



## Testing Information Packet (TIP) Cosmetology Practical

### Examination Admittance Information:

Candidates are required to present one (1) of the following forms of government-issued, current, valid photo identification:

- Driver's license
- Military ID
- USA Passport
- Other form of Government Identification

Failure to comply will result in the candidate for examination being required to reschedule examination date.

Candidates will NOT be permitted to enter the examination room if arrival time is after the initial examination check-in process has been completed or after the time allotment has expired for a lunch break. In order for the candidate to be rescheduled for an examination, the reschedule fee must be submitted.

Candidates that do not attend their scheduled examination date or cannot be admitted to the examination for any reason will have their examination fee forfeited. To be rescheduled for an examination, the reschedule fee must be submitted.

- Examination fees are non-refundable and cannot be transferred to another examination date.

Personal items such as purses, coats, hats, scarves, cell phones, Smart watches, cameras, tablets, or other electronic devices are not permitted in examination rooms. Secure lockers are available in the lobby area and must be used to store personal items.

### Exam Center Infection Control Guidelines:

**An appropriate disinfectant is required to be used during the examination.**

Candidates must follow all appropriate infection control and public protection procedures during all phases of the examination. In the event of a blood spill candidates will be expected to follow the appropriate Blood Spill procedure.

- For objects that come in contact with intact skin, the appropriate disinfectant would be an environmental protection agency (EPA) registered, hospital grade bactericidal (esp. pseudomonacidal), virucidal, and fungicidal (quaternary ammonium compound - "quat") that is mixed and used according to the manufacturer's directions. For objects that come in contact with bodily fluids or blood, an appropriate disinfectant would include an EPA disinfectant registered as effective against "HIV/HBV". **NOTE: Disinfectant used for the examination should meet both guidelines.**
- Manufacturer's labels are required on all disinfectants and hand sanitizers. Labels must be original or photocopied originals. **(Hand written or typed labels are NOT acceptable).**
- Any procedure that requires a demonstration with the use of a chemical will be completed by using a simulated product.

### Prohibited Acts/Materials:

- Communicating to other candidates and/or borrowing supplies during any portion of the examination process.
- Use of cell phone for talking and/or texting during any portion of the examination. This includes examination clean-up time and restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are NOT permitted.
- Writing examination information on body parts (ex: hands, arms, legs, etc.) that could be used by candidate in any portion of the examination.
- Numbering of products and/or supplies to aid in the proper order to be used during any procedure may result in dismissal or points deducted from the examination.
- Unauthorized replication of examination materials for distribution and/or future use.

**Failure to comply with examination center guidelines will result in dismissal from the examination. If dismissed, reschedule of the examination will not be accepted for at least thirty (30) days.**

## **Examination Dress Code Requirements**

### **Ohio Administrative Code 4713-5-28**

- (A) All applicants shall wear professional clothing when scheduled to take the state licensure examination.
- (1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.
  - (2) Clothing that is comfortable and practical for work, such as pants or a skirt or school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.
  - (3) The following examination attire is not permitted in the examination center during an examination: tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.
- (B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination.

**Candidates are required to use a mannequin(s) for all portions of the practical examination.  
Live models are not permitted.**

## **Mannequin(s) Head Requirements**

Mannequin heads that are pre-sectioned indicating the sections by various colors and/or notches may result in points being deducted from the examination. Writing on the mannequin that can aid in the examination procedures are **NOT** permitted.

**NOTE:** All facial make-up is required to be removed from the mannequin prior to the examination. If make-up is present on the mannequin face, points may be deducted during the examination.

## **Mannequin(s) Hand Requirements**

Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Prior to reporting to the examination center, candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Instructions for making a glove-hand for practical examination are available at [www.cos.ohio.gov](http://www.cos.ohio.gov).

