

Arkansas Department of Health

Cosmetology Section

CANDIDATE INFORMATION BULLETIN

4815 West Markham, Slot 8
Little Rock, Arkansas 72205
(501) 682-2168

Cosmetology

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas Department of Health Cosmetology Section (the "Cosmetology Section") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Cosmetology Section will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

How to Apply with the Cosmetology Section: A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Cosmetology Section.

Eligibility Requirements: A candidate who wishes to obtain a Cosmetologist license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **1,500**-hour course of instruction in a cosmetology section-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos
2. Be at least 16 years old;
3. Must have completed the 10th grade or its equivalent

RECIPROCITY – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at www.arkansas.gov/cos

Special Accommodations: If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Cosmetology Section, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Cosmetology Section (see contact information listed above). **If approved, you will receive additional information from the Cosmetology Section regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the Cosmetology Section and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by mail. All information on file with the Cosmetology Section must reflect the above eligibility requirements and met by the deadline date in order to be scheduled for the next examination date.

PRACTICAL EXAMINATION: Once you have been approved by the Cosmetology Section to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Cosmetology Section's office to schedule as this is done automatically). The Cosmetology Section will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Friday prior to the approved examination date, please call the Cosmetology Section for further instructions. Any questions regarding scheduling the practical exam should be directed to the Cosmetology Section. (Once approved, you will receive a letter from the Cosmetology Section with instructions on how to schedule for your written examination.)

Fees:

Practical Examination - Fees for testing will be paid directly to the Cosmetology Section.

Written Examination - Fees for scheduling and testing will be paid directly to PSI.

Fees are as follows:

Cosmetology Practical: \$65.00

Cosmetology Written: \$60

*Written examination includes Arkansas State Law questions

**Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

Practical Examination Admission Requirements:

You must present your **Admission Notice**, provided by the Cosmetology Section, along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your

Cosmetology Practical Instructions

scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

Exam location for the practical examination:

101 East Capitol, Suite 106
Little Rock, AR 72201

General Policies and Procedures for the Practical Examination:

Security Policies: Suspected security breaches during the practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. The Cosmetology Section reserves the right to investigate each incident of misconduct. The Cosmetology Section will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions: All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will dismiss you immediately and provide a written report of the incident to the Cosmetology Section. Smoking or the use of tobacco is strictly prohibited in the examination room. The Cosmetology Section is not responsible for any personal items brought into the examination site.

Emergency Policy for the Practical Examination: In the event of inclement weather or similar emergency, a scheduled practical examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of the Cosmetology Section. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate application and fee to the Cosmetology Section. If you have reason to question whether or not a center will be closed due to an emergency, please call the Cosmetology Section to make inquiries regarding the practical examination.

Refunds and Rescheduling Policies: Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for the practical examinations. Documentation of the above-noted exceptions is required.

Score Information: For the written examination, a score of 70 is required in order to pass. For the practical examination, a score of 75 is required in order to pass.

Failing Candidates: Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you will file a new application for practitioner examination form and the required fee to the Cosmetology Section to take the practical examination again.

Confidentiality: Test results are confidential and are not provided over the telephone. Do NOT call the Cosmetology Section's office for test results.

Passing Candidates: When you have passed both the written and the practical examinations, the Cosmetology Section will automatically send you your license. Please be sure to notify the Cosmetology Section of any mailing address changes. Please allow the Cosmetology Section two weeks to process and mail your license. It is not necessary to notify the Cosmetology Section that you have passed an examination; the Cosmetology Section is provided candidate scores on a daily basis.

Mannequins: The Cosmetology Section requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

Dress Code:

The dress code for the practical examination requires that all candidates wear any color/print scrub top and bottom scrubs and closed toe shoes. Candidates who fail to adhere to this dress code will not be admitted into the exam room.

Dismissal:

Upon dismissal for any reason, a new Examination application and appropriate fee will be required.



NATIONAL COSMETOLOGY
PRACTICAL EXAMINATION
CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Cosmetology Practical Examination content and administration. 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.

- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

MANNEQUIN(S)

Models are not permitted. Candidates must supply the necessary clamp required to properly secure a mannequin head to a table during the examination. You are required to bring a mannequin head; it is the candidate's responsibility to appear at the practical examination with their mannequin heads. **Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

COSMETOLOGY PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Cosmetology Practical Examination includes six (6) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection
Thermal Curling
Haircutting
Chemical Waving
Virgin Hair Lightening Application and Hair Color Retouch
Virgin Relaxer Application and Relaxer Retouch

SET UP AND CLIENT PROTECTION (10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up the thermal curling supplies."

