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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.

MINNESOTA BOARD OF COSMETOLOGY CANDIDATE INFORMATION BULLETIN FOR INSTRUCTORS



BOARD OF COSMETOLOGY

TABLE OF CONTENTS

| | | | |
|---|---|---|-----------------|
| Examinations by PSI..... | 2 | Examination Site Locations | 4 |
| Written Examination Information | 2 | Reporting to the Examination Site..... | 4 |
| Score Reporting | 2 | Required Identification at the Examination Site.. | 4 |
| Practical Examination Information..... | 2 | Security Procedures..... | 5 |
| Examination Payment and Scheduling | 3 | Taking the Examination | 5 |
| Examination Modality (Test Center or Remote Proctored)..... | 3 | Identification Screen | 5 |
| Online Scheduling..... | 3 | Tutorial | 5 |
| Telephone Scheduling..... | 3 | Test Question Screen | 5 |
| Fax Scheduling | 3 | Duplicate Score Report | 6 |
| Email Scheduling..... | 3 | Interpreter Instructions | 6 |
| Standard Mail Scheduling..... | 3 | Experimental Questions | 6 |
| Canceling and Rescheduling an Examination..... | 3 | Examination Content Outlines..... | 6 |
| Missed Appointment or Late Cancelation..... | 3 | Instructor Registration Form..... | 14 |
| Exam Accommodations | 3 | Exam Accommodations Request Form | End of Bulletin |
| Examination Site Closing for an Emergency | 3 | | |
| Examination Review..... | 4 | | |

Please refer to <https://test-takers.psiexams.com/mncos> to check for the most updated information.

ABOUT PSI

This Candidate Information Bulletin provides you with information about the examination process for a cosmetology license in the State of Minnesota.

The Minnesota Board of Cosmetology has contracted with PSI to conduct examinations. PSI provides examinations through a network of examination centers in the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The Minnesota Board of Cosmetology has established the requirements for a cosmetology license. Application for licensure **MUST** be filed within one year of the date on which the candidate passed the examination. If parts of the exam were passed on different dates, the one-year period begins from the earlier examination date. If both parts are not passed within one year, candidates must retake both parts.

For more information on licensure please contact:

Minnesota Board of Cosmetology
1000 University Avenue West
Suite 100
St. Paul, MN 55104
Phone: (651) 201-2742
Fax: (651) 649-5702
E-mail: cosmetology@state.mn.us
Website: <https://mn.gov/boards/cosmetology/>

Instructors must each pass two written examinations: the general theory examination and the state examination. You may pay and schedule for both examinations at the same time or schedule for each examination separately. When taking the examinations on the same day, if you only pass one (1) of the examinations and fail the other, you will need to retake only the failed examination. Each time you retake an examination, you are required to pay the examination fee.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.
- **On paper** - an official score report will be printed at the examination site.
- **Virtual testing** - score reports from online tests will be issued via the test taker email address provided, within 48 hours of the test.

PRACTICAL EXAMINATION INFORMATION

The instructor practical exam is a test of the candidate's ability to perform a set of tasks routinely completed by entry-level instructors. The instructor practical exam is administered as a one-on-one in a classroom setting. Each skill is broken down into its essential steps and will include important safety and sanitation elements. The evaluator will observe the candidate performing each skill and will document whether the candidate has performed each step correctly. In each skill, the candidate must correctly perform a specified number of steps in order to pass. The number of steps a candidate must complete is determined by the Board of Cosmetology along with a team of subject-matter experts.

Any candidate submitting a lesson plan or any visual aids to a proctor that does not represent their own work or has been replicated or reproduced in any form will be under investigation by the Board of Cosmetology, may be subject to a hearing, and may face possible criminal charges.

