



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.

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

EFFECTIVE DECEMBER 1, 2009

TENNESSEE COSMETOLOGY BOARD



TENNESSEE MANICURIST EXAMINATION CANDIDATE INFORMATION BULLETIN

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

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for a Manicurist licensee in the State of Tennessee.

The Tennessee Cosmetology Board has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. 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.

CONTACT INFORMATION

You must be approved to take the examination by the state Cosmetology Board. Your license application and documentation must be sent to:

Tennessee Cosmetology Board
Division of Regulatory Boards
Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, TN 37243-1147
(615) 741-2515

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

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

Note: You must pass the Manicurist Theory portion of the examination before you can pay the fee and schedule the Manicurist Practical portion.

The Manicurist Theory Portion and the Manicurist Practical Portion may not be administered at the same location. Please verify each address listed in this Bulletin.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

EXAMINATION FEE

Manicurist Theory Portion only	\$70
Manicurist Practical Portion only	\$70
Manicurist Reinstatement	\$35

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

INTERNET REGISTRATION

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

1. Log on to PSI's website, select the link associated with the Tennessee examinations, then select Option 2, (for first-time candidates.) Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

FAX REGISTRATION

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

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

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

STANDARD MAIL REGISTRATION

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

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

2. Please allow 7 business days to process your registration before scheduling your examination at (800) 733-9267.



TELEPHONE REGISTRATION

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

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

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that are most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time. If space is available in the examination site of your choice, you may schedule the theory portion 1 day prior to your choice of examination date, and the practical portion 7 days prior to your choice of examination date, up to 4:00 p.m. PT (6:00 p.m. CT) if you have passed the theory portion. Please be prepared to offer alternate examination appointment choices.

Note: You must pass the Manicurist Theory portion of the examination before you can schedule the Manicurist Practical portion.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date for Manicurist Theory and 10 days before the scheduled examination date for Manicurist Practical*. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment. There will be a fee of \$25 to reschedule your examination.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated registration system, or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

In order to re-test, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, by telephone, by fax, or by mail. Once registered, you can schedule your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you (or your model):

- Do not cancel your appointment 2 days before the scheduled examination date for Manicurist Theory or cancel your appointment 10 days before the scheduled examination date for Manicurist Practical.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Do not present valid eligibility document(s) when you arrive for the examination.
- Are not dressed appropriately for the practical portion.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you must provide it to the state.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$15. *Money order or cashier's check ONLY.*



EXAMINATION REVIEW

PSI, in cooperation with the Tennessee Cosmetology Board, 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 or entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. 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 an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

EXAMINATION SITE LOCATIONS FOR MANICURIST THEORY AND LAW PORTIONS

The Manicurist Theory and Law portions are administered at the examination centers listed below:

Chattanooga
6918 Shallowford Rd., Suite 309
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson
368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.

From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.

Johnson City
904 Sunset Drive, Suite 7A
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Knoxville
308 North Peters Rd, Ste 205
Knoxville, TN 37922

From East Knoxville

I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From West Knoxville (Farragut or anywhere west of Knoxville) I-40 East (I-75 North) to exit #378A (Cedar Bluff). Take a right onto Cedar Bluff Rd. Take a right on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From North Knoxville

I-275 South to I-40 West I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From Kingston Pike

Head west on Kingston. Take a right at Cedar Bluff Rd. Take a left on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville
The Oaks
1100 Kermit, Suite 103
Nashville, TN 37217

From I-40 East, take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and H.G. Hill grocery on your right. Turn left onto Kermit St when there is a McDonald's on your right. PSI is in the first building on your left.



From I-40 West, take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit St between a Firestone store and Silverado Dance Hall. Turn right onto Kermit St. PSI is in the first building on your left.

EXAMINATION SITE LOCATIONS FOR MANICURIST PRACTICAL PORTION

The Manicurist Practical portion is administered at the examination centers listed below:

PSI Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 26
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

PSI Nashville
Corporate Park, Bldg. B
444 Metroplex Dr., Suite B103
Nashville, TN 37211

From I-40, exit onto I-24 East. From I-24 Exit #56 onto Harding Place (if exiting from I-24 East, turn left onto Harding, if exiting from I-24 West, turn right onto Harding). Turn left at the first traffic light (Metroplex Drive). Turn right into Corporate Park. Go to the last building in the left. A sign in front shows "444 Metroplex". Go to the back of the building to the first floor. Enter through double doors - Ste 100.

