



# NATIONAL COSMETOLOGY PRACTICAL EXAMINATION



## WEST VIRGINIA CANDIDATE INFORMATION BULLETIN

Please visit [www.dlroope.com](http://www.dlroope.com) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Cosmetology Practical Examination content and administration. Please review all information carefully.

### ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Cosmetology licensure examinations are set by the West Virginia Board of Barbers and Cosmetologists. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

### WEST VIRGINIA SCHOOL CANDIDATES

If you graduated from a licensed school in the state of West Virginia, you must obtain an application from your school.

Students final record of instruction must be submitted to the West Virginia Board of Barbers and Cosmetologists. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before the Board will issue a license.

### OUT OF STATE & OUT OF COUNTRY CANDIDATES

If you did not graduate from a school licensed by the West Virginia State Board of Barbers & Cosmetologists you may visit the Board's website at [www.wvbcc.org](http://www.wvbcc.org) or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. Please visit our website at [www.DLRoope.com](http://www.DLRoope.com) for the appropriate application.

To request examination information you may write, phone, or visit our web site:

DL Roope Administrations Inc.  
P.O. Box 631  
Hampden, ME 04444-0631  
1-888-375-2020  
Fax (207) 848-5511  
[www.DLRoope.com](http://www.DLRoope.com)

### APPLICATION PROCEDURES

Applications must be received by DL Roope Administrations by the deadline date indicated on the application and will be scheduled for the next available examination date. Admission letters will be mailed to candidates and will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

### ADMISSION TO THE EXAMINATION

Report to the examination site on the date and time indicated on your admission letter. Registration begins 45 minutes prior to the scheduled examination time in the morning. Examinations begin promptly at the scheduled time. You **MUST** re-register 30 minutes **PRIOR** to the scheduled examination time in the afternoon. Please allow for unexpected delays en route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

### EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination week. All examination fees must be used within 6 months from date of receipt.

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation you must provide written documentation. The following situations may be considered for rescheduling:

- A car accident on the way to the examination requires documentation from a law enforcement officer.
- A medical emergency requires documentation from a medical professional.
- A death in the candidate's immediate family requires documentation from the funeral home or a copy of the obituary.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination.

### AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act of 1991. You may contact DL Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to DL Roope Administrations Inc. by the application deadline date.**

### STATE SPECIFIC INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the work area.
- Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

### IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers.

**MANNEQUIN  
INFORMATION**

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. It is suggested that one mannequin be curled prior to the examination, please do not use any gels or sprays. This is suggested for the purpose of simulating thermal curling with a cold iron. The mannequin's hair must be brushed straight back prior to the thermal curling section of the examination.

**Mannequin heads that have been purchased presectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be instructed by the examination coordinator that they are not permitted and it must be put away.**

Candidates must also bring a mannequin hand or finger for the sculptured nail section of this examination. Prior to reporting to the examination candidates MUST apply a nail to one finger. The artificial nail must cover the entire nail bed of the finger. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examination.

**COSMETOLOGY  
EXAMINATION SECTIONS**

The Cosmetology examination consists of 3 sections.

**1. National Cosmetology Written Examination**

The time allotment for this examination is 90 minutes.

**2. West Virginia State Law Examination.**

The time allotment for this examination is 30 minutes.

**3. National Cosmetology Practical Examination**

The duration of this examination is approximately 4 hours and consists of the following sections:

**SET UP AND CLIENT PROTECTION  
(10 minutes)**

**Verbal Instructions:**

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the thermal curling supplies."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin set up."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Disposes of soiled materials using infection control procedures
- Uses a neck strip or towel
- Applies drape
- Re-sanitizes hands

**THERMAL CURLING  
(10 minutes)**

**Verbal Instructions:**

*"You will now perform the thermal curling section of this examination."*

*"You will form three curls on the top of the head and four curls on one side of the head."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron prior to applying to hair

**Demonstration of Thermal Curling**

- Subsections hair same width as barrel of iron
- Subsections hair no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curls so that hair is smooth and unmarked

