

Sample

NEW JERSEY STATE BOARD OF COSMETOLOGY AND HAIRSTYLING CANDIDATE INFORMATION BULLETIN FOR THE THEORY EXAMINATIONS

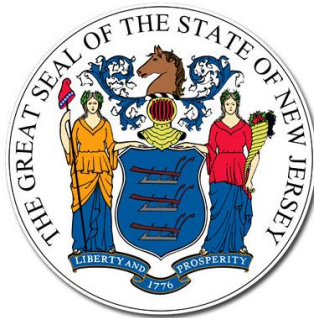


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ABOUT VENDOR

The Candidate Information Bulletin provides you with information with regard to testing of Cosmetology-Hairstylist, Beauticians, Barbers, Skin Care Specialists, Manicurist, and Teachers.

The New Jersey State Board of Cosmetology and Hairstyling (The Board) has contracted ve to conduct examinations. Vendor works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

For more information on licensure please contact:

New Jersey State Board of Cosmetology and Hairstyling
124 Halsey Street, Sixth Floor
Newark, NJ 07102
Phone: (973) 504-6400
<http://www.njconsumeraffairs.gov/cos>

APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take an examination. Your education provider will provide your information, electronically, to vendor upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to vendor, please go to www.vendorexams.com or call 1-800-000-0000 to pay and schedule for your examination. Note, if vendor does not have your record, please contact your education provider.

The table below lists the education requirements and the minimum "early testing" requirements that must be completed prior to being eligible to take the examination.

Examination	Required Hours	Minimum Early Testing Required Hours
Beautician	1,100	880
Cosmetologist-Hairstylist	1,200	960
Skin Care Specialist	600	480
Manicurist	300	240
Teacher	500	Not applicable
Barber	900	720

For Vocational Schools only

Examination	Required Hours	Minimum Early Testing Required Hours
Cosmetologist-Hairstylist	1,000	800

Per N.J.A.C. 13:28-1.2 (b) Applicants must receive a passing grade on each part of the examination to obtain a license. An applicant shall achieve a score of not less than 75 percent on the theory portion of the examination in order to be eligible to take the practical examination. No applicant shall be permitted to take the practical examination unless the

applicant has successfully completed the theory portion of the examination.

If you are retaking the theory examination for the first time, you must wait 15 days before rescheduling and retaking the examination. If you are retaking the theory examination for the second or subsequent times, there is no waiting period.

Once you have successfully passed the theory examination, **it is your responsibility** to schedule an appointment for the practical examination with the Board.

EXAMINATION PAYING AND SCHEDULING

Once you have received the email confirmation of your eligibility, it is your responsibility to contact vendor to pay and schedule for the examination.

Examination Fee	\$39
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ONLINE (www.vendorexams.com)

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing vendor's registration Web site at www.vendorexams.com. Internet registration is available 24 hours a day.

- Log onto vendor's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted from your education provider. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact vendor at (800) 000-0000 for help.

TELEPHONE

Vendor registrars are available at (800) 000-0000, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if vendor receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you may use vendor's Internet web site or call (800) 000-0000 to speak to a vendor customer service representative during vendor office hours.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the vendor Website or call vendor to speak directly to a vendor customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All vendor examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to vendor (000) 000-000 or email it to vendor at examaccommodations@vendoronline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. Vendor personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (800) 000-0000 or viewing the website at www.vendorexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

Vendor, in cooperation with The New Jersey State Board of Cosmetology and Hairstyling, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments button on the Exam Question Screen. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by vendor examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, vendor and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the general exam available to candidates.**

EXAMINATION SITE LOCATIONS FOR THEORY EXAMINATION

BRICK

260 CHAMBERS BRIDGE ROAD, FIRST FLOOR
BRICK, NJ 08723

TAKE ON I-95 S TOWARD NEW JERSEY TURNPIKE SOUTH/NEWARK (US-46). TAKE EXIT #11/GARDEN STATE PARKWAY (US-9)/WOODBIDGE ONTO GARDEN STATE PKY S TOWARD GARDEN STATE PARKWAY SOUTH/RT-440. CONTINUE ON DRISCOLL BRG. CONTINUE ON GARDEN STATE PKY S. TAKE EXIT #91/LAKEWOOD/BRICK TWP. ONTO LANES MILL RD (CR-549) TOWARD LAKEWOOD/BRICK TWP. CONTINUE ON CHAMBERS BRIDGE RD(CR-549).

CHERRY HILL

950 N. KINGS HWY, SUITE 301
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE(RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

HAMILTON SQUARE AREA

IBIS PLAZA SOUTH
3525 QUAKERBRIDGE ROAD, SUITE 1000
HAMILTON TOWNSHIP, NJ 08619

FROM I-95 S, TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK (US-1)/PRINCETON/TRENTON/TOWER CENTER BLVD. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP ONTO CR-533 S TOWARD PROVINCE LINE RD/QUAKER BRIDGE RD/QUAKER BRIDGE RD.

NEW BRUNSWICK - GEORGES ROAD

825 GEORGES ROAD, SUITE 2A
NORTH BRUNSWICK, NJ 08902

FROM NJ-18 N, MERGE ONTO US-1 S/US HIGHWAY 1 TOWARD TRENTON. TAKE THE NJ-171 N RAMP TOWARD US-130 S/CAMDEN/NEW BRUNSWICK. KEEP RIGHT AT THE FORK IN THE RAMP. TURN RIGHT ONTO GEORGES ROAD

NEW PROVIDENCE

MURRAY HILL OFFICE CENTER
571 CENTRAL AVENUE, SUITE 117
NEW PROVIDENCE, NJ 07974

FROM: ROUTE 78 WESTBOUND. TAKE EXIT 43 ONTO DIAMOND HILL ROAD. AT THE SECOND STOPLIGHT, TURN RIGHT ONTO MOUNTAIN AVENUE. TURN LEFT AT THIRD LIGHT, SOUTH STREET. TURN LEFT AT THE NEXT TRAFFIC LIGHT ONTO CENTRAL AVENUE. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: ROUTE 78 EASTBOUND. TAKE EXIT 44 TO TRAFFIC LIGHT. TURN LEFT ONTO GLENSIDE AVENUE PROCEED TO THE NEXT LEFT TURN UNDER ROUTE 78 TOWARD NEW PROVIDENCE, AS THE ROAD BECOMES SOUTH STREET. CONTINUE TO THE SECOND LIGHT AND TURN LEFT ONTO CENTRAL AVE.. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: NEW JERSEY TURNPIKE. TAKE EXIT 14, STAY TO THE LEFT THROUGH THE TOLL. FOLLOW SIGNS FOR ROUTE 78 - EXPRESS WESTBOUND. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY SOUTH. TAKE EXIT 142 AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY NORTH. TAKE EXIT 142B AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

NORTH BRUNSWICK

THE SHOPPES AT NORTH BRUNSWICK
980 SHOPPES BLVD, 2ND FLOOR
NORTH BRUNSWICK, NJ 08902

TAKE THE NEW JERSEY TURNPIKE LEFT EXIT ONTO I-95 S TOWARD TURNPIKE SOUTH. TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP TOWARD RT-130/171 N. STAY RIGHT TOWARD 171. TURN LEFT AT TRAFFIC LIGHT AND STAY IN THE MIDDLE LANE. AFTER 2ND TRAFFIC LIGHT, TURN RIGHT INTO THE SHOPPING CENTER. THE SITE IS LOCATED IN THE REMAX BLDG, NEAR TABLOTS.

