	20
CSMT152 5.0 Chemical Rearranging	01	5	10	50
CSMT217 4.0 Hair Coloring and Bleaching	30	4	11	44
CSMT222 5.0 Hairstyling	30	5	11	55
CSMT229 4.0 Cosmetology Externship	01	4	8	32
CSMT239 4.0 Cosmetology Theory IV	01	4	8	32
CSMT243 2.0 Salon Business and Retail Sales	01	2	8	16
CSMT254 2.0 Personal and Community Health	01	2	8	16
CSMT260 3.0 Cosmetology Clinic Practice	01	3	8	24



Summer By Course

Course	Credit	# Students Enrolled	Student Credit Hours
No summer classes offered			

Student Graduation (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
10	9	7

Synopsis of Significant Findings

- Consistency with maintaining retention of students.
- Program is self-sustaining.

Program Improvement Plans Implemented or In-Progress

- Collaborate with local salons to provide more services to the communities (e.g. nursing homes, homeless shelters).
- Currently the Cosmetology/Barbering programs provide services to the members of the Las Vegas Senior Citizens Center.

Advisory Committee

- An active advisory board needs to be created by faculty, and formal notes should be taken to maintain an active record of discussions.

Student Advisement by Semester

- Faculty maintains an adequate job of advising students, and inputting data into the advisement portal.



Yearly Return on Investment

Revenue

				Total Students	Student Credit Hours	Tier	Tier Funding total (SCH X \$199)	Tuition (\$38 X # of Students)	Total Revenue	Instructor Cost	63/64 Cost	Profit (Revenue - Costs)
Cosmetology-REVENUE												
			CSMT109	13	52	199	\$10,348	\$494	\$10,842			
			CSMT118	13	52	199	\$10,348	\$494	\$10,842			
			CSMT123	13	52	199	\$10,348	\$494	\$10,842			
			CSMT126	13	65	199	\$12,935	\$456	\$13,391			
			CSMT139 30	3	12	199	\$2,388	\$114	\$2,502			
			CSMT152 30	11	55	199	\$10,945	\$418	\$11,363			
			CSMT209	10	40	199	\$3,960	\$3,880	\$7,840			
			CSMT209 30	11	44	199	\$8,756	\$418	\$9,174			
			CSMT217	10	40	199	\$7,960	\$380	\$8,340			
			CSMT222	10	40	199	\$7,960	\$380	\$8,340			
			CSMT109 30	7	28	199	\$5,572	\$ 266.00	\$5,838			
			CSMT118 30	7	28	199	\$5,572	\$ 266.00	\$5,838			
			CSMT139	10	40	199	7960	\$ 380.00	\$8,340			
			CSMT143	10	40	199	7960	\$ 380.00	8340			
			CSMT148	10	50	199	9950	\$ 380.00	10330			
			CSMT152	10	50	199	9950	\$ 380.00	10330			
			CSMT217	11	44	199	8756	\$ 418.00	9174			
			CSMT222	11	55	199	10945	\$ 418.00	11363			
			CSMT229	8	32	199	6368	\$ 304.00	6672			
			CSMT239	8	32	199	6368	\$ 304.00	6672			
			CSMT243	8	16	199	3184	\$ 304.00	3488			
			CSMT254	8	16	199	3184	\$ 304.00	3488			
			CSMT260	8	24	199	4776	\$ 304.00	5080			
			Totals	151	907		\$97,092	\$7,528	\$132,162	\$0	\$0	\$0



Costs

<i>1718 Costs-Cosmetology</i>					
	FT Instructor	Instructor Salary	Fringe	Operational Costs 63&64	Total Costs
	Clarice Bonney	\$31,926.27	\$ 681.72	406.5	\$33,014.49
	Germaine Sandoval	\$38,078.87	\$2,386.80	406.5	\$40,872.17
	PT Instructor				
	Totals	\$70,005.14	\$3,068.52	\$ 813.00	\$73,887

Class Cost Per Student (e.g., Revenue-Costs/students enrolled)

\$346.91

Cost per Graduate (e.g., Revenue-Costs/students graduated this year)>

\$8,325.85

Alumni Surveys

- Vocational Trades needs to create a format for the Alumni surveys.
- There is no survey taking place.

Program Learning Assessment Plan (Weave)

Appendix B provides the program assessment of learning plan created by the faculty.

Student Alumni

- Vocational Trades needs to create a format for the student alumni to help the advisor and the institution stay in contact with alumni.
- Examples. Where do they go? If they Transfer or go straight into a job; if a job, list job, if a transfer, list college.

Curriculum Committee Work

No courses were submitted to the curriculum committee.

Final Program Approvals (Board of trustees) approvals to move program forward

N/A



Accreditation

- Maintained State of NM Licensure.

Evaluation of the Program

- Highly skilled and experienced instructors.
- Poor HVAC system in manicure area, possible OSHA concern.
- Lack of part time faculty.
- A need to hire a “floating adjunct” to assist when needed.
- Advisory Board needs to be formed.
- Curriculum needs to be reviewed for accuracy and changes need to be submitted to the curriculum committee.

Appendix A: Program Map for Cosmetology

Program Map for CERTIFICATE in Cosmetology—62 Credit hours

Term 1 / Fall Semester	Credits	Term 2 / Spring Semester	Credits
CSMT109-Cosmetology Theory I	4	CSMT139-Cosmetology Theory II	4
CSMT118-Shampoo, Rinses, & Scalp Treatments	4	CSMT143-Facials	4
CSMT123-Sterilization, Sanitation, & Bacteriology	4	CSMT148-Manicuring & Pedicuring	4
CSMT126-Hair Cutting	5	CSMT152-Chemical Rearranging	5
Semester Total	17	Semester Total	17
Milestones		Milestones	
Complete (or test out) Math 075		Complete all Term 2 courses with a letter "C" grade or better	
Meet with Advisor		Meet with Advisor	
Accumulate 15 or more credits		Accumulate 30 or more Credits	
Maintain a 2.0 GPA or higher		Maintain a 2.0 GPA or higher	
Complete ENG 078 and/or ENG 098		Enroll in Term 3	
Enroll in Term 2			
Term 3 / Fall Semester	Credits	Term 4 / Spring Semester	Credits
CSMT209-Cosmetology Theory III	4	CSMT229-Cosmetology Externship	4
CSMT217-Hair Coloring & Bleaching	4	CSMT239-Cosmetology Theory IV	4
CSMT222-Hairstyling	5	CSMT243-Salon Business & Retail Sales	2
CSMT254-Personal & Community Health	2	CSMT260-Cosmetology Clinic Practice	3
Semester Total	15	Semester Total	13
Milestones		Milestones	
Complete all Term 3 courses with a letter "C" grade or better		Complete all Term 4 courses with a letter "C" grade or better	
Meet with Advisor		Meet with Advisor	
Accumulate 45 or more credits		Apply for graduation	
Maintain a 2.0 GPA or Higher		Accumulate 60 or more Credits	
Enroll in Term 4		Maintain an overall 2.0 GPA or higher	
		Graduate with an Certification	
		Apply for Cosmetology License	

Appendix B: Program and Student Assessment of Learning



Summary

Program Learning Outcomes Assessment(PLOA) Plan:

Year 1

This three-year plan (2017/18, 2018/19, 2019/20) will evaluate the following three PLOs and three general education PLOs:

PLO 3 Students will apply theory to practical application of skincare, nailcare, and haircare.

PLO 4 students will be able to demonstrate the proper procedure to a blood spill exposure incident along with having the knowledge of decontamination control, and public hygiene and sanitation procedures to protect operator and general public

PLO 6 Students will possess the necessary skills to pass the New Mexico State licensure written and practical exams required for a professional license to work in the cosmetology industry

The courses being used to assess these PLO's are:

CSMT 260 Cosmetology Clinic Practice

CSMT 123 Sterilization, Sanitation, and Bacteriology

CSMT 109 Cosmetology Theory 1

Year 1 Modify Curriculum.

Year 2 Revise curriculum to create measureable program learning outcomes and course learning outcomes that adequately reflect the rigor of the program.

Currently, the Cosmetology instructors use the National-Interstate Council of State Boards of Cosmetology standards to help students prepare for their State Board examinations. The instructors refer to these examinations as "mini-boards". Please see the attached examination standards.

Luna Community College

Cosmetology Program Profile 2015-2018

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Program Goals :

To provide a service oriented career curriculum to enrich the lives of the students, faculty and the community

Graduates of the Program will:

Have completed the course scheduled for completion and met the minimum attendance standard of the established course of study and all other academic and evaluation factors established by the school. Therefore, in addition to completion of the required hours the student must have satisfactorily completed the practical and theoretical curriculum requirements set forth by the school. Those requirements must include documentation that the student has satisfactorily completed each unit of study prescribed by the board in the applicable course of study. The graduate will have knowledge to prepare and understand the process and procedures of applying for licensure and scheduling for their test in their completed course. A candidate who wishes to obtain a license must pass 3 examinations: Practical, Theory and State Law Theory.

Passing Candidates who have passed both the theory and the practical will be provided with a Licensure Fee Notice with their score. Once all licensure requirements have been met graduates can work in any licensed Salon of their choice within their State.

Cosmetology

Certificate

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The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 of the LCC 2012-2015 Catalog to meet all graduation requirements.

Certificate Requirements -

Minimum of 62 Credit Hours

Program Requirements	(62 hours)
CSMT109 Cosmetology Theory I	4 credits
CSMT118 Shampoo, Rinses, and Scalp Treatments	4 credits
CSMT123 Sterilization, Sanitation, and Bacteriology	4 credits
CSMT126 Hair Cutting	5 credits
CSMT139 Cosmetology Theory II	4 credits
CSMT143 Facials	4 credits
CSMT148 Manicuring and Pedicuring	4 credits
CSMT152 Chemical Rearranging	5 credits
CSMT209 Cosmetology Theory III	4 credits
CSMT217 Hair Coloring and Bleaching	4 credits
CSMT222 Hairstyling	5 credits
CSMT229 Cosmetology Externship	4 credits
CSMT239 Cosmetology Theory IV	4 credits
CSMT243 Salon Business and Retail Sales	2 credits

CSMT254 Personal and Community Health

2 credits

CSMT260 Cosmetology Clinic Practice

3 credits

CSMT109: Cosmetology Theory I (4 credits)

This course is an introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school. Prerequisites: ENG095, MATH075 and READ095 or equivalent COMPASS/ACT scores.

Corequisites: CSMT118, CSMT123 and CSMT126.

Learning Outcomes:

- Understand the general objectives of the course of study.
- Identify various career opportunities within the field of Cosmetology.
- Recognize needed lifestyle changes as a full-time student.
- Clock in and clock out correctly.
- Understand the various rules and policies implemented by the school.
- Know the completion, licensure and placement rules of the school.
- Understand the importance of consumer safety and general safety procedures.
- Understand OSHA requirements

CSMT118: Shampoo, Rinses, and Scalp Treatments (4 credits)

This course introduces the student to the preparation, procedures and practices, materials, implements, hair analysis, scalp disorders, related chemistry, client record keeping and safety. Corequisites: CSMT109, CSMT123 and CSMT126.

Learning Outcomes:

- Identify when, why, and how to brush the hair.
- Identify the various types of shampoos.
- Identify the various types of rinses.
- Demonstrate the procedure for shampoo manipulations.
- Understand the meaning of pH levels in shampoos.
- Understand the reasons for good hygiene care of the hair and scalp.

CSMT123: Sterilization, Sanitation, and Bacteriology (4 credits)

This course introduces the student to related theory, safety, methods of sterilization of materials and implements, preparation, procedures and practices, public sanitation and chemical agents. Corequisites: CSMT109, CSMT118 and CSMT126.

Learning Outcomes:

- List the various types and classifications of bacteria.
- Describe how bacteria grow and reproduce.
- Describe the relationship of bacteria and the spread of disease.
- Define aids and provide a brief overview of aids.
- Trained in blood borne pathogens, MSDS and personal safety Awareness

CSMT126: Hair Cutting (5 credits)

This course introduces the student to related basic procedures and practices using scissors, shears, razors and clippers. The course also looks at client consultation and recommendation, safety procedures and record keeping. Corequisites: [CSMT109](#), [CSMT118](#) and [CSMT123](#).

Learning Outcomes:

- Understand why professional hair cutting is the foundation for hair Design in the salon.
- Conduct a scalp and hair analysis.
- Explain the difference between a stationary and traveling guide.
- Define low elevation, high elevation, reverse elevation and blended Elevation.
- Describe how to cut very curly hair.
- Understand and identify the elements of design.
- Understand and define the art principles in hair design.
- List and analyze the different facial types.
- Demonstrate how to minimize facial flaws with hair design.
- Know to find a natural part.

CSMT139: Cosmetology Theory II (4 credits)

The students will review the New Mexico Cosmetology State Laws and Regulations. It will include a study of the practices and techniques that are needed to pass the State Board exam for cosmetology. Prerequisite: [CSMT126](#). Corequisites: [CSMT143](#), [CSMT148](#) and [CSMT152](#).

Learning Outcomes:

- The Determined student will be able to project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper Grooming.
- Respects the needs to deliver worthy service for value received in the Employer-employee relationship.
- Perform basic manipulative skills in the areas of hair styling, hair Shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hair style and color application for the overdue image.
- Apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures.
- Project a positive attitude and a sense of personal integrity and self-confidence.

CSMT143: Facials (4 credits)

This course introduces the Student the related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety. Prerequisite: [CSMT126](#). Corequisites: [CSMT139](#), [CSMT148](#) and [CSMT152](#).

Learning Outcomes:

- Understand the purpose of massage.
- Describe the manipulations in massage and their benefits.

- Identify the various types of massage and explain how they are applied.
- Identify the motor nerve points of the face and neck.
- List the physiological effects of massage.
- Describe the beneficial effects of a facial.
- List the materials and equipment required for facial treatments.
- Demonstrate basic procedures for a facial.
- Demonstrate the required or optional manipulations for a facial.
- Identify the various types of corrective facials given in the beauty salon.
- Describe packs and masks and list possible ingredients.
- Describe materials and procedures for various facemasks.
- Identify reasons a client might find fault with a facial treatment.
- List types of cosmetics used for facial with a facial treatment.
- Describe correct makeup application procedures.
- List makeup techniques used for multicultural clients.
- Identify the different facial types.
- Demonstrate the different procedures for basic corrective makeup.
- Explain the purpose of and demonstrate the procedures for lash and brow tinting
- Apply artificial strip eyelashes.
- Apply semi-permanent individual eyelashes(eye tabbing).
- Understand the safety precautions for facial makeup applications.
- Describe the structures and composition of the skin.
- List the functions of the skin.
- Define important terms relating to skin disorders.
- Discuss which skin disorders may be services in the salon and which should be referred to a physician.
- Demonstrate the methods of temporary hair removal.

CSMT148: Manicuring and Pedicuring (4 credits)

This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; also it includes the study of nail disorders. Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT152.

Learning Outcomes:

- List the abilities of a good manicurist/pedicurist.
- Identify the four natural nail shapes.
- Demonstrate the proper use of implements, cosmetics, and materials used in manicures.
- Demonstrate the proper procedures and sanitary and safety precautions of a manicure.
- Demonstrate massage techniques and procedures for different types of manicures.
- Explain and demonstrate nail wrapping.
- Explain and demonstrate sculpture nail applications
- Explain and demonstrate the procedures for removing sculpture nails.
- Explain and demonstrate the procedure for repairs and sculpture nail fill-ins.
- Explain and demonstrate miscellaneous other advanced nail techniques.
- Describe the structure and composition of the nail.

- Describe the structures adjoining and affecting the nail.
- Know and discuss how the nail grows.
- Pronounce and list the various disorders and irregularity.
- Know the difference between a disease and an irregularity.
- Recognize disease of the nail that should not be treated in the salon.

CSMT152: Chemical Rearranging (5 credits)

This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures. Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT148.

Learning Outcomes:

- Have a general knowledge of the history of permanent waving.
- Understand the basic actions in modern perm chemistry.
- Know the primary ingredients in modern perm chemistry.
- Define permanent waving.
- Understand the relationship between hair structure, perm chemistry, and perming techniques.
- Demonstrate a client consultation and hair analysis.
- Demonstrate proper rod selection and sectioning.
- Gather the needed supplies for providing a perm service.
- Apply waving lotion, process, rinse and neutralize a perm.
- Take effective test curls during processing.
- Understand the pointers for a perfect perm.
- Identify special situations with regard to perms.

CSMT209: Cosmetology Theory III (4 credits)

This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects. Prerequisites: All 100 level CSMT courses. Corequisites: CSMT217 and CSMT222.

Learning Outcomes:

- Understand the importance of consumer safety and general procedures.
- Identify various career opportunities within the field of cosmetology.
- Understand the general objectives of the course of study.
- Know the completion, licensure required by the state and the school.
- Understand and be able to problem solve.

CSMT217: Hair Coloring and Bleaching (4 credits)

This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety.

Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT222.

Learning Outcomes:

- Describe the correct procedures for a client consultation.
- Explain the principles of color theory.
- Relate the importance of color theory principles to hair coloring services.
- Describe the correct procedures for consultation of a client.
- Explain how the principles of color theory are important to hair coloring.
- List the classifications of hair color, explain the activity on the hair, and give examples of their use.
- Explain the activity of hydrogen peroxide in hair coloring.
- Define single process and double process applications.
- Perform a strand test.
- Perform single process color applications.
- Define the use of hair lighteners.
- Define double-process applications of hair coloring.
- Explain the use of hair lighteners.
- Perform double- process hair color application.
- List preventative and corrective steps to avoid or solve hair coloring problems.
- Identify procedures for creating special effects highlighting.
- Perform corrective or special effect hair coloring procedures.

CSMT222: Hairstyling (5 credits)

This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces. Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT217.

Learning Outcomes:

- Understand why professional hair styling is the foundation for hair design in the salon.
- Conduct a scalp and hair analysis.
- Understand and identify the elements of design.
- Understand and define the art principles in hair design.
- Demonstrate how to minimize facial flaws with hair design.
- Know to find a natural part.
- Demonstrate various comb-out techniques.
- Define the purpose of thermal waving and curling.
- Demonstrate proper thermal wave techniques and implements.
- List safety measures used in thermal waving.
- Define blow-dry styling.
- Demonstrate the use of implements, techniques, and cosmetics in blow-dry styling.

CSMT229: Cosmetology Externship (4 credits)

This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructors, in cooperation with an LCC approved employer. The student is exposed to salon business and retail sales concepts as outlined in the State Board standards

upon completion of 50% (800 hours) of the course of study. The externship may not exceed 8 hours per day on one day per week. Prerequisite: Instructor approval.

Learning Outcomes:

- The students will learn new and current information related to skills, Trends, and methods for career development in cosmetology and related fields

CSMT239: Cosmetology Theory IV (4 credits)

This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses. Prerequisite: CSMT222.

Corequisites: CSMT243, CSMT254 and CSMT260.

Learning Outcomes:

- Understand the general objectives of the course of study.
- Identify various career opportunities within the field of cosmetology.
- Know the completion, licensure of state and school requirements.

CSMT243: Salon Business and Retail Sales (2 credits)

This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions, the use of telephone, retail sales, client communications, public relations, insurance and salon safety.

Prerequisite: CSMT222. Corequisites: CSMT239, CSMT254 and CSMT260.

Learning Outcomes:

- Know the completion, licensure, salon business plan, written agreements regulations, laws, and salon policies, practices, personal compensation,
- Payroll deductions.
- The use of the telephone, (greeting clients, scheduling and giving direction of location)
- Retail sales
- Client communications.
- Public relations, insurance and salon safety.

CSMT254: Personal and Community Health (2 credits)

This course is designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness. Prerequisite: CSMT222. Corequisites: CSMT239, CSMT243 and CSMT260.

Learning Outcomes:

- Know the completion, licensure and general safety procedures of the cosmetology profession.

CSMT260: Cosmetology Clinic Practice (3 credits)

This course is a continuation of the practice of all skills and knowledge learned in related courses.

Prerequisites: CSMT209, CSMT217 and CSMT222.

Learning Outcomes:

- The student will continue to learn information related to skills, trends, and methods for career development in cosmetology and related fields.

Assessment

Luna Community College defines assessment as a process that will lead to the improvement of student learning. The process must follow four steps as illustrated below.