"You will be observed for 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."

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

(2) *"You may begin set up."*

*** Please refer to State guidelines, if using hot iron please read the following statement:**

"Please plug in curling irons at this time."

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and applies drape
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

THERMAL CURLING

(10 minutes)

Verbal Instructions:

"You will now perform the thermal curling section of this examination."

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

"You will be observed for 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."

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Demonstration of Curling

- Tests temperature of iron PRIOR to applying to hair
- Subsections hair same width as barrel of iron
- Length of subsection is no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked

Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

HAIRCUTTING

(30 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the haircutting section of this examination."

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

"You will cut the nape section with a razor."

"You will complete the haircut using the shears."

"Please do not sweep the hair from the floor until you are instructed."

"You will be observed for 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."

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

(2) *"You may begin."*

HAIRCUTTING CONTINUED

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Haircutting

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

The following will be read to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed: (Individually)

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

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

Safety and Infection Control

The following will be read to each candidate after checking their haircut: (Individually)

"You may clean up only your hair at this time."

- Removes hair clippings from skin, drape, and work area
- Removes hair from floor completely
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL WAVING

(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the chemical waving section of this examination."

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

"You will be instructed to apply simulated waving lotion."

"You will be instructed to demonstrate a test curl."

"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl."

"Do not remove the perm rods until the examiner instructs you to remove them."

"You will be observed for 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."

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as diameter of rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1 1/2 times

The following will be read to each candidate: (Individually)

"Please demonstrate saturation."

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

The following will be read to each candidate: (Individually)

"Please demonstrate a test curl."

- Unwraps rod at least 1 1/2 turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

The following will be read to the entire group of candidates when the timer goes off: *"Please stop the chemical waving procedure. Do not remove the perm rods until the examiner instructs you to remove them."*

The following will be read to the entire group of candidates after examiners have finished checking all candidates:

"Please remove all rods from the head and brush the hair straight back."

**VIRGIN HAIR LIGHTENING APPLICATION
AND HAIR COLOR RETOUCH
(20 minutes, in two 10 minute segments)**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the virgin hair lightening application and hair coloring retouch sections of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the virgin hair lightening application section of this examination."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete the virgin hair lightening section."

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

"Upon completion, you will step back until instructed to apply the hair coloring retouch section."

"You will have 10 minutes to complete the hair coloring retouch section."

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

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application (10 minutes)

- Subsections hair 1/8 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the hair color retouch begins.

The following will be read to all candidates after timing is completed for virgin hair lightening and all candidates have stepped back: *"You have 10 minutes to complete the hair coloring section. You will be informed when you have 5 minutes remaining. You may begin."*

Demonstration of Hair Color Retouch (10 minutes)

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product on the scalp out to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service

- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**VIRGIN RELAXER APPLICATION AND
RELAXER RETOUCH**
(20 minutes, in two 10 minute segments)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the virgin relaxer application and relaxer retouch section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the virgin relaxer application section of this examination.”

“You will be observed for client protection, safety and infection control procedures.”

“You will have 10 minutes to complete the virgin relaxer section.”

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

“Upon completion, you will step back until instructed to apply the relaxer retouch section.”

“You will have 10 minutes to complete the relaxer retouch section.”

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies protective cream around hairline
- Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product 1/2 inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Candidates will be asked to step back until the relaxer retouch application begins.

The following will be read to all candidates after timing is completed for virgin relaxer and all candidates have stepped back:

“You have 10 minutes to complete the relaxer retouch section. You will be informed when you have 5 minutes remaining.”

“You may begin.”

Demonstration of Relaxer Retouch (10 minutes)

- Subsections hair 1/4 inch wide or less
- Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- Completely covers subsections with simulated product

**VIRGIN RELAXER APPLICATION AND
RELAXER RETOUCH CONTINUED**

The following will be read to each candidate: (Individually)

“Please demonstrate smoothing the relaxer retouch product.”

