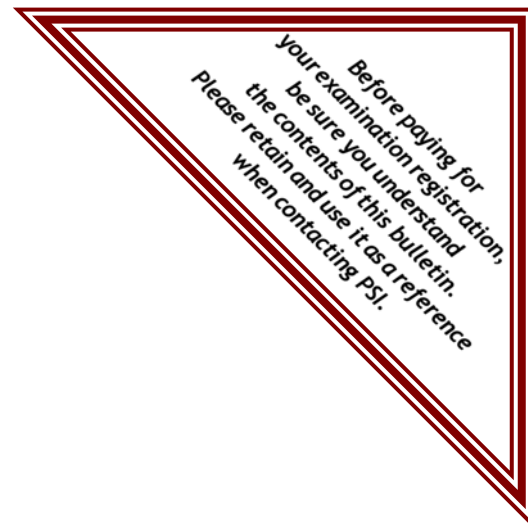




PSI Services LLC

3210 E Tropicana
Las Vegas, NV 89121
Phone: (800) 733-9267
Fax: (702) 932-2666
E-mail: examschedule@psionline.com
www.psiexams.com



MINNESOTA BOARD OF COSMETOLOGIST EXAMINERS CANDIDATE INFORMATION BULLETIN FOR INSTRUCTORS



TABLE OF CONTENTS

Examinations by PSI.....	2	Examination Site Locations	4
Written Examination Information	2	Reporting to the Examination Site.....	5
Score Reporting	2	Required Identification at the Examination Site..	5
Practical Examination Information	2	Security Procedures.....	5
Examination Paying and Scheduling.....	3	Taking the Examination	5
Online Scheduling.....	3	Identification Screen	5
Telephone Scheduling.....	3	Tutorial	5
Fax Scheduling	3	Examination Question Example	6
Email Scheduling.....	3	Duplicate Score Report	6
Standard Mail Scheduling.....	3	Interpreter Instructions	6
Canceling and Rescheduling an Examination.....	3	Experimental Questions	6
Missed Appointment or Late Cancellation.....	3	Examination Content Outlines.....	6
Special Examination Arrangements.....	3	Instructor Registration Form.....	End of Bulletin
Examination Site Closing for an Emergency	3	Special Arrangement Request Form	End of Bulletin
Examination Review	4		

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

ABOUT PSI

This Candidate Information Bulletin provides you with information about the examination process for a cosmetology license in the State of Minnesota.

The Minnesota Board of Cosmetologist Examiners has contracted with PSI to conduct examinations. PSI provides examinations through a network of examination centers in the United States. 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.

The Minnesota Board of Cosmetologist Examiners has established the requirements for a cosmetology license. Application for licensure **MUST** be filed within one year of the date on which the candidate passed the examination. If parts of the exam were passed on different dates, the one year period begins from the earlier examination date. If both parts are not passed within one year, candidates must retake both parts.

For more information on licensure please contact:

Minnesota Board of Cosmetologist Examiners
University Park Plaza
2829 University Avenue SE, Suite 710
Minneapolis, MN 55414
Phone: (651) 201-2742
Fax: (612) 617-2601
E-mail: bce.board@state.mn.us
Website: www.bceboard.state.mn.us

WRITTEN EXAMINATION INFORMATION

Instructors must each pass two written examinations: the general examination and the state examination. You may pay and schedule for both examinations at the same time or schedule for each examination separately. When taking the examinations on the same day, if you only pass one (1) of the examinations and fail the other, you will need to retake only the failed examination. Each time you retake an examination, you are required to pay the examination fee.

SCORE REPORTING

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.

PRACTICAL EXAMINATION INFORMATION

The instructor practical exam is a test of the candidate's ability to perform a set of tasks routinely completed by entry-level Instructors. The instructor practical exam is administered as a one-on-one in a classroom setting. Each skill is broken down into its essential steps and will include important safety and sanitation elements. The evaluator will observe the candidate performing each skill and will document whether the candidate has performed each step correctly. In each skill, the candidate must correctly perform a specified number of steps in order to pass. The number of steps a candidate must complete is determined by the Board of Cosmetologist Examiners along with a team of subject-matter experts.

Any candidate submitting a lesson plan or any visual aids to a proctor that does not represent their own work or has been replicated or reproduced in any form will be under investigation by the Board of Cosmetologist Examiners, may be subject to a hearing, and may face possible criminal charges.

