



NATIONAL ESTHETICS PRACTICAL EXAMINATION



WEST VIRGINIA CANDIDATE INFORMATION BULLETIN

Please visit www.dlroope.com for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Esthetics Practical Examination content and administration. Please review all information carefully.

ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Esthetics licensure examinations are set by the West Virginia Board of Barbers and Cosmetologists. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

WEST VIRGINIA SCHOOL CANDIDATES

If you graduated from a licensed school in the state of West Virginia, you must obtain an application from your school.

Students final record of instruction must be submitted to the West Virginia Board of Barbers and Cosmetologists. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before the Board will issue a license.

OUT OF STATE & OUT OF COUNTRY CANDIDATES

If you did not graduate from a school licensed by the West Virginia State Board of Barbers & Cosmetologists you may visit the Board's website at www.wvbbsc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com for the appropriate application.

To request examination information you may write, phone, or visit our web site:

DL Roope Administrations Inc.
P.O. Box 631
Hampden, ME 04444-0631
1-888-375-2020
Fax (207) 848-5511
www.DLRoope.com

APPLICATION PROCEDURES

Applications must be received by DL Roope Administrations by the deadline date indicated on the application and will be scheduled for the next available examination date. Admission letters will be mailed to candidates and will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

ADMISSION TO THE EXAMINATION

Report to the examination site on the date and time indicated on your admission letter. Registration begins 45 minutes prior to the scheduled examination time in the morning. Examinations begin promptly at the scheduled time. You **MUST** re-register 30 minutes **PRIOR** to the scheduled examination time in the afternoon. Please allow for unexpected delays en route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination week. All examination fees must be used within 6 months from date of receipt.

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 rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation you must provide written documentation. The following situations may be considered for rescheduling:

- A car accident on the way to the examination requires documentation from a law enforcement officer.
- A medical emergency requires documentation from a medical professional.
- A death in the candidate's immediate family requires documentation from the funeral home or a copy of the obituary.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act of 1991. You may contact DL Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to DL Roope Administrations Inc. by the application deadline date.**

STATE SPECIFIC INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the work area.
- Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.
- Candidates are **NOT** permitted to use wax heaters at any time during the Esthetics examination. Simulated soft wax product for Hair Removal of the Eyebrows does not need to remove hair (e.g. honey, cholesterol, etc.). Candidates should select simulated products that will enable them to demonstrate all tasks in each service.

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 15 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.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MANNEQUIN INFORMATION

Candidates must bring one mannequin head for the practical examination. No more than two mannequin heads will be allowed into the examination.

The mannequin must arrive at the examination site with makeup applied before the examination.

Models will not be permitted.

ESTHETICS EXAMINATION SECTIONS

The Esthetics examination consists of 3 sections.

1. National Esthetics Written Examination

The time allotment for this examination is 90 minutes.

2. West Virginia State Law Examination.

The time allotment for this examination is 30 minutes.

3. National Esthetics Practical Examination

The duration of this examination is approximately 3 hours and consists of the following sections:

SET UP AND CLIENT PROTECTION (15 minutes)

Verbal Instructions:

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

"You will also set up the cleansing and steaming supplies and perform proper draping."

"You will be observed for 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."

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

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

Candidates will be evaluated on the following tasks:

Preparation

- 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
- Re-sanitizes hands
- Applies body drape or cover for protection
- Applies hair drape to completely cover hair
- Re-sanitizes hands

CLEANSING AND STEAMING THE FACE (15 minutes)

Verbal Instructions:

"You will now perform the cleansing and steaming the face section of this examination."

"You will be observed for 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."

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

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Removes cleanser from container using infection control procedures

Demonstration of Cleansing the Face

- Cleanses lips completely and safely
- Cleanses eye area completely and safely
- Distributes cleanser over entire face safely
- Cleanses without dragging or pulling skin
- Removes all residual makeup and cleanser safely

Demonstration of Steaming the Face

- Wrings wet towel thoroughly
- Tests towel temperature on wrist prior to applying
- Drapes towel to cover face ensuring nose and/or mouth are uncovered
- Lifts towel from face safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MASSAGING THE FACE (10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the massaging the face 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 massaging the face section of this examination."

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

"You will be given 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:

Preparation

- Removes massage product from container using infection control procedures

Demonstration of Massaging the Face

- Distributes massage product over entire face safely
- Demonstrates effleurage movement
- Demonstrates petrissage movement
- Demonstrates tapotement movement
- Demonstrates friction movement
- Maintains continuous contact during massage
- Removes massage product without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

MANUAL EXTRACTION ON THE FOREHEAD

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the manual extraction on the forehead 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 a manual extraction on the forehead."

"Do not demonstrate the manual extraction until instructed."

"You will be instructed individually once you have completed preparation."

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

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

(2) *"You may begin preparation."*

Candidates will be evaluated on the following tasks:

Preparation

- Applies eye protection to client safely
- Wears gloves

Demonstration of Manual Extraction on the Forehead

Examiners will read the following to each candidate:

"Please demonstrate a manual extraction procedure on the forehead."