NORTHFIELD AREA (LINWOOD)

CENTRAL PARK EAST
222 NEW ROAD, SUITE 301
LINWOOD, NJ 08221

FROM THE NORTH, TAKE THE GARDEN STATE PKY SOUTH TO EXIT # 36 NORTHFIELD/MARGATE ONTO TILTON RD(CR-563). IN JUST UNDER 2 MILES MAKE A RIGHT ONTO NEW RD (US-9). DRIVE 1.5 MILES SOUTH, TILL YOU WILL SEE THE SIGN ON THE LEFT FOR # 222 (CENTRAL PARK EAST) , JUST PAST CENTRAL AVE. (IF YOU REACH THE GULF STATION YOU HAVE TRAVELED A LITTLE BIT TO FAR). TURN LEFT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE SOUTH, TAKE THE GARDEN STATE PKY NORTH TO EXIT # 29 SOMERS POINT. THIS WILL PUT YOU ON NEW RD (US-9). AFTER DRIVING NORTH FOR A LITTLE MORE THAN 4 MILES YOU WILL FIRST SEE A GULF STATION. NUMBER 222 NEW RD (CENTRAL PARK EAST) IS JUST PAST THE GULF STATION (0.1 MILES) AND ON THE SAME SIDE. TURN RIGHT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE WEST, USE THE BLACK HORSE PIKE (US -40 W/ US-322 W) WHEN YOU REACH HARBOR SQUARE MALL (SHORE MALL) KEEP TO THE RIGHT. JUST PAST THE MALL YOU WILL SEE A SIGN FOR TILTON ROAD/ MARGATE CITY/OCEAN CITY DIRECTING YOU TO MAKE A SLIGHT RIGHT ONTO TILTON RD (CR-563). ONCE YOU ARE ON TILTON RD, DRIVE EAST APPROXIMATELY 2 MILES TILL YOU REACH NEW RD (US-9), TURN RIGHT AND THEN FOLLOW THE DIRECTIONS GIVEN FOR COMING FROM THE NORTH.

ROCHELLE PARK

365 W. PASSAIC ST, STE 180
ROCHELLE PARK, NJ 07662

FROM NJ-4W - TAKE THE PARAMUS ST. EXIT. MERGE ONTO PARAMUS ROAD. 365 W PASSAIC ST IS ABOUT ¾ OF A MILE DOWN THE ROAD ON THE RIGHT. WHEN ENTERING THE PARKING LOT, GO TOWARDS THE SOUTH SIDE OF THE BUILDING AND GO AROUND TO THE BACK AND PARK IN THE BACK PARKING LOT. WHEN WALKING TOWARDS THE BUILDING, THERE IS AN ENTRANCE ON THE RIGHT SIDE. TAKE THAT ENTRANCE, THEN TAKE A LEFT. THE PSI TEST CENTER SHOULD BE THE FIRST DOOR ON THE LEFT.

PARSIPPANY

239 NEW ROAD, SUITE A-203
PARSIPPANY, NJ 07054

FROM I-280 WEST: TAKE EXIT #1/NEW RD TOWARDS US-46. MAKE A SLIGHT RIGHT ONTO NEW ROAD. CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.
FROM I-280 EAST: TAKE EXIT #1/NEW RD. AT STOPLIGHT (AT END OF RAMP) TURN LEFT ONTO NEW ROAD. CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.

SECAUCUS

110-B MEADOWLANDS PARKWAY, SUITE 204
SECAUCUS, NJ 07094

FROM I-95 N, TAKE THE RT-3 EXIT, EXIT 16W, TOWARD SECAUCUS/RT-120/LINCOLN TUNNEL. TURN RIGHT ONTO S SERVICE ROAD. MERGE ONTO RT-3 E. TAKE THE MEADOWLAND PARKWAY EXIT.

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 for you 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.*

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. The taking of the fingerprint is an additional measure to enhance examination security.