LCC Assessment Plan

All course offerings, including degree and certificate programs, at Luna Community College are required to follow the four-step assessment process. They include:

1. A list of expected learning outcomes
2. Assessment tools that directly measure those learning outcomes
3. The results of the data, and
4. How the data will be used to improve student learning

Academic Departments at Luna Community College are required to participate in semester “Improving Student Learning” assessment reporting and Student Learning Outcomes Assessment (SLOA) Committee presentations. Every semester, academic departments focus on specific learning outcomes with a targeted student population. Faculty are selected to participate in SLOA; selected faculty participate in developing assessment methods and procedures for their particular course or courses. The faculty give oral presentations at the end of the semester and information gathered is disseminated among SLOA members, faculty and staff. The purpose is to provide a baseline for future improvements.

Visit our web site at www.luna.edu to review LCC’s Improving Student Learning (ISL) reports. LCC also abides by the New Mexico state competencies for general education. 22



LUNA COMMUNITY COLLEGE
Standard “Minimal” Requirements for Course Syllabus

Course	course title and other course information including meeting times, dates, room number, credits, semester, prerequisites and/or co-requisites
Faculty	information about the instructor and his or her contact information (e.g., phone number and email). List time and day of office hours for full time faculty
Course Description	use catalog description
Expectations of Students	What do you expect from your students? For example, description of students’ responsibilities in the learning process; how you hope the students will approach the course subject/content; take responsibility for their learning; the amount of study time expected in the course, and suggestions on how to succeed in the course.
Course Learning Outcomes (Competencies)	this section will include a list of skills or techniques students will develop from the course. This list will consist of a <u>minimum of four to six quantifiable statements</u> about what students will be able to do after completing the course.
New Mexico CORE Competencies	If teaching a CORE course, the State HED competencies must be stated (e.g., Communications, Mathematics, Laboratory Science, Social & Behavioral Sciences, Humanities & Fine Arts).
Methods of Measuring Learning Outcomes (Competencies)	What tools are used to measure student success based on the learning outcomes?
Evaluation	Indicate how the student will earn a particular grade, such as information about assignments including types of assignments, nature of exams (e.g., take home, open book,

	in-class) due dates, grading criteria and so forth.
Course Schedule	Add a tentative schedule indicating the course content that will be covered throughout the course (e.g., eight week or sixteen week schedule).
Policies	<p>Include policies such as attendance, academic responsibilities, late assignments, missed exams, cell phones, etc.</p> <p>Add a statement that indicates: for additional student information, refer to the 2009-2011 Student Handbook</p>
Grading Standard	Refer to page 37 of the LCC 2012-2015 Catalog
Textbook(s)	Name of required textbooks(s) and any recommended materials. Include ISBN number(s)
Important Dates	List important dates such as last day to withdraw from the course, holidays, add/drop, midterm, final exam week, spring break and other important dates.
ADA Statement	Add a statement regarding accommodations for students with disabilities
Syllabus Revisions or Changes	Add a statement that indicates the syllabus is subject to change
Internet Courses (non-proctored)	Use the following statement: LCC will ensure firm student identification for examinations through the use of username and password for non proctored exams. As an on-line student, you are responsible for keeping your username and password secure. Your username and password should not be given out as you are responsible for all assessment, assignments, and on-line communications. Any academic dishonesty/plagiarism will not be tolerated and is grounds for disciplinary actions. [Please refer to LCC 2012- 2015 Catalog]

LEVEL 1 COSMETOLOGY

CSMT 109

COSMETOLOGY THEORY I

CREDIT HOURS: 4.0



COURSE DESCRIPTION—CSMT 109

This course is the basic fundamentals of cosmetology/ barbering. is an introduction in all areas of cosmetology / barbering including of cosmetology/ barbering, professional image, first aid, work ethics Law and Regulations, State Board Practical Exam readiness, bac public health safety, HIV and hepatitis, disinfection and sanitation, chemistry, dermatology, trichology, natural nail structures and fur disorders and diseases. Students will be able to demonstrate enti to the corresponding areas.

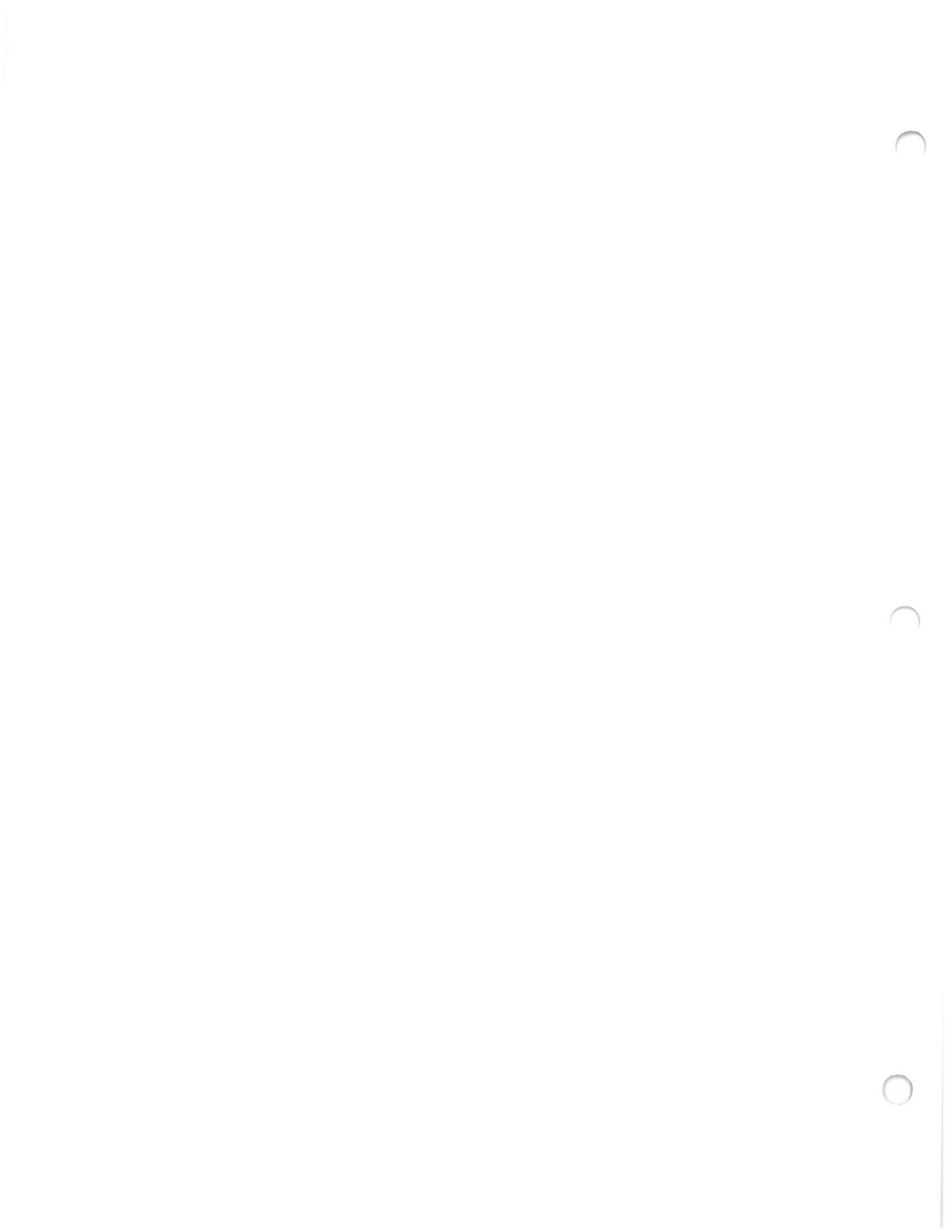
PLAN (Year 1 of 3-year plan) This is one of three courses being us assess the three selected PLOs for the three year Program Learni Outcome Assessment Plan.

Prerequisite: ENG078 or equivalent COMPASS/ACT score.

Co-requisites: CSMT118, CSMT123 and CSMT126.

LEARNING OUTCOMES

- Students will know the origin of cosmetology/ barbering
- Students will know the importance disinfection and sanitations
- Students will be able to define bloodborne pathogens such as hepatitis and what to do in the presence of blood during a service
- Students will have an understanding of State Laws and Regulations
- Students will be ready for the practical exam mirrored after the Mexico State Board licencing exam
- Students will know the structure of the skin, disorders, and diseases
- Cosmetology students will be familiar with different structures of natural nail
- Students will know the properties of hair and scalp
- Students will know the basics of chemistry and how it relates to