**Safety and Infection Control**

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**HAIRCUTTING**  
(30 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit, wet the hair and brush it straight back for the haircutting section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the haircutting section of this examination."  
 "You will complete a basic layered haircut using shears and a razor."  
 "You will cut the nape section with a razor."  
 "You will complete the haircut using the shears."  
 "Please do not sweep the hair from the floor until you are instructed."  
 "You will be observed for client protection, safety and infection control procedures."  
 "You will have 30 minutes to complete this section."  
 "You will be informed when you have 15 minutes remaining."  
 (1) "The instructions will be repeated."  
 (2) "You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary

**Demonstration of Haircutting**

- Uses razor to establish nape guide
- Cuts entire nape section with elevation using razor
- Handles razor safely at all times
- Uses consistent subsections/partings while cutting hair
- Uses established guides
- Handles shears safely at all times

**Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:**

*"May I please use your comb to check your haircut?"*

- Cuts nape line to a uniform length
- Cuts sides uniform in length
- Blends haircut evenly
- Cuts at least one inch of hair throughout haircut

**Safety and Infection Control**

- Removes hair clippings from skin, cape, and work area

**Examiners will read the following to each candidate after checking their haircut:**

*"You may clean up only your hair at this time."*

- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CHEMICAL WAVING**  
(20 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the chemical waving section of this examination."  
 "You will wrap the center back section of the head, from crown to nape."  
 "You will be instructed to apply simulated waving lotion."  
 "You will be instructed to demonstrate a test curl."  
 "You will be observed for client protection, safety and infection control procedures."  
 "You will have 20 minutes to complete this section."  
 "You will be informed when you have 10 minutes remaining."  
 (1) "The instructions will be repeated."  
 (2) "You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English

**Demonstration of Chemical Waving**

- Subsections hair straight and evenly
- Subsections hair no longer than length of rod
- Subsections hair same width as rod
- Wraps hair evenly and smoothly around rod
- Distributes hair evenly across end paper
- Extends end papers beyond hair ends
- Places bands correctly
- Uses same rod base placement throughout section
- Wraps hair around rod at least 1½ times

**Examiners will read the following to each candidate:**

*"Please demonstrate saturation."*

- Applies cotton and/or protective cream at nape
- Wears gloves during application of simulated product
- Applies simulated product across entire rod safely

**Examiners will read the following to each candidate:**

*"Please demonstrate a test curl."*

- Unwraps rod at least 1½ turns and hair is held to relax

**Safety and Infection Control**

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Please read the following to the entire group of candidates when the timer goes off:** *"Please stop the chemical waving procedure. Do not remove the rods until the examiner instructs you to remove them."*

**Please read the following to the entire group of candidates after examiners have finished checking all candidates:**

*"Please remove all rods from the head and brush the hair straight back."*

**HAIR LIGHTENING AND HAIR COLORING**

(20 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the hair lightening and hair coloring section of this examination."*

*"You will divide the head into four sections."*

*"You will apply a virgin lightener to the right front section of the head."*

*"You will apply a 2 inch hair coloring retouch to the right back section of the head."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

**Demonstration of Virgin Hair Lightening Application**

- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

**Demonstration of Retouch Hair Coloring Application**

- Outlines hair color retouch quadrant with simulated product
- Subsections hair ½ inch wide or less
- Applies simulated product from scalp up to 2 inches
- Completely covers subsections with simulated product

**Safety and Infection Control**

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CHEMICAL RELAXING**

(25 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the chemical relaxing section of this examination."*

*"You will apply a virgin relaxer application to the left back section of the head."*

*"You will apply a 2 inch relaxer retouch application to the left front section of the head."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 25 minutes to complete this section."*

*"You will be informed when you have 13 minutes remaining."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Applies protective cream around hairline

**Demonstration of Virgin Relaxer Application**

- Wears gloves during application of simulated relaxer product
- Subsections hair ¼ inch wide or less
- Applies simulated product ½ inch from scalp
- Applies simulated product up to but not including last 1 inch of hair
- Completely covers subsections with simulated product

**Demonstration of Relaxer Retouch Application**

- Outlines relaxer retouch quadrant with simulated product
- Subsections hair ¼ inch wide or less
- Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches
- Completely covers subsections with simulated product