PSI Knoxville
Renaissance Business Center
6701 Baum Dr., Suite 242
Knoxville, TN 37919

From East Knoxville:
From I-40 West, take the Papermill Exit (Exit 383). Take this exit until you come to Weisgarber. Turn left and proceed to Papermill. Turn left and proceed to Northshore, to the red light. At the light turn right and go to the traffic light at Kingston Pike. Go thru this light and under a railroad underpass. Turn sharply to the right onto Baum Dr. Go until

you come to the Renaissance Business Center on the right. Turn right and go to the last row of buildings on the right.

From West Knoxville:

From I-40 East, take the Papermill Exit (Exit 383). Go until you come to the traffic light at Kingston Pike. Go thru this light and under a railroad underpass. Turn sharply to the right onto Baum Dr. Go until you come to the Renaissance Business Center on the right. Turn right and go to the last row of buildings on the right.

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 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.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

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

Additional requirements for the Manicurist Practical Portion ONLY.

Each model must provide identification as indicated above for candidates.

Candidates are required to wear either their school uniform, smock, or apron with no identifying marks or school logo. All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility. All candidates must wear closed-toe shoes for their protection.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, other electronic devices, and children are not allowed at the examination site.
- **NO** personal items are to enter the testing center. PSI will **NOT** be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- You may **NOT** refer to written notes, task lines, or candidate information bulletins during the examination.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and

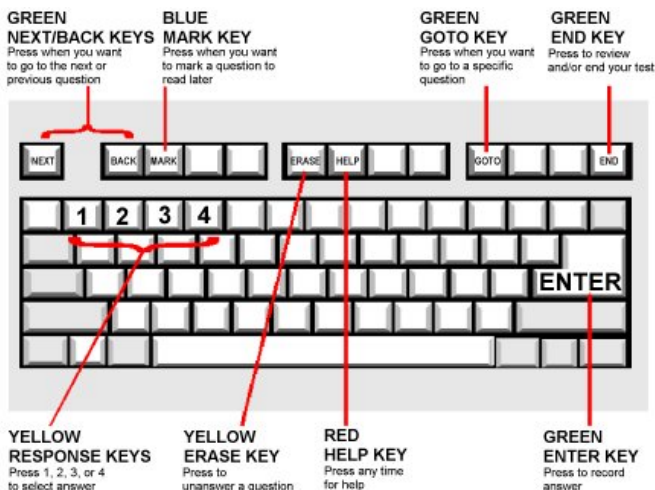


do not have a keyboard containing the alphabet will be allowed in the examination site.

- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Tennessee State Law. Either one may result in the disqualification of examination results and may lead to legal action.
- If you are caught cheating on the exam, you will automatically fail the exam, and you will have to pay to retake the exam.

MANICURIST THEORY AND LAW PORTIONS

You will be taking the PSI Manicurist Theory or Law portion by computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

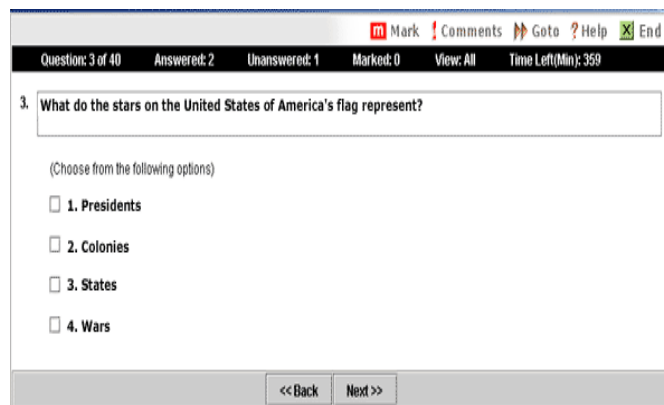
TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out or you have not ended your examination.