- Wraps gloved fingertips with appropriate material dampened with toner or astringent
- Gently applies downward pressure on both sides of pore safely
- Uses appropriate material to apply toner or astringent to extracted area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

HAIR REMOVAL OF THE EYEBROWS

This section is not timed as the examiner will instruct each candidate individually to demonstrate the procedure.

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair removal of the eyebrows 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 hair removal of the eyebrows section of this examination."

"You will be instructed individually to demonstrate the tweezing and soft wax procedure."

"Do not demonstrate hair removal until instructed."

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

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

(2) *"You may begin preparation."*

Tweezing Section: Candidates will be evaluated on the following tasks for tweezing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Tweezing

Examiners will read the following to each candidate:

"Please demonstrate the tweezing procedure."

- Applies antiseptic to eyebrow area safely
- Holds skin taut (without slack)
- Tweezes OR demonstrates removal of hair in direction of hair growth
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service

Soft Waxing Section: Candidates will be evaluated on the following tasks for waxing:

Preparation

- Wears gloves
- Uses disinfected or disposable implements

Demonstration of Soft Waxing

Examiners will read the following to each candidate:

"Please demonstrate the soft wax procedure."

- Applies antiseptic to eyebrow area safely
- Uses absorbent material or product to dry eyebrow
- Removes simulated wax product from container using infection control procedures
- Tests temperature of simulated wax product on wrist safely
- Applies simulated wax product in direction of hair growth safely
- Applies simulated wax product along entire area under eyebrow safely
- Applies an even, thin layer of simulated wax product safely

- Smoothes fabric over simulated wax product in direction of hair growth
- Holds skin taut (without slack)
- Pulls fabric in opposite direction of hair growth safely
- Applies post-epilation product to treated area safely
- Applies antiseptic to treated area safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

FACIAL MASK

(10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the application of the facial mask 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 facial mask section of this examination."

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

"You will be given 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:

Preparation

- Removes mask product from container using infection control procedures

Demonstration of Facial Mask

- Applies mask product over entire face safely, excluding eyes, lips, and nasal passages
- Applies mask evenly and safely
- Removes all residual mask product safely
- Applies toner or astringent safely
- Applies moisturizer safely

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

FACIAL MAKEUP (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the facial makeup 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 facial makeup section of this examination."

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

"You will have 20 minutes to perform 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

- Protects shoulders with protective covering
- Secures hair off face

Demonstration of Facial Makeup

- Sanitizes hands
- Applies foundation to cover entire face safely
- Applies powder safely
- Applies blush safely
- Applies eye shadow safely
- Applies eyeliner safely
- Applies mascara to lashes safely
- Grooms eyebrows safely
- Applies lip liner safely
- Applies lip color safely

Final Appearance of Facial Makeup

- Applies makeup without lines of demarcation

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- 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)
- ☐ table clamp or small pillow to elevate mannequin head
- ☐ body drape
- ☐ spray disinfectant (non-aerosol)
- ☐ disposal bag for waste materials
- ☐ cloth and paper towel(s)
- ☐ tissues
- ☐ cotton
- ☐ disposable applicators
- ☐ spatula(s)
- ☐ first aid supplies (blood spill kit)
- ☐ masking tape (scotch tape is not permitted)

CLEANSING AND STEAMING THE FACE SUPPLIES

- ☐ cleansing cream
- ☐ cloth towel(s)
- ☐ astringent or toner
- ☐ container or thermos of water

MASSAGING THE FACE SUPPLIES

- ☐ massage cream
- ☐ astringent or toner

MANUAL EXTRACTION ON THE FOREHEAD SUPPLIES

- ☐ eye protection
- ☐ gloves
- ☐ appropriate material
- ☐ astringent or toner

HAIR REMOVAL OF THE EYEBROWS SUPPLIES

- ☐ antiseptic
- ☐ tweezers
- ☐ gloves
- ☐ fabric strips
- ☐ soft wax product/simulated product (e.g. honey, cholesterol, etc.)

FACIAL MASK SUPPLIES

- ☐ mask product
- ☐ astringent or toner
- ☐ moisturizer

FACIAL MAKEUP SUPPLIES

- ☐ hair drape/cover
- ☐ foundation, powder, and blush
- ☐ eye shadow, eyeliner, and mascara
- ☐ eyebrow brush
- ☐ lip liner and lip color

REFERENCES

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

WEST VIRGINIA SCORING INFORMATION

A scaled score of 70.00 is required on the written, state law and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

WEST VIRGINIA EXAMINATION RESULT INFORMATION

If you indicated on your application that you will download a copy of your result letter from our website, our web address is www.DLRoope.com. A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter.

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your original result letter will be sent directly to the Board.

If you are unable to log onto our website please check the message center to see if a message has been posted that the results are available, you will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at www.DLRoope.com.**

If you do not have access to the internet and you need your result letter mailed to you please check the appropriate box on the application. If your result letter is mailed to you it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board.

If you have failed your examination you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.

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.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

Visit our website at www.nictesting.org