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) proofs of identity to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State-issued driver's license or nondriver's identification card
- United States passport
- Military ID card
- I-551 Permanent Resident Card
- I-571 Refugee Travel Document
- I-688 Temporary Resident Card
- I-688A Employment Authorization Card
- I-688B Employment Authorization Document
- I-766 Employment Authorization Card

SECONDARY IDENTIFICATION - Choose One

- State-issued driver's license or nondriver's identification card
- Utility or credit card bill issued in the past 90 days that shows your name at your current address (may not be a PO Box number)
- Checking or savings account statement from a bank or credit union, issued within the past 60 days
- Original lease or rental agreement showing your name as the lease or renter
- Property tax bill, statement, or receipt from the past year
- Any letter or correspondence (including tax bills) received from the IRS or state tax office in the last year
- First-class mail received from any federal, state, or local government agency in the past six months.

Failure to provide all of the required identification at the time of the examination without notifying vendor is considered a missed appointment, and you will not be able to take the examination at that time.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. Vendor will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and vendor shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination

center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate's contract with vendor, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate 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 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 answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "Function Bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based test interface. At the top is a 'Function Bar' with icons and labels for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar showing 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main question area displays '3. What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)' and lists four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area are two buttons: '<< Back' and 'Next >>'.

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.

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.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@vendoronline.com or by calling 800-000-0000.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outlines", a small number (10) "experimental" questions may be administered to candidates during the examinations. These questions will not be scored, however time taken to answer them will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

SCORE REPORTING

You must get a minimum of 75% correct to pass. 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.
- 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.
- **On paper** - an official score report will be printed at the examination site.

THEORY EXAMINATION CONTENT OUTLINES

For theory examination questions or concerns, please email cosmetology@vendoronline.com.

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in cosmetology practice, instruction, and regulatory issues. The examination content outlines identify 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.

Vendor National Examination for Beautician

105 Scored items; 10 pretest items

2 hours

I. Safety, Sanitation, and Disinfection - 25 items

- a) Safe working conditions and practices
 - Environment
 - Protective coverings (e.g. draping, gloves)
 - Water temperature
 - Chemical labeling and storage
 - Safety Data Sheet (SDS)
 - Patch test
 - Prohibited materials
- b) Safety agencies
 - Occupational Safety and Health Agency (OSHA)
 - Food and Drug Administration (FDA)
 - Environmental Protection Agency (EPA)
- c) Infection control
 - Infectious diseases and pathogens
 - Sanitation and disinfection
 - Levels of decontamination
 - Cleaners and disinfectants
 - Procedures for tools, equipment, and work surfaces
 - Storage of tools and equipment
 - Single and multiuse items
 - Prevention of cross-contamination
- d) Standard precautions for exposure incidents
 - Procedures
 - First aid kit
 - Blood-spill disinfection and disposal

II. Client Consultation and Professional Conduct - 5 items

- a) Client consultation
- b) Record keeping
- c) Professional ethics
- d) Personal hygiene

III. Hair, Skin, and Nail Anatomy - 10 items

- a) Hair and scalp structure and physiology
 - Hair structure
 - Hair type (e.g. texture, elasticity, density, porosity)
 - Hair growth phases
 - Hair and scalp conditions and disorders
- b) Skin structure and physiology
 - Skin structure
 - Skin types
 - Skin conditions and disorders
- c) Nail structure and physiology