PRETEST ITEMS

In addition to the number of examination items specified, a small number of "pretest" questions (5) may be administered to candidates during each examination portion. These questions will not be scored and the time taken to answer them will not count toward examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

MANICURIST THEORY PORTION

CONTENT OUTLINE

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in Manicuring 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.

The examination consists of 75 questions and you will have 1 hour and 30 minutes.

Content Outline

- I. Sanitation, Disinfection, and Safety (19%; 14 questions)

- a. Cleaning and Disinfecting of Implements and Equipment
- b. Cleaning and Disinfecting of Work Environment
- c. Determining Client Allergies
- d. Sanitary Procedures and Pathogens

II. Client Consultation and Analysis (15%; 12 questions)

- a. Communication with Client
- b. Evaluation of Nails
- c. Human Physiology

III. Plain Manicure/Pedicure (19%; 14 questions)

- a. Applying Manicuring/Pedicuring Products
- b. Cleaning Nails
- c. Trimming/Shaping/Buffering Nails
- d. Applying Nail Cosmetics
- e. Massage/Manipulation

IV. Nail Tips and Nail Wraps (19%; 14 questions)

- a. Applying Nail Tips
- b. Applying Nail Wraps
- c. Shaping and Maintenance

V. Acrylic and Gel Nails (19%; 14 questions)

- a. Applying Acrylic Products
- b. Applying Gel Products
- c. Shaping and Maintenance

VI. Licensing (9%; 7 questions)

- a. Meeting Licensure Requirements/Licensed Duties
- b. Renewal
- c. Board Responsibilities and Disciplinary Actions
- d. Displaying the License
- e. Salon Owner and Manager Responsibilities
- f. Change of Address
- g. Displaying Sign Pertaining to Client's Rights

REFERENCE LIST

This examination is CLOSED BOOK.

The reference material listed below was used to prepare the questions for this examination.

Milady's Standard Nail Technology, 2007. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022.

Rules of Tennessee State Board of Cosmetology, 2004. Tennessee State Board of Cosmetology, Davy Crockett Tower, 1st Floor, 500 James Robertson Parkway, Nashville, TN 37243.

Salon Fundamentals Nails, 2007. Pivot Point International, 1560 Sherman Avenue, Evanston, IL 60201.

Tennessee Cosmetology Law, 2004. Tennessee State Board of Cosmetology, Davy Crockett Tower, 1st Floor, 500 James Robertson Parkway, Nashville, TN 37243.

MANICURIST LAW PORTION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical

portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses. With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

CONTENT OUTLINE

The following content 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 in the outline.

The examination consists of 25 items and you will have 40 minutes.

I. Sanitation, Disinfection, and Safety (20%; 5 items)

- a. Cleaning and Disinfecting of Implements and Equipment
- b. Cleaning and Disinfecting of Work Environment
- c. Sanitary Procedures and Pathogens

II. Licensing (80%; 20 items)

- a. Meeting Licensure Requirements/Licensed Duties
- b. Renewal
- c. Board Responsibilities and Disciplinary Actions
- d. Displaying the License
- e. Salon Owner and Manager Responsibilities
- f. Change of Address
- g. Displaying Sign Pertaining to Clients' Rights

REFERENCE LIST

This examination is closed book.

The reference materials listed below were used to prepare the questions for this examination.

Rules of Tennessee State Board of Cosmetology, 2004. Tennessee State Board of Cosmetology, Davy Crockett Tower, 1st Floor, 500 James Robertson Parkway, Nashville, TN 37243.

Tennessee Cosmetology Law, 2004. Tennessee State Board of Cosmetology, Davy Crockett Tower, 1st Floor, 500 James Robertson Parkway, Nashville, TN 37243.

MANICURIST THEORY AND LAW SCORE REPORTING

You must score at least 70 percent to pass the examination.

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. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.