**Examiners will read the following to each candidate:**

*"Please demonstrate smoothing the relaxer retouch product."*

- Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension

**Safety and Infection Control**

- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**BASIC FACIAL**  
(10 minutes)

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination.” “Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”*

**Verbal Instructions:**

*“You will now perform the basic facial section of this examination.”  
“You will be observed for client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Applies hair drape or cover
- Re-sanitizes hands

**Demonstration of Basic Facial**

- Cleanses entire face safely
- Removes massage product from container using infection control procedures
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes massage product from face without dragging or pulling skin
- Removes all residual massage product safely
- Applies toner or astringent safely

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Maintains hair drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**MANICURE**  
(20 minutes)

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the manicure section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”*

**Verbal Instructions:**

*“You will now perform the manicure section of this examination.”*

*“You will be observed for client protection, safety and infection control procedures.”*

*“You will have 20 minutes to complete this section.”*

*“You will be informed when you have 10 minutes remaining.”*

*“Upon completion of the manicure section of this examination, please turn the hand toward the examiner to indicate that you are finished.”*

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Re-sanitizes hands
- Sanitizes hand to be manicured

**Demonstration of Filing**

- Holds skin away from sides of nail while filing
- Files nail from outside edge to center
- Avoids filing too deeply into corners
- Avoids filing on top of nail plate
- Establishes uniform length
- Establishes uniform shape

**Demonstration of Cuticle Pushing**

- Immerses fingers in bowl
- Dries hand and nails
- Applies cuticle cream or remover
- Pushes back cuticle area safely

**Demonstration of Hand Massage**

- Applies massage product
- Maintains continuous contact
- Massages hand and fingers
- Cleanses cream from each nail

**Demonstration of Polish Application**

- Applies a base coat
- Applies red polish smoothly and evenly
- Applies a top coat
- Skin surrounding nail is free of polish

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY  
AND FINAL CLEANUP**

**At the conclusion of the examination, please read the following statements:**

*“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*

**RECOMMENDED GENERAL SUPPLIES**

*ALL SUPPLIES MUST BE LABELED IN ENGLISH*

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked mannequins are **NOT** permitted)
- a towel to place between the clamp and the table
- spray disinfectant (non-aerosol)
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- first aid supplies (blood spill kit)
- masking tape (scotch tape is not permitted)

**THERMAL CURLING SUPPLIES**

- comb(s)
- material for testing temperature of iron

**HAIRCUTTING SUPPLIES**

- haircutting shears
- razor
- comb(s)

**CHEMICAL WAVING SUPPLIES**

- chemical wave rods
- end papers
- applicator bottle with simulated waving lotion (water)
- comb(s)

**HAIR LIGHTENING AND HAIR COLORING SUPPLIES**

- tint brush and bowl or bottle applicator
- thick gel or cholesterol
- comb(s)
- hair clips

**CHEMICAL RELAXING SUPPLIES**

- tint brush and bowl or bottle applicator
- thick gel or cholesterol
- comb(s)

**BASIC FACIAL SUPPLIES**

- hair drape
- cleansing cream
- massage cream
- toner or astringent

**MANICURE SUPPLIES**

- mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)
- cuticle pusher
- filing implements
- cuticle cream/remover
- base coat/top coat
- red polish
- massage product
- bowl and container of water
- polish remover

**REFERENCES**

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

**WEST VIRGINIA  
SCORING INFORMATION**

A scaled score of 70.00 is required on the written, state law and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

**WEST VIRGINIA  
EXAMINATION RESULT INFORMATION**

If you indicated on your application that you will download a copy of your result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter.

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your original result letter will be sent directly to the Board.

If you are unable to log onto our website please check the message center to see if a message has been posted that the results are available, you will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at [www.DLRoope.com](http://www.DLRoope.com).**

If you do not have access to the internet and you need your result letter mailed to you please check the appropriate box on the application. If your result letter is mailed to you it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board.

If you have failed your examination you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.



## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

## WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

## DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

## HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

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