WRITTEN EXAMINATION INFORMATION

| Examination | Examination Fee | Scored Items | Non-Scored Items | Time Allowed | Percent Needed to Pass |
|---------------------|-----------------|--------------|------------------|--------------|------------------------|
| General Theory Exam | \$33 | 50 | 10 | 1.5 Hours | 75% |
| State Exam | \$24 | 30 | 5 | 1 Hour | 75% |
| Practical Exam | \$68 | N/A | N/A | 70 Minutes | 75% |

EXAMINATION PAYMENT AND SCHEDULING

Examination Modality (Testing Center or Remote Proctored)

Your exam may be scheduled in a testing center or online. When scheduling for your exam, please schedule them both in a testing center or remote proctored (online). If you need to split the delivery options, you will need to schedule the exam you take in the testing center first, and the remote proctored exam is taken second. You may schedule your test by one of the following options.

ONLINE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration website at <https://test-takers.psiexams.com/mncos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select *Sign in / Create Account*. Select *Create Account*. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE

PSI registrars are available at (855) 834-8746 to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 AM and 9:00 PM, and Saturday and Sunday between 8:00 AM and 4:30 PM (CST).

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin) and send the form with the appropriate examination

fee to PSI. You may pay fees by credit card (VISA MasterCard, American Express or Discover), money order, company check, or cashier's check, made payable to PSI. Print your name in the memo section of the money order or check to ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use the PSI website, or call (855) 834-8746 to speak to a PSI customer service representative during PSI office hours.

Note: You cannot cancel an appointment by leaving a voice mail or email message. You must use the PSI Website or speak directly to a PSI customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

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

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center 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 appointment by calling (855) 834-8746 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

PSI, in cooperation with the Minnesota Board of Cosmetology, will be consistently evaluating the examinations being administered to ensure that the examinations accurately

measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination. Comments may also be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the general theory exam available to candidates.**

EXAMINATION SITE LOCATIONS FOR WRITTEN EXAMINATION

Below is a list of examination sites within Minnesota. You are also able to schedule an exam at any PSI examination site throughout the country. For a full list of testing sites, or online proctored exams please visit <https://test-takers.psiexams.com/mncos>.

BRAINERD - CENTRAL LAKES COLLEGE

501 W. COLLEGE DRIVE

BRAINERD, MN 56401

From North of Brainerd:

Take 371 South to College Road (next intersection after Hwy 210), Left on College Road, through the next light the street name turns to College Drive. Take the Mississippi Parkway exit off College Drive (the first right) and go to the South East Parking Lot. Come in Door 15. Walk to the Library doors. As you enter the Library walk to the Right, as you enter the Computer Lab look to the Left, my office is the first door on the left. Please Note: There is limited parking in the South East Lot. You will find additional parking on the surrounding street.

If unable to find the office, ask staff to direct you to the computer lab in the library. Candidates **MUST** wear a mask when coming to the testing site and that they need to complete the health survey before entering the building **AND** that they will only be able to access the campus through Door 4 OR Door 1 (Door 4 is closer to the testing center).

SAINT PAUL - BRAINSEED TESTING CENTER

HAMLIN PARK PLAZA

570 ASBURY ST. Suite 206

SAINT PAUL, MN 55107

From I-94 West: Take exit 238 for Snelling Avenue. Turn right onto Snelling Avenue. Continue on Snelling Avenue, heading North. Turn left onto Como Avenue. Turn left onto Asbury Street. 570 Asbury Street, Suite 206 will be on your left

DULUTH

416 WEST SUPERIOR STREET

DULUTH, MN 55802

Going South on Mesaba, turn left on First St. Turn right at N 6th Ave. Turn left on Superior St. PSI is located on the right-hand side on the second block. It is half a block down from the Duluth Public Library.

LAKE ELMO

3275 MANNING AVE N

LAKE ELMO AIRPORT

LAKE ELMO, MN 55042

From I-94, head north on Manning Ave N/CR-15 - at exit 253. Head north for 3.6 miles. Turn east onto the airport. go to gate A.

MANKATO

3030 AIRPORT RD.

MANKATO REGIONAL AIRPORT

MANKATO, MN 56001

From Mankato, head north on MN-22 for 2 miles. Turn right at 227th St/ County Hwy 12. Follow Hwy-12 for 2.7 miles, then turn right at Airport Road.

FARGO

FARGO - FARGO TRAINING AND TESTING CENTER, SUITE 1100 FARGO, ND 58104

From I-94 E - Take exit 348 for 45th St. Keep right at the fork and merge onto 45th St S. In .2 miles, turn right onto 23rd Ave. S. Take the first right onto 46th St S.

ROCHESTER

3155 SUPERIOR DRIVE NW

ROCHESTER, MN 55901

From Highway 14, go North on Highway 52, exit at 55th Street NW to go west. 55th Street NW/County Road 22/West Circle Drive will veer slightly left turning into 41st Avenue NW/County Road 22/West Circle Drive. When you have gone 2.2 miles from 52 you will come to a traffic light at Valleyhigh Road NW. Turn right, then take the first, almost immediate left onto Superior Drive NW. Take the first right into the parking lot. Then take the second right so you are behind the units that are facing Superior Drive. PSI will be the second-to-last unit on your left.

ST CLOUD-STATE UNIVERSITY ATWOOD MEMORIAL CENTER

22 WILSON AVE. NE, SUITE 19A

SAINT CLOUD, MN 56304

From the West: Merge onto I-94 E toward St Cloud. Continue onto Co Rd 75. Continue onto Division St (MN-23) E. Turn left onto Wilson Ave SE. Destination will be on the right.

From the East: Take MN-95 W. Turn left onto MN-23 W/MN-23 Trunk S. Continue to follow MN-23 W. Turn right onto Wilson Ave SE. Destination will be on the right.

THIEF RIVER FALLS

13892 AIRPORT DR

THIEF RIVER FALLS REGIONAL AIRPORT

THIEF RIVER FALLS, MN 56701

Take County Road #17 and go south of Thief River Falls 3 miles to the Thief River Falls Regional Airport. Take a right into the airport and proceed to the first building on the right. A sign out front identifies the building. When entering the building proceed to the office area.

WOODBURY

6053 HUDSON RD, SUITE 210

WOODBURY, MN 55125

From I-94 go South on Century to the first left (which is the frontage road entrance to the Country Inn). Enter the office complex through the entrance next to The Green Mill restaurant. 6053 is the building directly ahead. The entrance on that (West) side is actually on the 2nd floor. Suite 210 is down the corridor to the right. Please use the West entrance on Saturdays.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows

time for sign-in and identification verification and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. The taking of the fingerprint is an additional measure to enhance examination security.

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - Government issued passport (U.S. or Foreign)
 - US government issued military identification card
 - US government issued Alien Registration Card
 - Canadian government issued identification card
 - Consular ID
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit/Debit card (must be signed)
 - Social Security card
 - US government issued birth certificate with raised seal
- NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

**Candidates are allowed to test with a paper copy of their driver's license renewal with their expired ID attached. The old ID may have a corner cut off or a void stamp. The paper ID will match the original ID and will be valid until the new card arrives.*

If you cannot provide the required identification, you must call (855) 834-8746 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 at that time.

**Military ID cannot be used for admission in an online test. If a test taker only has a military ID to utilize for admission, the test taker must test at an official PSI Testing Center location where the ID will be accepted.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.

- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.

- **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**

- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.

- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal

and state law. Either may result in the disqualification of examination results and may lead to legal action.

- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

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 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 answering questions and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top is a 'function bar' with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main area displays question 3: 'What do the stars on the United States of America's flag represent?'. Below the question is a text input field and a prompt '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom are '<< Back' and 'Next >>' buttons.

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.

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.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 834-8746.

INTERPRETER INSTRUCTIONS

Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outlines", a small number (five to ten) "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and time to answer them has been added to the time allowed. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

For written and practical examination questions or concerns, please call (855) 834-8746 to speak to a PSI customer service representative.

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in cosmetology practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

REFERENCE LIST

The examinations are CLOSED BOOK.

The reference materials listed below are used to prepare the questions for the Written-General Theory examination.

- Milady's Master Educator Student Course Book (3rd Edition), 2014
- Mindful Teaching Pro eBook (101 - 701), 2013. Pivot Point International, Inc.

INSTRUCTOR WRITTEN - GENERAL THEORY EXAMINATION

The examination consists of 60 questions (50 scored, 10 experimental) and you will have 1.5 hours.

| Topic Code | Topic Name | Weight (%) |
|------------|---|------------|
| 1 | I. Learning and Communication | 10% |
| 01.A | a) Learning Styles and Types of Students | |
| 01.B | b) Communication Techniques | |
| 2 | II. Lesson Plans | 20% |
| 3 | III. Teaching Methods | 36% |
| 03.A | a) Demonstrations and Implements/Equipment Used for Instruction | |
| 03.B | b) Student Motivation and Maintaining Student Interest | |
| 03.C | c) Instructor Characteristics and Teaching Styles | |
| 4 | IV. Student Evaluation and Testing Methods | 10% |
| 04.A | a) Developing Tests | |
| 04.B | b) Grading Methods | |
| 5 | V. Classroom Management | 24% |
| 05.A | a) Conflict Management | |
| 05.B | b) Professionalism | |
| 05.C | c) Learning Behavior | |
| 05.D | d) Educational Environment | |

INSTRUCTOR WRITTEN - STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

| Topic Code | Topic Name | Weight (%) | MN Statute or Rule |
|------------|---|------------|-----------------------------------|
| 1 | I. General Information | 15% | |
| 01.A | A) Definitions | | 155A.23, 2105.0010, 2110.0010 |
| 01.B | B) Scope of practice for cosmetology, esthiology, nail technology, and eyelash technology | | 2105.0105 |
| 01.C | C) Instructor license renewal | | 2105.0200 (Subp. 2A) |
| 2 | II. School Operational Requirements | 30% | |
| 02.A | A) School curricula | | |
| 02.A.1 | 1. Curriculum approval and content | | 2110.05 |
| 02.A.2 | 2. Cosmetologist training | | 2110.051 |
| 02.A.3 | 3. Esthetician training | | 2110.052 |
| 02.A.4 | 4. Nail Technician training | | 2110.053 |
| 02.A.5 | 5. Eyelash Technician training | | 2110.058 |
| 02.A.6 | 6. Credit towards another license | | 2110.055 |
| 02.A.7 | 7. Skills courses | | 2110.0545 |
| 02.B | B) Instructors | | 2110.063 |
| 02.C | C) Student records | | 2110.067 |
| 02.D | D) Certification of student hours | | 2110.068 |
| 02.E | E) Student deadline to become licensed | | 2110.069 |
| 3 | III. Practice Requirements | 40% | |
| 03.A | A) School clinics | | 2110.074 |
| 03.B | B) School physical requirements | | 2110.039 |
| 03.C | C) Supplies and materials | | 2110.041 |
| 03.D | D) Infection control requirements | | 2105.0375 |
| 03.E | E) Salon and school prohibitions | | 155A.355, 2105.0377 |
| 03.F | F) Intoxicants and controlled substances | | 2105.0510, 2110.043 |
| 4 | IV. Enforcement | 15% | |
| 04.A | A) Enforcement, violations, and penalties | | 155A.33, 155A.36 |
| 04.B | B) Inspections | | 155A.25 (subd. 1a, C), 2110.0125 |

INSTRUCTOR PRACTICAL

Read the following instructions carefully so that you will be properly prepared for the examination.

- The Cosmetology instructor practical examination is designed to assess your teaching skills as well as your mastery of technical cosmetology skills. You may choose a topic, from the list in the section “Examination Topics for Presentation” below. You will be required to create a lesson plan, following the guidelines below, and a handout.
- During your presentation, your teaching skills will be assessed based upon the 20 criteria listed under “Presentation” below. During the presentation, your mastery of cosmetology skills will be assessed upon the 20 criteria listed under your topic. Your presentation must include each of the 20 criteria listed under your topic area. Failure to include any of the 20 criteria during your presentation will result in a loss of points.
- Your lesson plan must be prepared in advance. The lesson plan **MUST BE TYPED**, not handwritten. No time will be allowed for preparation or modification of your lesson plan at the test site; you will be expected to hand in your lesson plan and handout upon arrival.
- You will be required to furnish all equipment and supplies needed for your presentation, including a mannequin if one is needed. You may not use a live model. See below for a list of the equipment that will be provided at the test site. It is your responsibility to develop a presentation that can be performed in this limited setting. All supplies must be clean, sanitary, unstained, and labeled in **ENGLISH ONLY** (manufacturer labels are acceptable).
- After you have turned in your lesson plan and handout at the start of the examination, you will have 10 minutes to prepare the room for your presentation. You will then have to give a presentation, lasting from 20 to 60 minutes, on your topic. Test site personnel (a proctor) will be monitoring the time during the examination. Candidates must conduct their presentation for at least 20 minutes, not to exceed 60 minutes. The proctor will stop any candidate at 60 minutes and no further material presented will be rated. Candidates will fail the examination if their presentation does not last at least 20 minutes.
- Your presentation must include each of the 20 criteria listed for your topic
- During your presentation, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- Only mock chemicals may be used in the presentation, and no hairspray may be used. Items left behind will be discarded. Please check for, and remove, all personal items at the end of the exam.

SUPPLIES AND EQUIPMENT

You will be responsible for bringing your own supplies. Required supplies include the following items:

- Lesson plan for presentation (1 copy to examiner, 1 copy for candidate)
- Handout for presentation (1 copy to examiner, 1 copy for candidate)
- All tools and supplies needed for presentation, including mannequin if needed
- Mannequin stand or tripod if desired
- Dry-erase markers if whiteboard will be used

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Table/Workstation for setup. Any table available in examination area may be used for exam.

COSMETOLOGY INSTRUCTOR PRESENTATION RATING CRITERIA

Time for complete presentation: 20 minutes to 60 minutes, plus 10 minutes for set-up time (Total time: up to 1 hour and 10 minutes). There are 60 possible points on the Cosmetology Instructor Presentation examination. You must earn at least 45 points (75%) to pass.

The following information will be used by examiners to grade your performance during the Presentation Examination.

Orders of events in examination and rating criteria:

1. Turn in 1 copy of lesson plan for presentation (at the beginning of the examination)
 - a. Lesson plan must include description of handout (#2 below) and sample questions for Q&A with correct answers indicated
2. Turn in 1 copy of handout for students and any other prepared visual aids for presentation (at the beginning of the examination)
3. Prepare for presentation (10 minutes)
4. Lesson Presentation (at least 20 minutes; not to exceed 60 minutes)
 - a. Your lesson presentation will be rated for mastery of teaching skills and for mastery of technical cosmetology skills

LESSON PLAN FOR PRESENTATION (10 total points)

(Handed in at the beginning of the examination)

Rating criteria (1 point each):

1. Cover page includes all required information, including list of references
2. Cover page lists appropriate instructional materials, equipment, and supplies
3. Greeting (introduction) includes subject, topic, and objectives
4. Objective clearly state what student will be able to do as a result of the lesson
5. Includes description of motivation for learning
6. Lists major topics to be presented
7. Lists key points to be presented
8. Includes a summary and review
9. Includes 5 questions relevant to the topic (with answers) to be used in oral evaluation
10. Identifies follow-up assignment(s) for students to complete

HANDOUT FOR PRESENTATION (2 total points)

Rating criteria (1 point each)

1. Adds to or reinforces the lesson presentation
2. Assists learner in recognizing key points

PRE-EXAM SET UP AND DISINFECTION (4 total points)

Time Allowed (10 minutes)

Rating criteria (1 point each)

1. Implements/supplies are clean, and bags are labeled as pre-sanitized in English only
2. Disinfects work surfaces with approved EPA- registered disinfectant
3. Sanitizes own hands using hand sanitizer
4. Kit must remain closed

PRESENTATION (24 total points)

(At least 20 minutes, not to exceed 60 minutes)

Rating Criteria (1 or 2 points each as specified):

Open:

1. Greeting includes subject, topic, and learning objectives (1)
2. Motivation creates interest in subject/topic (1)
3. Speaks clearly with varying tone using professional terminology and can be heard (1)
4. Is well-groomed and professionally attired (need not wear smock/apron for instructor exam) (1)

Present:

5. Describes procedures as they are demonstrated (2)
6. Presents ideas clearly and concisely (2)
7. Explains key ideas and concepts effectively (2)
8. Makes use of handout provided (2)

Engage:

9. Makes eye contact with all students (2)
10. Refers to lesson plan but does not read directly (2)
11. Demonstrates use of implements and /or equipment so that all students can see (2)
12. Provides opportunities for student participation (2)

Close:

13. Emphasizes key concepts of sanitation and safety (1)
14. Summarizes key ideas and concepts (1)
15. Uses questions and answers presented in lesson plan (1)
16. Gives follow-up assignment (1)

EXAMINATION TOPICS FOR PRESENTATION

Cosmetologist Instructor Topics

Topic 1: Virgin Haircoloring and Hair Color Retouch

Teach students how to perform a virgin hair color application on the left front quadrant and a color retouch application on the right quadrant, including sectioning hair and applying color, on an already draped mannequin

Technical Rating Criteria (1 point for each):

1. Explain the color wheel
2. Explain the color level system
3. Explain the purpose of a client consultation
4. Explain the effect of ammonia on hair
5. Explain the layers of the hair that are affected by the coloring process
6. Explain what the addition of color to hair refers to
7. Explain what the subtraction of color from hair refers to
8. List the safety precautions to use for the patron's benefit when applying color
9. Explain the use of temporary color
10. Explain the use of semi-permanent color
11. Explain the use of permanent color
12. Demonstrate and explain the proper technique for sectioning hair and the importance of sectioning
13. Explain the correct area of the hair to start an application
14. Demonstrate and explain the different types of applications: virgin and regrowth
15. Demonstrate how to apply the product with a tint bottle
16. Demonstrate how to apply the product with a tint brush
17. Explain the purpose of a patch test
18. Explain the purpose of a test strand
19. Explain how the color may be removed
20. Explain the purpose of conditioning of the hair

Topic 2: Chemical Texture Services (Relaxing)

Teach students how to section hair, and apply relaxer on virgin hair of a mannequin

Technical Rating Criteria (1 point for each):

1. Explain safety precautions to take when relaxing hair
2. Describe thio relaxers
3. Describe hydroxide relaxers
4. Describe how to select the most appropriate relaxer product, thio or hydroxide for a given client
5. Describe how to assemble materials needed for relaxer procedure
6. Demonstrate and explain proper draping procedures
7. Demonstrate and explain proper application of protective base
8. Demonstrate and explain proper sectioning of hair
9. Demonstrate and explain how to apply relaxer with tint brush to virgin hair
10. Demonstrate and explain how to apply relaxer with tint brush to regrowth
11. Demonstrate and explain how to apply relaxer with comb to virgin hair
12. Demonstrate and explain how to apply relaxer with a comb to regrowth
13. Describe and explain how to ensure chemical does not come into contact with skin
14. Describe what to do if chemical does come into contact with skin
15. Describe how to do a strand test, and the purpose of strand test
16. Describe the proper removal of relaxer from hair
17. Describe how to condition hair after the relaxer treatment
18. Explain the proper removal of the drape
19. Demonstrate and explain how to properly discard materials and towels
20. Explain why it is necessary to clean and disinfect tint brush or comb

Topic 3: 90 Degree Hair Cut

Teach student how to perform a 90-degree haircut using shears on a mannequin

Technical Rating Criteria (1 point for each):

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain why a stylist should study Haircutting
7. Explain the importance of "reference points" on the head
8. Explain one of the standard reference points
9. Demonstrate and explain the correct draping procedure
10. Demonstrate and explain palming the shears
11. Demonstrate and explain handling the comb
12. Demonstrate and explain safety in haircutting
13. Demonstrate and explain the difference between a stationary guideline and a traveling guideline.
14. Demonstrate and explain how to safely hold shears and comb while sectioning
15. Demonstrate and explain how to transfer the comb.
16. Demonstrate and explain how to establish a guideline for the haircut
17. Demonstrate and explain sectioning and cutting for 90-degree hair cut
18. Demonstrate and explain how to cross check the hair cut for blending
19. Demonstrate and explain procedures when an Exposure Incident occurs
20. Explain Sanitizing implements and cleanup of workstation

Topic 4: Hairstyling

Teach students correct technique for blow-drying hair with a comb and/or brush AND teach proper technique for off-base and on-base curls with a curling iron

Technical Rating Criteria (1 point for each):

1. Demonstrate and explain proper method for directing air to roots
2. Explain importance of keeping dryer from getting too close scalp
3. Demonstrate and explain position of the brush and/or comb as it will be used in forming the direction of the hair
4. Demonstrate and explain how the forming of the hair will give distinguishable changes to the appearance
5. Point out the importance of a styling agent while blow-drying the hair
6. Explain the importance of heat in blow-drying
7. Discuss at least one attachment and its use on a blow dryer
8. Explain importance of checking on working condition of electrical appliances (i.e., cords not frayed, air intake not clogged)
9. Explain the types of brushes that can be used
10. Demonstrate and explain effects of at least 2 different brushes
11. Explain how hair should be dried if a curling iron is to be used on the hair
12. Demonstrate and explain how to create an off-base curl with a curling iron
13. Demonstrate and explain how to create on-base curls with a curling iron
14. Demonstrate and explain how to determine if a curling iron is at the proper temperature to use on the hair
15. Explain how to protect the scalp from the curling iron
16. Explain the importance of using a styling agent when using a curling iron on the hair
17. Explain additional services or products that could be recommended to be used by someone who uses a thermal iron on a daily basis
18. Demonstrate and explain how to correctly remove a drape
19. Demonstrate and explain how to dispose of waste materials
20. Demonstrate and explain how to clean and disinfect curling iron

Topic 5: Chemical Texture Services (Permanent Wave)

Teach students proper procedures for Permanent Wave and processing using a Basic Permanent Wrap

Technical Rating Criteria (1 point for each):

1. Explain the tools and equipment needed for this demonstration
2. Explain how to disinfect the tools and equipment used in the demonstration
3. Explain decontamination Method 1 and Method 2
4. Explain what is meant by Multiuse and Single use items
5. Explain the factors involved in a successful client consultation
6. Explain the structure of each of the hair's layers
7. Explain the purpose of each of the hair's layers
8. Demonstrate and explain Draping for chemical service
9. Explain the Base direction during the wrapping procedure
10. Explain End Papers and their importance
11. Demonstrate and explain Sectioning hair in base sections that are equal to the length and width of the rod
12. Demonstrate and explain proper use of end papers
13. Explain the importance of protective barrier cream/ cotton around hairline
14. Explain the importance of wearing gloves when applying solution
15. Demonstrate and explain how to apply solution
16. Demonstrate and explain the Importance of completely saturating the rods
17. Demonstrate and explain the Proper test curl and timing
18. Explain rinsing the permanent wave solution from the hair
19. Demonstrate and explain applying Neutralizer
20. Explain Sanitizing implements and cleanup of workstation

Esthetician Instructor Topics

Topic: Basic Facial

Teach students how to perform a basic facial to include draping, cleansing, steaming, applying a mask and basic facial massage manipulations using a mannequin.

Technical Rating Criteria (1 point for each):

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare for the treatment room
7. Demonstrate and explain Draping the hair
8. Explain the sanitary procedures when removing products from containers
9. Demonstrate and explain Cleansing the face
10. Demonstrate and explain removing the cleanser
11. Explain how to determine skin type
12. Explain Steaming the face procedure using Face Steamer or Towels
13. Explain health problems or skin conditions in which a client should not have a facial massage included in the service
14. Demonstrate and explain Effleurage manipulation
15. Demonstrate and explain Petrissage manipulation
16. Demonstrate and explain Tapotement manipulation
17. Demonstrate and explain applying a clay mask
18. Demonstrate and explain removing the mask product
19. Demonstrate and explain applying the toner product
20. Explain Sanitizing implements and cleanup of workstation

Eyelash Technician Instructor Topics

Topic: Eyelash Extension

Teach students how to perform Eyelash Extension services using a mannequin.

Technical Rating Criteria (1 point for each):

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare the treatment room
7. Demonstrate and explain draping for the Eyelash Extension application
8. Explain the sanitary procedures when removing products from containers
9. Demonstrate and explain cleansing the eye area for application
10. Explain two forms of eye health that would prevent a client from receiving an eyelash extension service
11. Demonstrate and explain applying under-eye sticker/tape
12. Demonstrate and explain anchoring your hands while holding tweezers
13. Demonstrate and explain isolating natural lash
14. Demonstrate and explain dipping the extension in the adhesive
15. Demonstrate and explain adhering extension to natural lash
16. Demonstrate and explain adhesive drying methods
17. Demonstrate and explain eyelash extension separation
18. Demonstrate and explain eyelash extension removal using adhesive remover
19. Explain after care recommendations for eyelash service
20. Explain disinfecting implements and cleanup of workstation

Nail Technician Instructor Topics

Topic: Basic Manicure

Teach students how to perform a basic manicure using a mannequin hand.

Technical Rating Criteria (1 point for each):

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain what you should keep in mind before conducting a manicure service
7. Demonstrate and explain the procedure for setting up the manicure table
8. Demonstrate and explain removing the old polish
9. Explain the proper procedures for filing natural nails
10. Explain why nails should be filed before they are soaked
11. Demonstrate and explain the purpose of soaking the nails in a fingerbowl
12. Demonstrate and explain drying the client's hand
13. Demonstrate and explain applying cuticle remover on each nail plate
14. Demonstrate and explain pushing and lifting cuticle tissue off each nail plate
15. Demonstrate and explain proper use of nippers to remove any loosely hanging tags of dead skin
16. Demonstrate and explain buffing the nail
17. Demonstrate and explain applying nail oil to the nails
18. Demonstrate filing the rough edges on the free edges
19. Explain steps to polishing the nail
20. Explain sanitizing implements and cleanup of workstation

Advanced Practice Esthetician Instructor Topics

Topic 1: Manual Lymphatic Drainage

Teach students how to perform Manual Lymphatic Drainage using a mannequin.

Technical Rating Criteria (1 point for each):

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare the treatment room
7. Demonstrate and explain draping for treatment services
8. Explain the proper procedures when removing products from containers
9. Demonstrate preparing face and neck for manual lymphatic drainage massage
10. Explain the importance of stationary circles
11. Demonstrate massage sternocleidomastoid muscle
12. Explain the importance of effleurage movements
13. Demonstrate massage on the chin, below the bottom lip
14. Demonstrate massage along the jawline
15. Explain using the pads of the fingers during procedure
16. Explain post-procedure
17. Explain some benefits of lymph drainage massage
18. Explain how to locate lymph nodes on the face and neck
19. Explain the purpose of the finishing scalp massage
20. Explain disinfecting implements and cleanup of workstation

Topic 2: LED Treatment

Teach students how to perform LED treatment using a mannequin.

Technical Rating Criteria (1 point for each):

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by multiuse and single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare the treatment room
7. Demonstrate and explain draping for the LED treatment
8. Explain the proper procedures when removing products from containers
9. Demonstrate preparing face
10. Demonstrate protective eye wear
11. Explain what LED is
12. Explain the effects of LED treatments
13. Explain gentle exfoliation before treatment
14. Explain how to program the device
15. Demonstrate Simulated LED procedure
16. Demonstrates applying after-care products
17. Explain amount of time for the treatment
18. Explain Post treatment for LED
19. Explain how to record detailed treatment information
20. Explain disinfecting implements and cleanup of workstation



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