CSMT109 - COSMETOLOGY THEORY

FALL 2018

SECTION 01

DAYS -MTWR--

DATES 08/20/2018-12/07/18

TIMES 8:00AM - 8:50AM

ENROLLMENT: 13

FALL 2017

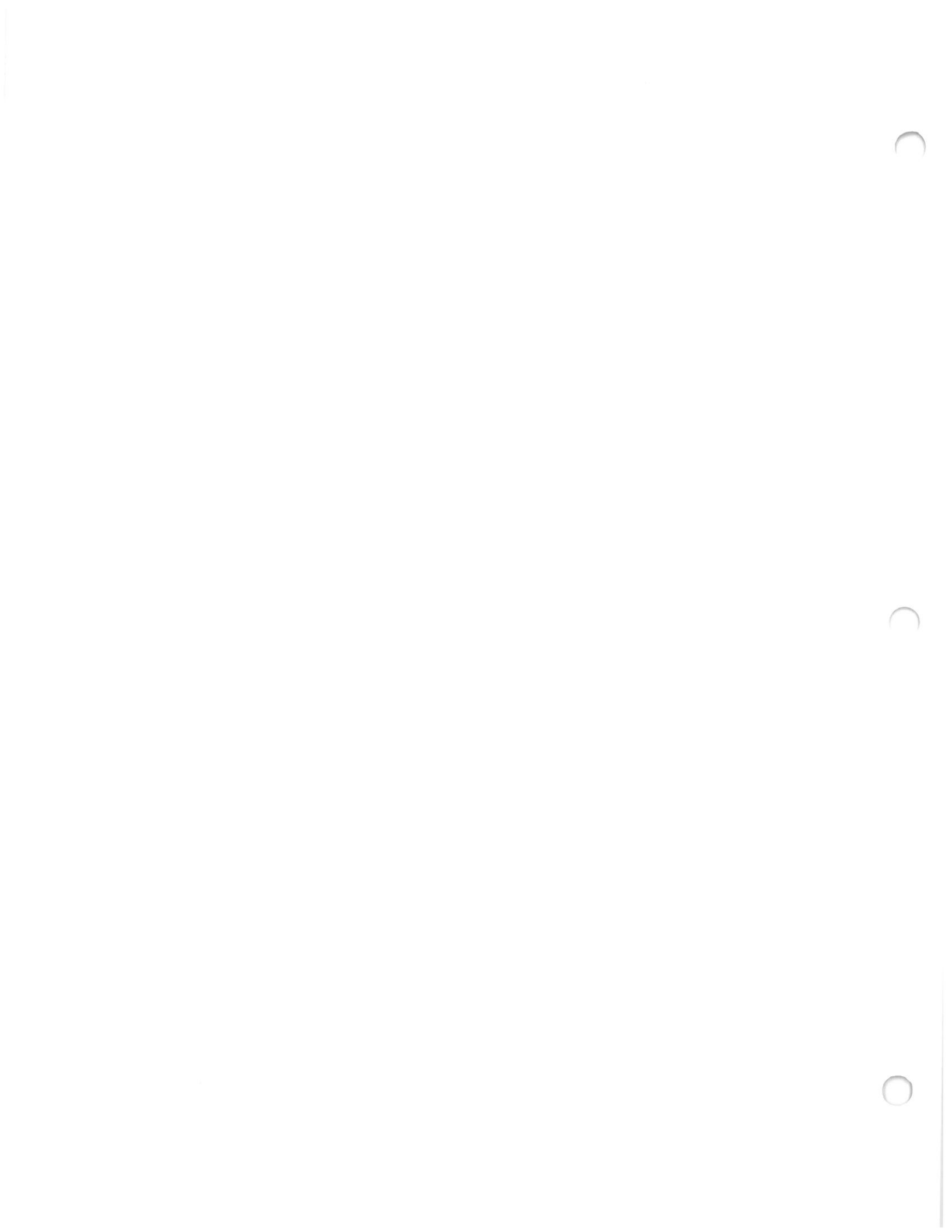
SECTION 01

DAYS -MTWR--

DATES 08/21/2017-12/08/17

TIMES 8:00AM - 8:50AM

ENROLLMENT: 12



ASSESSMENT METHODS

- CHAPTER EXAMS
- OUTLINES
- MIDTERM EXAM
- STATE BOARD EXAM PREP
FOR MINI BOARD

GRADE SCALE

- 100%-93% A
- 92%-85% B
- 84%-75% C
- 74%-70% D
- 70%-0% F

EXCESSIVE TARDIES/ABSENCES AFFECT
GRADE BY 5%-10%

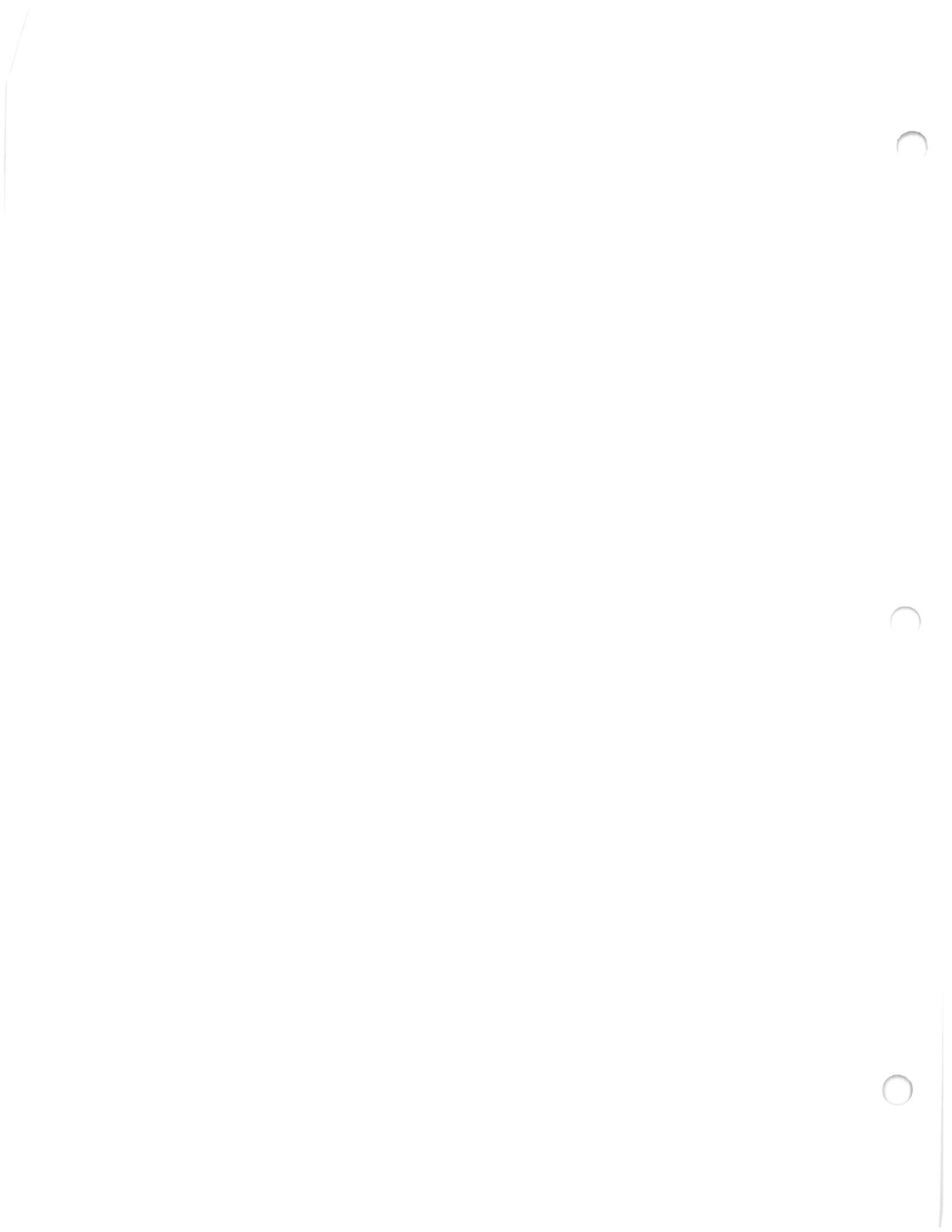
PERCENTAGES ARE BASED ON NEW MICHIGAN
STATE BOARD REQUIREMENTS



CSMT 109

COSMETOLOGY THEORY I ~ LEARNING OUTCOMES

	Fall 2018										
	12	CSMT10									
Beginning Enrollment:	12	9									
Withdrawals:	0										
Course:	A's	B's	C's	D's	F's	I's/AU	S's	U's	Total		
(actual numbers)	4	5	1	0	2	0	X	X	12		
(Percentages)	33.33%	41.67%	8.33%	0.00%	16.67%						
	Fall 2017										
	13	CSMT10									
Beginning Enrollment:	13	9									
Withdrawals:	0										
Course:	A's	B's	C's	D's	F's	I's/AU	S's	U's	Total		
(actual numbers)	4	4	4	0	1				13		
(Percentages)	30.77%	30.77%	30.77%	0.00%	7.69%						



CONCLUSION

From 2017 to 2018 my success percentage in Theory identical. Had I retained the 2 students that got F's (or they withdrawn from my class) my percentage would been higher for 2018.

I find that at least 30% of students grades are affected to excessive absences/tardiness to class.



5 HRS

This
Certificate of Mastery

Is Awarded To:

Clarice Romero-Bonney

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

PowerDerm Kinetic Dermabrasion System

and is authorized to perform any and all services related to safe and effectual PowerDerm Epidermal Treatments, Remedies, and Benefits available through the utilization of the Skin Resurfacing and Lymphatic Massage Methodology of this product.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm™ Kinetic Dermabrasion™

4 HRS

Certificate of Achievement

Presented to

CLARICE BONNEY

The above individual has successfully completed

Shear Tool Educational Class

Including the metals and components of shears and shear maintenance.



z R

Educational Director

Date

4 HRS



VOCATIONAL TRADES DEPARTMENT

COSMETOLOGY & BARBERING

THIS CERTIFIES THAT

CLARICE BONNEY

SUCCESSFULLY COMPLETED THE HAIR EXTENSIONS CLASS
AND IS THEREFORE AWARDED THIS

CERTIFICATE OF COMPLETION

INSTRUCTOR, CINDY CRESPIN

2 HRS

CERTIFICATE OF TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS
PRESCRIBED BY PRETTY IN A MINUTE

KERATIN SMOOTHING
TREATMENT.