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

Safety and Infection Control

- Keeps perimeter skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Disposes of items to be disinfected in properly labeled receptacle
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY
AND FINAL CLEANUP**

Verbal Instructions:

“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp* (pre-marked mannequins are **NOT** permitted)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container/bag for soiled/trash items
- container or bag for items to be disinfected
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- tape
- small broom and dust pan

THERMAL CURLING SUPPLIES

- thermal curling iron
- comb(s)
- material for testing temperature of iron

HAIRCUTTING SUPPLIES

- haircutting shears
- razor
- comb(s)

CHEMICAL WAVING SUPPLIES

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)

HAIR LIGHTENING/COLORING SUPPLIES

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol
- comb(s)
- hair clips

CHEMICAL RELAXING SUPPLIES

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol
- comb(s)

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2012

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals, Cosmetology, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

*Cosmetology Career Concepts, Haircutting, Hairdesigning,
Haircoloring, and Success Dynamics, 2010*

CLiC International
396 Pottsville-St. Clair Highway

Pottsville, PA 17901
(800) 207-5400
www.clicusa.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004 & 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

1 All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer’s directions.

2 All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer’s directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org



ARKANSAS DEPARTMENT OF HEALTH COSMETOLOGY SECTION

COSMETOLOGY WRITTEN EXAMINATION INFORMATION

EXAMINATIONS BY PSI SERVICES LLC

The Arkansas Department of Health Cosmetology Section is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Board has contracted with PSI Services LLC (PSI) to deliver its examinations.

SCHEDULING PROCEDURES

Once approved by the Arkansas Department of Health Cosmetology Section, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Arkansas examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency



forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination center.

Bentonville

Summit Aviation
2500 SW Aviation Street
Bentonville, AR 72712

I-540 to exit 85. Take ramp right for US-71 BR/ AR-12 toward Rogers/Airport/Bentonville. Turn left onto US-71 / AR-12/W Walnut St. (Conoco on the corner). Keep right to stay on US-71. Turn left onto SW Airport Rd, bearing right onto SW Aviation Drive.

Fayetteville

Sky Venture Aviation Inc
4500 S School Ave Suite C
Fayetteville, AR 72701

Take I 540 S to US 71S via exit ramp. Exit 61. Merge onto US 71S toward going toward School Ave. At stop light merge Right onto S. School Ave(also US71B). Approximately 1.8 miles to Drake Field Airport. Turn Left into entrance. SkyVenture Aviation entrance is first entrance with double sliding glass doors.

Harrison

North Arkansas College
1515 Pioneer Dr
Harrison, AR 72601

Take I-65 to exit AR-123 then take the 1st right onto Pioneer Drive. The college will be on the right.

Jonesboro

SkyVenture Aviation of Arkansas Inc.
3901 Lindbergh Drive Suite D
Jonesboro, AR 72401

From the South:North on US 67, AR 14 to Jonesboro, Left on North US 40 and exit on Staduim Blvd. Go North on US 49, then right on Nettleton. Go left on Airport, then right on Lindgergh.

North Little Rock

Barrett Aviation, Inc.
8318 Remount Road
North Little Rock, Arkansas 72118

Take I40 East to North Little Rock. Take Levy Exit (#152). Go left under the overpass. Go Right at next lights. Go to 2nd light (Camp Robinson Road). Go Left on Camp Robinson Road. Go approx 3 mi and road will fork again onto Remount Road. Veer Right onto Remount. Go approx 1.5 mi to West entrance to NLR Airport. Turn Right into airport. Barrett Aviation is on the left at the end of drive.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Arkansas.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers,



reference or reading material, music players, radios, electronic games, calculators, or briefcases.

- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Arkansas Department of Health Cosmetology Section is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

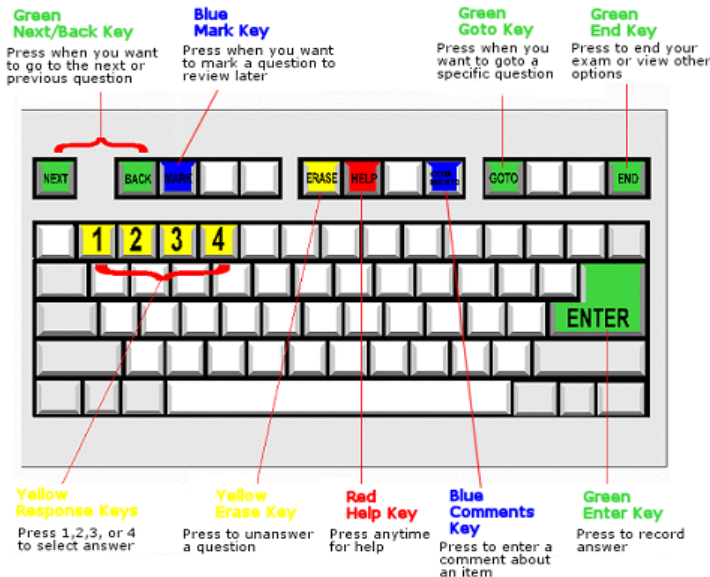
SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to



NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. For more information on the examination content outlines and references go to www.arkansas.gov/cos.



NATIONAL COSMETOLOGY
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. The time allowed for the Cosmetology written examination is 90 minutes.

**SCIENTIFIC
CONCEPTS
30%**

Infection Control

- ◇ Microbiology
 - Bacteria
 - Viruses
 - Parasites
 - Immunity
 - Prevention
- ◇ Methods of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Federal regulations
 - OSHA guidelines
 - Material Safety Data Sheets (MSDS)
 - Environmental Protection Agency (EPA)
 - Food and Drug Administration (FDA)
 - Universal precautions
- ◇ First Aid
 - Minor bleeding
 - Minor burns
 - Minor eye irritation

Human Anatomy

- ◇ Cells
- ◇ Tissue
- ◇ Organs
 - Heart
 - Lungs
 - Skin

Basic Physiology (Body Systems)

- ◇ Skeletal system
 - Skull
 - Bones of the face
 - Bones of the neck
 - Bones of the shoulders
 - Bones of the arms and hands
 - Bones of the legs and feet
- ◇ Muscular system
 - Scalp muscles
 - Mastication muscles

- Mouth muscles
- Muscles of the eye and nose
- Muscles of the arms and hands
- Muscles of the legs and feet
- Muscles of the neck
- Muscles of the shoulders and upper back
- ◇ Types of joints
- ◇ Circulatory system
 - Blood-vascular or cardiovascular system
 - Lymph-vascular system
- ◇ Endocrine system
- ◇ Respiratory system
- ◇ Integumentary system
- ◇ Nervous system
- ◇ Excretory system

Ergonomics/Body Positioning

Basic Principles of Chemistry

- ◇ Matter
- ◇ The pH scale
- ◇ Nutrition
- ◇ Medication
- ◇ Compounds
- ◇ Mixtures
- ◇ Product ingredients
- ◇ Product labeling
- ◇ Product safety

Basic Principles of Electricity

- ◇ Electric current
- ◇ Electricity in cosmetology
 - Electrotherapy
 - Light therapy

**HAIR CARE AND SERVICES
40%**

Trichology

- ◇ Properties and structure of the hair and scalp
 - Shaft
 - Root
 - Keratinization

- ◇ Hair analysis and hair quality
 - Porosity
 - Elasticity
 - Texture
 - Density
- ◇ Stages of hair growth
- ◇ Hair loss
- ◇ Conditions of the scalp and hair
 - Disorders
 - Diseases

Draping Procedures

- ◇ Shampooing
- ◇ Haircutting
- ◇ Chemical services
- ◇ Thermal

Shampooing, Conditioning, Massaging and Brushing Procedures

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Shampooing
 - Product selection
 - Procedure
- ◇ Conditioning
 - Product selection
 - Procedure
- ◇ Scalp treatments
- ◇ Scalp massage

Principles of Hair Design

- ◇ Elements of hair design
 - Form
 - Line/Direction
 - Growth pattern
 - Texture
 - Color

- ◇ Principles of balance and design
- ◇ Facial shapes

Haircutting Procedures

- ◇ Client consultation
 - Desired look
 - Face shape
 - Lifestyle and/or climate
 - Hair analysis

- ◇ Principles of haircutting
 - Areas of the head
 - Elevation or projection
 - Lines and angles
 - Crosschecking
 - Texturizing
- ◇ Tools and safety
 - Electrical
 - Manual
- ◇ Basic haircuts
 - Solid form or blunt haircut
 - Graduated form
 - Layered form
 - Combination form

Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
- ◇ Thermal styling
- ◇ Braiding

Wigs, Hair Enhancements and Extensions

- ◇ Client consultation
- ◇ Wigs and hair enhancements
 - Wig composition (e.g., human or synthetic)
 - Wig construction (e.g., cap and capless)
 - Wig care
- ◇ Hair extensions and additions

Chemical Services Consultation

- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

Chemical Services

- ◇ Chemical waving
 - pH balance of chemical waves
 - Chemical waving procedures
- ◇ Chemical hair relaxers
 - pH balance of chemical hair relaxers
 - Chemical hair relaxing procedures

Haircoloring Procedures

- ◇ Law of color
- ◇ Types of haircolor
 - Temporary haircolor
 - Semi-and demi-permanent haircolor
 - Permanent
 - Lighteners
- ◇ Haircolor applications
 - Virgin
 - Retouch
 - Color correction

Facial Makeup Application

- ◇ Makeup color theory
- ◇ Cosmetic application procedures
 - Basic
 - Specialty
 - Corrective
- ◇ Artificial eyelashes
 - Predisposition test
 - Application
- ◇ Eyelash and eyebrow coloring

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Cosmetology Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Which of the following substances is usually contained in a toner?
 - a. Metallic dye
 - b. Compound dye
 - c. Vegetable tint
 - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
 - a. A caustic
 - b. Deodorant
 - c. An antiseptic
 - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. rinsed in cold water.
 - d. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
 - a. Clipping
 - b. Slithering
 - c. Razor cutting
 - d. Layer cutting
5. The action of chemical hair relaxers causes the hair to
 - a. stop growing.
 - b. harden and set.
 - c. form new curls.
 - d. soften and swell.
6. When should a predisposition test be performed?
 - a. When the scalp has cuts
 - b. Before applying peroxide
 - c. Before every application of oxidizing tints
 - d. Before any application of vegetable coloring

7. At what part of the nail does growth start?
 - a. Wall
 - b. Matrix
 - c. Lunula
 - d. Cuticle
8. What is the function of sebum?
 - a. To dry the skin
 - b. To harden the skin
 - c. To cleanse the skin
 - d. To lubricate the skin
9. Sterilization is the process of
 - a. keeping bacteria alive.
 - b. destroying offensive odors.
 - c. destroying beneficial microorganisms only.
 - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
 - a. On a clean shelf
 - b. In any convenient place
 - c. In a closed cabinet or drawer
 - d. In neat stacks by the shampoo bowl

**SKIN CARE AND SERVICES
15%**

Skin Histology

- ◇ Composition of the skin
 - Layers of the skin
 - Nerves of the skin
 - Glands of the skin
 - Types of skin
 - Skin pigmentation
- ◇ Conditions of the skin
 - Disorders
 - Diseases
- ◇ Functions of the skin

Skin Care Services Consultation

- ◇ Skin analysis
- ◇ Health history

Draping Procedures for Facial Services

Temporary Hair Removal Procedures

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

Facial Procedures

- ◇ Skin care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Facial treatments
 - Electrical therapy
 - Massage manipulations
 - Topical applications

**NAIL CARE AND SERVICES
15%**

Nail Care Service Consultation

Nail Structure

- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
 - Disorders
 - Diseases

Manicure and Pedicure Procedures

- ◇ Nail care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Types of manicures and pedicures
 - Basic manicure and pedicure
 - Specialty manicures and pedicures
- ◇ Massage procedures
 - Hand and arm massage
 - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

Advanced Nail Care

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
 - Acrylics
 - Gels
- ◇ Nail art

Answers

- 1. d 4. b 7. b 10. c
- 2. c 5. d 8. d
- 3. d 6. c 9. d

**PLEASE CALL PSI at
1-800-211-2754 to take
the COSMETOLOGY
ONLINE PRACTICE
TEST
(\$30.00 fee applies)**

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2012
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals, Cosmetology, 2007
Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Cosmetology Career Concepts, Haircutting, Hairdesigning, Haircoloring, and Success Dynamics, 2010
CLiC International
396 Pottsville-St. Clair Highway
Pottsville, PA 17901
(800) 207-5400
www.clicusa.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities
NIC, Inc., August 2007
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004 & 2008
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006
Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

*Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's
for All Industry Modalities.*

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
 - ii. **If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS** at minimum, an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. **At the end of the day remove all removable parts (filters, screens drains, jets, etc)** clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 5 above.

Adopted August 2007