- 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. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

MANICURIST PRACTICAL PORTION

For practical examination questions or concerns, please email cosmetology@psionline.com

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

- You are required to bring a live model. It is your responsibility to appear at the Practical examination with a model who is at least 16 years of age. The model **CANNOT** be a student, operator, instructor, owner or manager in the field of cosmetology/manicuring. Models may not have any past or current training in cosmetology/manicuring. This includes training in Tennessee or any other state. **Note: each model must provide the same identification as the test candidate, (see page 5 for Required Identification for admittance to the test).**
- **Your model must bring a signed parental consent form with them if they are under 18 years of age.**
- Your model must be present with you at the time specified on the Admission Notice.
- Models must be informed and must agree to all procedures of the manicurist exam. It is mandatory that the model signs a release form at the test site attesting to his/her understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this *Bulletin* and the services to be performed. Models may not actively participate in any way during the examination. You may only speak to your model in order to provide directions.
- **Models must be appropriate for examination purposes.** Each model must have adequate nail growth for the candidate to demonstrate performance on the practical examination.
- **Models must leave the testing center once they have finished participating.**
- **A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.**
- Candidates are **NOT** allowed to use personal timers during the examination.
- **If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., non-odorless powder), you will NOT receive points for completing those steps.**
- During the Practical portion, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.

- Examiners will check nail liquid and primer prior to each examination. Liquid must be odorless, unopened with seal intact, otherwise you will be unable to use the product and will not receive points for completing those tasks..

KITS/SUPPLIES AND EQUIPMENT

It is recommended that you bring the following supplies to the practical examination.

- Finger bowl
- Orangewood sticks
- Emery boards/abrasive boards
- Sanitizable cuticle pusher
- Nail file
- Nail brush
- Polish kit (including base coat, red polish, top coat, and polish for French manicure)
- Wet sanitizer (Container large enough for supplements, filled with mock sanitizer) (**ONLY IF SUPPLIES HAVE NOT ALREADY BEEN SANITIZED**)
- Tweezers
- Pair of manicure scissors
- Nail glue
- Nail wrap and tip for one nail
- Odorless acrylic and odorless primer for one nail (unopened). [See note under "manicurist practical portion" on this page.
- **THE FOLLOWING ARE EXAMPLE ODORLESS PRODUCTS THAT MAY BE USED FOR THE MANICURIST EXAM:**
 - OPI Bondex Low Odor (Primer)
 - OPI Clarite Odorless Products (Powder and Monomer Liquid)
 - Creative Nail Design Acid Free (Primer) Low Odor
 - Originals Odorless Sculpture Nail (Powder and Liquid)
 - Nailogic Odorless Acrylic products
- Goggles
- Nail clippers or sculptured nail clipper
- Baggie with tape on it
- Towels
- Astringent
- EPA registered disinfectant
- Antibacterial soap
- Pumice stone/foot file
- Blood spill kit
- Polish remover (small bottle)
- Cuticle cream (small bottle)
- Lotion or cream (small bottle)
- Cotton balls
- Non-electrical foot bath (plastic container entire foot will fit in)
- Sealable plastic bag for waste materials
- Hand sanitizer
- Toe separator

ITEMS SUPPLIED BY TESTING VENDOR

- Manicure table
- Chairs
- Manicure/pedicure stool
- Water facility
- Covered trash cans
- Wall clock



MANICURIST PRACTICAL PORTION RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

ALL PROCEDURE CRITERIA MUST BE PERFORMED IN CORRECT ORDER FOR THE CANDIDATE TO RECEIVE POINTS FOR THE TASKS.

It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST raise their hand at the end of each section indicating completion.

Pre-Exam Set Up and Disinfection
Time Allowed: 10 minutes

Safety Criteria (1 point each):

- 1) Bottles and trash bags are labeled in English only
- 2) Disposes of waste material using trash bag
- 3) Sanitizes own hands with hand sanitizer
- 4) Disinfects work surfaces with approved EPA registered disinfectant
- 5) Sets up table (immerses working surfaces of implements in wet sanitizer); prepares towel cushion; affixes trash bag onto table