Pass

October 2, 2017



PRETTY IN A MINUTE
EDUCATION DEPARTMENT
WWW.PRETTYINAMINUTE.COM

1-888-611-7718

CERTIFICATE *of* TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS PRESCRIBED AND PORTED BY
PRETTY IN A MINUTE

MASTER STYLING TECHNIQUE
COURSE

AUGUST 30,
2017

Damon Ayala, National Platform Artist

SIGNED, Signatory Name, Signatory Title

PRETTY  MINUTE

CERTIFICATE *of* TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS PRESCRIBED AND PORTED BY
PRETTY IN A MINUTE

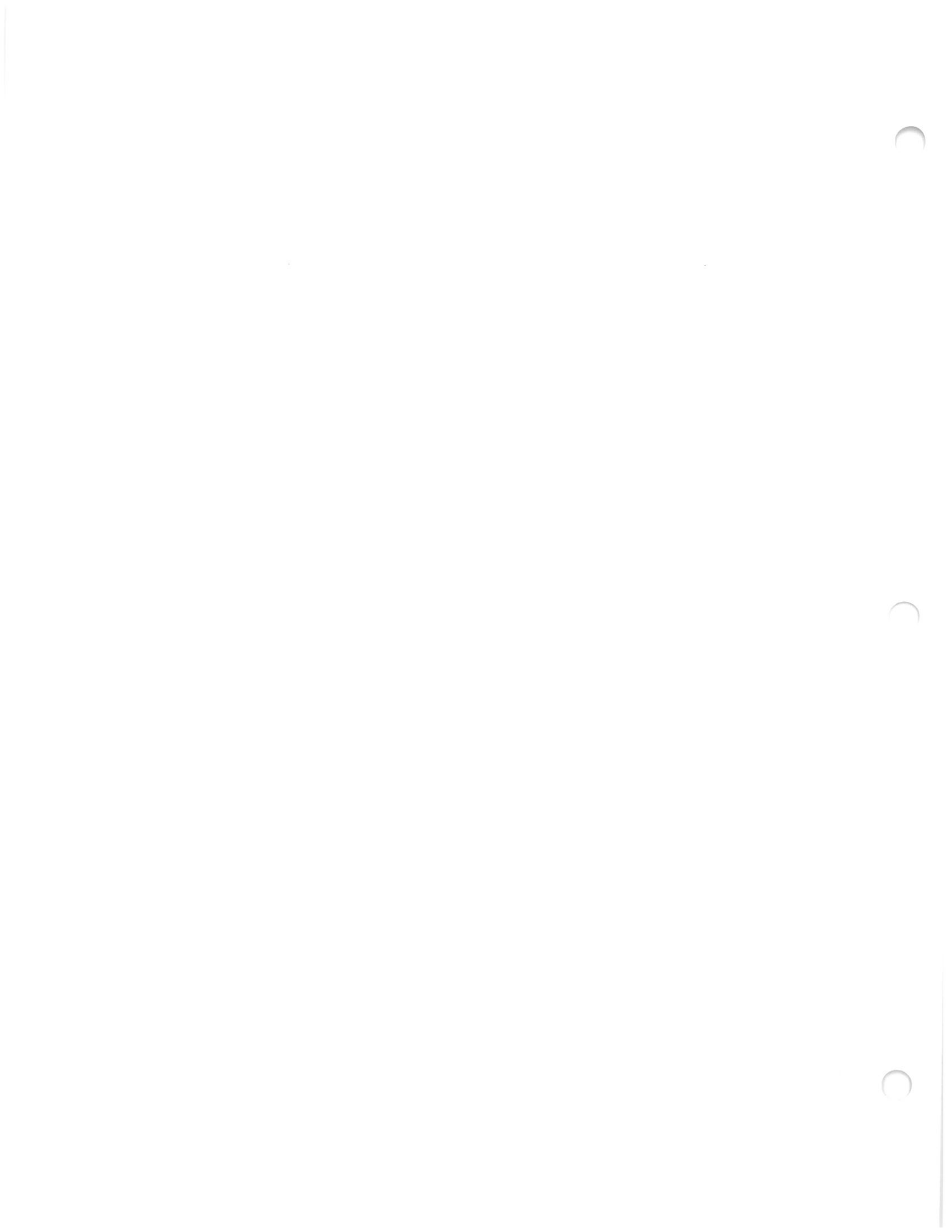
MASTER STYLING TECHNIQUE
COURSE

AUGUST 30,
2017

Damon Ayala, National Platform Artist

SIGNED, Signatory Name, Signatory Title

PRETTY  MINUTE



5 HRS

Spa Girl

PARIS GENEVA MILAN NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

Professional Skin Care Consultation

Client Interview, Skin Analysis, & Prescription Regimens

with Emphasis on Documenting Insightful Skin Analysis within Client Interviews, Detailed Client Folder Management & Progress Monitoring, and Prescription Regimens with Directed Purpose to the Rebuilding of Client's Core Epidermal Structure Through Application of PowerDerm Technology.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Professional Consultation

9/22/2017

GERMAINE 2.jpg

Spa Girl

PARIS GENEVA MILAN NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

Epidermal Anatomy & Physiology

Structure, Functions, Nutrition, Impairments and Regeneration

with Concentration on Dermis and Epidermis Functions, Vascular and Lymphatic Nutrition Synergy, Impaired Skin Analysis, and Remedies for Healthy Skin through Regeneration of the Beauty Matrix through Skin Resurfacing and Lymphatic Massage with the PowerDerm Kinetic Dermabrasion System.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Epidermal Anatomy & Physiology

9/22/2017

GERMAINE 3.jpg

Spa Girl

PARIS

GENEVA

MILAN

NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoual

for having completed a requisite course with hours of study and application, and is hereby duly confirmed and authorized to perform treatments related to safe and effective use of PowerDerm brand products utilizing:

Alpha-Hydroxy Acid & ChemiPeel

U.S. Pharmacopeia Medical Grade Purity Trichloroacetic Acid

in Combination with the Skin Resurfacing and Lymphatic Massage of the PowerDerm Kinetic Dermabrasion System, and has expertise in the category of PowerDerm Chemical Skin Peels and their utilization in achieving Cosmetic Solutions and Beautification.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Advanced Chemical Peels

Spa Girl

PARIS

GENEVA

MILAN

NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoual

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

PowerDerm Kinetic Dermabrasion System

and is authorized to perform any and all services related to safe and effectual PowerDerm Epidermal Treatments, Remedies, and Benefits available through the utilization of the Skin Resurfacing and Lymphatic Massage Methodology of this product.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Kinetic Dermabrasion

GERMAINE_4.jpg

9/22/2017

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1/1

GERMAINE.jpg

9/22/2017

https://mail.google.com/mail/u/0/#inbox/15eaa451f516eaa17projector=1

4 HRS



VOCATIONAL TRADES DEPARTMENT

COSMETOLOGY & BARBERING

THIS CERTIFIES THAT

GERMAINE SANDOVAL, LI, LC, LB

SUCCESSFULLY COMPLETED THE HAIR EXTENSIONS CLASS
AND IS THEREFORE AWARDED THIS

CERTIFICATE OF COMPLETION

INSTRUCTOR, CINDY CRESPIN

4 HRS

Certificate of Achievement

Presented to

GERMAINE SANDOVAL

The above individual has successfully completed

Shear Tool Educational Class

Including the metals and components of shears and shear maintenance.



ZW

Educational Director

Date

Luna Community College Core Competencies Assessment 2016-2019 Cosmetology And Barbering Licensure Program		
Program Competencies	Assessment Procedures	Assessment Results
I. Students will understand the origin of personal beautification II. Student will know several career opportunities available to a licensed practitioner III. Student will be familiar with & practice the science of ergonomics IV. Students will be able to conduct a client consultation V. Student will be able to cite the Rules & Regulations required for Licensure VI. Students will be able to demonstrate the proper steps to a blood spill procedure VII. Apply theory to Practical application of Hair Services VIII. Apply theory to Practical application of Skin Care IX. Apply theory to Practical application of a Manicure X. Apply theory to Practical application of a Pedicure	<ul style="list-style-type: none"> • Observed Skills • Tests following each Chapter • Outlines required in exchange for tests • Class discussions, participation & attentiveness • Situational reenactments in preparation for real-life scenarios • MiniBoard- Mandatory 75% or higher Per semester exam modeled after State Exam-used to identify strengths & weaknesses in each area: <ul style="list-style-type: none"> ○ Hair Services ○ Skin Care ○ Manicure ○ Pedicure • National Licensure 	<ul style="list-style-type: none"> • COMPREHENSIVE WRITTEN <ul style="list-style-type: none"> ○ All Chapter exams must be 75% or higher • ATTENDANCE <ul style="list-style-type: none"> ○ Each student must have 400+ hours each semester. Tardiness or absenteeism is reflected in overall grade average. • PERFORMANCE <ul style="list-style-type: none"> ○ Successfully passing MiniBoard with 75% or higher. • CERTIFICATES <ul style="list-style-type: none"> ○ Cosmetology ○ Barber • NATIONAL TESTING <ul style="list-style-type: none"> ○ Earn State License

Slide 1

GS1 Germaine Sandoval, 12/14/2017



NATIONAL COSMETOLOGY
THEORY EXAMINATION
CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Cosmetology Theory Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Cosmetology Theory Examination is 90 minutes.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This document provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This document provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

**COSMETOLOGY THEORY EXAMINATION
CONTENT OUTLINE**

The following outlines the scope of content covered by the NIC National Cosmetology Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

DOMAIN 1: SCIENTIFIC CONCEPTS (30%)

A. Infection Control and Safety Practices

1. Identify how disease and infection are caused and transmitted
2. Recognize purpose and/or effects of infection control principles
 - a. Levels of infection control:
 - i. Sanitation/Cleaning
 - ii. Disinfection
 - iii. Sterilization
 - b. Process of infection control:
 - i. Recognize when cross-contamination occurs
 - ii. Prevention of cross-contamination
 - iii. Differentiate between the purpose of single- and multi-use tools
3. Apply blood contact procedures
4. Identify requirements of government agencies:
 - a. OSHA standards
 - b. EPA

B. Human Anatomy and Physiology

1. Identify function and structure of the:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
2. Identify signs and symptoms of conditions, disorders, and diseases related to:
 - a. Hair and scalp
 - b. Skin
 - c. Nails
3. Identify muscles and joints and their functions related to:
 - a. Head and face
 - b. Arms and hands
 - c. Legs and feet
4. Identify functions of:
 - a. Nervous system
 - b. Circulatory system

C. Basic Chemistry of Products Used in Cosmetology

1. Recognize purpose and effects of products and ingredients
2. Recognize interaction between chemicals
3. Recognize physical interactions with chemicals
4. Recognize chemical reactions (e.g., overexposure, chemical burn)
5. Recognize the chemical pH scale

DOMAIN 2: HAIR CARE AND SERVICES (40%)

A. Client Consultation, Analysis and Documentation for Hair Care Services

1. Evaluate condition of client's hair and scalp (i.e., assessment)
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Determine services or products
4. Recognize purpose and interpret results of preliminary tests (e.g., predisposition and strand tests)
5. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in Hair Care Services

1. Identify function, purpose and infection control procedures of tools used in hair services:
 - a. Equipment (e.g., chair, workstation)
 - b. Implements (e.g., razors, shears, combs/brushes)
 - c. Supplies and materials (e.g., towels, drape, neck strips)
 - d. Electrical tools (e.g. irons, blow dryers, clippers)
 - e. Proper disinfection procedures
2. Recognize safe practices for use of tools (i.e., equipment, implements, supplies, ergonomics)

C. Hair Care

1. Apply knowledge of principles and procedures for shampooing and conditioning
2. Apply knowledge of principles and procedures for scalp treatments and scalp massage
3. Apply knowledge of draping (e.g. chemical, shampoo, cutting)

D. Hair Design

1. Apply knowledge of principles, procedures and safety of hair cutting and shaping
2. Apply knowledge of principles, procedures and safety of hair styling:
 - a. Wet styling
 - b. Thermal styling
 - c. Natural hair styling (e.g., braiding)
3. Apply knowledge of principles, procedures and safety related to hair enhancements:
 - a. Extension application and removal:
 - i. Braid and sew attachment
 - ii. Bonding
 - iii. Fusion bonding
 - iv. Tube shrinking
 - v. Linking
4. Apply principles of balance and design (e.g. facial shape, physical structure)

E. Chemical Services

1. Apply knowledge of principles, procedures and safety for:
 - a. Hair coloring (including corrective color)
 - b. Hair lightening
 - c. Foiling
 - d. Chemical hair relaxing/restructuring and curl reduction
 - i. Hydroxide
 - ii. Thio
 - iii. Keratin
 - e. Chemical waving/texturizing:
 - i. Alkaline
 - ii. Acid
 - iii. Non-thio
 - iv. Keratin

NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

DOMAIN 3: SKIN CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for Skin Care Services

1. Evaluate condition of client's skin:
 - a. Skin type
 - b. Skin condition
2. Identify contraindications:
 - a. Disorders
 - b. Diseases
3. Determine services and products
4. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used for skin care services

1. Identify function, purpose and infection control procedures of tools:
 - a. Equipment (e.g., chair, steamer)
 - b. Implements (e.g., tweezers, brushes, extractors)
 - c. Supplies, products, and materials (e.g., creams, masks, towels, body and hair drapes)
 - d. Proper disinfection procedures
2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

C. Facial skin care services

1. Apply knowledge of principles, procedures and safety for:
 - a. Cleansing
 - b. Steaming
 - c. Exfoliation
 - d. Extraction
 - e. Massage
 - f. Masks
 - g. Hair Removal:
 - i. Tweezing
 - ii. Depilatory
 - iii. Hard wax
 - iv. Soft wax
 - h. Makeup application
 - i. Electrical equipment

DOMAIN 4: NAIL CARE AND SERVICES (15%)

A. Client Consultation, Analysis and Documentation for nail care services

1. Evaluate condition of client's nails
2. Identify contraindications:
 - a. Disorders
 - b. Diseases
3. Determine services and products
4. Establish/Maintain client records (e.g., service history, client card, medical history)

B. Tools used in nail care services

1. Identify function, purpose and infection control procedures of tools:
 - a. Equipment (e.g., workstation, pedicure basin)
 - b. Implements (e.g., nippers, file)
 - c. Supplies, products, and materials (e.g., towels, creams, polish)
 - d. Proper disinfection procedures
2. Recognize and understand safe practices for use of tools (i.e., equipment, implements, supplies, and ergonomics)

NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

- C. Apply knowledge of principles, procedures and safety for basic manicure and pedicure
- D. Apply knowledge of principles, procedures and safety for application, maintenance, and removal of nail enhancements:
1. Nail tips
 2. Acrylics

**COSMETOLOGY THEORY EXAMINATION
SAMPLE QUESTIONS**

The following sample questions are similar to those presented in the NIC Cosmetology Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

1. Which of the following will reinforce and reconstruct the hair shaft?
(A) Scalp treatment
(B) Balancing shampoo
(C) Hair brushing
(D) Protein conditioner
2. When damaged, which of the following will cause the hair growth to be inhibited?
(A) Papilla
(B) Shaft
(C) Cuticle
(D) Arrector pili
3. A condition caused by an infestation of head lice is
(A) tinea barbae.
(B) scabies.
(C) pediculous capitalis.
(D) tinea capitis.
4. Debris is removed from tools and implements using which of the following procedures?
(A) Cleaning
(B) Disinfection
(C) Sterilization
(D) Decontamination
5. What implement adds shine and smooths wavy ridges on the natural nail during a manicure?
(A) Coarse file
(B) Metal file
(C) Nail brush
(D) Nail buffer
6. What is another name for the dermis layer of the skin?
(A) Spiny layer
(B) Horny layer
(C) True skin
(D) Basal cell
7. The massage movement intended to soothe muscles is
(A) petrissage.
(B) tapotement.
(C) friction.
(D) effleurage.

NIC NATIONAL COSMETOLOGY THEORY EXAMINATION CIB

8. What product can be used to equalize the porosity of the hair?
- (A) Shampoo
 - (B) Fillers
 - (C) Lightener
 - (D) Developer

KEY: 1: D, 2: A, 3: C, 4: A, 5: D, 6: C, 7: D, 8: B

To take the NIC Cosmetology Online Practice Exam (English Only) [CLICK HERE](https://www.iqttesting.com/registrationv2008/quickregister.aspx) or go to:
<https://www.iqttesting.com/registrationv2008/quickregister.aspx> (\$39.00 fee applies)
For assistance, please call IQT at 1-866-773-1114.



NATIONAL COSMETOLOGY
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

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

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Cosmetology Practical Examination content and administration for Cosmetology core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Important Instructions and Examination Core Domain Content**– This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These individual documents provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This document provides a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- Due to standardization of the NIC National Examinations, Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
 - Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - Examiners are not allowed to speak with candidates.
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards. OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
 - **All supplies must be labeled in English.** When an original manufacturer’s label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.

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- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see any further state specific requirements for supplies and products.
- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN NM

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Candidates who are required to use a mannequin hand(s). It is the candidate's responsibility to come prepared for the examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

SPECIAL ATTENTION

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are **required** to bring and use the following supplies for the appropriate disposal of materials:
 - Container **labeled** "To be disinfected"
 - Container **labeled** "Soiled linens"
 - Container **labeled** "Trash"
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Cosmetology Practical Examination Content Domains Sections).
- The following sections are new to the Cosmetology Practical Examination:
 - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 6)
 - Highlighting with Foil, Virgin Application with Colored Simulated Product (Content Domain Section 7)
 - Blood Exposure Procedure (Content Domain Section 10)

Candidates are expected to brace any time they are working around the eye and mouth areas.

- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

COSMETOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Cosmetology Practical Examination includes 10 (ten) core domain sections. The Core Domain Sections are based on the national job analysis and are noted in **bold**.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 minutes)
2. **Thermal Curling** (10 minutes)
3. **Haircutting** (30 minutes)
4. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client 15 minutes)
5. **Chemical Waving** (20 minutes)
6. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
7. **Highlighting with Foil, Virgin Application with Colored Simulated Product** (15 minutes)
8. **Hair Color Retouch with Colored Simulated Product** (10 minutes)
9. **Virgin Hair Relaxer Application with Colored Simulated Product** (Untimed)
10. **Blood Exposure Procedure** (10 minutes)
11. +Basic Facial (20 minutes)
12. +Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (Untimed)
13. + Manicure and Polish Application (20 minutes)

+Denotes Additional Sections for States that elect to test these sections. Administration of any of these sections will be performed in the numerical order outlined.

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your work area for your client."

"You will set up the universal supplies you will use throughout the examination."

"You will also set up the supplies for the following sections of the examination:

Thermal Curling,

Haircutting.

"Plug your curling iron in at this time." (Read only if hot iron is used)

"You will prepare your client for services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

2. THERMAL CURLING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform Thermal Curling."

"You will form two curls on the top of the head and two curls on one side of the head."

"A complete curl must be formed from base to end."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Thermal curling supplies are labeled in English**
- 2.2 Implements and supplies are visibly clean**
- 2.3 Tests temperature of iron**
- 2.4 Subsections hair for thermal curling**
- 2.5 Demonstrates safe use of iron**
- 2.6 Final appearance of four curls**
- 2.7 Maintains drape throughout section**
- 2.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

3. HAIRCUTTING (30 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Haircut."

"You will complete a basic layered haircut using razor and shears."

"You will cut at least 1 inch of hair throughout the haircut."

"Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."

NIC National Cosmetology Practical Examination

NIC Cosmetology Practical Examination – Haircutting (continued)

- "You will be expected to follow all client protection, safety and infection control procedures."*
- "You will have 30 minutes to complete this section."*
- "You will be informed when you have 15 minutes remaining."*
- "Step back to indicate you have finished."*

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

Candidates will be evaluated on the following tasks:

- 3.1 Haircutting supplies are labeled in English**
- 3.2 Implements and supplies are visibly clean**
- 3.3 Subsections hair for Haircutting**
- 3.4 Demonstrates safe use of razor**
- 3.5 Demonstrates safe use of shears**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working. Please do nothing until the next verbal instructions are given."

Examiner – Verbal Instructions: Read to each candidate individually:

"May I please use your comb to check the haircut?"

- 3.6 Cuts entire nape line to a uniform length**
- 3.7 Cuts sides uniform in length**
- 3.8 Blends haircut**

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

"Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given."

- 3.9 Removes hair from work area**
- 3.10 Maintains drape throughout section**
- 3.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

4. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will breakdown your work area and dispose of supplies used in the previous sections of this examination ."

"You will prepare your work area for a NEW client."

"You will set up the universal supplies you will use for the remainder of the examination."

"You will also set up the supplies for the following sections of the examination:

Chemical Waving,

Predisposition Test and Strand Test,

Highlighting with Foil, Virgin Application,

Hair Color Retouch,

Virgin Hair Relaxer Application."

Additional verbal instruction specific to state guidelines

"Plug your wax pot in at this time." (Review your state examination guidelines)

"You will prepare your client for chemical services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 4.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 4.2 Sanitizes hands with product labeled in English
- 4.3 Universal supplies are labeled in English
- 4.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

5. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform Chemical Waving."

"You will wrap the entire center back section of the head, from crown to nape."

"Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

"Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so."

"Do not remove the remaining rods until you are instructed to do so."

"Step back to indicate you have finished."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- 5.1 Chemical waving supplies are labeled in English**
- 5.2 Implements and supplies are visibly clean**
- 5.3 Subsections hair for chemical waving**
- 5.4 Wraps hair**
- 5.5 Correct rod placement used throughout entire section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working. Please do nothing until the next verbal instructions are given."

Examiner – Verbal Instructions: Read to each candidate individually:

"Please demonstrate saturation"

5.6 Demonstrates saturation

Examiner – Verbal Instructions: Read to each candidate individually:

"Please demonstrate a test curl."