Examination	Examination Fee	Scored Items	Non-Scored Items	Time Allowed	Percent Needed to Pass
General Exam	\$35	50	10	1.5 Hours	75%
State Exam	\$25	30	5	1 Hour	75%
Practical Exam	\$70	N/A	N/A	2 Hours	75%

EXAMINATION PAYING AND SCHEDULING

ONLINE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the name shown on your identification that will be presented at the examination site.
- You will be asked to select the examination and then enter your personal and contact information. You will then be ready to pay and schedule the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System.

Otherwise, PSI registrars are available to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 AM and 9:00 PM, and Saturday and Sunday between 8:00 AM and 4:30 PM (CST).

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA MasterCard,

American Express or Discover), money order, company check, or cashier's check, made payable to PSI. Print your name in the memo section of the money order or check to ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI 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 can use PSI's Internet web site, call PSI at (800) 733-9267 and use the automated system with a touch-tone phone 24 hours a day, or speak to a PSI customer service representative during PSI office hours.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website, call PSI's automated telephone system, or speak to a PSI 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.

SPECIAL EXAMINATION ARRANGEMENTS

All PSI 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. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Special Arrangement Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examschedule@psionline.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. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (800) 733-9267 or viewing the website at www.psiexam.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

PSI, in cooperation with the Minnesota Board of Cosmetologist Examiners, 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 a discrepancy is found during the comment review, PSI 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 WRITTEN EXAMINATION

Below is a list of examination sites within Minnesota. You are also able to schedule an exam at any PSI examination site throughout the country. For a full list of sites, please visit www.psiexams.com.

EDINA
6550 YORK AVE, SUITE 317
EDINA, MN 55435

From MN HWY 100, take MN 62 East. Exit on Xerxes Avenue. Turn right (South) on Xerxes. Just before the next traffic light, turn right into an office building complex. Just before turning right into the complex, you will see a small insurance building on your right. Don't turn there, turn right at the driveway **after** that building. 6550 building is a tall office building at the top of the parking lot.

DULUTH
416 WEST SUPERIOR STREET
DULUTH, MN 55802

Going South on Mesaba, turn left on First St. Turn right at N 6th Ave. Turn left on Superior St. PSI is located on the right hand side on the second block. It is half a block down from the Duluth Public Library.

LAKE ELMO
3275 MANNING AVE N
LAKE ELMO AIRPORT
LAKE ELMO, MN 55042

From I-94, head north on Manning Ave N/CR-15 - at exit 253. Head north for 3.6 miles. Turn east onto the airport. go to gate A.

MANKATO
3030 AIRPORT RD.
MANKATO REGIONAL AIRPORT
MANKATO, MN 56001

From Mankato, head north on MN-22 for 2 miles. Turn right at 227th St/County Hwy 12. Follow Hwy-12 for 2.7 miles, then turn right at Airport Road.

MOORHEAD
819 30TH AVE SOUTH, SUITE 108
MOORHEAD, MN, 56560

From I-494 W, merge onto I-94 W/US-52 N toward St. Cloud (keep left). Take the US-75 exit toward Moorhead. Turn left onto S 8th St. Turn left onto S 30th Ave.

ROCHESTER
3155 SUPERIOR DRIVE NW
ROCHESTER, MN 55901

From Highway 14, go North on Highway 52, exit at 55th Street NW to go west. 55th Street NW/County Road 22/West Circle Drive will veer slightly left turning into 41st Avenue NW/County Road 22/West Circle Drive. When you have gone 2.2 miles from 52 you will come to a traffic light at Valleyhigh Road NW. Turn right, then take the first, almost immediate left onto Superior Drive NW. Take the first right into the parking lot. Then take the second right so you are behind the units that are facing Superior Drive. PSI will be the second-to-last unit on your left.

ST. CLOUD
1542 45TH AVE SE
ST. CLOUD AIRPORT
ST. CLOUD, MN 56304

To St. Cloud Regional Airport from:

North: enter US-10 East. Follow US-10 to 1.5 miles south onto MN-23. Turn left on Deltone Rd/Co. 7 for 3 miles.
East: enter MN-23 westbound until reaching the intersection with US-10. Enter US-10 East for 1.5 miles. Turn left on Deltone Rd/Co. 7 for 3 miles.

