

CANDIDATE INFORMATION BULLETIN

Georgia State Board of Cosmetology

Nail Technician Written and Practical Examinations



Professional Licensing Boards Division

Examination Development and Testing Unit

This information has been prepared by the Examination Development and Testing Unit (EDTU) of the Professional Licensing Boards Division. It provides you with information about your licensing examination. Please read it carefully.

IMPORTANT NOTICE

Beginning **October 1, 2006**, the Master Cosmetology, Esthetician, Nail Technician and Instructors examinations will be administered only by D. L. Roope Administrations, Inc. D. L. Roope will start taking first time examination and re-examination applications for Master Cosmetology, Esthetician, Nail Technician and Instructors examinations on **August 16, 2006**.

The Georgia State Board of Cosmetology will no longer accept any examination applications for Master Cosmetology, Esthetician, Nail Technician and Instructors examinations after **August 15, 2006**. Candidates must apply for examination with D. L. Roope Administrations, Inc.

You may contact D. L. Roope at 1-888-375-2020, or D. L. Roope Administrations, Inc., P.O. Box 631, Hampden, ME 04444-0631, Fax (207) 848-5511, or visit www.DLRoope.com; <http://www.dlroope.com>, for information about the examinations; fees, time and exam locations, exam content, and grade notifications.

All reciprocity applications should continue to be submitted to the Georgia State Board of Cosmetology, Post Office Box 13446, Macon, Georgia 31208.

After obtaining a passing score on both the written and practical portion of the examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. A copy of the Cosmetology Application for Licensure will be available on our website at www.state.ga.us. Please be reminded that passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

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Introduction

The Georgia Board of Cosmetology was created by the Georgia Legislature to protect the public from incompetent professional practice. In order to achieve this goal, the Board established standards and requirements, and a licensure examination was developed. Passing the licensing exam is one of the requirements for licensure

BEFORE THE EXAMINATION

A. Location, date, and time

Each person who has been found eligible to sit for the examination will receive a scheduling notice. That scheduling notices will state the place, date, and hour of the examination and will provide directions. Candidates will only be admitted to the session for which they are scheduled, the session contained on their scheduling notice. Candidates will not be admitted after the examination has begun. We recommend that you locate the testing site before the morning of the examination.

B. Examination preparation

Like many professions, the field of cosmetology covers many subject areas. Some of the knowledge used in the profession is gained through education, and some is gained through experience and contact with other professionals. The practical examination was developed by the Georgia Cosmetology Board. The Board believes that performance on the practical examination follows standard practice.

Candidates should review the listing of examination content for the practical examination and review materials, which cover those content areas.

Test taking tips

1. Read all instructions carefully and listen carefully to all oral instructions. Be sure you understand them. Ask questions about anything that is unclear.
2. Be sure to mark an answer for each question on the written examination, even the ones about which you may be unsure. There is no penalty for guessing. Your score is the percentage of questions on the examination that you answer correctly. Make sure that you have marked only one answer per question. Questions that have two answer spaces marked are scored as incorrect. Be sure you attempt each part of the practical examination. No credit is given for work that is not done
3. For each question, select the *BEST* answer of the options listed. More than one choice may be partially correct, but for each question there should be only one best answer. If you think there may be more than one best answer for any question, say so on the comment sheet, but mark what you believe is the one best answer.
4. For your written examination be sure to mark your answers on the answer sheet or answers marked in your booklet.
5. Scratch paper will not be allowed at the examination. For the written examination, you may perform any computations or make any notes you wish in your examination booklet.
6. Do not make stray marks on your answer sheet. You may wish to make a note in your examination booklet next to any questions you wish to review before you turn in your examination.

C. Veterans preference points

Georgia law (General Provisions Volume 30, Title 43-1-9.(1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores. To qualify, a veteran must have served for a minimum of one year in active duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent of above at the time of taking the examination." To apply for veterans preference points, you must make sure the Board office has a copy of your DD-214 form and documentation of your disability.

D. Special accommodations for candidates with disabilities

The State Board of Cosmetologists wants to ensure that all qualified individuals with a disability have the opportunity to take the nail technician licensing examination. Wheelchair access is available at the Testing Center. Candidates are requested to advise the Board, in writing, at the time of application, that wheelchair access is necessary.

Qualified candidates with sensory, mental, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. Candidates should contact the Board office at the address below, to obtain the "Request for Disability Accommodation Guidelines." Application materials, including information requested in the "Guidelines," must be received by the Board by the application deadline and are available from:

Board of Cosmetology
237 Coliseum Drive
Macon, GA 31217-3858.

AT THE EXAMINATION

A. What to bring to the examination

Your admission notice --- contains the date, time, and location of examination.

Identification --- Your identification must have BOTH your picture AND your signature or you will not be admitted to the examination. The preferred form of identification is a current driver's license. Candidates who do not have a driver's license may use a current state identification card, a current passport and a United States Citizenship and Immigration Service (USCIS) Permanent Resident Card or work permit. Candidates without proper identification will not be admitted to the exam.

Pencils --- Two sharpened #2 pencils with erasers, mechanical pencils are not allowed.

A work kit that is properly equipped for demonstration of a basic manicure, nail wrap service, sculptured nail application, nail polish application, and hand and arm massage, including:

1. Cushion for arm rest (8" X 12"), such as a terry cloth towel folded with cover.
2. Non aerosol table sanitizer
3. Cotton towels (at least 4)
4. Covered container with cotton
5. Finger bowl & manicure brush
6. Manicure soak/soap
7. Hand sanitizer
8. Orangewood sticks (2)
9. Nail file 7" to 8" long
10. Emery boards (2)
11. Cuticle pusher
12. Nail clippers
13. Cuticle remover
14. Cuticle nippers
15. Hand lotion or massage product
16. Nail polish remover
17. Base and topcoat
18. Red nail polish
19. Disposable bag for waste materials
20. Acrylic nippers
21. Sculptured nail brush
22. Sculptured nail forms
23. 3 Dappen dishes
24. Nail glue
25. An **ODORLESS or AROMA FREE ACRYLIC SYSTEM** to demonstrate a sculptured nail including: pink acrylic powder, white acrylic powder, primer to be used in a mock demonstration of primer only, (if required for your system). The product must be in its

ORIGINAL CONTAINER with the MANUFACTURER'S LABEL indicating that it is "ODORLESS or AROMA FREE"

26. Water in a labeled container (if needed for your odorless acrylic system)
27. Materials to demonstrate nail wrap including: fabric, glue or resin, and activator (if needed for your wrap system) Only NON-aerosol or brush on activators are allowed.
28. A hand mannequin (with or without a stand)
29. Wet Disinfectant Container and hospital grade disinfectant. ALL IMPLEMENTS should be COMPLETELY SUBMERGED in the solution.
30. Organizer tray (optional)

Please do not bring more than the necessary materials and equipment because you have a limited space in which to work. YOU WILL BE GRADED ON THE SANITARY CONDITION OF YOUR EQUIPMENT.

Important Notices for the Practical Examination

1. There will be no place for friends or family members to wait at the examination sites. No one other than candidates and test personnel will be permitted in the buildings where the exams are held. If another person drives you to the exam site, that person must leave and not return until the end of the examination. You should make arrangements ahead of time for being picked up.
2. No aerosol products are allowed. Battery operated or electric nail dryers are not allowed.
3. **You must bring a hand mannequin prepared with artificial nails properly glued (no tape) on all five fingers exactly like this:**

INDEX FINGER nail cut with 1/8 inch free edge and painted with red cream polish to perform a sculptured nail application.

MIDDLE FINGER nail cut with 1/2 inch free edge, painted with red cream polish.

OTHER FINGERS nails cut with 1/8 to 1/4 inch free edge and unpainted.

The artificial nail tips should completely cover the entire nail bed and look like a real nail. Do not put acrylic over them. These are the nails you will manicure. **If you do not bring in a prepared mannequin hand, you will not be examined.**

4. You **MUST** bring an **ODORLESS OR AROMA FREE ACRYLIC PRODUCT**.
Special Notice: Because we have so many people in one room for the examination, we **REQUIRE** candidates to use an **ODORLESS OR AROMA FREE ACRYLIC PRODUCT** for the examination. **IF YOU DO NOT HAVE AN ODORLESS OR AROMA FREE ACRYLIC PRODUCT YOU WILL NOT BE EXAMINED ON THIS PORTION OF THE EXAMINATION.** Please note that MMA is prohibited. We know that odorless acrylic products are available from the following supply stores:
 - Ace Nail and Beauty Supply in Atlanta
 - Columbia Beauty Supply in Roswell
 - Columbia Beauty Supply in Bogart
 - Macon Beauty Supply in Macon
 - Sally Beauty Supply throughout Georgia
5. Your scheduling notice will tell you what time you must report to the examination room for your practical examination. If you do not report to the examination room at the scheduled time, you will not be examined.
6. To demonstrate hand and arm massage, each candidate will be paired with another candidate. Therefore you will be expected to demonstrate hand and arm massage on another candidate and have it demonstrated on you.
7. During the examination, you will be asked to perform some tasks while an examiner watches you perform. Therefore, do not start performing a task just because someone else starts performing it. Wait until your examiner tells you to begin.
8. You will not be admitted to any examination other than your scheduled one.

B. Conduct during the examination

Failure to report for an examination

Candidates who do not report for their scheduled examination will forfeit their examination fee, must stop working immediately, and **WILL NOT** be automatically rescheduled. They must reapply for the examination.

The Board may excuse a candidate from the examination in an **EMERGENCY** such as a death in the candidate's immediate family or an order to appear in court. Requests to be excused must be submitted in writing within ten days following your scheduled examination and must include proof of emergency. The Board will decide, on a case by case basis, whether to extend the temporary work permit for excused candidates. However, excused candidates will be required to pay the standard \$45 examination fee.

Smoking is not allowed in the examination building. No food or drinks are allowed in the examination room.

Dressing for the examination.

Dress comfortably in a clean, professional manner. You would be wise to dress in layers so that you may adjust your clothing to the room temperature.

- A uniform or lab jacket or smock over slacks or skirt is acceptable, but aprons, jeans, hats and shorts are not allowed.
- Wear a closed-toe, leather (or similarly protective) comfortable shoe for the practical portion of the examination.
- If your name, a school, product, or salon name shows on your uniform, cover it completely.

You are expected to conduct yourself in a professional manner during the examination. Failing to follow these rules may result in your dismissal from the examination.

1. You may not bring any notes, books, calculators, or any reference material into the examination or use any equipment not specified in this bulletin.
2. You may not bring cell phones, telephones, cameras, tape recorders, beepers, timers, or electronic recording or transmitting devices into the examination. If you do bring one of these devices, you will have to leave it outside the exam room, unattended, and the state will not assume responsibility for it. **IF YOU ARE FOUND IN THE EXAM ROOM WITH ONE OF THESE, YOU WILL BE DISMISSED FROM THE TEST.**
3. You may not take notes or memoranda from the examination room.
4. You may not remove any examination materials from the examination room.
5. The examination administration staff cannot answer any questions about the content of any examination questions. You will be permitted to comment, in writing on approved forms, on any part of the examination you find troublesome. These comments will be evaluated. If you need a comment form and one has not been given to you, ask for one.
6. You may not leave the examination room except with the examination supervisor's expressed permission. Candidates who are permitted to leave and return will not be granted any extra time to complete their examination.
7. You will not be admitted to any examination other than the one to which you have been scheduled. You will not be admitted late to the practical examination.
8. You may be dismissed from the examination room and may be denied a license for misbehavior including, but not necessarily limited to:
 - a. talking to, signaling, or disrupting other candidates in any way;
 - b. attempting to copy answers from another candidate;
 - c. allowing your answers to be copied;
 - d. impersonating another candidate;
 - e. failing to follow the examination administration staff's instructions.

C. Visitors at the examination site

ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE EXAMINATION SITE.

D. Description of the examination

IN THE PRACTICAL DEMONSTRATION PORTION SANITATION PROCEDURES WILL BE OBSERVED THROUGHOUT THE EXAMINATION.

Candidates will be graded in the following areas:

Professionalism and Set-Up

Candidates will be evaluated for performing the following tasks:

- Has all necessary implements
- Wears clean, appropriate uniform and shoes
- Disinfects table area
- Sets up manicure table in a sanitary manner
- Submerges implements in a container of wet disinfectant solution
- Mannequin prepared as directed
- Uses a lap towel

Manicure

Candidates will be evaluated for performing the following tasks:

- Sanitizes candidate and mannequin's hands
- Files nails from outside edge to center
- Establishes uniform length and shape
- Soak fingers in finger bowl
- Applies cuticle remover
- Pushes back cuticle area
- Uses cuticle nipper in one continuous motion
- Cuticle area remains undamaged
- Maintains work area in a safe and sanitary condition

Nail Wrap

Candidates will be evaluated for performing the following tasks:

- Disinfects table area
- Sanitizes candidate and mannequin's hands
- Prepares nail plate with antiseptic
- Cuts and trims material to fit the nail
- Applies glue or resin over nail wrap
- Cuticle area remains free of glue or resin
- Buffs the nail
- Finished nail is smooth, even, and balanced and without irregularities
- Maintains work area in a safe and sanitary condition

Nail Sculpting

Candidates will be evaluated for performing the following tasks:

- Disinfects table
- Sanitizes candidate and mannequin's hands
- Prepares nail plate for product application
- Pushes back the cuticle area
- Remove shine from nail plate
- Applies nail form snugly against the free edge area
- Applies product to extend the free edge
- Applies product to cover the nail plate
- Cuticle area remains free of products and undamaged
- Buffs the nail
- Finished nail is smooth, even, and balanced and without irregularities

- Maintains work area in a safe and sanitary condition

Polish

Candidates will be evaluated for performing the following tasks:

- Applies basecoat
- Applies two coats of red polish
- Applies top coat
- Polish is smooth and covers the entire nail plate
- Skin surrounding nail is free of polish

Massage

Candidates will be evaluated for performing the following tasks:

- Disinfects table area
- Sanitizes candidate and mannequin's hands
- Applies massage product in a sanitary manner
- Maintains continuous contact
- Performs basic massage techniques

Each part of the practical examination counts for different amounts of the total score of 100 points as follows:

Content Area	Approximate Percent
Professionalism and Set-Up	20
Manicure	24
Nail wrap	17
Nail sculpting	21
Polish	5
Massage	<u>13</u>
Total	100

D. Description of the written examination

The written examination is a 100-question multiple-choice examination developed by Schroeder Measurement Technology, Inc., for the National-Interstate Council of State Boards of Cosmetology. It covers basic knowledge required of nail technicians. Candidates are given 1½ hours to complete the examination. The examination is scored by counting the number of questions answered correctly and there is no penalty for guessing. Attempt to answer every question, therefore. Ten items are scattered through the test that are being tried out and will not be scored. A content outline and sample test questions prepared by NIC is available at their web site: <http://www.nictesting.org>

AFTER THE EXAMINATION

A. Pass/fail status

Passing score – Practical Exam

By decision of the Georgia Board of Cosmetology, candidates are required to make a score of 70% correct to pass the practical examination.

Passing Score – Written Exam

By decision of the Georgia Board of Cosmetology, candidates are required to make a score of 70 or higher to pass the examination. Please be advised that your final written score is a scaled score, in which 70 is the passing point.

If you fail one or both of the examinations, you must stop working. You will not be given another work permit, but you may continue to re-apply to take the practical examination as often as you wish.

B. Score reporting

Candidates will be notified by letter of the results of their examination approximately 4-6 weeks following the examination. Examination scores are confidential and will not be released over the telephone so please do not call the Examination Development and Testing office or the Board office for this purpose.

As a courtesy, candidates who fail the practical examination will receive a breakdown of the scores which shows the percentage of correct performances in each of the areas of the practical examination.

C. Statistical review of the examination

A statistical analysis of the examination and a review of candidates' comments are performed after the administration of each examination. This analysis assures the validity and reliability of the examination.

D. Re-examination procedure

Candidates failing the examination must retake and pass the examination in order to become licensed. If you are eligible to sit for a future exam, you will be required to pay another fee in order to be rescheduled. **However**, you will not be issued a temporary work permit. Reapplication is handled by the Board Office. Please contact them for information regarding reapplication forms, fees and deadlines, or visit the Board site at http://www.sos.state.ga.us/plb/barber_cosmet

Examination review/hand score

In order to minimize exposure of the question banks, examination reviews by candidates are not allowed. If you did not pass any part of the examination, you may request that your examination be hand scored. Please note that if your score was within five points of passing, your answer sheet has already been hand scored by the examination technician. If you would like your examination answer sheet hand scored, send your request in writing, within thirty (30) days of the postmark of your examination results notice, along with a check for \$20.00 per exam requested made payable to the Secretary of State to the address below.

Exam Development and Testing Unit
237 Coliseum Drive
Macon, Georgia 31217-3858
ATTN: NT hand score

Temporary work permits

The work permits of candidates who do not report for their examination expire on the day of the examination and they will have no authority to continue working unless they hold valid apprentice licenses. The work permits of candidates who fail the examination expire on the day of the notification, they will not be issued additional temporary permits. They must stop working unless they hold valid apprentice licenses and work as an apprentice.

Licenses

Each candidate who passes the examination will be mailed a license to practice. Until such time as a candidate's license arrives in the mail, the passing notification letter will serve as the passing candidate's authorization to practice as a licensed nail technician. If you have questions about licenses, contact the Georgia State Board of Cosmetology at 237 Coliseum Dr, Macon, GA 31217, visit the website at: http://www.sos.state.ga.us/plb/barber_cosmet, or call them at (478) 207-1430.

The Professional Licensing Boards Division does not discriminate among candidates on the basis of age, sex, race, religion, national origin, or disability.