5.7 Demonstrates a test curl

Examiner – Verbal Instructions: Read to each candidate individually:

"Please remove one rod from the hair."

NIC National Cosmetology Practical Examination

NIC Cosmetology Practical Examination –Chemical Waving (continued)

Examiner – Verbal Instructions: Once rod is removed from the hair, read individually to candidate:
"Do not remove the remaining rods until instructed to do so."

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:
"All examiners have indicated they are ready to proceed."

"You will remove all remaining rods from the head and create 5 sections for the remaining chemical services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 5 minutes to complete this section."

"You will be informed when you have 2 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

5.8 Maintains drape throughout section

5.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

6. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform the Predisposition Test and Strand Test for permanent hair color."

"You will demonstrate the predisposition test behind the ear."

"You will demonstrate the strand test process on any single subsection of hair."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

NIC National Cosmetology Practical Examination

NIC Cosmetology Practical Examination –Predisposition Test and Strand Test (continued)

Candidates will be evaluated on the following tasks:

- 6.1 Predisposition test and strand test supplies are labeled in English
- 6.2 Implements and supplies are visibly clean
- 6.3 Demonstrates predisposition test behind the ear
- 6.4 Demonstrates strand test process
- 6.5 Maintains drape throughout section
- 6.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

7. HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Highlighting with Foil, Virgin Application.”

“You will place four foils on the top of the head from the front hairline to the apex.”

“You will apply simulated highlighting product from upper edge of foils to hair ends.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 7.1 Highlighting with foil supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Subsections hair for highlighting with foils
- 7.4 Uses correct foil placement

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NIC Cosmetology Practical Examination –Highlighting with Foil, Virgin Application (continued)

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

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

7.5 Final result of simulated product application

Examiner – Verbal Instructions: Read to candidate individually once the final appearance of the foil has been examined:

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

7.6 Maintains drape throughout section

7.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

8. HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Hair Color Retouch Application.”

“You will apply simulated hair color product to one section of the back of the head.”

“The client has 1 inch of regrowth.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

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

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”

(2) “You may begin.”

Candidates will be evaluated on the following tasks:

8.1 Hair color retouch supplies are labeled in English

8.2 Implements and supplies are visibly clean

8.3 Subsections hair for hair color retouch

NIC Cosmetology Practical Examination –Hair Color Retouch (continued)

- 8.4 Applies simulated hair color product
- 8.5 Final result of hair color retouch application
- 8.6 Maintains drape throughout section
- 8.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. VIRGIN HAIR RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT (Untimed)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Virgin Hair Relaxer Application.”

“You will apply simulated relaxer product on a single subsection of hair.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner to demonstrate a virgin hair relaxer application”

“This is an untimed section.”

“Do not begin to demonstrate the virgin relaxer application until instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

Candidates will be evaluated on the following tasks:

- 9.1 Virgin hair relaxer supplies are labeled in English
- 9.2 Implements and supplies are visibly clean

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate the virgin relaxer application procedure.”

- 9.3 Subsections hair for relaxer application
- 9.4 Applies simulated relaxer product

Examiner – Verbal Instructions: Read to each candidate individually after virgin relaxer application has been examined:

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

NIC Cosmetology Practical Examination –Virgin Hair Relaxer (continued)

- 9.5 Maintains drape throughout section
- 9.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

10. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will demonstrate the Blood Exposure Procedure."

"You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"You are expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 10.1 Blood exposure supplies are labeled in English
- 10.2 Removes materials from first aid kit
- 10.3 Supplies and materials are visibly clean
- 10.4 Cleans injured area with antiseptic
- 10.5 Covers with dressing that is absorbent and secured
- 10.6 Candidate wears glove or finger guard
- 10.7 Disposes of all contaminated supplies

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

11. BASIC FACIAL (20 minutes)

+ ADDITIONAL SECTION +

Proctor – Verbal Instructions: Read to all candidates:

“You have 2 minutes to set up the supplies for the Basic Facial section of this examination. Please do not begin any procedures until the verbal instructions have been you are instructed to begin.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Basic Facial.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Step back to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 11.1 Basic facial supplies are labeled in English
- 11.2 Implements and supplies are visibly clean
- 11.3 Cleanses eye area completely
- 11.4 Cleanses lips completely
- 11.5 Distributes cleanser over face
- 11.6 Removes residual cleanser
- 11.7 Applies toner/astringent
- 11.8 Applies exfoliating product over face and manipulates with implement or material excluding eyes and mouth
- 11.9 Steam towel is applied and removed
- 11.10 Removes residual product
- 11.11 Distributes massage product over face
- 11.12 Demonstrates effleurage movement
- 11.13 Demonstrates petrissage movement
- 11.14 Demonstrates tapotement movement

NIC Cosmetology Practical Examination – Basic Facial (continued)

- 11.15 Demonstrates friction movement
- 11.16 Removes residual massage product
- 11.17 Applies toner/astringent
- 11.18 Applies moisturizer
- 11.19 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

12. HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX (Untimed)

+ ADDITIONAL SECTION +

Proctor – Verbal Instructions: Read to all candidates:
“You have 2 minutes to set up the supplies for the Hair Removal of the Eyebrows by Tweezing and using Simulated Soft Wax section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”
“Step back to indicate you have finished.”

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates:
“You will perform Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax.”
“You will demonstrate hair removal from one eyebrow by tweezing.”
“You will demonstrate hair removal from the other eyebrow using simulated soft wax.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will be instructed individually by the examiner to demonstrate the tweezing and soft wax procedures.”
“This is an untimed section.”

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"Do not begin to demonstrate the tweezing and soft wax procedures until instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

Candidates will be evaluated on the following tasks:

- 12.1 Hair removal supplies are labeled in English
- 12.2 Implements and supplies are visibly clean

HAIR REMOVAL OF EYEBROWS – TWEEZING

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate hair removal of the eyebrow by tweezing."

NIC Cosmetology Practical Examination – Hair Removal of the Eyebrows by using Tweezing and Simulated Soft Wax (continued)

- 12.3 Candidate wears gloves
- 12.4 Applies antiseptic to eyebrow area
- 12.5 Holds skin taut
- 12.6 Demonstrates tweezing of hair in direction of hair growth
- 12.7 Applies antiseptic to treated area

HAIR REMOVAL OF EYEBROWS - SIMULATED SOFT WAX

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate hair removal of the eyebrow using simulated soft wax."

- 12.8 Applies antiseptic to eyebrow area
- 12.9 Uses absorbent material or product to dry eyebrow area
- 12.10 Tests temperature of simulated soft wax product on wrist
- 12.11 Applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 12.12 Smooths wax strip over simulated soft wax product
- 12.13 Holds skin taut
- 12.14 Removes wax strip in opposite direction of hair growth
- 12.15 Applies antiseptic to treated area
- 12.16 Applies post-epilation product to treated area

Examiner – Verbal Instructions: Read to candidate individually after hair removal of the eyebrows by tweezing and using simulated soft wax has been examined:
"Please do nothing until the next verbal instructions are given."

- 12.17 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

13. MANICURE AND POLISH APPLICATION (20 minutes)

+ ADDITIONAL SECTION +

Proctor – Verbal Instructions: Read to all candidates:

"You have 2 minutes to set up the supplies for the Manicure and Polish Application section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

"Please stop working. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Manicure and Polish Application."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 13.1 Manicure and polish supplies are labeled in English**
- 13.2 Implements and supplies are visibly clean**
- 13.3 Sanitizes hand to be manicured with product labeled in English**
- 13.4 Shapes free edges to establish uniform length and shape**
- 13.5 Immerses all fingernails in bowl of water**
- 13.6 Applies cuticle remover**
- 13.7 Pushes back cuticles**
- 13.8 Cleans under free edge**
- 13.9 Brushes or wipes nails to remove product or remaining debris**
- 13.10 Buffs nails**

NIC National Cosmetology Practical Examination

- 13.11 Applies cuticle oil
- 13.12 Applies massage product
- 13.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements

NIC Cosmetology Practical Examination –Manicure and Polish Application (continued)

- 13.14 Cleanse each nail plate with appropriate solution
- 13.15 Applies basecoat to cover entire nail plate
- 13.16 Applies red polish to cover entire nail plate
- 13.17 Applies topcoat to cover entire nail plate

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
“Please stop working. Please do nothing until the next verbal instructions are given.”

- 13.18 Final appearance of polish is smooth and even
- 13.19 Nail plate is entirely covered with red polish
- 13.20 Cuticle and surrounding skin are free of polish and free of injury

Examiner – Verbal Instructions: Read to candidate individually after the manicure and polish has been examined:

“Please do nothing until further instructions are given.”

Proctor – Verbal Instructions: Read to all candidates:

“All examiners have indicated they are ready to proceed with the examination.”

“You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 5 minutes to complete this section.”

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

“Turn the hand toward the examiner to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 13.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

NIC National Cosmetology Practical Examination

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:
"Please stop working."

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels **MUST** have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

- mannequin head(s) and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- protective capes (child size capes may be used)
- neck strip(s)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- cotton
- gloves

THERMAL CURLING SUPPLIES

- thermal curling iron with cord unbound and/or unaltered
- material for testing temperature of iron

HAIRCUTTING SUPPLIES

- shears

Luna Community College Core Competencies Assessment 2016-2019 Cosmetology And Barbering Licensure Program		
Program Competencies	Assessment Procedures	Assessment Results
I. Students will understand the origin of personal beautification II. Student will know several career opportunities available to a licensed practitioner III. Student will be familiar with & practice the science of ergonomics IV. Students will be able to conduct a client consultation V. Student will be able to cite the Rules & Regulations required for Licensure VI. Students will be able to demonstrate the proper steps to a blood spill procedure VII. Apply theory to Practical application of Hair Services VIII. Apply theory to Practical application of Skin Care IX. Apply theory to Practical application of a Manicure X. Apply theory to Practical application of a Pedicure	<ul style="list-style-type: none"> • Observed Skills • Tests following each Chapter • Outlines required in exchange for tests • Class discussions, participation & attentiveness • Situational reenactments in preparation for real-life scenarios • MiniBoard- Mandatory 75% or higher Per semester exam modeled after State Exam-used to identify strengths & weaknesses in each area: <ul style="list-style-type: none"> ○ Hair Services ○ Skin Care ○ Manicure ○ Pedicure • National Licensure 	<ul style="list-style-type: none"> • COMPREHENSIVE WRITTEN <ul style="list-style-type: none"> ○ All Chapter exams must be 75% or higher • ATTENDANCE <ul style="list-style-type: none"> ○ Each student must have 400+ hours each semester. Tardiness or absenteeism is reflected in overall grade average. • PERFORMANCE <ul style="list-style-type: none"> ○ Successfully passing MiniBoard with 75% or higher. • CERTIFICATES <ul style="list-style-type: none"> ○ Cosmetology ○ Barber • NATIONAL TESTING <ul style="list-style-type: none"> ○ Earn State License

Slide 1

GS1 Germaine Sandoval, 12/14/2017

5 HRS

This
Certificate of Mastery

Is Awarded To:

Clarice Romero-Bonney

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

PowerDerm Kinetic Dermabrasion System

and is authorized to perform any and all services related to safe and effectual PowerDerm Epidermal Treatments, Remedies, and Benefits available through the utilization of the Skin Resurfacing and Lymphatic Massage Methodology of this product.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm™ Kinetic Dermabrasion™

4 HRS

Certificate of Achievement

Presented to

CLARICE BONNEY

The above individual has successfully completed

Shear Tool Educational Class

Including the metals and components of shears and shear maintenance.



3/12

Educational Director

Date

4 HRS



VOCATIONAL TRADES DEPARTMENT

COSMETOLOGY & BARBERING

THIS CERTIFIES THAT

CLARICE BONNEY

SUCCESSFULLY COMPLETED THE HAIR EXTENSIONS CLASS
AND IS THEREFORE AWARDED THIS

CERTIFICATE OF COMPLETION

INSTRUCTOR, CINDY CRESPIN

2 HRS

CERTIFICATE OF TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS
PRESCRIBED BY PRETTY IN A MINUTE

KERATIN SMOOTHING
TREATMENT.

Pass

October 2, 2017



PRETTY IN A MINUTE
EDUCATION DEPARTMENT
WWW.PRETTYINAMINUTE.COM



1-888-611-7718

CERTIFICATE of TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS PRESCRIBED AND PORTED BY
PRETTY IN A MINUTE

MASTER STYLING TECHNIQUE
COURSE

AUGUST 30,
2017

Damon Ayala, National Platform Artist

SIGNED, Signatory Name, Signatory Title

PRETTYMINUTE

CERTIFICATE of TRAINING

THIS CERTIFICATE IS AWARDED TO

Clarice Bonney

FOR SUCCESSFUL COMPLETION OF TRAINING COURSE AS PRESCRIBED AND PORTED BY
PRETTY IN A MINUTE

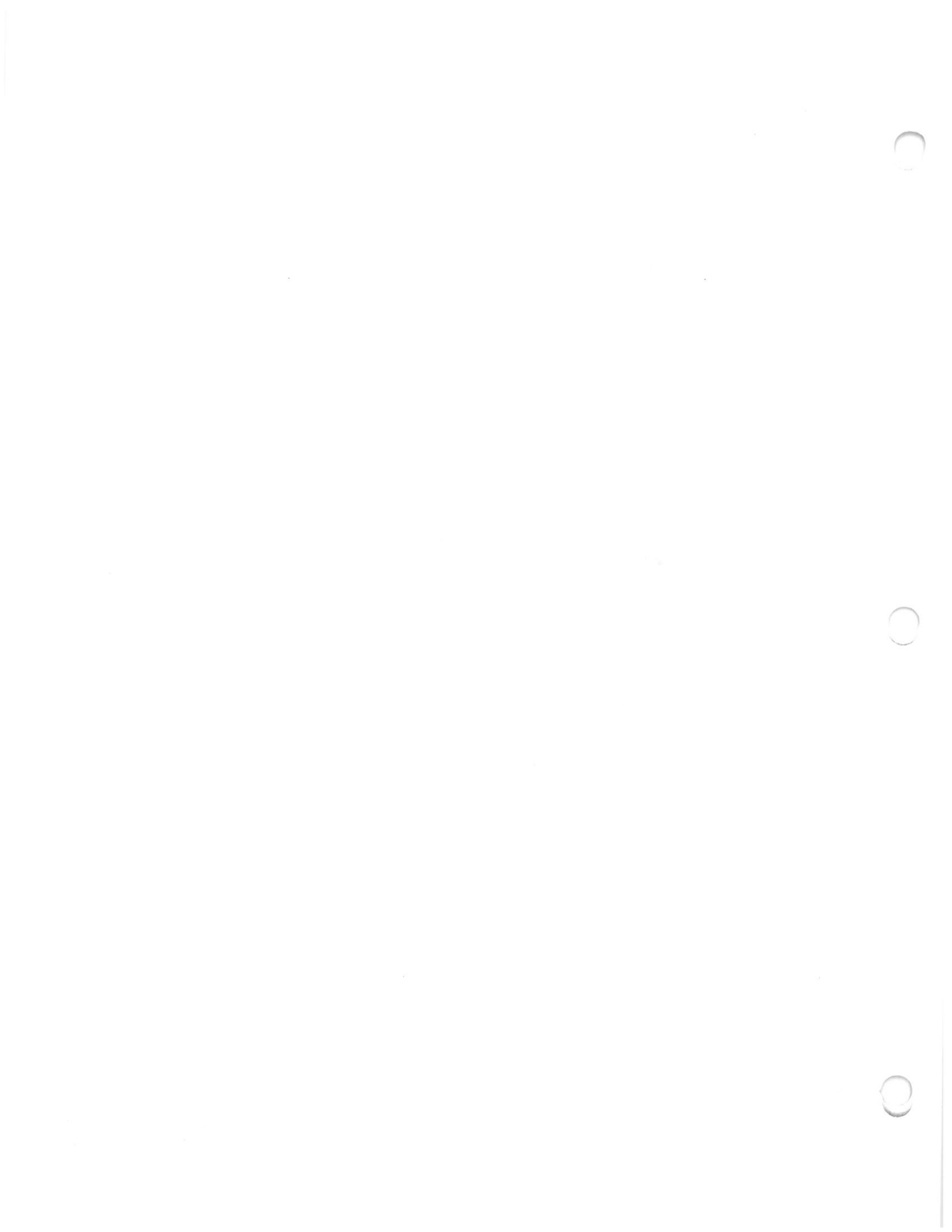
MASTER STYLING TECHNIQUE
COURSE

AUGUST 30,
2017

Damon Ayala, National Platform Artist

SIGNED, Signatory Name, Signatory Title

PRETTYMINUTE



5 HRS

Spa Girl

PARIS GENEVA MILAN NEW YORK

This Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

Professional Skin Care Consultation

Client Interview, Skin Analysis, & Prescription Regimens

with Emphasis on Documenting Insightful Skin Analysis within Client Interviews, Detailed Client Folder Management & Progress Monitoring, and Prescription Regimens with Directed Purpose to the Rebuilding of Client's Core Epidermal Structure Through Application of PowerDerm Technology.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kevin L. Bianco Spa Girl International Corporation
Kevin La Bianco, Chief Executive Officer

PowerDerm Professional Consultation

9/22/2017 GERMAINE 2.jpg

Spa Girl

PARIS GENEVA MILAN NEW YORK

This Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

Epidermal Anatomy & Physiology

Structure, Functions, Nutrition, Impairments and Regeneration

with Concentration on Dermis and Epidermis Functions, Vascular and Lymphatic Nutrition Synergy, Impaired Skin Analysis, and Remedies for Healthy Skin through Regeneration of the Beauty Matrix through Skin Resurfacing and Lymphatic Massage with the PowerDerm Kinetic Dermabrasion System.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kevin L. Bianco Spa Girl International Corporation
Kevin La Bianco, Chief Executive Officer

PowerDerm Epidermal Anatomy & Physiology

9/22/2017 GERMAINE 3.jpg

Spa Girl

PARIS GENEVA MILAN NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed and authorized to perform treatments related to safe and effective use of PowerDerm brand products utilizing:

Alpha-Hydroxy Acid & ChemiPeel

U. S. Pharmacopeia Medical Grade Purity Trichloroacetic Acid

in Combination with the Skin Resurfacing and Lymphatic Massage of the PowerDerm Kinetic Dermabrasion System, and has expertise in the category of PowerDerm Chemical Skin Peels and their utilization in achieving Cosmetic Solutions and Beautification.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Advanced Chemical Peels

GERMAINE 4.jpg

9/22/2017

1/1
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Spa Girl

PARIS GENEVA MILAN NEW YORK

This
Certificate of Mastery

Is Awarded To:

Germaine Sandoval

for having completed a requisite course with hours of study and application, and is hereby duly confirmed as having a thorough knowledge and understanding of:

PowerDerm Kinetic Dermabrasion System

and is authorized to perform any and all services related to safe and effectual PowerDerm Epidermal Treatments, Remedies, and Benefits available through the utilization of the Skin Resurfacing and Lymphatic Massage Methodology of this product.

So let it be known and recognized in all establishments that pursue the Art of Maintaining and Perfecting Beauty, that this candidate is thus honored with this certification by the authorized representative of Spa Girl International Corporation as witnessed below.

Kerrie La Bianco Spa Girl International Corporation
Kerrie La Bianco, Chief Executive Officer

PowerDerm Kinetic Dermabrasion

GERMAINE.jpg

9/22/2017

1/1
<https://mail.google.com/mail/u/0/#inbox/15eaa4511516eaa17projector=1>

4 HRS



VOCATIONAL TRADES DEPARTMENT

COSMETOLOGY & BARBERING

THIS CERTIFIES THAT

GERMAINE SANDOVAL, LI, LC, LB

SUCCESSFULLY COMPLETED THE HAIR EXTENSIONS CLASS
AND IS THEREFORE AWARDED THIS

CERTIFICATE OF COMPLETION

INSTRUCTOR, CINDY CRESPIN

4 HRS

Certificate of Achievement

Presented to

GERMAINE SANDOVAL

The above individual has successfully completed

Shear Tool Educational Class

Including the metals and components of shears and shear maintenance.



[Signature]

Educational Director

Date