Vendor National Examination for Beautician

Nail structure

Nail conditions and disorders

IV. Shampooing, Conditioning, and Scalp Care - 5 items

a) Shampoos and conditioners

Purpose

Types

Procedures

b) Scalp care

Scalp analysis

Scalp massage

Special procedures for presence of scalp conditions

V. Hairstyling - 8 items

a) Hairstyling techniques

Blow-dry styling

Wet styling

Comb out

Thermal styling

Braiding

b) Combs and brushes

c) Temperature precautions

d) Artificial hair

VI. Haircutting - 11 items

a) Types of haircuts

Blunt

Graduated

Layered

b) Guidelines

c) Sectioning hair

d) Thinning and texturizing

e) Using a razor

f) Using clippers

g) Using scissors or shears

VII. Hair Coloring - 11 items

a) Color theory

Level and tone

Corrective color

b) Products and product chemistry

c) Application procedures

Strand test

Hair and scalp preparation

Mixing color

Color and bleach application

Color techniques

d) Precautions

Metallic and compound dyes

Minerals

Vendor National Examination for Beautician

VIII. Chemical Texture Services - 9 items

a) Permanent waving

Products and product chemistry

Hair and scalp preparation for permanent waving

Application, processing, and removing products

Techniques of wrapping hair with rods and other tools

b) Relaxing and chemical straightening

Products and product chemistry

Hair and scalp preparation for chemical

straightening

Application, processing, and removing products

IX. Skin Care - 8 items

a) Basic facial

Products and product chemistry

Procedures

Massage manipulations

b) Make up application

Procedures

Tools and implements

c) Hair removal

Waxing

Tweezing

X. Nails - 8 items

a) Basic manicure and pedicure

Products

Procedures

Tools and implements

Hand and foot massage

Sanitation and disinfection of spa bath

b) Artificial nail enhancements

XI. New Jersey Laws and Regulations - 5 Items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Salon Fundamentals: A Resource for Your Cosmetology Career, 3rd Edition, 2014, www.pivot-point.com
- Milady's Standard Cosmetology, 2016, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCHS12) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJS4513) <http://law.justia.com/codes/new-jersey/2013/title-45>

Vendor National Examination for Cosmetologist-
110 Scored items; 10 pretest items
2 hours

I. Safety, Sanitation, and Disinfection - 25 items

- a) Safe working conditions and practices
 - Environment
 - Protective coverings (e.g. draping, gloves)
 - Water temperature
 - Chemical labeling and storage
 - Safety Data Sheet (SDS)
 - Patch test
 - Prohibited materials
- b) Safety agencies
 - Occupational Safety and Health Agency (OSHA)
 - Food and Drug Administration (FDA)
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- c) Infection control
 - Infectious diseases and pathogens
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 - Levels of decontamination
 - Cleaners and disinfectants
 - Procedures for tools, equipment, and work surfaces
 - Storage of tools and equipment
 - Single and multiuse items
 - Prevention of cross-contamination
- d) Standard precautions for exposure incidents
 - Procedures
 - First aid kit
 - Blood-spill disinfection and disposal

II. Client Consultation and Professional Conduct - 5 items

- a) Client consultation
- b) Record keeping
- c) Professional ethics
- d) Personal hygiene

III. Hair, Skin, and Nail Anatomy - 10 items

- a) Hair and scalp structure and physiology
 - Hair structure
 - Hair type (e.g. texture, elasticity, density, porosity)
 - Hair growth phases
 - Hair and scalp conditions and disorders
- b) Skin structure and physiology
 - Skin structure
 - Skin types
 - Skin conditions and disorders
- c) Nail structure and physiology
 - Nail structure

Vendor National Examination for Cosmetologist-Hairstylist

Nail conditions and disorders

IV. Shampooing, Conditioning, and Scalp Care - 5 items

- a) Shampoos and conditioners
 - Purpose
 - Types
 - Procedures
- b) Scalp care
 - Scalp analysis
 - Scalp massage
 - Special procedures for presence of scalp conditions

V. Hairstyling - 8 items

- a) Hairstyling techniques
 - Blow-dry styling
 - Wet styling
 - Comb out
 - Thermal styling
 - Braiding
- b) Combs and brushes
- c) Temperature precautions
- d) Artificial hair

VI. Haircutting - 11 items

- a) Types of haircuts
 - Blunt
 - Graduated
 - Layered
- b) Guidelines
- c) Sectioning hair
- d) Thinning and texturizing
- e) Using a razor
- f) Using clippers
- g) Using scissors or shears

VII. Hair Coloring - 11 items

- a) Color theory
 - Level and tone
 - Corrective color
- b) Products and product chemistry
- c) Application procedures
 - Strand test
 - Hair and scalp preparation
 - Mixing color
 - Color and bleach application
 - Color techniques
- d) Precautions
 - Metallic and compound dyes
 - Minerals

VIII. Chemical Texture Services - 9 items

Vendor National Examination for Cosmetologist-Hairstylist

- a) Permanent waving
 - Products and product chemistry
 - Hair and scalp preparation for permanent waving
 - Application, processing, and removing products
 - Techniques of wrapping hair with rods and other tools
- b) Relaxing and chemical straightening
 - Products and product chemistry
 - Hair and scalp preparation for chemical straightening
 - Application, processing, and removing products

IX. Skin Care - 8 items

- a) Basic facial
 - Products and product chemistry
 - Procedures
 - Massage manipulations
- b) Make up application
 - Procedures
 - Tools and implements
- c) Hair removal
 - Waxing
 - Tweezing

X. Nails - 8 items

- a) Basic manicure and pedicure
 - Products
 - Procedures
 - Tools and implements
 - Hand and foot massage
 - Sanitation and disinfection of spa bath
- b) Artificial nail enhancements

XI. Shaving - 5 items

- a) Procedures
 - Preparation
 - Shaving and shaving areas
 - Post-shave
- b) Techniques
 - Presoftening the beard with steam towels
 - Lathering
 - Shaving strokes
- c) Products and implements

XII. New Jersey Laws and Regulations - 5 Items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Milady's Standard Textbook of Professional Barbering, 2017, www.cengage.com
- Salon Fundamentals: A Resource for Your Cosmetology Career, 3rd Edition, 2014, www.pivot-point.com
- Milady's Standard Cosmetology, 2016, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCH512) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJS4513) <http://law.justia.com/codes/new-jersey/2013/title-45>

Vendor National Examination for Skin Care Specialist

105 Scored items; 10 pretest items

2 hours

I. Safety, Sanitation, and Disinfection - 25 items

- a) Safe working conditions and practices
 - Environment
 - Protective coverings (e.g. draping, gloves)
 - Water temperature
 - Chemical labeling and storage
 - Safety Data Sheet (SDS)
 - Patch test
 - Prohibited materials
- b) Safety agencies
 - Occupational Safety and Health Agency (OSHA)
 - Food and Drug Administration (FDA)
 - Environmental Protection Agency (EPA)
- c) Infection control
 - Infectious diseases and pathogens
 - Sanitation and disinfection
 - Levels of decontamination
 - Cleaners and disinfectants
 - Procedures for tools, equipment, and work surfaces
 - Storage of tools and equipments
 - Single and multiuse items
 - Prevention of cross-contamination
- d) Standard precautions for exposure incidents
 - Procedures
 - First aid kit
 - Blood-spill disinfection and disposal

II. Client Consultation and Professional Conduct - 5 items

- a) Client consultation
 - Intake form
 - Contraindications
- b) Record keeping
- c) Professional ethics
- d) Personal hygiene

Vendor National Examination for Skin Care Specialist

III. Skin Structure and Physiology - 20 items

- a) Skin structure and anatomy
- b) Skin types
- c) Skin conditions and disorders

IV. Skin Treatments - 25 items

- a) Skin analysis
- b) Products and product chemistry
- c) Procedures
 - Cleansing
 - Exfoliation (mechanical and chemical)*
 - Steaming
 - Masks
 - Moisturizer and sunscreen
- d) Tools, implements, and equipment
- e) Massage manipulations
- f) Electricity and Electrotherapy (e.g., Galvanic, High Frequency, Light Therapy)*

V. Hair Removal - 10 items

- a) Waxing
 - Application and removal
 - Types of wax
 - Temperature precautions
- b) Tweezing

VI. Makeup - 15 items

- a) Application and removal
- b) Color theory
- c) Corrective make up
- d) Brushes and tools

VII. New Jersey Laws and Regulations - 5 items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Salon Fundamentals--Esthetics: A Resource for Your Skin Care Career, 2nd edition, 2007. Pivot Point International, Inc., www.pivot-point.com
- Milady's Standard Fundamentals for Estheticians (11th Edition), 2013, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCHS12) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJ54513) <http://law.justia.com/codes/new-jersey/2013/title-45>

Vendor National Examination for Manicurist

105 Scored items; 10 pretest items

2 hours

I. Safety, Sanitation, and Disinfection - 25 items

- a) Safe working conditions and practices
 - Environment
 - Protective coverings (e.g. draping, gloves)
 - Water temperature
 - Chemical labeling and storage
 - Safety Data Sheet (SDS)
 - Prohibited materials
- b) Safety Agencies
 - Occupational Safety and Health Agency (OSHA)
 - Food and Drug Administration (FDA)
 - Environmental Protection Agency (EPA)
- c) Infection control
 - Infectious diseases and pathogens
 - Sanitation and disinfection
 - Levels of decontamination
 - Cleaners and disinfectants
 - Procedures for tools, equipment, and work surfaces
 - Sanitation and disinfection of pedicure spa/foot bath
 - Storage of tools and equipments
 - Single and multiuse items
 - Prevention of cross-contamination
- d) Standard precautions for exposure incidents
 - Procedures
 - First aid kit
 - Blood-spill disinfection and disposal

II. Client Consultation and Professional Conduct - 5 items

- a) Client consultation
- b) Record keeping
- c) Professional ethics
- d) Personal hygiene

III. Nail Structure and Physiology - 15 items

- a) Nail structure
- b) Nail conditions and disorders

IV. Basic Manicure and Pedicure - 32 items

- a) Products
- b) Procedures
 - Preparing hands and feet for services
 - Grooming nails and cuticles
 - Natural nail repair
 - Buffing, shaping, and polishing
- c) Tools and equipment
- d) Hand and foot massage manipulations

Vendor National Examination for Manicurist

V. Artificial Nail Enhancements - 18 items

- a) Application and removal procedures
 - Nail tips
 - Gels and acrylics
- b) Tools, equipment, and products
- c) Maintenance

VI. Hair Removal - 5 items

- a) Waxing
- b) Tweezing

VII. New Jersey Laws and Regulations - 5 Items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Salon Fundamentals--- Nails Textbook 2007, Pivot Point International, Inc, www.pivot-point.com
- Nail Technology (7th Edition), 2015, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCHS12) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJS4513) <http://law.justia.com/codes/new-jersey/2013/title-45>

Vendor National Examination for Teachers

105 Scored items; 10 pretest items

2 hours

I. Instructor-Student Relationship - 11 items

- a) Learning styles and types of students
- b) Communication techniques
- c) Learning conditions

II. Lesson Plans - 22 items

- a) Performance goals and objectives
- b) Lesson plan development
- c) Components of an effective lesson plan

III. Teaching Methods - 30 items

- a) Demonstrations
- b) Implements/equipment used for instruction
- c) Student motivation and maintaining student interest
- d) Instructor characteristics and teaching styles

IV. Student Evaluation and Testing Methods - 11 items

- a) Developing tests
- b) Grading methods

V. Classroom Management - 26 items

- a) Conflict management
- b) Professionalism
- c) Learning behavior
- d) Educational environment

VI. New Jersey Laws and Regulations - 5 Items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Milady's Master Educator Student Course Book, 2014, 3rd Edition, Part I, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCHS12) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJS4513) <http://law.justia.com/codes/new-jersey/2013/title-45>

Vendor National Examination for Barber

105 Scored items; 10 pretest items

2 hours

I. Safety, Sanitation, and Disinfection - 25 items

- a) Safe working conditions and practices
 - Environment
 - Protective coverings
 - Water temperature
 - Chemical labeling and storage
 - Safety Data Sheet (SDS)
 - Patch test
 - Prohibited materials
- b) Safety agencies
 - Occupational Safety and Health Agency (OSHA)
 - Food and Drug Administration (FDA)
 - Environmental Protection Agency (EPA)
- c) Infection control
 - Infectious diseases and pathogens
 - Sanitation and disinfection
 - Levels of decontamination
 - Cleansers and disinfectants
 - Procedures for tools, equipment, and work surfaces
 - Storage of tools and equipments
 - Single and multiuse items
 - Prevention of cross-contamination
- d) Standard Precautions for exposure incidents
 - Procedures
 - First aid kit

Vendor National Examination for Barber

Blood-spill disinfection and disposal

II. Professional Conduct - 3 items

- a) Record keeping
- b) Professional ethics
- c) Personal hygiene

III. Hair, Scalp & Skin Anatomy - 10 items

- a) Hair and scalp structure and physiology
 - Hair structure
 - Hair type (e.g., texture, elasticity, density, porosity)
 - Hair growth phases
 - Hair and scalp conditions and disorders
- b) Skin structure and physiology
 - Skin structure
 - Skin types
 - Skin conditions and disorders

IV. Shampooing, Conditioning, and Scalp Care - 4 items

- a) Shampoos and conditioners
 - Purpose
 - Procedures
- b) Scalp Care
 - Scalp analysis
 - Scalp massage
 - Special procedures for presence of scalp conditions

V. Hairstyling - 8 items

- a) Blow dry styling producers
- b) Combs and brushes
- c) Temperature precautions
- d) Styling aids and products

VI. Haircutting - 15 items

- a) Types of haircuts
 - Blunt
 - Tapered/Fade
 - Layered
- b) Guidelines
- c) Sectioning hair
- d) Thinning and texturizing
- e) Using a razor
- f) Using clippers
- g) scissors/shears

VII. Chemical Services - 20 items

- a) Hair Coloring
 - Color theory
 - Hair color application
 - Virgin
 - Retouch
 - Coloring mustache and beard

Vendor National Examination for Barber

- b) Permanent waving
 - Sp[e]Products
 - Hair and scalp preparation for permanent waving
 - Application, processing, and removing products
 - Techniques of wrapping hair with rods and other tools
- c) Relaxing and chemical straightening
 - Products
 - Hair and scalp preparation for chemical straightening
 - Application, processing, and removing products

VIII. Shaving and Beard Design - 10 items

- a) Procedures
 - Preparation
 - Shaving and shaving areas
 - Post-shave
- b) Techniques
 - Presoftening the beard with steam towels
 - Lathering
 - Shaving strokes
 - Freehand
 - Backhand
 - Reverse freehand
 - Reverse backhand
 - Beard and mustached design
 - Products and implements

XI. Skin Care - 5 items

- a) Products
- b) Skin Analysis
- c) Cleansing the skin with steam towels
- d) Massage manipulations

XII. New Jersey Laws and Regulations - 5 Items

REFERENCE LIST

This examination is CLOSED BOOK.

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

- Milady's Standard Textbook of Professional Barbering, 6th Edition, 2017, <http://Milady.Cengage.Com>
- New Jersey Administrative Code, Title 13, Chapter 28 - Board of Cosmetology and Hairstyling, 2012 (NJBCHS12) - Last revision April 2015, <http://www.njconsumeraffairs.gov/regulations/Chapter-28-Board-of-Cosmetology-and-Hairstyling.pdf> and <http://www.lexisnexis.com/hottopics/njcode/>
- New Jersey Statutes, Title 45 - Professions and Occupations, 2013 (NJS4513) <http://law.justia.com/codes/new-jersey/2013/title-45>

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All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

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