



THE OHIO STATE BOARD OF COSMETOLOGY

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Testing Information Packet (TIP) *Cosmetology Practical*

Examination Admittance Information:

Candidates **MUST** bring one of the following forms of identification: current, valid driver's license, State or Federal issued picture ID, military ID, passport, current year school ID with date. Failure to comply will result in candidate being required to reschedule examination date.

Candidates who arrive after the initial examination check-in process is complete or after the time allotment has expired for a lunch break, will **NOT** be permitted to enter the examination room. The candidate will be required to reschedule their entire examination.

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.

Exam Center Rules:

- **An appropriate disinfectant must be used during the examination.** An appropriate disinfectant is an environmental protection agency (EPA) registered, hospital grade bactericidal (esp. pseudomonacidal), virucidal, and fungicidal (quaternary ammonium compound), that is mixed and used according to the manufacturer's directions. Disinfectant must also be effective against HIV/HBV.
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.
- 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 Universal Precaution Guidelines.
- Leaving the examination room without permission is not permitted. Permission must be obtained to leave the examination area for any reason, including restroom break(s) and upon the completion of the examination.
- Candidates are required to bring their own supplies. All supplies should be in a sanitary condition. This includes the required implements in proper working order, mannequin heads/hands, and any supplies required to complete the examination.
- Any procedure that requires a demonstration with the use of a chemical will be completed by using a simulated product.

Prohibited Acts During Any Portion of Examination:

- Cellular phones, Smart Watches, or other electronic devices are **NOT** permitted to be in use in any examination room.
- Texting during any portion of the examination including clean-up and restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted in any examination room.
- Writing 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 proper order to be used during any procedure.
Buffers that are numbered are NOT permitted. (EX. Side 1/fine Side 2/ Medium Side/3 Course)
- Unauthorized replication of examination materials for distribution and/or future use.
- Talking to other candidates and/or borrowing supplies during the examination process.

Failure to comply with exam center rules will result in dismissal from the examination. If dismissed, examination cannot be rescheduled for thirty (30) days.

Examination Dress Code Requirements

Ohio Administrative Code 4713-5-28

- All applicants shall wear professional clothing when scheduled to take the state exam at the board exam center.
- Applicants shall be dressed in professional attire in order to be admitted to the testing center.
- 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.
- 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.
- 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 or writing that can aid in the examination are **NOT** permitted during any portion of the practical examination.

Mannequin(s) Hand Requirements

Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Prior to reporting to the examination 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 manicure are enclosed.

All mannequin heads/hands will be checked prior to the start of the examination. Candidates with mannequin heads/hands not meeting the proper requirements will be dismissed from the examination and required to reschedule.

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 2011

www.pivot-point.com

Milady Standard 2012

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 into 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