**All mannequin heads/hands will be checked prior to the start of the examination.**

## **Suggested General Supplies**

Hand Sanitizer  
Disinfectant (See Standards page 1)  
First Aid Supplies (Blood Spill Kit)  
Mannequin head clamp  
Disposal bags (3-4)  
Protective gloves  
Towels (cloth/paper)  
Cape(s) (child size is permitted)  
Hair drape  
Combs  
Neck Strips  
Spray Bottle  
Hair clamps/clips  
Chemical wave rods  
Chemical wave solution applicator  
End papers  
Shears/Razor  
Tint brush/bowl and/or bottle  
Foil

Thermal curling iron (Stoves are NOT permitted)  
Simulated massage/cleansing product  
Simulated Toner/Astringent  
Nail filing / Buffing implements  
Metal manicure implements  
Polish supplies (Dark polish required)  
Finger bowl  
Orangewood Sticks  
Cuticle Remover  
Cuticle Oil  
Protective Cream  
Protective Cotton  
Simulated Product (recommended: cholesterol)  
Spatulas  
Tissues/Cotton products

## **Cosmetology Examination References**

**Salon Fundamentals**                      **2014**  
[www.pivot-point.com](http://www.pivot-point.com)

**Milady Standard**                              **2016**  
[www.milady.cengage.com](http://www.milady.cengage.com)

# Cosmetology Practical Examination

## SET UP AND CLIENT PROTECTION (15 MINUTES)

### **Verbal Instructions:**

Following all infection control and safety guidelines, you will set up all of the supplies that will be used for the hair portion of your exam. You will also perform client protection at this time.

You have 15 minutes for your set up procedure and you will be informed when you have 10 and 5 minutes remaining.

### **Procedure:**

- Disinfects work area
- Disposes of all soiled materials
- Sanitizes hands
- Applies neck protection and drape
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

## THERMAL CURLING (NOT TIMED)

### **Verbal Instructions:**

You will now perform the thermal curling portion of this exam.

Each candidate will be instructed individually to perform the thermal curling portion of this exam.

Please make sure all of the steps to the thermal curling portion of this exam are completed.

You are required to complete one or two curls; please do not clip or pin any curls.

When you hear the examiner say thank you that is an indication to you that we are finished evaluating you and we are moving on to the next candidate.

### **Procedure:**

- All thermal curling products/supplies labeled in English
- Implements/tools are visibly clean
- Evaluates temperature of iron prior to curling
- Sections hair same width as iron barrel
- Applies heat to base
- Hair distributed evenly around the iron
- Uses comb to protect scalp

### **Final Appearance**

- Creates a complete curl
- Formed curl is smooth

### **End of Task**

- Uses iron safely throughout entire procedure
- Maintains neck protection and drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

**You will now have 2 minutes to begin to wet your mannequin hair for the haircutting section. This must be completed at your station. A towel can be placed on the floor for this procedure only.**

## HAIRCUTTING (30 MINUTES)

### **Verbal Instructions:**

You will now perform the haircutting portion of this exam.

You will complete a blended layered haircut using shears and a razor.

You will remove a minimum of 1" of hair throughout the haircut.

The razor will be used to layer the hair from the top of ears to the hairline.

The shears will be used to complete the remainder of the haircut.

Please sweep the hair from the floor when haircut is complete,

That will indicate to the examiner that you are finished

This procedure is 30 minutes and you will be informed when you have 10 and 5 minutes remaining.

### **Procedure:**

- All Cutting products/supplies labeled in English
- Implements/tools are visibly clean

### **Razor**

- Establishes guideline in nape area using razor

- Elevation with razor is used throughout nape section

- Handles razor safely at all times

### **Shears**

- Uses consistent subsections/partings throughout haircut

- Elevation with shears is used throughout the remainder of the haircut

- Follows established guidelines throughout haircut

- Handles shears safely at all times

### **Final Appearance**

- Nape is uniform in length

- Sides are uniform in length

- Hair is evenly blended

- One inch of hair is removed throughout haircut

### **End of Task**

- Maintains neck protection and drape throughout procedure

- Mannequin, drape, and work area free from hair clippings

- Sweeps hair from floor

- Disposes of soiled materials

- Follows all infection control guidelines

- Maintains work area in a safe manner

## CHEMICAL WAVE (20 Minutes)

### **Verbal Instructions:**

You will now perform the chemical waving portion of this exam.

The center back section of the head will be wrapped for the top of the crown to the nape hair line.

You will be instructed by your examiner to apply simulated waving lotion to two (2) rods.

This procedure is 20 minutes and you will be informed when you have 10 and 5 minutes remaining in your procedure.

You are not required to part off for your 9 section partings.

Please have all of your steps completed and your simulated waving lotion in hand and ready before you have an examiner evaluate you.

### **Procedure:**

- All chemical wave products/supplies labeled in English

- Implements/tools are visibly clean

- Applies chemical draping - towel cape towel

- Subsections are equal to width of selected rod size

- Subsections are equal to length of selected rod size

- Hair is wrapped smoothly and evenly around rods

- Hair is distributed evenly across end papers

- End papers are extended beyond hair ends

- Bands are positioned correctly

- Rod base placement is consistent

- Cotton applied to protect skin

- Wears gloves to apply simulated waving solution

- Applies simulated waving solution across entire rod

### **End of task**

- Maintains neck protection and drape throughout procedure

- Disposes of soiled materials

- Follows all infection control guidelines

- Maintains work area in a safe manner throughout service

## **HAIR COLOR RETOUCH**

### ***(10 Minutes) Right Front Section***

#### ***Verbal Instructions:***

You will now perform the hair color retouch portion of this exam. The head will be divided in to four equal quadrants. In the right front section of the head you will apply a 1" hair color retouch.

This procedure is 10 minutes and you will be informed when you 5 minutes remaining in this procedure.

#### ***Procedure:***

All color products/supplies labeled in English  
Implements/tools are visibly clean  
Applies chemical draping - towel cape towel  
Divides hair into four equal sections  
Applies barrier cream around the hairline  
Wears gloves while applying simulated color product  
Outlines quadrant with simulated color product  
Applies simulated color product from the scalp out to 1 inch  
Applies simulated color product using ¼ inch partings

#### ***Final Appearance***

Simulated color product applied to completely cover subsections  
Skin is free of simulated color product

#### ***End of Task***

Maintains neck protection and drape throughout procedure  
Disposes of soiled materials  
Follows all infection control guidelines  
Maintains work area in a safe manner

## **FOIL HIGHLIGHTING**

### ***(10 Minutes) Right Back Section***

#### ***Verbal Instructions:***

You will now perform the virgin highlight portion of this exam. In the right back section of the head you will place (4) foil packets. This procedure is 10 minutes and you will be informed when you have 5 minutes remaining.

#### ***Procedure:***

All color products/supplies labeled in English  
Implements/tools are visibly clean  
Applies chemical draping - towel cape towel  
Wears gloves while applying simulated color product  
Creates horizontal parting  
Divides horizontal parting using zigzag motion  
Properly positions foil underneath zigzag parting  
Applies simulated color product from edge of foil to hair ends  
Applies simulated product to foiled hair only  
Foil is folded to cover simulated product

#### ***Final Appearance***

Simulated color product applied to completely cover hair inside foil  
Scalp and skin are free of simulated color product

#### ***End of Task***

Maintains neck protection and drape throughout the procedure  
Disposes of soiled materials  
Follows all infection control guidelines  
Maintains work area in a safe manner

## **RELAXER RETOUCH**

### ***(10 minutes) Left back section***

#### ***Verbal Instructions:***

You will now perform the relaxer retouch portion of this exam. In the left back section of the head you will apply a 1" relaxer retouch. This procedure is 10 minutes and you will be informed when you have 5 minutes remaining.

#### ***Procedure:***

All relaxer retouch product/supplies labeled in English  
Implements are visibly clean  
Applies chemical draping - towel cape towel  
Applies barrier cream to hairline  
Wears gloves while applying simulated relaxer product  
Subsections hair using ¼ inch partings  
Applies simulated relaxer product ¼ inch from the scalp out to 1 inch

#### ***Final Appearance***

Completely covers subsection with simulated relaxer product  
Scalp and skin are free of simulated relaxer product

#### ***End of Task***

Maintains neck protection and drape throughout procedure  
Disposes of soiled materials  
Follows all infection control guidelines  
Maintains work area in a safe manner

## **CHEMICAL VIRGIN RELAXER**

### ***(10 minutes) Left front section***

#### ***Verbal Instructions:***

You will now perform the virgin relaxer portion of this exam. In the left front section of the head you will apply virgin relaxer application. You will be instructed by an examiner to demonstrate smoothing. This procedure is 10 minutes and you will be informed when you have 5 minutes remaining in this procedure.

#### ***Procedure:***

All virgin relaxer products/supplies labeled in English  
Implements/tools are visibly clean  
Applies chemical draping - towel cape towel  
Applies barrier cream to hairline  
Wears gloves while applying simulated relaxer product  
Subsections hair using ¼ inch partings  
Applies simulated relaxer product ¼ inch to ½ inch from scalp  
Applies simulated relaxer product to subsection leaving 1 inch of hair ends uncovered

#### ***Final Appearance***

Completely covers subsection with simulated relaxer product  
Scalp and skin are free of simulated relaxer product

#### ***Demonstration***

Demonstrates smoothing from scalp to ends

#### ***End of Task***

Maintains neck protection and drape throughout procedures  
Disposes of soiled materials  
Follow all infection control guidelines  
Maintains work area in a safe manner

## **FACIAL/MANICURE SET-UP**

### ***Verbal Instructions (15 Minutes)***

Following all infection control and safety guidelines, you will set up all of the supplies that will be used for the facial and manicure portions of your exam and perform client protection.

You have 15 minutes for your set up procedure and you will be informed when you have 10 and 5 minutes remaining.

#### ***Procedure:***

- Disinfects work area
- Disposes of all soiled materials
- Sanitizes hands
- Applies hair protection
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

## **CLEANSING/FACIAL MASSAGE**

### **(5 Minutes/Cleansing)**

#### ***Verbal Instructions:***

You will now perform the cleansing/massage portion of this exam. As a group you will have 5 minutes to cleanse the face and then remove the cleanser, once completed an examiner will evaluate your cleansing. Once evaluated your examiner will instruct you to apply your massage cream and then wait for further instructions.

You will be instructed to demonstrate the massage manipulations of effleurage, petrissage, tapotement and friction once you have been evaluated you will be instructed to remove your massage cream and then finish your procedure.

#### ***Procedure:***

- All Cleansing/Massage products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Removes cleanser from container using infection control guidelines
- Cleanses lips from corner to center
- Properly cleanses eyes
- Properly cleanses entire face
- Removes cleanser from face without dragging or pulling skin
- All remaining make-up and cleanser is removed from face

#### **Massage**

- Removes massage product from container using infection control guidelines
- Applies massage product to the face

#### **Demonstration**

- Demonstrates effleurage movements
- Demonstrates petrissage movements
- Demonstrates tapotement movements
- Demonstrates friction movements
- Removes massage product without dragging or pulling the skin
- All massage product is removed from the face
- Applies toner

#### **End of Task**

- Maintains hair drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

## **MANICURE – (20 minutes)**

### ***Verbal Instructions:***

You will now perform the basic manicure portion of this exam.

You will perform a complete manicure including polish.

Upon completion of this procedure, please turn the mannequin hand toward the front to indicate that you are finished.

This procedure is 20 minutes and you will be informed when you have 10 and 5 minute remaining.

#### ***Procedure:***

- All manicure products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Sanitizes mannequin hand

#### **FILING**

- Shapes free edge from corner to center safely
- Length and shape of nails is changed and uniform
- Fingers are completely immersed in water
- Hand dried completely
- Cuticle cream or remover applied using infection control guidelines
- Properly pushes back cuticle
- Cleans under free edge
- Demonstrates proper use of nippers
- Properly buffs nails
- Cuticle oil applied using infection control guidelines

#### **HAND MASSAGE**

- Massage product applied using infection control guidelines
- Palm, fingers and back of hand massaged
- Hand is massaged with continuous contact
- Massage product removed from entire nail/skin

#### **POLISH**

- Base coat is applied to the entire nail plate
- Dark nail polish is applied to the entire nail plate
- Top coat is applied to the entire nail plate

#### **FINAL APPEARANCE**

- Polish is smooth and even on nail plate
- Skin and cuticle are free of polish

#### **END OF TASK**

- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner