



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

*Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.*



STATE OF UTAH

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING COSMETOLOGY/BARBER EXAMINATIONS CANDIDATE INFORMATION BULLETIN

EFFECTIVE JUNE 15, 2009

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Cosmetology and Barber Licensure in the State of Utah.

The written and practical examinations both must be passed in order to become licensed. If you fail an examination, you must wait 30 days before retesting.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for one examination.

The following fee table lists the applicable fee for each examination, whether you are taking the written examination or practical examination. The fee is for each examination, regardless if are taking the examination for the first time or repeating.

EXAMINATION FEE	\$ 87
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NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates

and locations for scheduling your examination. Select your desired testing date.

FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your Registration before scheduling for your examination.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 3:30 am and 6:00 pm and Saturday, between 7:00 am and 1:00 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination one day prior to the examination date of your choice, up to 3:00pm MT. Please be prepared to offer alternate examination appointment choices.



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*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. 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 scheduled 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.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

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. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please

enclose a separate letter explaining this with your Examination Registration Form. However, you must provide it to the state.

EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

Hurricane (St. George) (Written and Practical)
473 N. Old Highway 91, Suite 6
Hurricane, UT 84737

From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center on the left hand side behind Quality Wood Products.

North Orem (Provo) (Written Only)
581 West 1600 North, Suite C
North Orem, UT 84057

From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the 1600 North exit 273. Turn east onto West 1600 North. Go one mile east. PSI is located in the World Financial Group building on the right hand side.

North Salt Lake City (Written and Practical)
25 North 400 West, Suite 7
North Salt Lake City, UT 84054
(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)

*From Salt Lake City and the South
Merge onto I-15 N. Merge onto US-89 N via exit 312.
Turn left onto E Center St. Turn right onto 400 W.*

*From the North
Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.*

From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.

PSI is on the Northwest corner of 400 West and Center Street.

Sunset (Ogden) (Written and Practical)
2465 N Main Street #11C
Sunset, UT 84015

From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/ Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.



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 a written test outside of Utah. The practical examination is only offered at the Utah testing centers. Practical examinations must be taken in Utah.

REPORTING TO THE EXAMINATION SITE

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

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

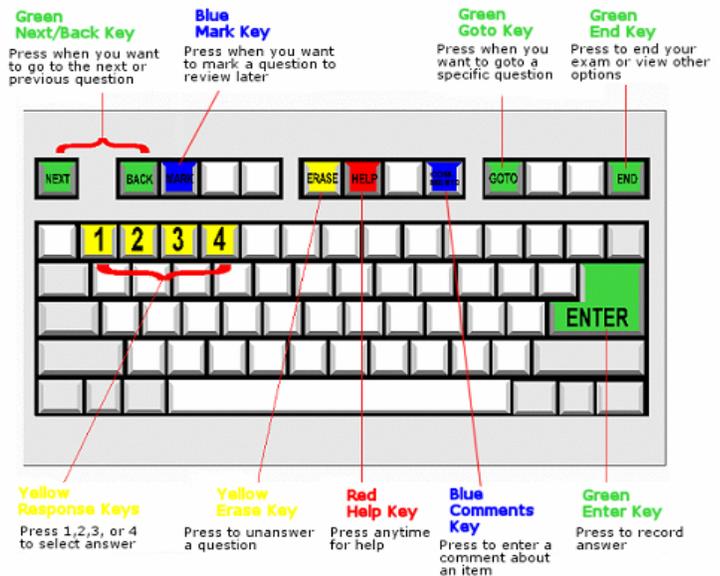
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. 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 here. You may also use a 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 the computer and keyboard is provided on the computer 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 following 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

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



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.

EXAMINATION REVIEW

The Utah Division of Occupational and Professional Licensing is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTS

You will receive the score report immediately following the completion of the examination. Official score results of the practical examination will be released to your state board within 3 business days after the examination. Please note that passing scores are valid for a period of one year toward Utah licensure.

You can write to PSI to request a duplicate of your score report for up to one year after your examination.

