

State of West Virginia
Board of Barbers and Cosmetologist



NAIL TECHNICIAN

Examination Information Packet

WV Board of Barbers & Cosmetologists

1201 Dunbar Avenue

Dunbar, WV 25064

Phone: 304-558-2924 Fax: 304-558-3450

Adam.L.Higginbotham@wv.gov

Visit us on the web @ www.wvbbc.org

EXAMINATION TIME

The tentative schedule on the day of your exam is:

Scheduled Item	Time
Practical Exam	9:00am -12:00pm
Lunch/Break	12:00pm- 12:30pm
Written Exam	12:30pm- 2:30pm

*-Please note this is a tentative schedule. The times may vary slightly due to unforeseen circumstances.

EXAMINATION RULES

The following rules for the exam will apply:

- Arrive at the exam no later than 8:30am. This allows you time for registration and set-up. We suggest you plan to arrive early - doors will open at 8:00am
- Exams will start promptly at 9:00 AM. No candidate will be admitted to the exam if he/she is not checked in by 9:00am. **NO EXCEPTIONS!!**
- Present your exam notification and your proper identification as outlined on the *Identification Requirements Information Sheet* enclosed in this packet.

NO CANDIDATE WILL BE ADMITTED WITHOUT PROPER IDENTIFICATION!

EXAMINEE INFORMATION

YOU MUST BRING YOUR OWN MODEL! A MODEL WILL NOT BE PROVIDED

- Have available, your kit containing the supplies necessary to perform all services required by the exam.
- **No school logos permitted.**
- NO electronic devices of any kind will be allowed in the exam rooms. This includes, but is not limited to such items as cell phones, PDA's calculators, laptops, etc.
- Models cannot be licensed as a cosmetologist or nail technician/manicurist in any state.
- All testing is conducted in English.

EXAMINATION CONTENT AREAS

Segment #1: Manicurist practical Examination- Examination is performed using a model. The duration of this section is two (2) hours.

Segment #2: National Manicurist Theory Examination- This is a written examination consisting of multiple-choice questions on manicuring theory and West Virginia State law. You will have two (2) hours to take this section of the exam.

MODEL REQUIREMENTS

- Model cannot be licensed or retired cosmetologists or nail technician/manicurist or a student of cosmetology or manicuring.
- Model must be over the age of 16 years of age.
- Model must have nails of a suitable length, upon which to demonstrate your skill and proficiency in manicuring.
- Model must provide valid photo identification.

INFECTION CONTROL

Infection control is proper care of your workstation, implements, and supplies. Applicant must demonstrate appropriate personal hygiene and sanitation of work area throughout the examination.

IMPLEMENTS AND SUPPLIES NEEDED (All products must be Odorless)

The implements that you need to bring are listed below. Remember, all products must be odorless.

Hand Cream	Base Coat	Red Polish	Top Coat
Files (new)	Buffers (new)	Nippers	Scissors
Hand Sanitizer	3 Sheets of White Paper Towels	Acrylic Powder (Natural)	Acrylic Liquid
Nail Forms	Nail Tips	70% Alcohol with Container for Sterilization	3 white Terry Cloth Hand Towels
Finger Bowl	Container of Water for Finger Bowl	Antibacterial Soap	Cuticle Remover
Polish Remover	Mask	Safety Glasses	Gloves (Optional)
Glue	Orangewood Stick		

FINAL CLEANUP

Gather your equipment and return it to the kit. Clean your workstation, supply table, and stool.

ADVERSE WEATHER CONDITIONS

To determine whether or not the examination will take place during periods of adverse weather, please contact the Board office at 304-558-2924.

REFUNDS

The following examination refund policies have been adopted by the Board:

- If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled, you must submit a written request and the appropriate exam fee.
- If you fail to appear for reasons of 'good cause' the examination fee may be credited to a subsequent examination-provided written notice and acceptable verification is provided and postmarked within 15 days of the originally scheduled exam date. Reasons of 'good cause' are limited to serious personal illness or accident or death or serious illness in the immediate family. Examples of an 'acceptable verification'

are an attending physician's statement with original signature, an official accident report, or an obituary notice.

TEST SCORES AND RESULTS

A grade of 70% is required in each of the following to become licensed:

- Practical Exam
- Written West Virginia State Law
- National Written (110 questions)

Due to National Testing, examination results will be mailed within three weeks of the examination. **No grades will be given over the phone.**

CONTACTING THE BOARD OFFICE:

Address: 1201 Dunbar Avenue, Dunbar, WV 25064

Telephone: 304-558-2924

Fax: 304-558-3450

Email: adam.l.higginbotham@wv.gov

Visit us on the web at www.wvbbc.org

IDENTIFICATION REQUIREMENTS

Individuals who wish to take any test given by the WV Board of Barbers and Cosmetologists:

In accordance with the *WV Division of Labor* and the *US Immigration & Naturalization* codes, the WV Board Barbers and Cosmetologists require all individuals taking the WV State Board Examinations to show proper identification as outlined in the information below:

INDIVIDUALS BORN INSIDE THE UNITED STATES:

Must present at least 2 forms of identification as follows:

- **One must be your Social Security Card** (*must be an original, signed, and it cannot be laminated in plastic. Xerox copies will not be accepted.*)
- **One must be picture identification.** Suggestions for picture identification: US Passport, Current Drivers License, and Military ID

INDIVIDUALS BORN OUTSIDE THE UNITED STATES:

Must present documents that establish both identity and employment eligibility. Acceptable documents are listed below.

- **Choose one from List A - (for a total of one (1) piece of Identification):**

LIST - A

1. US Passport
2. Un-expired foreign passport, with I-551 stamp and INS Form I-94, indicating un-expired employment authorization
3. Permanent Resident Card and Un-expired Registration Receipt card with Photograph (INS Form I-151 or I-551
4. Un-expired Temporary Resident Card (INS Form I-688
5. Un-expired Employment Authorization Card (INS Form I-688A
6. Un-expired Employment Authorization Document issued by the INS, which contains a photograph (INS Form I-688B)

Choose one from List B and one from List C (for a total of two (2) pieces of identification: One of these two pieces MUST be a photo ID

LIST - B (Choose 1)

1. Driver's license or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
2. ID card issued by a federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
3. School ID card with a photograph
4. Voters registration card
5. US Military ID or draft card
6. Military dependant's ID card
7. US Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority.

LIST - C (Choose 1)

1. Social Security Card must be an original, signed, and not laminated in plastic. Xerox copies will not be accepted.
2. Certification of birth abroad that has been issued by the Department of State (Form FS 545 or Form DS 1360)
3. Original or certified copy of a birth certificate issued by the state, county municipal authority, or outlying possession of the US bearing an official seal.
4. Native American tribal document
5. US Citizen ID Card (INS Form I-197)
6. ID card for use of Resident Citizen in the US (INS Form I-179)
7. Un-expired employment authorization document issued by the INS (other than those listed under List A)