Main Topic: Plain Manicure on All Five Unpolished Nails of One Hand
Time Allowed: 20 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hands with sanitizer and dries thoroughly
- 2) Files from outside edges to centers (no sawing), while rolling back the sidewalls, avoiding filing tops of nails
- 3) Immerses models hand in finger bath
- 4) Applies cuticle remover to cuticles of all 5 nails
- 5) Gently pushes back cuticles with a cuticle pusher/cotton-tipped orangewood stick on all 5 nails
- 6) Cleans under free edges of all 5 nails with cotton-tipped cuticle pusher/cotton-tipped orangewood stick
- 7) Massages fingers, hand and arm up to elbow with lotion/cream
- 8) Removes residue from all 5 nail plates with polish remover or alcohol

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed
- 7) Removes products from containers without contamination

Main Topic: Nail Tip Application on One Nail of Manicured Hand
Time Allowed: 10 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hand and model's hands including nail plates with hand sanitizer
- 2) Lightly buffs nail plate with file/buffer to remove shine
- 3) Selects nail tip that covers from sidewall to sidewall but not more than half of nail plate
- 4) Applies nail antiseptic with orangewood stick or spray
- 5) Attaches nail tip, ensuring there are no air bubbles, gaps, or tunnels
- 6) Ensures tip is flush with natural nail

- 7) Files, shapes and blends nail tip while rolling back the sidewalls
- 8) Ensures nail and cuticle are free from nail glue
- 9) Ensures free edge is smooth, cut and shaped

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed
- 7) Removes products from containers without contamination

Main Topic: Nail Wrap Applied to the Nail tip

Time Allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hands including nail plates with hand sanitizer
- 2) Lightly Buffs nail plate with file/buffer to remove shine
- 3) Removes dust from nail surface
- 4) Cuts wrap to fit width and length of nail
- 5) Applies adhesive to nail plate
- 6) Ensures cuticle is free of adhesive
- 7) Smooths nail by buffing with file/buffer while rolling back the sidewalls
- 8) Ensures wrap covers nail surface without touching cuticle

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed
- 7) Removes products from containers without contamination

Main Topic: Sculptured Nail Application on One Nail of Manicured Hand

Time Allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hands with sanitizer
- 2) Lightly buffs nail plate with file/buffer to remove shine
- 3) Removes dust from nail surface
- 4) Applies nail antiseptic with orangewood stick or spray
- 5) Applies nail form to fit snugly under the free edge
- 6) Applies primer or primer replacement product with brush or cotton-tipped orangewood stick
- 7) Places ball/bead of acrylic on nail form where free edge joins the nail form
- 8) Shapes free edge of acrylic
- 9) Applies acrylic to entire nail plate ensuring cuticle area remains free of product
- 10) Ensures acrylic extends beyond the free edge
- 11) Files, shapes, and buffs the nail while rolling back the sidewalls
- 12) Ensures final appearance of the nail is smooth and even

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed
- 7) Removes products from containers without contamination

Main Topic: Nail Polish Application to Four Finger Nails of Manicured Hand and French Manicure Polish Application to One Finger Nail of Manicured Hand

Time Allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hands with sanitizer and dries thoroughly
- 2) Applies base coat, smoothly and evenly on 4 nails
- 3) Applies nail color, smoothly and evenly on 4 nails
- 4) Applies top coat, smoothly and evenly on 4 nails
- 5) Applies base coat, smoothly and evenly on one nail for French manicure
- 6) Applies free edge color to free edge only for French manicure on one nail
- 7) Applies nail color, smoothly and evenly on one nail for French manicure
- 8) Applies top coat, smoothly and evenly for French manicure on one nail
- 9) Final appearance of the nail is smooth and even
- 10) Removes all traces of polish from cuticles with polish remover, if necessary

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit may remain closed
- 7) Removes products from containers without contamination

Main Topic: Plain Pedicure on All Five Toes of One Foot with Nail Polish Application