South: enter US-10 West. Follow US-10 to Deltone Rd/Co. 7. Turn right onto Deltone Rd/Co. 7 for 3 miles.

West: enter MN-23 eastbound. Follow MN-23 thru the city of St. Cloud to the intersection with US-10. Enter US-10 East and follow for 1.5 miles. Turn left on Deltone Rd/Co. 7 for 3 miles. As you come into the airport, you will come around a corner and the main terminal will be on your right hand side. Directly in front of you will be a yellow building that says Flight Training and Pilot Shop. This is the building the testing center is located in. You can park in the Main Terminal or General Aviation lot and walk to the yellow building.

THIEF RIVER FALLS
13892 AIRPORT DR
THIEF RIVER FALLS REGIONAL AIRPORT
THIEF RIVER FALLS, MN 56701

Take County Road #17 and go south of Thief River Falls 3 miles to the Thief River Falls Regional Airport. Take a right into the airport and proceed to the first building on the right. A sign out front identifies the building. When entering the building proceed to the office area.

WOODBURY
6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

From I-94 go South on Century to the first left (which is the frontage road entrance to the Country Inn). Enter the office complex through the Sinclair Gas Station and along back of the Inn. 6053 is the building directly ahead. The entrance on that (West) side is actually on the 2nd floor. Suite 210 is down the corridor to the right. Please use the West entrance on Saturdays.



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) signature bearing identification 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
 - State issued identification card
 - US government issued passport
 - US government issued military identification card
 - US government issued Alien Registration Card
 - Canadian government issued identification card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit card (must be signed)
- Social Security card
- US government issued birth certificate with raised seal

NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

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 at that time.

SECURITY PROCEDURES

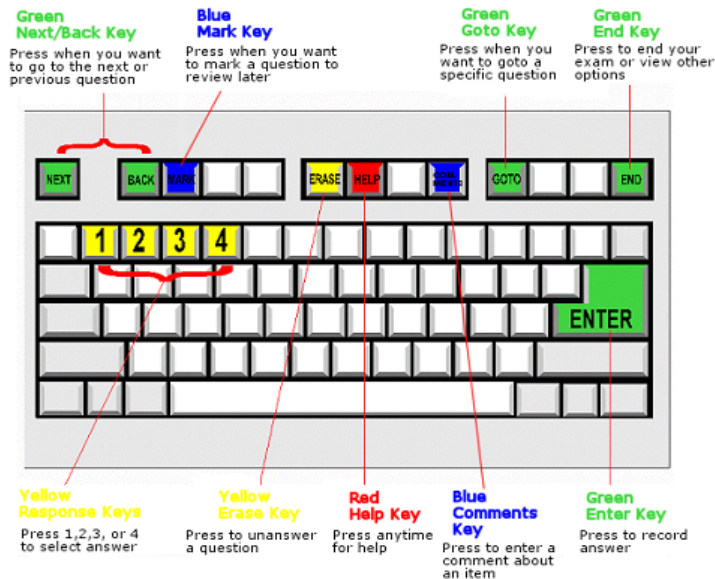
The following security procedures will apply during the examination:

- Cell phones, pagers, 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 bring any written notes, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the examination.
- 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 Minnesota 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. You may either lose your ability to take future exams or be required to pay to re-take the exam.

TAKING THE EXAMINATION

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



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.

EXAMINATION CONTENT OUTLINES

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.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

INTERPRETER INSTRUCTIONS

Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter, but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

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 and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

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

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

INSTRUCTOR WRITTEN - GENERAL EXAMINATION

The examination consists of 60 questions (50 scored, 10 experimental) and you will have 1.5 hours.

I. Instructor-Student Relationship 10%
a) Learning styles and types of students
b) Communication techniques
c) Learning conditions
II. Lesson Plans 20%
a) Performance goals and objectives
a) Lesson plan development
c) Components of an effective lesson plan
III. Teaching Methods 36%
a) Demonstrations
a) Implements/equipment used for instruction
c) Student motivation and maintaining student interest
e) Instructor characteristics and teaching styles
IV. Student Evaluation and Testing Methods 10%
a) Developing tests
b) Grading methods
V. Classroom Management 24%
a) Conflict management
b) Professionalism
c) Learning behavior
d) Educational environment

INSTRUCTOR WRITTEN - STATE EXAMINATION

The examination consists of 35 questions (30 scored, 5 experimental) and you will have 1 hour.

I. General Information (15%)
a) Definitions
b) Administration
c) Practitioner
II. Licensing (30%)
a) Specific types of salon licenses
b) Reactivation & renewal
c) Permits
d) Minnesota individual licensing
e) Maintaining individual licenses
f) Salon licenses
III. Sanitation and Requirements (40%)
a) Salons
b) Salon supervision
c) Intoxicants and controlled substances
d) Policy
IV. Enforcement (15%)
a) Licensing and registration
b) Inspections
c) Display of license

MN Statute or Rule

155A.23, 2105.0010, 2105.0100, 2110.0010, 2110.0100, 2110.0520
155A.20, 155A.24
155A.27

155A.29, 2105.0400
155A.271, 2105.0185, 2105.0200, 2105.0210, 2105.0330, 2110.0540
155A.275, 2105.0450,
2105.0130, 2105.0140, 2105.0150, 2105.0160,
2110.0140, 2110.0510, 2110.0530, 2110.0690
2105.0190
2105.0350

155A.355, 2105.0370, 2105.0380, 2110.0010, 2110.0400,
2110.0740
2105.0390, 2110.0110, 2110.0620
2105.0510, 2110.0430
155A.21

155A.33 Subd. 3, 4, & 6, 155A.36
155A.25, 155A.355, 2105.0120
155A.32, 2105.0190, 2105.0380 Y, 2110.0720

INSTRUCTOR PRACTICAL

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

- The Cosmetology instructor practical examination is designed to assess your teaching skills as well as your mastery of technical cosmetology skills. You may choose a topic, from the list in the section "Examination Topics for Presentation" below. You will be required to create a lesson plan, following the guidelines below, and a handout.
- During your presentation, your teaching skills will be assessed based upon the 20 criteria listed under "Presentation" below. During the presentation, your mastery of cosmetology skills will be assessed upon the 20 criteria listed under your topic. Your presentation must include each of the 20 criteria listed under your topic area. Failure to include any of the 20 criteria during your presentation will result in a loss of points.
- Your lesson plan must be prepared in advance. The lesson plan **MUST BE TYPED**, not handwritten. No time will be allowed for preparation or modification of your lesson plan at the test site; you will be expected to hand in your lesson plan and handout upon arrival.
- You will be required to furnish all equipment and supplies needed for your presentation, including a mannequin if one is needed. You may not use a live model. See below for a list of the equipment that will be provided at the test site. It is your responsibility to develop a presentation that can be performed in this limited setting. All supplies must be clean, sanitary, unstained, and labeled in **ENGLISH ONLY** (manufacturer labels are acceptable).
- After you have turned in your lesson plan and handout at the start of the examination, you will have 10 minutes to prepare the room for your presentation. You will then have to give a presentation, lasting from 20 to 60 minutes, on your topic. Test site personnel (a proctor) will be monitoring the time during the examination. Candidates must conduct their presentation for at least 20 minutes, not to exceed 60 minutes. The proctor will stop any candidate at 60 minutes and no further material presented will be rated. Candidates will fail the examination if their presentation does not last at least 20 minutes.
- Your presentation must include each of the 20 criteria listed for your topic
- During your presentation, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- Only mock chemicals may be used in the presentation, and no hairspray may be used. Items left behind will be discarded. Please check for, and remove, all personal items at the end of the exam.



SUPPLIES AND EQUIPMENT

You will be responsible for bringing your own supplies. Required supplies include the following items:

- Lesson plan for presentation (1 copy to examiner, 1 copy for candidate)
- Handout for presentation (1 copy to examiner, 1 copy for candidate)
- All tools and supplies needed for presentation, including mannequin if needed
- Mannequin stand or tripod if desired
- Dry-erase markers if whiteboard will be used

ITEMS SUPPLIED BY EXAMINATION VENDOR

- Table/Workstation for setup. Any table available in examination area may be used for exam.

COSMETOLOGY INSTRUCTOR PRESENTATION RATING CRITERIA

Time for complete presentation: 20 minutes to 60 minutes, plus 10 minutes for set-up time (Total time: up to 1 hour and 10 minutes). There are 60 possible points on the Cosmetology Instructor Presentation examination. You must earn at least 45 points (75%) to pass.

The following information will be used by examiners to grade your performance during the Presentation Examination.

Orders of events in examination and rating criteria:

1. Turn in 1 copy of lesson plan for presentation (at the beginning of the examination)
 - a. Lesson plan must include description of handout (#2 below) and sample questions for Q&A with correct answers indicated
2. Turn in 1 copy of handout for students and any other prepared visual aids for presentation (at the beginning of the examination)
3. Prepare for presentation (10 minutes)
4. Lesson Presentation (at least 20 minutes; not to exceed 60 minutes)
 - a. Your lesson presentation will be rated for mastery of teaching skills and for mastery of technical cosmetology skills

LESSON PLAN FOR PRESENTATION (10 total points)

(Handed in at the beginning of the examination)

Rating criteria (1 point each):

1. Cover page includes all required information, including list of references
2. Cover page lists appropriate instructional materials, equipment, and supplies
3. Greeting (introduction) includes subject, topic, and objectives
4. Objective clearly state what student will be able to do as a result of the lesson
5. Includes description of motivation for learning
6. Lists major topics to be presented
7. Lists key points to be presented
8. Includes a summary and review
9. Includes 5 questions relevant to the topic (with answers) to be used in oral evaluation
10. Identifies follow-up assignment(s) for students to complete

HANDOUT FOR PRESENTATION (2 total points)

Rating criteria (1 point each)

1. Adds to or reinforces the lesson presentation
2. Assists learner in recognizing key points

PRE-EXAM SET UP AND DISINFECTION (4 total points)

Time Allowed (10 minutes)

Rating criteria (1 point each)

1. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
2. Disinfects work surfaces with approved EPA- registered disinfectant
3. Sanitizes own hands using hand sanitizer
4. Kit must remain closed

PRESENTATION (24 total points)

(At least 20 minutes, not to exceed 60 minutes)

Rating Criteria (1 or 2 points each as specified):

Open:

1. Greeting includes subject, topic, and learning objectives (1)
2. Motivation creates interest in subject/topic (1)
3. Speaks clearly with varying tone using professional terminology and can be heard (1)
4. Is well-groomed and professionally attired (need not wear smock/apron for instructor exam) (1)

Present:

5. Describes procedures as they are demonstrated (2)
6. Presents ideas clearly and concisely (2)
7. Explains key ideas and concepts effectively (2)
8. Makes use of handout provided (2)

Engage:

9. Makes eye contact with all students (2)
10. Refers to lesson plan but does not read directly (2)
11. Demonstrates use of implements and /or equipment so that all students can see (2)
12. Provides opportunities for student participation (2)

Close:

13. Emphasizes key concepts of sanitation and safety (1)
14. Summarizes key ideas and concepts (1)
15. Uses questions and answers presented in lesson plan (1)
16. Gives follow-up assignment (1)

EXAMINATION TOPICS FOR PRESENTATION

Cosmetology Instructor Operator Topics

Topic 1: Virgin Haircoloring and Hair Color Retouch

Teach students how to perform a virgin hair color application on the left front quadrant and a color retouch application on the right quadrant, including sectioning hair and applying color, on an already draped mannequin

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain the color wheel
2. Explain the color level system
3. Explain the purpose of a client consultation
4. Explain the effect of ammonia on hair
5. Explain the layers of the hair that are affected by the coloring process
6. Explain what the addition of color to hair refers to
7. Explain what the subtraction of color from hair refers to
8. List the safety precautions to use for the patron's benefit when applying color
9. Explain the use of temporary color
10. Explain the use of semi-permanent color
11. Explain the use of permanent color
12. Demonstrate and explain the proper technique for sectioning hair and the importance of sectioning
13. Explain the correct area of the hair to start an application
14. Demonstrate and explain the different types of applications: virgin and regrowth
15. Demonstrate how to apply the product with a tint bottle
16. Demonstrate how to apply the product with a tint brush
17. Explain the purpose of a patch test
18. Explain the purpose of a test strand
19. Explain how the color may be removed
20. Explain the purpose of conditioning of the hair

Topic 2: Chemical Texture Services (Relaxing)

Teach students how to section hair, and apply relaxer on virgin hair of a mannequin

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain safety precautions to take when relaxing hair
2. Describe thio relaxers
3. Describe hydroxide relaxers
4. Describe how to select the most appropriate relaxer product, thio or hydroxide for a given client
5. Describe how to assemble materials needed for relaxer procedure
6. Demonstrate and explain proper draping procedures
7. Demonstrate and explain proper application of protective base
8. Demonstrate and explain proper sectioning of hair
9. Demonstrate and explain how to apply relaxer with tint brush to virgin hair
10. Demonstrate and explain how to apply relaxer with tint brush to regrowth
11. Demonstrate and explain how to apply relaxer with comb to virgin hair
12. Demonstrate and explain how to apply relaxer with a comb to regrowth
13. Describe and explain how to ensure chemical does not come into contact with skin
14. Describe what to do if chemical does come into contact with skin
15. Describe how to do a strand test, and the purpose of strand test
16. Describe the proper removal of relaxer from hair
17. Describe how to condition hair after the relaxer treatment
18. Explain the proper removal of the drape
19. Demonstrate and explain how to properly discard materials and towels
20. Explain why it is necessary to clean and disinfect tint brush or comb

TOPIC 3: 90 Degree Hair Cut

Teach student how to perform a 90 degree haircut using shears on a mannequin

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain why a stylist should study Haircutting
7. Explain the importance of "reference points" on the head
8. Explain one of the standard reference points
9. Demonstrate and explain the correct draping procedure
10. Demonstrate and explain palming the shears
11. Demonstrate and explain handling the comb
12. Demonstrate and explain safety in haircutting
13. Demonstrate and explain the difference between a stationary guideline and a traveling guideline.
14. Demonstrate and explain how to safely hold shears and comb while sectioning
15. Demonstrate and explain how to transfer the comb.
16. Demonstrate and explain how to establish a guideline for the haircut
17. Demonstrate and explain sectioning and cutting for 90 degree hair cut
18. Demonstrate and explain how to cross check the hair cut for blending
19. Demonstrate and explain procedures when an Exposure Incident occurs
20. Explain Sanitizing implements and cleanup of workstation

TOPIC 4: Hairstyling

Teach students correct technique for blow-drying hair with a comb and/or brush AND teach proper technique for off-base and on-base curls with a curling iron

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Demonstrate and explain proper method for directing air to roots
2. Explain importance of keeping dryer from getting too close scalp
3. Demonstrate and explain position of the brush and/or comb as it will be used in forming the direction of the hair
4. Demonstrate and explain how the forming of the hair will give distinguishable changes to the appearance
5. Point out the importance of a styling agent while blow-drying the hair
6. Explain the importance of heat in blow-drying
7. Discuss at least one attachment and its use on a blow dryer
8. Explain importance of checking on working condition of electrical appliances (i.e., cords not frayed, air intake not clogged)
9. Explain the types of brushes that can be used
10. Demonstrate and explain effects of at least 2 different brushes
11. Explain how hair should be dried if a curling iron is to be used on the hair
12. Demonstrate and explain how to create an off-base curl with a curling iron
13. Demonstrate and explain how to create on-base curls with a curling iron
14. Demonstrate and explain how to determine if a curling iron is at the proper temperature to use on the hair
15. Explain how to protect the scalp from the curling iron
16. Explain the importance of using a styling agent when using a curling iron on the hair
17. Explain additional services or products that could be recommended to be used by someone who uses a thermal iron on a daily basis
18. Demonstrate and explain how to correctly remove a drape
19. Demonstrate and explain how to dispose of waste materials
20. Demonstrate and explain how to clean and disinfect curling iron

TOPIC 5: Chemical Texture Services (Permanent Wave)

Teach students proper procedures for Permanent Wave and processing using a Basic Permanent Wrap

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain the tools and equipment needed for this demonstration
2. Explain how to disinfect the tools and equipment used in the demonstration
3. Explain decontamination Method 1 and Method 2
4. Explain what is meant by Multiuse and Single use items
5. Explain the factors involved in a successful client consultation
6. Explain the structure of each of the hair's layers
7. Explain the purpose of each of the hair's layers
8. Demonstrate and explain Draping for chemical service
9. Explain the Base direction during the wrapping procedure
10. Explain End Papers and their importance
11. Demonstrate and explain Sectioning hair in base sections that are equal to the length and width of the rod
12. Demonstrate and explain proper use of end papers
13. Explain the importance of protective barrier cream/ cotton around hairline
14. Explain the importance of wearing gloves when applying solution
15. Demonstrate and explain how to apply solution
16. Demonstrate and explain the Importance of completely saturating the rods
17. Demonstrate and explain the Proper test curl and timing
18. Explain rinsing the permanent wave solution from the hair
19. Demonstrate and explain applying Neutralizer
20. Explain Sanitizing implements and cleanup of workstation

Cosmetology Instructor Esthetician Topics

Topic: Basic Facial

Teach students how to perform a basic facial to include draping, cleansing, steaming, applying a mask and basic facial massage manipulations using a mannequin.

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain the tools and equipment needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain how to prepare for the treatment room
7. Demonstrate and explain Draping the hair
8. Explain the sanitary procedures when removing products from containers
9. Demonstrate and explain Cleansing the face
10. Demonstrate and explain removing the cleanser
11. Explain how to determine skin type
12. Explain Steaming the face procedure using Face Steamer or Towels
13. Explain health problems or skin conditions in which a client should not have a facial massage included in the service
14. Demonstrate and explain Effleurage manipulation
15. Demonstrate and explain Petrissage manipulation
16. Demonstrate and explain Tapotement manipulation
17. Demonstrate and explain applying a clay mask
18. Demonstrate and explain removing the mask product
19. Demonstrate and explain applying the toner product
20. Explain Sanitizing implements and cleanup of workstation

Cosmetology Instructor Manicurist Topics

Topic: Basic Manicure

Teach students how to perform a basic manicure using a mannequin hand.

Technical Rating Criteria (1 point for each):

Candidate must explain at least ONE of the sub criteria to receive a point.

1. Explain the supplies and implements needed for this demonstration
2. Explain decontamination Method 1 and Method 2
3. Explain what is meant by Multiuse and Single use items
4. Explain the importance of hand washing when serving clients
5. Explain the factors involved in a successful client consultation
6. Explain what you should keep in mind before conducting a manicure service
7. Demonstrate and explain the procedure for setting up the manicure table
8. Demonstrate and explain removing the old polish
9. Explain the proper procedures for filing natural nails
10. Explain why nails should be filed before they are soaked
11. Demonstrate and explain the purpose of soaking the nails in a fingerbowl
12. Demonstrate and explain drying the client's hand
13. Demonstrate and explain applying cuticle remover on each nail plate
14. Demonstrate and explain pushing and lifting cuticle tissue off each nail plate
15. Demonstrate and explain proper use of nippers to remove any loosely hanging tags of dead skin
16. Demonstrate and explain buffing the nail
17. Demonstrate and explain applying nail oil to the nails
18. Demonstrate filing the rough edges on the free edges
19. Explain steps to polishing the nail
20. Explain sanitizing implements and cleanup of workstation



MINNESOTA INSTRUCTOR COSMETOLOGY EXAMINATION REGISTRATION FORM

Legal Name: _____
Last Name First Name Middle Name

Social Security #: [] [] [] - [] [] - [] [] [] [] FOR IDENTIFICATION PURPOSES ONLY

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

City State Zip Code

Telephone: Cell _____ - _____ Other _____ - _____

Email: _____@_____

- Examination (Check one):
- Instructor General Exam only (\$35)
 - Instructor State Exam only (\$25)
 - Instructor Practical Exam (\$70)
- (Check one) First Time Retake

Total Fee Included: \$_____. You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card Number: _____ Exp. Date: _____

Card Verification No: _____
The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

I am submitting the Special Arrangement Request form and required documentation. (See end of bulletin.) Yes No

Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration MN COS
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
Email: examschedule@psionline.com
www.psiexams.com



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

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street Citv. State. Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-print written examination
- Other _____

Interpreter
Candidates are responsible for paying the interpreter directly. PSI does not provide an interpreter, but can assist the candidate in locating one. PSI requires a signed waiver from the candidate that states that they have no relationship with the interpreter. Should PSI suspect a potential conflict of interest between a candidate and an interpreter, PSI has the right to independently select an interpreter, with the candidate paying the fee.

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121