Passing scores will be accepted by Utah Division of Occupational and Professional Licensing for a period of one year after the completion of the examination. Testing scores older than one year will not be accepted and the candidate must retest.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

IMPORTANT: Starting April 1, 2008, Mannequins will be required. Live models will not be accepted.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.



STATE OF UTAH COSMETOLOGY/BARBER WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES

This document contains important information regarding the State of Utah Cosmetology/Barber Written and Practical Examination content and administration. You must score at least 75 to pass each examination. 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 also set up the supplies for the shaving section of this examination.
- 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 set up the supplies for the shaving section of this 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 STATE OF UTAH Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair

Coloring, and Chemical Relaxing will be simulated.

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

MANNEQUIN(S)

Candidates will use a mannequin head(s) and/or a mannequin hand(s) for the examination.

It is the candidate's responsibility to appear at the practical examination with their mannequin head(s) and/or hand(s).

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 WRITTEN EXAMINATION CONTENT SECTIONS

SCIENTIFIC CONCEPTS 29%

Infection Control

- ◇ Microbiology
 - Bacteria
 - Viruses
 - Parasites
 - Immunity
 - Prevention
- ◇ Methods of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Federal regulations
- ◇ Universal precautions

Human Anatomy and Physiology

- ◇ Cells
- ◇ Tissues
- ◇ Body systems
 - Skeletal system
 - Muscular system
 - Circulatory system

Nutrition

Ergonomics

Basic Principles of Chemistry



- ◇ Compounds, mixtures, solutions, suspensions, and emulsions
- ◇ The pH scale
- ◇ Product ingredients
- ◇ Chemical reactions

Basic Principles of Electricity

- ◇ Electric current
 - Direct current
 - Alternating current
- ◇ Electric measurements
- ◇ Electricity in cosmetology
 - Electrotherapy
 - Light therapy
 - Safety precautions

HAIR CARE AND SERVICES 51%

Trichology

- ◇ Properties and structure of hair and scalp
 - Shaft
 - Root
- ◇ Hair analysis and hair quality
 - Porosity
 - Texture
 - Elasticity
 - Density
- ◇ Hair growth
 - Anagen
 - Catagen
 - Telogen
- ◇ Hair loss (alopecia)
 - Types of alopecia
 - Hair loss treatments
- ◇ Disorders of the scalp
 - Dandruff
 - Tinea
 - Scabies
 - Pediculosis capitis

Principles of hair design

- ◇ Elements of hair design
 - Form
 - Space
 - Line
 - Color
 - Wave pattern/texture
- ◇ Principles of hair design
 - Proportion
 - Balance
 - Rhythm
 - Emphasis/contrast
 - Harmony
- ◇ Facial shapes

Draping Procedures

- ◇ Wet services

- ◇ Dry services
- ◇ Chemical services

Brushing, Shampooing, Conditioning, Hair, and Scalp Treatment Procedures

- ◇ Brushing the hair
- ◇ Shampooing
 - Types of shampoos
 - Selection
 - Procedure
- ◇ Conditioning
 - Types of conditioners
 - Selection
 - Procedure
- ◇ Hair and scalp treatments
- ◇ Safety precautions

Haircutting Procedures

- ◇ Basic principles of haircutting
 - Areas of the head
 - Elevation
 - Lines and angles
 - Crosschecking
 - Texturizing
- ◇ Client consultation
 - Desired look
 - Face, head, and body shape
 - Hair analysis
 - Lifestyle
- ◇ Tools
 - Shears
 - Texturizing/thinning/ taper shears
 - Razor
 - Clippers and trimmers
 - Combs
- ◇ Basic haircuts
 - Blunt
 - Graduated
 - Uniformly-layered
- ◇ Safety precautions

Hairstyling Procedures

- ◇ Client consultation
- ◇ Wet styling
 - Tools
 - Finger waving
 - Pin curls
 - Roller curls
- ◇ Long hair styling
- ◇ Thermal styling
 - Blow-drying
 - Curling irons
 - Pressing irons
- ◇ Safety precautions

Braiding, Wigs, and Hair Enhancements/Additions

- ◇ Client consultation
- ◇ Braiding

- ◇ Hair extensions/additions
- ◇ Wigs
- ◇ Hairpieces
- ◇ Safety precautions

Chemical Texture Services

- ◇ Client consultation
- ◇ Permanent waving
 - Types of permanent waves
 - Permanent waving procedures
- ◇ Chemical hair relaxers
 - Types of chemical hair relaxers
 - Chemical hair relaxing procedures
- ◇ Soft curl permanent or curl reforming
 - Selection of soft curl permanent product
 - Soft curl permanent procedures
- ◇ Safety precautions

Hair Coloring Procedures

- ◇ Color theory
- ◇ Client consultation
- ◇ Types of hair color
- ◇ Color selection
- ◇ Hair color applications
- ◇ Hair lightening
- ◇ Special effects hair coloring
- ◇ Hair color problems and corrections
- ◇ Safety precautions

SKIN CARE AND SERVICES - 11%

Skin Histology

- ◇ Anatomy of skin
 - Layers of the skin
 - Nerves of the skin
 - Glands of the skin
 - Types of skin
 - Skin color
 - Aging of the skin
- ◇ Disorders of the skin
- ◇ Functions of the skin

Draping Procedures

Hair Removal Procedures

- ◇ Client consultation
- ◇ Temporary hair removal
 - Tweezing
 - Waxing
 - Depilatories
- ◇ Safety precautions
- ◇ Infection control

Facial Procedures

- ◇ Client consultation
- ◇ Skin care tools and work area
 - Equipment

- Supplies

◇ Facial massage

- Effleurage
- Petrissage
- Friction
- Tapotement
- Vibration

◇ Facial treatments

- Masks
- Extractions
- Exfoliations

◇ Safety precautions

◇ Infection control

Facial Makeup Application

- ◇ Client consultation
- ◇ Cosmetics for facial makeup
- ◇ Makeup color theory
- ◇ Corrective theory
- ◇ Safety precautions
- ◇ Infection control

NAIL CARE AND SERVICES - 9%

Nail Structure and Growth

- ◇ Nail growth
- ◇ Nail disorders/diseases

Manicure and Pedicure Procedures

- ◇ Client consultation
- ◇ Nail care tools and work area
 - Equipment
 - Supplies
- ◇ Types of hand and foot massage
- ◇ Types of manicures
 - Basic
 - Specialty
- ◇ Types of pedicures
 - Basic
 - Specialty
- ◇ Safety precautions
- ◇ Infection control

Advanced Nail Procedures

- ◇ Pre-service and post-service
- ◇ Artificial nail services
- ◇ Safety precautions
- ◇ Infection control

SAMPLE QUESTIONS



The following sample questions are similar to those on the State of Utah 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

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

COSMETOLOGY REFERENCES

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

Salon Fundamentals, Cosmetology, 2005
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

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

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004
 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

BARBER WRITTEN



EXAMINATION CONTENT SECTIONS

SCIENTIFIC CONCEPTS - 50%

Infection Control and Safe Practices

- ◇ Bacteriology
 - Types of bacteria
 - Growth and reproduction
- ◇ Viruses
 - Types
 - Transmission
- ◇ Immunity
- ◇ Parasites
- ◇ Methods of infection control
 - Sterilization
 - Disinfection
 - Sanitation
- ◇ Federal Regulations and Universal Precautions

Tools, Implements, and Equipment

- ◇ Safe usage
- ◇ Care and maintenance

Anatomy and Physiology

- ◇ Cells
- ◇ Tissues
- ◇ Organs
- ◇ Physiological systems
 - Skeletal system
 - Muscular system
 - Nervous system
 - Circulatory system

Chemistry

- ◇ Water
- ◇ Shampoos and conditioners
- ◇ Chemical agents (e.g. chemical waving, chemical relaxing, hair coloring)
- ◇ Styling aids

Electricity and Light

- ◇ Types of electric current
- ◇ Safety devices
- ◇ Electrotherapy
 - Modalities (e.g., high frequency, faradic)
 - Light therapy

Skin Histology

- ◇ Anatomy of the skin
 - Layers of the skin
 - Glands of the skin
 - Types of nerves in the skin
 - Skin color
- ◇ Functions of the skin
- ◇ Disorders of the skin

Hair and Scalp

- ◇ Structure and growth of the hair
- ◇ Disorders of the hair
- ◇ Disorders of the scalp

Draping Procedures Related to Facial and Shaving Services

Facial Treatments

- ◇ Massage manipulations
- ◇ Equipment
- ◇ Facials
 - Preparing the client
 - Skin types
 - Skin analysis
 - Products
 - Procedures

Shaving Procedures and Facial Hair Design

- ◇ Tools and equipment
- ◇ Facial shaving
 - Preparing the facial hair for service
 - Positions and strokes
- ◇ Mustaches and beards
 - Design
 - Procedures

HAIR CARE SERVICES - 28%

Client Consultation

- ◇ Scalp analysis
- ◇ Hair analysis
 - Texture
 - Density
 - Porosity
 - Elasticity
 - Color
 - Resistant hair

Draping Procedures Related to Shampooing and Haircutting

Haircutting and Styling

- ◇ Basic principles
 - Facial shapes
 - Head forms
- ◇ Elements of design
 - Shape
 - Line
 - Wave pattern/texture
 - Proportion and balance
 - Color
- ◇ Haircutting methods and procedures
 - Shears
 - Clippers
 - Razor
 - Tapering and fading
 - Blending and texturing
 - Outline/neck shave
- ◇ Hair styling methods
 - Blow-dry styling
 - Thermal styling
 - Wet-hair styling
- ◇ Head shaving
 - Preparation
 - Safety
- ◇ Hairpieces

FACIAL AND SHAVING SERVICES - 22%



- Materials (i.e., human or synthetic)
- Sizing
- Attachment methods
- Styling
- Maintenance

Treatment of the Hair and Scalp

- ◇ Shampoo service
 - Product selection
 - Procedures
- ◇ Scalp treatments
 - Product selection
 - Equipment
 - Procedures

SAMPLE QUESTIONS

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

1. Anthrax and tetanus bacilli form which of the following types of spore?
 - a. Mitosis
 - b. Flagella
 - c. Spherical
 - d. Infectious
2. All French style shears
 - a. are cobalt metal.
 - b. have a finger brace.
 - c. are made in France.
 - d. have tight pivots.
3. Prior to a shaving service the headrest must be
 - a. washed and dried.
 - b. disinfected and covered.
 - c. washed and removed.
 - d. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
 - a. away from the origin of the muscle.
 - b. toward the origin of the muscle.
 - c. around the origin of the muscle.
 - d. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
 - a. Applying oil to the ends
 - b. Using a styling gel on the ends
 - c. Moistening the ends
 - d. Cutting the ends
6. The diameter of a single strand of hair is also called
 - a. growth pattern.
 - b. porosity.
 - c. density.
 - d. texture.

Answers:

1. c 2. b 3. b 4. b 5. d 6. d

BARBER REFERENCES

Milady's Standard Textbook of Professional Barbering, 2006
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
 www.Milady.com

Milady's Standard Textbook of Professional Barber-Styling, Rev. Ed., 1999
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
 www.Milady.com

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

COSMETOLOGY/BARBER PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the State of Utah Cosmetology/Barber Practical Examination includes 10 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services - Cosmetology

Set Up and Client Protection
 Thermal Curling
 Haircutting
 Chemical Waving
 Hair Lightening and Hair Coloring
 Chemical Relaxing
 Sculptured Nail

Core Domain Services - Barber

Shave
 Haircutting
 Basic Facial

CORE DOMAIN SERVICES COSMETOLOGY

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 supplies for the thermal curling section of this examination."

"You will perform the client protection section of this examination."



"You will be expected to follow all 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:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Disposes of soiled materials using infection control procedures
- Uses a neck strip or towel
- Applies drape
- Re-sanitizes hands

THERMAL CURLING (10 minutes)

Verbal Instructions:

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

"You will form at least three thermal curls in the top section of the head."

"You will also form two parallel rows of curls in the side section of the head with at least two thermal curls in each row."

"You will be expected to follow all 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:

Preparation

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron prior to applying to hair

Demonstration of Thermal Curling

- Subsections hair same width as barrel of iron
- Subsections hair no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curls so that 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
- 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 must remove at least one inch of hair throughout the haircut."

"You will use your razor to cut the nape section of the hair from the top of the ears to the hairline."

"You will complete the remainder of the haircut using the shears."

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

"You will be expected to follow all 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."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary

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

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

"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

- Removes hair clippings from skin, cape, and work area

Examiners will read the following to each candidate after checking their haircut:

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

- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- 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 demonstrate a wrap to form a full curl."

"You will be instructed to apply simulated waving lotion by your examiner."

"You will be instructed to demonstrate a test curl by your examiner."

"You will be expected to follow all 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

Demonstration of Chemical Waving

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as 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 1½ times

Examiners will read the following to each candidate:

"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

Examiners will read the following to each candidate:

"Please demonstrate a test curl."

- Unwraps rod at least 1½ turns and hair is held to relax

Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Please read the following 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."*

Please read the following 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."

HAIR LIGHTENING AND HAIR COLORING

(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring 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 lightening and hair coloring section of this examination."

"You will divide the head into four equal sections."

"You will apply a virgin lightener to section # 1, the right front section of the head."

"You will apply a 2 inch hair coloring retouch to section # 2, the right back section of the head."

"You may use either a bottle or a brush application."

"You will be expected to follow all 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
- 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

- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Retouch Hair Coloring Application

- Outlines hair color retouch quadrant with simulated product
- Subsections hair ½ inch wide or less
- Applies simulated product from scalp up to 2 inches
- Completely covers subsections with simulated product

Safety and Infection Control

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CHEMICAL RELAXING

(25 minutes)

Verbal Instructions for Set Up:



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

"You will apply a virgin relaxer application to section #3, the left back section of the head."

"You will apply a 2 inch relaxer retouch application on section #4, the left front section of the head."

"You may use either a bottle or a brush application."

"You will be instructed to demonstrate smoothing the relaxer retouch product by your examiner."

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

"You will have 25 minutes to complete this section."

"You will be informed when you have 13 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
- Applies protective cream around hairline

Demonstration of Virgin Relaxer Application

- Wears gloves during application of simulated relaxer product
- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

Demonstration of Relaxer Retouch Application

- Outlines relaxer retouch quadrant with simulated product
- Subsections hair ¼ inch wide or less
- Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches
- Completely covers subsections with simulated product

Examiners will read the following to each candidate:

"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 skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

SCULPTURED NAIL
(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless

sculptured nail products be used for the practical examination.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail 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."

Read these instructions after the 2 minute set-up time:

"All candidates are required to use odorless products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination."

"You will apply one sculptured nail using an odorless product."

"You will be observed for preparation, application, filing, and the final appearance of the nail."

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

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

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

"Upon completion of the sculptured nail section of this examination, please turn the hand toward the examiner to indicate that you are finished."

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

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Re-sanitizes hands
- Sanitizes finger
- Pushes back cuticle area
- Removes shine from nail plate
- Cleanses nail plate and cuticle area

Demonstration of Application of Nail Form and Product

- Applies nail form to fit snugly under free edge area
- Applies primer without contacting skin surrounding nail safely
- Applies product to extend free edge
- Applies product to cover nail plate
- Skin surrounding nail is free of product

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files to shape and balance nail
- Avoids filing too deeply into corners
- Buffs nail until surface is smooth

Final Appearance of the Nail

- Finished nail is smooth, even, and beveled
- Curve of nail is balanced
- Natural nail is covered by product

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

CORE DOMAIN SERVICES BARBER

SHAVING WITH A STRAIGHT RAZOR (20 minutes)

Verbal Instructions:

"You will now perform the shaving with a straight razor section of this examination."

"You will demonstrate draping, lathering the face and the application of the steam towel."

"You will demonstrate shaving procedures on all areas of the face."

"You will be expected to follow all 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
- Sanitizes hands to include wrist
- Applies drape across front of model covering shoulders but not touching neck skin
- Applies towel securely by tucking into neckband
- Places residue towel across chest/shoulder area

Demonstration of Shaving with a Straight Razor

- Lathers beard and mustache area using a circular motion with cushions of fingers evenly and safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Applies steam towel around face folding ends over forehead and leaving nostrils exposed
- Removes steam towel and lather together in a continuous fluid motion
- Re-lathers beard and mustache area using a circular motion with cushions of fingers safely
- Keeps stretching hand dry and lather-free to prevent slipping
- Strokes straight razor at an angle with grain of beard
- Holds straight razor in correct freehand position with palm facing toward model/mannequin safely
- Uses freehand stroke in appropriate areas
- Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- Uses backhand stroke in appropriate areas
- Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely
- Uses reverse freehand stroke in area 14 safely
- Performs shaving stroke(s) with leading point of straight razor safely
- Applies steam towel to remove all residue safely
- Applies toner or astringent safely

Safety and Infection Control

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

HAIRCUTTING = BARBER (30 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit 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 demonstrate client protection for the haircutting section of this examination"

"You will complete a tapered haircut using clippers and shears."

"You must remove at least ¼ inch of hair throughout the haircut."

"You will use your clippers to cut the nape section area up to the parietal bone of the head."

"You will be expected to demonstrate the clipper and comb technique. Clipper guards or attachments may not be used."

"You will complete the remainder of the haircut using the shears."

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

"You will be expected to follow all 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."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape

Demonstration of Haircutting

- Uses clippers to establish graduated haircut with no blocked line (taper/fade)
- Handles clippers safely at all times
- Demonstrates use of shears on top of head
- Handles shears safely at all times
- Blends haircut evenly with clippers or shears without leaving weight line
- Cut sides in front of ear uniform in length with clippers
- Establishes outline around ears and sides of neck that follows natural hairline
- Cuts at least ¼ inch of hair throughout haircut

Safety and Infection Control

- Removes hair clippings from skin, drape, and work area
- Sweeps hair from floor



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

- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY
AND FINAL CLEANUP**

Verbal Instructions:

"This concludes the State of Utah Cosmetology/Barber 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
COSMETOLOGY**

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
- spray disinfectant
- disposal bag for waste materials
- 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

THERMAL CURLING SUPPLIES

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

HAIRCUTTING SUPPLIES COSMETOLOGY

- haircutting shears
- razor
- comb(s)

CHEMICAL WAVING SUPPLIES

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

HAIR LIGHTENING AND HAIR COLORING SUPPLIES

- tint brush and bowl or bottle applicator
- thick gel or colored cholesterol

Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:

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

Examiners will read the following to each candidate after checking their haircut:

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

**BASIC FACIAL
(10 minutes)**

Verbal Instructions for Set Up:

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

"You will cleanse the face, apply massage cream, demonstrate facial manipulations, and remove the massage cream."

"You will be expected to follow all 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:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Applies hair drape or cover
- Re-sanitizes hands

Demonstration of Basic Facial

- Cleanses entire face safely
- Removes massage product from container using infection control procedures
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face 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
- Maintains hair drape for protection throughout service
- Practices infection control procedures safely throughout service



- comb(s)
- hair clips

CHEMICAL RELAXING SUPPLIES

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

SCULPTURED NAIL SUPPLIES

- mannequin hand(s) with artificial nails attached (trainer hands are NOT permitted)
- cuticle pusher
- sculptured nail products (The product must be in its original container with the manufacturer's label indicating that it is odorless.)
 - powder
 - primer
 - odorless liquid
- sculptured nail brush
- liquid and powder containers
- filing and buffing implements
- sculptured nail forms

RECOMMENDED GENERAL SUPPLIES BARBER

SHAVING SUPPLIES

- shaving cream
- razor
- towel

HAIRCUTTING SUPPLIES

- haircutting shears
- clippers
- comb(s)

FACIAL SUPPLIES

- hair drape
- cleansing cream
- massage cream
- toner or astringent

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

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.

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.

Adopted as amended October 2002

School Code	School	School Code	School
0053	ACAYDIA SCHOOL OF AESTHETICS, LLC	0030	MAXIMUM STYLE TECH SCHOOL OF COSMETOLOGY
0056	AMERICAN BEAUTY ACADEMY	0071	MLWC INC., DBA A PAUL MITCHELL PARTNER SCHOOL
0029	APPRENTICE PROGRAM	0059	MOUNTAINLAND - AMERICAN FORK UT
0054	BARBER SCHOOL, THE	0060	MOUNTAINLAND - SPANISH FORK UT
0032	BIO KOSMETIQUE INSTITUTE OF AESTHETICS	0064	NAIL ROOM ARTISTIC ACADEMY, THE
0012	BON LOSEE ACADEMY/HAIR ARTIS	0025	NEW HORIZONS BEAUTY COLLEGE
0027	BRIDGERLAND APPLIED TECHNOLOGY COLLEGE	0024	OGDEN-WEBER APPLIED TECHNICAL CENTER
0005	CAMEO COLLEGE OF BEAUTY	0061	OGDEN-WEBER APPLIED TECHNICAL CENTER, ROY CAMPUS
0052	CAPELLI INSTITUTE OF HAIR	8888	OTHER
0038	COLOR MY NAILS SCHOOL OF NAIL TECHNOLOGY	0028	OUT OF STATE
0016	DALLAS ROBERTS ACADEMY, DRSM, INC	0045	PAUL MITCHELL, THE SCHOOL - PROVO
0048	DAVIS APPLIED TECHNOLOGY COLLEGE	0072	PAUL MITCHELL, THE SCHOOL, DBA HIGHLAND HAIR ACADEMY
0023	DELTA TECHNICAL CENTER	0057	POLISHED NAIL ACADEMY
0021	EASTERN UTAH COLLEGE	0020	PREMIER HAIR ACADEMY
0018	ECHELON EDGE ACADEMY, DBA DESIGN ACADEMY, FRANCOIS D	0041	PRIME CUT ACADEMY OF HAIR AND NAIL ARTISTRY
0067	ENVISION ACADEMY OF HAIR DESIGN, INC	0065	RENAISSANCE ACADEMIE, LLC
0068	ESTHETIQUE SKIN CARE ACADEMY LLC	0001	SALT LAKE COMMUNITY COLLEGE
0017	EVANS HAIRSTYLING COLLEGE- LINDON	0073	SHERMAN KENDALL'S - MIDVALE
0026	EVANS HAIRSTYLING COLLEGE - ST GEORGE	0014	SHERMAN KENDALL'S - SALT LAKE CITY
0022	EVANS HAIRSTYLING COLLEGE - CEDAR CITY	0063	SKIN INSTITUTE, THE - ST GEORGE
0069	FORUM ACCADEMIA, THE	0040	SKIN SCIENCE INSTITUTE, LLC
0006	FRAN BROWN BEAUTY COLLEGE	0033	SKIN WORKS SCHOOL OF ADVANCED SKINCARE
0019	GRANITE SCHOOL DISTRICT	0003	SNOW COLLEGE - RICHFIELD
0004	HAIRITAGE HAIR ACADEMY - ST GEORGE	0008	STACEYS HANDS OF CHAMPIONS BEAUTY COLLEGE
0070	IMAGES SCHOOL OF ESTHETICS	0044	TAYLOR ANDREWS - LAYTON
0047	IMAGWORKS ACADEMY OF HAIR DESIGN	0074	TAYLOR ANDREWS - OREM INC.
0046	JEAN'S NAILS ETC	0058	TAYLOR ANDREWS - ST. GEORGE
0011	JORDAN DISTRICT TECHNICAL	0043	TAYLOR ANDREWS ACADEMY OF HAIR DESIGN
0015	KENLEW INC., KENDALL INC	0055	TOP NAILS SCHOOL OF NAIL BEAUTY
0034	MANDALYN ACADEMY INC	0075	UTAH COLLEGE OF MASSAGE THERAPY, ESTHETICS
0076	MARINELLO SCHOOL OF BEAUTY - LAYTON	0009	VON CURTIS ACADEMY
0077	MARINELLO SCHOOL OF BEAUTY - PROVO		



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____ @ _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-Print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____

(Only written examinations may be taken out-of-state. Practical examinations must be taken in Utah.)

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



PSI Services, LLC
3210 E Tropicana
Las Vegas, NV 89121

FIRST CLASS MAIL