Time Allowed: 30 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and treatment area of one foot with sanitizer
- 2) Immerses entire foot in foot bath
- 3) Dries foot thoroughly
- 4) Shapes nails with clippers and/or file
- 5) Files nails straight across, rounding slightly at the corners
- 6) Files ball and heel of foot with foot file
- 7) Applies cuticle cream/oil and loosens edges of cuticles gently/safely with orangewood stick
- 8) Gently remove cuticle tissue using a cotton-tipped orangewood stick on all 5 toe nails
- 9) Applies lotion or cream and massages up to knee
- 10) Removes residue from all 5 nail plates with polish remover or alcohol
- 11) Applies base coat, smoothly and evenly on all 5 toe nails
- 12) Applies nail color, smoothly and evenly on all 5 toe nails
- 13) Applies top coat, smoothly and evenly on all 5 toe nails
- 14) Removes all traces of polish from cuticles with polish remover, if necessary

Safety Criteria (1 point each):

- 1) Disposes of waste material using trash bag
- 2) Ensures work area remains sanitary by changing towels when soiled; cleaning spills; and maintaining sanitary implements/materials throughout service
- 3) Implements/supplies are pre-sanitized/labeled in English only
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed
- 7) Removes products from containers without contamination

Main Topic: End of Exam Disinfection

Time Allowed: 15 minutes

Safety Criteria (1 point each):

- 1) Disinfects nail care tools and implements with approved EPA registered disinfectant
- 2) Disinfects finger bowl and foot tub with approved EPA registered disinfectant
- 3) Disinfects entire work area with approved EPA registered disinfectant
- 4) Sanitizes own hands with hand sanitizer

Time for complete practical: 2 hours and 10 minutes

SCORING PROCEDURE**

The passing score for the entire practical portion is 70%.

- Based on the number of tasks for each practical component, the following are the weights:

Practical Component	Weight
Pre-Exam Set Up and Disinfection <ul style="list-style-type: none">• Safety Criteria	5%
Plain Manicure on All Five Unpolished Nails on One Hand <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	7% 6%
Nail Tip Application on One Nail of Manicured Hand <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	8% 6%
Nail Wrap Applied to the Nail tip <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	7% 6%
Sculptured Nail Application on One Nail on Manicured Hand <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	11% 6%
Nail Polish Application to Four Finger Nails of Manicured Hand and French Manicure Polish Application to One Finger <u>Nail</u> of Manicured Hand <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	9% 6%
Plain Pedicure on All Five Toes of One Foot with Nail Polish Application <ul style="list-style-type: none">• Procedure Criteria• Safety Criteria	13% 6%
End of Exam Disinfection <ul style="list-style-type: none">• Safety Criteria	4%
TOTAL	100%

** Percentage may not total 100% due to rounding



TENNESSEE MANICURIST EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: _____
Last Name First Name Middle Name

2. Social Security: [] [] [] - [] [] - [] [] [] [] (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: _____
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

City State Zip Code

4. Telephone: Home _____ - _____ Office _____ - _____

5. Email: _____@_____

6. School Code: [] [] [] []

7. Examination: (Check one)

- Manicurist Theory Portion only (\$70)
- Manicurist Practical Portion only (\$70)
- Manicurist Reinstatement (\$35)
- Cancel and Reschedule Fee (\$25)
- FIRST TIME
- RETAKE

8. Total Fees Included: _____ (Money Order, Cashier's Check, MasterCard or VISA are accepted. Make payment payable to "PSI" and write the applicant's social security number on the form of payment). Personal and company checks are not accepted.

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____
For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Cardholder Name (Print): _____ Signature: _____

9. I am enclosing a Special Arrangement Request letter and required documentation. Yes No

10. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.

Signature: _____ Date: _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.
Complete and forward this registration form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration TN CO
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com



If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Tennessee Cosmetology practical skills examinations conducted at _____ (the "Event").

I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING COSMETOLOGY SKILLS. Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: allergic reactions; infection; negligence by others including, without limitation, cosmetology personnel; inattention of others; misuse of supplies or equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. **I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.**

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise cosmetology test activities, including without limitation, at the Event.

RELEASE AND INDEMNITY: I voluntarily agree to assume all risk of personal injury, including paralysis and death, and damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATH THAT MAY RESULT. **THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.**

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE COSMETOLOGY EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Live Model

Parent or Legal Guardian (if under the age of 18)

Name: _____
(Please Print)

Name: _____
(Please Print)

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____



PSI licensure:certification

3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL

